



Belgian Beer Cafe Westende

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Thank you for expressing an interest in The Belgian Beer Café Westende.

This pack is designed to provide you with the necessary information you will need for planning and booking your next function.

The Belgian Beer Café Westende will attempt to meet any special requirements you may have for your function. We will endeavour to accommodate the needs of you and your guests in every instance.

Should you have any further enquiries, please do not hesitate to contact me during office hours Monday to Friday.

We recommend that you view your chosen function area prior to your event. Should you wish to do so please make an appointment with our Function Co-ordinator.

It is strongly recommended that all people attending functions at the Belgian Beer Café bring current photo identification with them, as refusal of entry may offend.

We do not accept functions for Pub-crawls or 18th Birthdays

Regards

Samantha Drury
Assistant Manager /Functions Co-ordinator

FUNCTIONS AT THE BELGIAN BEER CAFÉ

We have three (3) areas that may be suitable for holding your function:

HOE "GAARDEN" COURTYARD

Our distinctively European courtyard or Hoe "gaarden" as we like to call it can accommodate a larger number of guests and is adjacent to the courtyard bar. The undercover but open area is great for sundowners, birthdays or just a few drinks with friends.

This bar offers our full range of Belgian tap beer, Belgian bottled beer, spirits and wine.

The Hoegaarden is available for exclusive use for functions each day of the week, **except Fridays**, as this area is turned into a second bar for the evening and the bar side cannot be exclusive for functions. We can however book the non bar side of the beer garden.

TRAPPIST ON KING

Trappist on king is a European themed bar with full bar facilities and a nice view of king Street. This area can be used for sundowners, birthdays, corporate events, meetings, and much more.

An advantage of this area is it is fully enclosed so can be 100% private for you and your guests. Winter time is great in this area with the open log fire... ☺

Trappist on King is available every day of the week with either the whole or half the room for hire depending on numbers. This bar has music facilities allowing you to play your own music straight from your I-pod or allowing you to listen to our in-house music.

We now have two tap points in Trappist on King. Ask what beers are currently on tap along with our large range of bottled beers, spirits and wine.

STELLA

Stella is a small section in the main bar just through the front doors. It is a perfect area for stand up functions, where you enjoy the atmosphere of the Belgian Beer pouring while you kick back and relax with your guests.

This utilises the main bar for drink service and is therefore not strictly a 'private' area and is available for exclusive use for functions each day of the week. Perfect for the casual sundowners or a few after work drinks.

VENUE OPTIONS

Hoegaarden Capacity	½ area - \$150 Up to 55 people	Full area- \$300 Up to 110 people
Trappist On King Capacity	½ area-\$150 Up to 55 people	Full area- \$300 Up to 110 people
Stella Capacity	½ area N/A	Full area- \$150 Up to 30 people

These capacity numbers are based on cocktail style functions. These areas can also be booked out for exclusive dining style areas. If you would like to check maximum numbers for dining in any of these areas please contact the functions coordinator.

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FOOD

The Belgian Beer Café Westende is able to offer a range of menu options. These include our Set Menu for lunch or dinner functions and Cocktail Platters for cocktail style functions.

Any function where alcohol is served requires the purchase of food to align with the Responsible Service of Alcohol (RSA) practises of the Venue and WA Laws.

For cocktail style functions, the minimum catering is set at one platter per seven (7) people; a moderate amount would be one platter per five (5) people and a substantial amount one platter per two (2) people. (*The amount of food would be in lieu of a normal lunch or dinner meal*).

The Belgian Beer Café Westende operates under a food safety program, and in the interests of patron safety, all food must be consumed on premise and we cannot allow food to be taken from the venue.

Platters need to be confirmed at least 3 days prior to function.

Platters

Cocktail Food- Platters are approx 24 pieces

Sautéed Prawns with Rockmelon	\$55
Moroccan Lamb Koftas, Fetta and Mint pesto	\$55
Kikorangi Blue cheese and Avocado, Pumpkin foccacia croute	\$55
Fried Vietnamese Vegetable rolls with a Fragrant sauce	\$50
Chicken, Spinach and Ricotta pastries	\$50
Vegetable samosas	\$45
Belgian Cheese croquettes, with our own Mayonnaise	\$40
Cold antipasto platter	\$60

More Substantial Food

Chicken Baguette platter (20 pieces)	\$120
Steak sandwich plate (20 pieces)	\$155

GLUTEN FREE PLATTERS ARE AVAILIABLE

BEVERAGE

Due to our commitment to the Responsible Service of Alcohol, the Belgian Beer Café Westende does not Offer discounted rates for beverages or drink packages.

Should you require a copy of our beers, spirits, liqueurs or wines, please contact our Functions Co-ordinator and one can be sent through to you. All drinks are charged on a consumption basis with your choice of Bar Tab or the option of a Cash Bar for guests to purchase their own drinks. Unfortunately we do not do any drink packages.

