



POST OFFICE HOTEL

# EVENTS





## ABOUT US

Here at the Post Office Hotel, we cater for a wide variety of functions across multiple event spaces.

...Hold a small intimate dinner with your friends...  
...Celebrate your engagement with cocktails and canapés...  
...Host a lavish share-style banquet for any occasion...

## BOOKING WITH US

All expenses relating to food and beverage, use of in-house AV equipment, installation/removal of BYO complex decorations, and any other service provided by the Post Office Hotel will apply to the minimum spend.

10% of the minimum spend is required to secure the event space and date. This is a non-refundable payment. All details of your event, including full payment of the minimum spend, are due two weeks prior to the event date.

### TRADING HOURS:

- Monday & Tuesday 5pm - 10pm
- Wednesday & Thursday 12pm - 11pm
- Friday & Saturday 12pm - midnight
- Sunday 12pm - 10pm

### CONTACT INFO:

Call or email the events team today!  
T: 9386 5300  
E: [bookings@thepostofficehotel.com.au](mailto:bookings@thepostofficehotel.com.au)  
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## DECK & BACK BAR

Our undercover Deck is a leafy, heated outdoor space at the rear of the Dining Hall. Surrounded by flower beds, potted plants and hanging vintage pendant lights, the Deck & Back Bar is an impressive space to host a variety of events. Included in every Deck booking is the Back Bar to exclusively service your event. The large glass bi-fold doors can be opened to turn the Back Bar and

Deck into one alfresco space.

### CAPACITY:

50 seated | 80 standing

### MINIMUM SPEND

Lunch (12pm - 5pm)

Mon - Thurs \$2,000 . Fri - Sat 4,000 . Sunday \$4,000

Dinner (6pm - close)

Mon - Thurs \$3,000 . Fri - Sat \$5,000 . Sunday \$4,000

## BACK BAR DINING

Enjoy private access to three large banquet tables inside our spectacular Dining Hall, as well as private use of the adjacent Back Bar for cocktails and mingling on arrival. There are multiple locations to set up a dessert buffet, balloon installation or a dedicated kids play area.

### CAPACITY

42 seated | 60 standing

### MINIMUM SPEND

Lunch (12pm - 5pm)

Mon - Thurs \$1,500 . Fri - Sat \$3,000 . Sunday \$3,500

Dinner (6pm - close)

Mon - Thurs \$2,000 . Fri - Sat \$4,000 . Sunday \$3,000



## INTIMATE DINING

Invite your friends or family to enjoy an intimate private dining experience in the Dining Hall. We will set up a banquet table for up to 24 guests with your own dedicated waiter and private bar. The remainder of the Dining Hall is discreetly tucked away behind drapery.

### CAPACITY

24 seated on one single table

### MINIMUM SPEND

Lunch (12pm - 5pm)

Mon - Thur \$1,500 . Fri - Sun \$2,000

Dinner (6pm - close)

Mon - Thurs and Sun \$2,000 . Fri - Sat \$2,500



## THE DINING HALL

The Dining Hall is a spectacular light-filled warehouse-style event space with cathedral ceilings, exposed beams and vintage pendant lights. Exclusive access to the Deck & Back Bar comes included in every Dining Hall booking.

The Deck is the ideal space to allow your guests to graze on canapés and cocktails on arrival, or a play area for the kids. We've hosted a wealth of entertainment on The Deck from magicians, to jungle gyms and giant games.

The Dining Hall is an impressive space for both seated or cocktail-style events. Whether you choose to dine from our Feasting Banquet or design your own grazing menu, your guests are sure to be impressed.

### CAPACITY

133 seated

250 standing

### MINIMUM SPEND

Lunch (12pm - 5pm)

Mon - Fri \$6,000 . Sat - Sunday \$7,000

Dinner (6pm - close)

Mon - Thurs and Sunday \$7,000 . Friday \$9,000 . Saturday \$11,000



## THE BOARDROOM

The Boardroom is located on the pub side of the venue and is the ideal location for a private dining experience. Our smallest and most popular intimate dining space features a gas fireplace, leadlight window, and sliding barn door that allows you to enjoy fully private event space.

