Weddings
at the
Hotel Shamrock
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INTRODUCTION

The Hotel Shamrock has four main areas available for private hire, each with a different feel. We have private rooms to cater from the most intimate gatherings to the most lavish of gala affairs, from cocktail functions to large formal sit down meals. The following information will give you a guide to our function facilities. Please note that some areas attract a minimum spend. Time limits and menu restrictions also apply to some areas. Please speak to the Events Manager for recommendations or any restrictions that may apply to your function.
THE BOOKING PROCESS:

A tentative booking can be made in any available function area and will be held for 7 days at no charge. If you wish to confirm your booking, we require you to complete a booking form, agree to the terms and conditions listed in the weddings package and pay a non-refundable deposit of $400.00. Once the booking is made you are welcome to contact the Events Manager to discuss your function as many times as you wish. You will be contacted prior to your event to finalise details for your event. Full payment is due a minimum of 7 days prior to your event and any outstanding payment must be paid before the conclusion of your event.

WHAT THE BOOKING FEE INCLUDES:

The room hire fee varies depending on the area of the booking and includes:

- Room hire for up to 6 hours
- White table cloths and napkins
- Skirted bridal and cake table
- Cake knife
- Personalised table menus
- Staffing for the duration of your wedding
- Tea and coffee for the duration of your wedding
- Full set up of the function room including setting your own decorations
- Complimentary menu tasting of up to 3 choices of each course or up to 10 finger food items
- Access to the venue for wedding photos
- Weddings of more than 50 guests will receive a complimentary Spa Suite (subject to availability)
FEDERATION ROOM

Located on the first floor this elegant room has that old world charm with its' airy ceilings, chandelier style lighting, marble mantelpieces and wooden dance floor. The magnificent stained glass windows provide the ultimate backdrop for those special photos. Ideal for large weddings or ceremonies, as it has the ability to seat up to 150 guests and can adjoin the Annexe providing extra space for larger events. The Federation Room has the flexibility to be arranged in a number of different ways, please speak to the Events Manager for alternate options.

<table>
<thead>
<tr>
<th>Federation Room</th>
<th>16m x 7.8m</th>
<th>$250.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre Style</td>
<td>200*</td>
<td>Located on the first floor</td>
</tr>
<tr>
<td>Cabaret</td>
<td>80</td>
<td>Air conditioned &amp; heated</td>
</tr>
<tr>
<td>Cocktail</td>
<td>200</td>
<td>Access to balcony, smoking permitted</td>
</tr>
<tr>
<td>Banquet</td>
<td>120*</td>
<td>Adjoins the annexe with bi-fold doors</td>
</tr>
</tbody>
</table>

*using the annexe as well
**BAXTER ROOM**

Located on the first floor this smaller function room is ideal for small ceremonies, or more intimate sit down weddings as well as a cocktail wedding. The Baxter Room has a historic feel with decorative wall paper, a marble mantelpiece and stained glass doors that open up into a foyer. The foyer furnished with antique couches and a piano which then leads onto the Williamson Street balcony provides extra space for larger functions or a cosy separate area with comfortable furniture and a gas heater.

<table>
<thead>
<tr>
<th><strong>Baxter Room</strong></th>
<th><strong>Baxter Room, foyer &amp; balcony</strong></th>
<th><strong>6m x 5.5m</strong></th>
<th><strong>$130.00</strong></th>
<th><strong>$250.00</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre Style</td>
<td></td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabaret</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail</td>
<td></td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banquet</td>
<td></td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Room</td>
<td></td>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Located on the first floor

Access via elevator or stairs

Gas heater and ceiling fan

Adjoins foyer

Access to balcony, smoking permitted
BALCONY

The large balcony overlooking Williamson Street is a one of a kind function venue in Bendigo and is particularly appealing in the warmer months. This open aired area is available for exclusive hire or in concurrence with other events. The balcony is ideal for a seated meal, a more relaxed cocktail style wedding or canapés and drinks before the reception. The balcony has access to the servery bar through a convenient window close to the balcony entrance. While the balcony has a large veranda, we cannot guarantee the weather but we do have gas heaters available during the cooler months.