Beverages for your function must be selected and confirmed **one week prior** to the event. You are able to select up to three red wines, three white wines, two sparkling wines and six bottled beers. All tap beers can be made available for bar tab although Trappist on King only has two tap points.

Soft drink, juice and water will also be made available. Spirits can be arranged at your request.

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OTHER COSTS

Use of the Microphone and speaker- \$40
Additional TV's (Trappist on King does have one TV already) - \$40
Tea and coffee station- \$2.50 per person
Tablecloths- \$30

Projectors and screens can be hired in if required so please talk to the Function Coordinator for a quote. If there are any other special requirements you would like for your function don't hesitate to check if it can be arranged.

TERMS AND CONDITIONS

Confirmed Bookings

The Function Confirmation Form must be signed and returned to the Belgian Beer Café to secure the booking date and room. We do ask for your credit card details in order to secure your booking. The credit card details are in lieu of a cash deposit.

We do not charge anything to the credit card provided unless requested by the customers. All outstanding amounts are finalised on the date of the function. We will only **debit the credit card if the function is cancelled within 7 days of the function date** or if the function is not paid for at its conclusion.

Menus and Beverage Selections

All arrangements must be finalised one week prior to the date of the function. Our Functions Coordinator will contact you prior to this date advising what information is required. Failure to do so may result in some food or beverage options being unavailable.

Please note that due to circumstances beyond our control, prices may be subject to change.

Final Numbers

It is essential that numbers be confirmed with our Functions Coordinator no later than 48 hours prior to any function.

Payment

Payment for your function will be processed and payable at the conclusion of your function. Failure to make payment will result in your credit card being debited for the full amount of your bill (as authorised by the signature on the credit card details supplied on the Function Confirmation Form containing these terms and conditions).

Unfortunately we cannot accept individual payments. All payments must be made by close of business on the day of your function. Payment by cheque or direct debit cannot be accepted.

Cancellation

A cancellation fee will apply to functions cancelled within 7 days of the event date. A cancellation fee on the amount of room hire, or food ordered will apply. This amount will be deducted from the credit card nominated on the confirmation form.

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Damages

The full cost of any damage incurred to the property of the Belgian Beer Café is the financial responsibility of the person(s) who have provided the credit card details.

Management will liaise with the function contact at intervals throughout the evening, regarding bar tab amount. We endeavour to make every effort of informing the function contact when the bar tab has a \$100 left but ultimately it is the responsibility of the function to be aware of the bar tab amount.

We must be advised of decorations prior to the function, sticky tape or thumbtacks cannot be used on the walls. Glitter, confetti or sparklers cannot be brought in for functions.

Under 18's

Under WA Law, all guests who are under the age of 18 years must be accompanied by their own parents or a Legal guardian. All guests must be over the age of 18 to consume any alcohol (Photographic ID will be requested)

To avoid disappointment we advise that you fax or email your completed function confirmation form with credit card details to the Belgian Beer Café as soon as possible.

Once our Functions Coordinator has received the form, we can fully secure your booking. **Functions will not be considered booked until our Functions Coordinator has received this form and confirmed it with you via email or phone.**

Name (Please print) _____

Signature_____Date_____

Phone Number_____Mobile_____

Day & Date of Function_____

I understand and accept the terms and conditions as listed above.

The Belgian Beer Café Westende and Trappist on King are Responsible Servers of Alcohol and for this reason, we reserve the right to:

1. Refuse entry to intoxicated persons
2. Refuse service to intoxicated persons
3. Refuse entry and service to underage persons
4. Remove any persons creating a disturbance

These guidelines reflect both the legal requirements and the desire of the Belgian Beer Café Westende and Trappist on King to be caring, ethical and a leader in the leisure in the hospitality industry.

FUNCTION CONFIRMATION FORM

To confirm your Booking, please complete and fax to Functions Department on 9321 1516

Organiser's/Company's Name: _____

Phone: _____ Mobile _____

Email: _____

Contact Person on the Day: _____

Day of Function: _____ Date of Function: _____

Arrival Time: _____ Departure Time: _____

Area: _____ Number of guests _____

Type of Function: Cocktail Lunch Dinner Sundowner

Bar Tab required: Yes/No Bar Tab Limit:\$ _____

CREDIT CARD DETAILS

Credit card type: Please circle AMEX DINERS VISA MASTERCARD

Card Number: _____ Date of expiry: _____

Cardholder's name: _____ Signature of
Cardholder: _____

I, _____ give the Belgian Beer
Café Westende the authority to deduct the Cost of any Food Ordered due to the
reason of non attendance without due notice being given as agreed in Terms and
Conditions.

PLEASE NOTE: If the Bar TAB is not settled upon End of the Day, this credit card
will be automatically charged for any Outstanding Amounts.

Please ring the Functions Coordinator to check that your Booking details have been
received.