### CAPACITY

20 seated

30 standing

### MINIMUM SPEND

Lunch (12pm - 5pm)

Wed - Thurs \$700 . Fri - Sunday \$1,200

Dinner (6pm - close)

Mon - Thurs, Sunday \$1,000 . Fri - Sat \$1,500





## FULL DINING ROOM

The Dining Room is a beautiful room full of original features; exposed brick walls, greenery, beautiful pendant lighting and warm wooden floors. It also features large bi-fold doors looking out onto the leafy courtyard.

### CAPACITY

56 seated | 80 standing

### MINIMUM SPEND

Lunch (12pm - 5pm)

Wed - Thurs \$2,000 . Friday - Saturday \$4,000 . Sunday \$4,500

Dinner (6pm - close)

Mon - Thurs \$2,000 . Friday - Saturday \$4,000 . Sunday \$4,500

## FRONT HALF DINING ROOM

The Front Dining Room also offers private access via Reynard St.  
The Dining Room is separated by a room divider.

### CAPACITY

28 seated | 32 standing

### MINIMUM SPEND

Lunch (12pm - 5pm)

Wed - Thurs \$1,000 . Friday - Saturday \$2,000 . Sunday \$2,200

Dinner (6pm - close)

Mon - Thurs \$1,000 . Friday - Saturday \$2,000 . Sunday \$2,200



## BACK HALF DINING ROOM

The Dining Room is separated by a room divider.

### CAPACITY

34 seated | 42 standing

### MINIMUM SPEND

Lunch (12pm - 5pm)

Wed - Thurs \$1,200 . Friday - Saturday \$2,600 . Sunday \$2,300

Dinner (6pm - close)

Mon - Thurs \$1,200 . Friday - Saturday \$2,300 . Sunday \$2,300



# SEATED EVENT MENUS

## FEASTING BANQUET

\$75 per head for 2 courses

\$90 per head for 3 courses

### SHARED ENTRÉE

Chef's selection of 2 shared entrée dishes

### MAIN // CHOOSE UP TO 3

Roastbiff (wagyu beef)

Pork belly

Lamb shoulder

Herb roasted chicken

### SEASONAL SIDES

Chef's selection of 3 shared side dishes

### DESSERT // CHOOSE 1

Chef's selection of three cheeses served to the table with seasonal fruit, quince paste, a variety of bread and crackers

Alternating drop of 2 seasonal desserts

## SLOW ROAST

\$60 for 2 courses

\$70 for 3 courses

*Additional protein \$10 per head*

### SHARED ENTRÉE

Chef's selection of 1 shared entrée dishes

### MAIN // CHOOSE 2

Pork shoulder

Lamb shoulder

Herb roasted chicken

### HOUSE SIDES

Roasted potatoes with garlic and rosemary salt

Iceberg salad, herbs, spanish onion and citrus dressing

POH herbed slaw

### DESSERT

Chef's selection of 1 seasonal dessert

*Vegetarians & vegans will be served a dietary main dish. Our menus are seasonal and will change.*



# ADDITIONAL MENUS

## PUB CLASSICS

*Available to bookings of 40 and under*

\$50 per head for 2 courses

\$60 per head for 3 courses

## SHARED ENTRÉE

Chef's selection of 1 shared entrée dishes

## GUEST CHOICE OF MAIN

POH chicken parma, garden salad, chips

Beer battered market fish fillets, tartare, slaw, chips

Coburger or Veg Coburger: with rosada, mustard onion, pickles, cheese, lettuce, tomato, chips

250g Striploin (medium rare), salad, chips and gravy

## DESSERT

Chocolate brownie with vanilla ice-cream

## BYO CAKE (CAKEAGE)

*We offer the following types of service:*

\$50 per wedding cake: your cake will be cut by our chefs and served on platters to the tables or roaming.

\$6.5 per head: Individual plated portions of cake served with cream.

\$100 BYO Dessert Buffet: 1 x wedding cake + dessert options set up on a buffet table with crockery.

*\$50 per additional cake*

## FOR THE KIDS

*Recommended for kids 12 years and under*

\$14 per head for main course

\$18 per head for main and dessert

## MAIN

Crumbed chicken, chips and salad

Battered fish, chips and salad

Cheeseburger and chips

Pasta with Napoli

## DESSERT

Vanilla ice-cream

## KIDS GRAZING PLATTER

*For grazing events*

\$18 per head

Crumbed chicken, chips and mini pizza

## SUPPLIER MEALS

\$28 per head

Suppliers can select from a Pub Classics menu on the day.