<table>
<thead>
<tr>
<th>Balcony</th>
<th>$150.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocktail</td>
<td>100</td>
</tr>
<tr>
<td>Cabaret</td>
<td>70</td>
</tr>
</tbody>
</table>

- Located on the first floor
- Access via stairs or lift
- Amenities located on first floor
- Wheelchair access
- Smoking permitted
**WEDDING CEREMONIES**

Celebrate your wedding at the Hotel Shamrock and hold your ceremony and reception in the same venue. The Hotel Shamrock has a few areas suitable for a wedding ceremony.

**The Federation Room**
$250.00
The Federation Room can seat up to 150 guests and the stained glass windows provide the perfect background for the wedding formalities. Accessible by the elevator or stairs.

**The First Floor Foyer**
$150.00
The foyer, with its grand stair case, provides a fantastic area for a ceremony. This area is suitable for up to a maximum of 100 guests, with some seating.

**The Balcony**
$150.00
The iconic Balcony at the Hotel Shamrock is perfect for ceremonies in the warmer months. The balcony can be set to your liking and is a great place for guests to stay and enjoy a beverage after the ceremony.

**The Baxter Room**
$130.00
This decorative room offers you just the right sized location for ceremonies of less than 30 guests.

Areas that can be used for wedding ceremonies are subject to availability. Ceremonies can be held in the first floor foyer for no charge when you hold your Wedding Reception with us.
DECORATIONS

While the Hotel Shamrock does not have centrepieces available for hire, we can certainly assist you with choosing and even ordering your centrepieces for you.

A very large range of chair covers and sashes are available for hire and are charged at $5.00 per chair which includes set up. If you would prefer to supply your own chair covers, our staff can set them at a fee $3.00 per chair cover, or you can arrange for family or friends to set them on the day of your wedding at no charge.

The Hotel Shamrock supports local businesses and uses The Eternal Vase for all chair cover and sash requirements. Please speak to the Events Manager to see the range of options available.

If you would prefer to supply your own table decorations, the staff at the Hotel Shamrock will set up all of your decorations for you right down to name place cards.

White table cloths and napkins are supplied at no charge.
**EQUIPMENT HIRE**

The Hotel Shamrock has a variety of modern technology available for hire for your wedding. If the equipment you require is not on the list below, please contact the Events Manager for pricing.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPSON Projector</td>
<td>$100.00</td>
</tr>
<tr>
<td>Projection screen only</td>
<td>$40.00</td>
</tr>
<tr>
<td>Microphone, speakers (including iPod cord)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Chair covers &amp; sashes</td>
<td>$5.00 per chair</td>
</tr>
<tr>
<td>Power boards and extension leads</td>
<td>No charge</td>
</tr>
<tr>
<td>Lectern</td>
<td>No charge</td>
</tr>
</tbody>
</table>

Other equipment is available on request. The Events Manager must be notified of all equipment requirements prior to your event.
CATERING

The talented team at the Hotel Shamrock have the ability to cater for anything from small cocktail functions to multi course meals for up to 150 guests.

On the following pages are options for cocktail style functions as well as sit down meals with a menu to suit anyone’s tastes and dietary requirements. All dietary and other special requirements can be catered for with prior notice.

Please note that the Hotel Shamrock does not allow guests to supply their own food, the exception being cakes for special occasions and fees do apply; please speak to the Events Manager for more information.
**Finger food**
Finger food and platters... minimum 20 people
5 items, 1 of each $18.50 per person
5 items, 2 of each $28.00 per person
8 items, one of each $26.00 per person
8 items, 2 of each $35.00 per person

**Hot items**
- spinach & feta pastries \(v\)
- assorted risotto balls
- moroccan chicken skewers \(gf\)
- greek style lamb skewers \(gf\)
- beef meatballs
- mini quiches
- curried samosas \(v\)
- cocktail spring rolls \(v\)
- crumbed barramundi pieces
- spiced thai chicken balls
- salt & pepper calamari

**Cold items**
- rare roast beef on croutons with grain mustard mayonnaise
- mediterranean vegetable bruschetta \(v\)
- cucumber rounds with herbed cream cheese \(v, gf\)
- smoked salmon and goats cheese tarts
- zucchini and potato frittata \(v, gf\)
- lime & fennel tuna carpaccio