# GRAZING EVENTS

## OPTION 1

\$60 Per head

6 Roving Canapes

## OPTION 2

\$75 Per head

Light selection of antipasto and charcuterie with pickles and bread, served to a grazing table on arrival

6 Roving canapés

*For additional canapés, please add \$7.5 per head and \$8 per head for sliders and rolls*

## CANAPÉS // CHOOSE 6

Smoked Eggplant, piquillo peppers

Whipped tarama on baguette

Mushroom duxelle, pickled shimeji mushrooms

Beetroot tartare, goats curd

Spanish tortilla, aioli

Gildas, pickled anchovy, piparra pepper, green olive

Chicken rilletes and caperberry on baguette

Sun-dried tomato and cream cheese on baguette

Fior di latte and olive tapenade on baguette

Goats cheese, caramelised onion, pear tart

Pumpkin, sage, goats curd tart

Falafel and spicy mayo

Pork and prune skewers

Lamb kofta, tzatziki, confit garlic

House made cocktail pork sausage, bravas sauce

Cauliflower and cheddar croquette

Manchego croquette, bravas sauce

Three cheese arancini

Sun-dried tomato arancini

Beef slider, rosada, cheese and pickle

Bocadillo, mortadella, gruyere, piparra pepper, mayo

Field mushroom, goats cheese, slider

Pork belly mini banh mi



# OPTIONAL EXTRAS

## OYSTER STATION

\$300

- 4 dozen oysters (additional dozens \$50 each)
- Served with seasonal dressings

## CHEESE STATION

\$750

- 3kg of local and imported cheese wheels
- Served with seasonal accompaniments
- Larger stations can be quoted upon request

## LATE NIGHT SNACK

From \$10 each

- Chips & gravy
- Potato ems
- Chicken nuggets & chips
- Bacon sando with HP sauce

## ROVING DESSERTS

\$750 for 120 pieces

- A variety of petit fours served roving
- Larger or smaller selections can be quoted upon request
- Includes vegan and gluten free options



## POPCORN CART

\$200

- Vintage inspired popcorn cart for 1 hour
- Includes bag, scoop and staff member to serve

## CANDY BAR

\$350

- Old school candy bar packed with all the classics
- Fully styled with vintage glassware and wooden crates

## GIN & WHISKY BAR

Charged on consumption

- A selection of local and imported whiskey & gin
- Served with traditional mixers in the Whiskey Lounge
- Bartender to serve for 1 hour, or an agreed bar tab limit

## BOCA GELATO MINI ICE-CREAMS

\$400 for 50 ice-creams

- Choc-top petit four in a range of seasonal flavours
- Served roving in trays of ice
- Smaller or larger orders available



# STYLING OPTIONS

## DISCO BALL

\$150

- Large Disco Ball Installed over the dance floor

## WHITE RIPPLE PLINTHS

\$50 each

- Sizes 90cm, 75cm & 30cm

## TABLE LINEN

\$200

- Full room set with white linen table cloths

## CANDLE OPTIONS

\$12 per set

- Gold dinner candle holder (clusters of 3) 12 sets available.
- Black dinner candle holder (clusters of 3) 12 sets available.
- Green tea light holders (clusters of 3) 6 sets available

*\*Candles not included\**

## PLACE CARDS

\$3 per person

- Personalised menus with guests name placed at the header

# COMPLIMENTARY EXTRAS

## STATIONARY

- Personalised food & beverage menus, welcome signage and seating chart if necessary

## TABLE SETTINGS

- Natural linen-feel napkins for seated events
- Tea light candles scattered on table and around the event space
- All necessary glassware, crockery, cutlery, trays and display stands

## CORDLESS MICROPHONE

- Runs through Dining Hall and Deck speakers
- \*Cost may incur if damaged\**

## BYO PLAYLIST

- BYO playlist operated by venue staff for the duration of the event

## OH&S LADDER

- An OH&S ladder must be used when installing and removing decorations hung from the trusses.