**Sweet items**
- mini citrus tarts
- assorted chocolate truffles
- mini pavlovas \(gf\)
- mini glazed fruit tarts
- profiteroles & éclairs
- mini chocolate tarts
- fruit sushi \(gf\)

**Platters**
- Fruit & cheese platter $90 per platter (serves up to 15)
- Mixed sandwich platters $60 per platter (serves up to 10)
- Mezze platter $65 per platter (serves up to 10)
- Warm Turkish bread platter with house dips $30 per platter (serves up to 10)

*Please note that all finger food must be ordered prior to the event.*
SIT DOWN MENU OPTIONS

Buffet
The buffet is set up within the function room and is served by the Hotel Shamrock staff to your guests, table by table.

Buffet 2 course A $55.00 per person
Your choice of one entree, your choice of two roast meats served with roasted root vegetables, mixed seasonal steamed vegetables, salads and freshly baked bread

Buffet 2 course B $65.00 per person
Your choice of two roast meats, served with roasted root vegetables, mixed seasonal steamed vegetables, salads and freshly baked bread. A variety of desserts: lemon tart, mini pavlovas, pana cottas and cream

Buffet 3 course $80.00 per person
Your choice of one entree, your choice of two roast meats served with roasted root vegetables, mixed seasonal steamed vegetables, salads and freshly baked bread. A variety of desserts: lemon tart, mini pavlovas, pana cottas and cream

From the events menu (on following page)

2 course $50.00 per person
Entrée and main or main and dessert, 2 choices for each course served alternatively

3 course $70.00 per person
3 courses, 2 choices for each course, served alternatively

Your own cake for dessert, please add $2.50 per person to your preferred option

All dietary requirements can be catered for with prior notice.
**Events Menu**

Customise your very own menu for your event or ask our Events Manager and Head Chef for their suggestions.

**Entree:**

<table>
<thead>
<tr>
<th>Salad</th>
<th>Choose 1</th>
<th>Choose 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greek salad</td>
<td></td>
<td>Moroccan chicken skewers with Cajun aioli</td>
</tr>
<tr>
<td>Garden salad</td>
<td></td>
<td>Beef teriyaki skewers</td>
</tr>
<tr>
<td>Pickled vegetable salad</td>
<td></td>
<td>Lamb skewers with garlic yoghurt</td>
</tr>
<tr>
<td>Mediterranean salad</td>
<td></td>
<td>Salt &amp; pepper squid with lime aioli</td>
</tr>
<tr>
<td>Quinoa salad</td>
<td></td>
<td>Smoked salmon with caper mayonnaise</td>
</tr>
<tr>
<td>Couscous salad</td>
<td></td>
<td>Smoked chicken with chipotle mayonnaise</td>
</tr>
<tr>
<td>Noodle salad</td>
<td></td>
<td>Panini bread with a balsamic glaze (V)</td>
</tr>
<tr>
<td>Slaw</td>
<td></td>
<td>Beef carpaccio with seeded mustard mayo</td>
</tr>
</tbody>
</table>