# DRINKS

## POH PACKAGE

Unlimited consumption, charged per head

3 hours \$60 / 4 hours \$75 / 5 hours \$85

### WINE:

BTW by Zilzie Sparkling, Murray Darling VIC

Yering Farm Sauvignon Blanc, Yarra Valley VIC

Yering Farm Cabernet Sauvignon, Yarra Valley VIC

Laneway Shiraz, Heathcote VIC

### BEER & CIDER:

Coburg Lager, Pentridge Pale Ale, Napoleone Apple Cider

Prickly Moses 'Otway' Light (bottles)

### SOFT DRINKS, TEA & COFFEE

## LUXURY PACKAGE

Unlimited consumption, charged per head

4 hours \$140 / 5 hours \$150

### WINE:

*Your choice of 1 Champagne*

NV Louis Roederer 'Collection 242' Brut, Reims

Champagne

NV Veuve Clicquot Brut Yellow Label, Reims Champagne

*Plus 4 wines*

Jackson Brooke Riesling, Henty VIC

Onannon Chardonnay, Mornington Peninsula VIC

Two Tonne 'TMV' Pinot Noir, Tamar Valley TAS

Mitolo 'Angela' Shiraz, Barossa Valley SA

### BEER & CIDER:

Coburg Lager, Pentridge Pale Ale, Son of a Gun IPA,

Napoleone Apple Cider

Prickly Moses 'Otway' Light (bottles)

### SOFT DRINKS, TEA & COFFEE

## PREMIUM PACKAGE

Unlimited consumption, charged per head

3 hours \$75 / 4 hours \$90 / 5 hours \$100

### WINE:

Zonzo Estate Prosecco di Aria, Yarra Valley VIC

*Plus your choice of 4 wines:*

Greenstone 'Gusto' Pinot Grigio, Yarra Valley VIC

Jericho Rosé, Adelaide Hills SA

Zonzo Pinot Noir, Yarra Valley VIC

Torzi Matthews 'Schist Rock' Shiraz, Barossa Valley NSW

Fallen Giants Cabernet Sauvignon, Grampians VIC

### BEER & CIDER:

Coburg Lager, Pentridge Pale Ale, Napoleone Apple Cider

Prickly Moses 'Otway' Light (bottles)

### SOFT DRINKS, TEA & COFFEE

## ON CONSUMPTION BAR TAB

- Set up a bar tab with a specified limit
- You will be given the option to extend the bar tab once the agreed limit has been reached
- Design your own beverage menu by choosing your favourites from our wine list

## COCKTAILS & MOCKTAILS

Low alcohol cocktail \$10 each

Standard sized cocktail from \$16 each

Mocktail \$7 each

- Choose up to 2 cocktails from our seasonal list
- Cocktails are batch prepared and served at an agreed time
- Minimum order of 20 cocktails and 10 mocktails

# TERMS & CONDITIONS

The Post Office Hotel does not assume responsibility for any loss or damage to property belonging to the client, clients guests or invitees, or any injury sustained to the client or any guests during their time at the venue. We reserve the right to remove any undesirable persons from the event or premises without liability. The Post Office Hotel management and employees will, at all times, be bound by the state licensing laws and Liquor Control Reform Act 1998.

## CONDUCT

While you and your guests are on our premises, please make sure that you and your guests comply with the rules of the venue, and in accordance with the applicable laws. As a visitor to our venue, you are liable for the actions of your invitees and any damages or losses incurred during your event.

## PRICING

All pricing is subject to change in line with market fluctuations. All goods and services are subject to public holiday surcharges. Increased minimum spends may also apply to Public Holidays and dates preceding them. Your minimum spend will not change once you have accepted our terms and conditions and your deposit has been paid.

## MINIMUM SPENDS

The full payment of the agreed minimum spend for the space must be paid in full 2 weeks prior to your event, or your event may be canceled. If you do not meet the minimum spend we are of no liability to refund any portion of your prepaid amount.

## PAYMENT & DEPOSIT SCHEDULE

The following payment terms are required to secure your booking:

- We require a 10% deposit of the minimum spend which is non refundable, it will not be returned if your event is canceled.
- The deposit will be credited to your account and will be applied to the final bill.
- For events with a minimum spend of \$9,000 or more, payment of 50% of the total is required 6 months prior to your event.
- The remaining minimum spend must be paid no later than 2 weeks prior to your event. We accept Visa, MasterCard, Debit card, cash or bank cheque in person; no cheques in the mail. Direct transfers can be arranged with the Event Manager on request. Surcharges apply to all card payments.
- Any amount exceeding your minimum spend must be paid in full at the conclusion of your event in person using cash or credit card.

## FINAL SUBMISSIONS

Final numbers along with dietary requirements, and final food & beverage selection is required 2 weeks prior to your event. If all food & beverage selections are not provided 2 weeks prior to your event these selections will be made for your event by the Event Coordinators. 'No shows' or late cancellations will not be refunded. If you need to add more guests to your party, any increase needs to be within our accepted capacity and will be charged for at our quoted and agreed price wherever possible. Late dietary requirements cannot be guaranteed to be catered for, nor will a refund be issued if not catered for.

## SEASONAL MENU CHANGES

Seasonal menu changes can and will occur. Your Event Coordinator will inform you of any seasonal changes that will affect your event.

## WET WEATHER CLAUSE

No responsibility will be taken for climatic changes on the day of your event. Every effort will be made to follow the original plan, however we reserve the right to enforce any changes necessary to ensure the safety of the guests and our employees.

## CANCELLATION AND ASSOCIATED FEES

We reserve the right to cancel the booking if:

- Our venue, or part of the venue, is closed due to circumstances beyond our control.
- The deposit, or any of payment installments have not been paid by the due date. In the event that you select to cancel your booking, the below cancellation fees will apply:
- 12 weeks prior: 50% of the minimum spend.
- Less than 12 weeks: 80% of the minimum spend.
- Less than 2 weeks: 100% of the minimum spend.

## HEIGHT ACCESS AND OH&S

Decorations & Floral installations may be hung from our beams only by using an OHS ladder. If the person installing the decor/flowers does not bring their own OHS ladder, ours must be hired and paid for.

## DECORATIONS

Access to the venue is completely dependent on the type of booking secured and the appropriate time frame allocated to the booking.

Hanging or wall decorations must be installed using an OH&S ladder. Hanging or wall decorations must be removed at the conclusion of the event or you can pay for the venue to install/remove items.

Flowers, cakes and balloons can be delivered at a mutually agreed time with your Event Coordinator, on the day of the event. Other decorations can be delivered between 10am and 5pm 48 hours prior to the event at Event Managers discretion. No decorations are to be affixed to any surface in the venue using sticky adhesive. No glitter or confetti products of any kind, including confetti filled balloons. Any damages that occur during installation or removal of decorations set by the host or external supplier are the hosts liability.

## POSTPONEMENT OR DATE CHANGES

If the venue is forced to close due to government restrictions your event will be postponed. This is not classified as a venue cancellation.

## COVID-19

It is possible weddings & events will be subject to limitations and restrictions for quite some time. Restrictions may be put in place by the government when there is a surge in case numbers. This could happen in the winter months, or summer months. Outbreaks cannot be predicted and could happen at any time. In the event that your event is affected by COVID-19, the following terms will apply: We reserve the right to postpone the booking if our venue, or part of the venue, is closed due to circumstances beyond our control.

If the venue is forced to close due to government restrictions or a lockdown has been enforced, your event will be postponed.

Once we are authorised by the relevant government bodies to return to business as usual your event will be rescheduled.

Once you have committed to a date you agree to abide by any restrictions that are in place at the time of your event.

Your deposit will not be refunded if you choose to cancel your event rather than postpone.

In the event that you cannot proceed with your booking due to isolation requirements, and we are informed less than 48 prior to the agreed event date, the venue will retain the deposit payment, 50% of the total food spend, and the cost price of any alcohol special orders. Your event will be postponed and all remaining funds will be transferred to a new mutually agreed date.

We are bound by law to follow any government guidelines surrounding the safety of our guests and staff, and to assist with limiting the spread of COVID19.

I, \_\_\_\_\_ fully acknowledge and accept these terms and conditions.  
(Client Name)

Signed \_\_\_\_\_ Date \_\_ / \_\_ / \_\_\_\_

Event Date: \_\_ / \_\_ / \_\_\_\_ Mobile Number: \_\_\_\_\_



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*Cover photo by Nikki McCrone Photography*