**Main:**

<table>
<thead>
<tr>
<th>Starch</th>
<th>Choose 1</th>
<th>Sides</th>
<th>Choose 1</th>
<th>Protein &amp; sauce</th>
<th>Choose 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pesto mash</td>
<td></td>
<td>Seasonal greens</td>
<td></td>
<td>Porterhouse with Diane sauce</td>
<td></td>
</tr>
<tr>
<td>Spring onion mash</td>
<td></td>
<td>Asian greens</td>
<td></td>
<td>Pork cutlet with apple puree</td>
<td></td>
</tr>
<tr>
<td>Crushed kipfler potato</td>
<td></td>
<td>Braised cabbage &amp; bacon</td>
<td></td>
<td>Lamp rump with rosemary sauce</td>
<td></td>
</tr>
<tr>
<td>Potato &amp; herb rosti</td>
<td></td>
<td>Wilted spinach</td>
<td></td>
<td>Braised beef cheek in red wine sauce</td>
<td></td>
</tr>
<tr>
<td>Sweet potato rosti</td>
<td></td>
<td>Zucchini boats</td>
<td></td>
<td>Braised lamb shank with bordelaise sauce</td>
<td></td>
</tr>
<tr>
<td>Fondant potato</td>
<td></td>
<td>Vegetable ratatouille</td>
<td></td>
<td>Atlantic salmon with salsa picante</td>
<td></td>
</tr>
<tr>
<td>Leek mash</td>
<td></td>
<td>Braised leeks</td>
<td></td>
<td>Chicken saltimbocca with white wine butter sauce</td>
<td></td>
</tr>
<tr>
<td>Spinach risoni</td>
<td></td>
<td>Baby herb &amp; radish salad</td>
<td></td>
<td>Wild mushroom chicken scaloppine</td>
<td></td>
</tr>
<tr>
<td>Warm potato salad</td>
<td></td>
<td>Buttered French beans</td>
<td></td>
<td>Whole baby snapper with lemon herb butter sauce</td>
<td></td>
</tr>
<tr>
<td>Soft polenta</td>
<td></td>
<td>Cauliflower cheese gratin</td>
<td></td>
<td>Stuffed mushroom (V)</td>
<td></td>
</tr>
<tr>
<td>Hasselback potato</td>
<td></td>
<td>Greek salad</td>
<td></td>
<td>Roasted vegetable tarte tatin (V)</td>
<td></td>
</tr>
<tr>
<td>Quinoa</td>
<td></td>
<td>Peperonata</td>
<td></td>
<td>Citrus recado chicken breast with mango salsa</td>
<td></td>
</tr>
<tr>
<td>Pearl couscous</td>
<td></td>
<td>Pesto squash</td>
<td></td>
<td>Veal striploin with peppercorn sauce</td>
<td></td>
</tr>
<tr>
<td>Jasmin pilaf rice</td>
<td></td>
<td>Buttered broccolini</td>
<td></td>
<td>Veal Osso Bucco topped with lemon gremolata</td>
<td></td>
</tr>
<tr>
<td>Roasted potato</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dessert</td>
<td>Sides</td>
<td>Sauces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------</td>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lemon meringue</td>
<td>Whipped cream</td>
<td>Berry compote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lemon and lime tart</td>
<td>Chantilly cream</td>
<td>Raspberry coulis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple crumble</td>
<td>Orange cream</td>
<td>Strawberry coulis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flourless pear cake</td>
<td>Baileys cream</td>
<td>White chocolate sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flourless lemon and poppy seed cake</td>
<td>Brandy custard</td>
<td>Mixed berry coulis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flourless Baci cake</td>
<td>Vanilla ice cream</td>
<td>Caramel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panna cotta (ask for flavours)</td>
<td>Honey mascarpone</td>
<td>Chocolate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chocolate pudding</td>
<td>Double cream</td>
<td>Butterscotch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sticky date pudding</td>
<td>Coffee cream</td>
<td>Salted caramel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread and butter pudding</td>
<td>Pomegranate cream</td>
<td>Coffee sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tiramisu</td>
<td>Coconut cream</td>
<td>Mocha sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hummingbird cake</td>
<td></td>
<td>Passionfruit coulis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lemon cheesecake</td>
<td></td>
<td>Lemon sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strawberry cheesecake</td>
<td></td>
<td>Maple sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latte cheesecake</td>
<td></td>
<td>Caramel rum sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York cheesecake</td>
<td></td>
<td>Cherry sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chocolate caramel</td>
<td></td>
<td>Chocolate sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chocolate orange sauce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Citrus syrup</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coffee cream sauce</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Lolly Buffet

A Lolly Buffet is a brilliant way to impress your guests and can be a wonderful alternative to a traditional dessert or can be a great little gift for each of your guests to take home as a keepsake of your special day. The Hotel Shamrock can provide a “do-it-yourself” option, or take the stress out of the setting up, and leave it to us.

Do-it-yourself $90.00
This Hotel Shamrock will provide the basics for your buffet and you can decorate it and fill it how you like, giving you the flexibility to personalise your lolly buffet.
Includes:
Glass jars of varying sizes and shapes (as seen in the photo above)
Large trestle table
White table cloth and white skirting
Small tongs and metal scoops

Fill-it-yourself $120.00
The Hotel Shamrock will provide the jars, and decorations (as seen in the photo above) as well as small takeaway boxes for your guests to take home with them.
Includes:
Glass jars of varying sizes and shapes (as seen in photo above)
Large trestle table
White table cloth and white skirting
White decorative “SWEET” lettering
Small white takeaway boxes
Small tongs and metal scoops
Decorative white lanterns

Stress free $250.00
Let the Shamrock take care of everything for you. We will provide everything you need for a delicious lolly buffet.
Includes:
Glass jars of varying sizes and shapes (as seen in photos)
Large trestle table
White table cloth and white skirting
White decorative “SWEET” lettering
An assortment of lollies.
Small tongs and metal scoops
Decorative white lanterns
Small white takeaway boxes

Special requests can be catered for with extra costs
**Beverage**

**Individual amount**

You are welcome to provide a tab for your guests, which enables you to select specific beverages and set an amount.

All of our function areas have access to a fully stocked bar where your guests can purchase their own beverages if you so wish.

*All beverages are served with bar service only*
**TERMS & CONDITIONS**

A tentative booking will be held for a period of 7 days, after which time the booking confirmation form and deposit has not been received the booking will automatically be released.

A minimum spend of $1500.00 applies to all functions held on a Friday or Saturday evening.

A non-refundable deposit of $400.00 is required to secure your booking. This deposit is held to that date and not transferable unless more than three months advance notice is given and the new date is confirmed within one month of postponing. The new date of the function must be within 1 year of the original date.

Once the deposit is paid the specific area is booked for your use only and you are responsible for what it entails.

Final numbers are required 14 days prior to the event, along with menu choices and any dietary requirements of your guests. Any changes after this time are subject to availability and may incur additional fees. Refunds will not be given for any changes in numbers within 7 days of your function.

Payment is to be received in full 7 days prior to the event by cheque, cash or by EFTPOS.

Accommodation included in any package must be booked by you, the guest, and is subject to availability.

We do not permit food or beverage of any kind to be brought into the venue for consumption. The exception being cakes and fees do apply, please contact the Events Manager for pricing.

For any event held on a public holiday a surcharge of 10% of the total food cost will apply.

If you require special equipment or decorations The Hotel Shamrock will assist in supplying them for you. Charges will apply according to requirements.

Access to the function room for set up is in conjunction with The Hotel Shamrock. All musicians, DJs, etc are to contact the hotel to make arrangements prior to the event. All band requirements are to be made aware to management before your event. Any meal and beverage costs are to be covered by you the client.

All extra purchases are to be finalized upon completion of function unless prior arrangements have been made with management. Cheques will not be accepted on the day of your function.

All decorations are to be approved before day of function. Nothing is to be fixed to the walls and all decorations are to be of a professional manner. All balloons are to be attached to a weight, any loose balloons are to be removed by the client at the conclusion.

The client is to be fully responsible for conducting their function in an orderly manner and is fully responsible for the manner of their guests. All functions are to be in accordance with the state laws and The Hotel Shamrock reserves the right to refuse entry and to eject any persons deemed to be not following these. Management’s decision is final.

The client is fully responsible for any damage to the venue. General cleaning is supplied by the hotel but any specialist cleaning required due to damages at your event will be charged accordingly.

The Hotel Shamrock does not accept responsibility to any damage or loss of goods left on the premises prior to, during or after the event. You, the client, are responsible for any theft that occurs during the event.

For weddings or special events where name placing is required, an electronic list of all guests’ names, their tables and in order of seating arrangements is required 7 days prior. All place cards are to be given in individual envelopes labelled according to their table number at least 2 days prior.

Chair covers and sashes are to be charged at $5 per chair and can be arranged by the hotel with at least 14 days’ notice.

All prices and menus are current at time of quotation and are subject to revision.

For the comfort of in-house guests, all music during event is to be turned down at 11pm and turned off (including background music) by 11.30pm with vacation of all guests by midnight.

The Hotel Shamrock is a smoke free venue. There are designated smoking areas located on the ground floor and ashtrays located on the balcony.
Photo Credits to:
Krystelle Dumesny Photography
Dan Valentine- Val Entertainment
Events Manager: Anna Jones

E: functions@hotelshamrock.com.au  
P: (03) 5443 0333

www.hotelshamrock.com