



Functions Pack

Thank you for considering The Birallee Tavern for your next function!

The Birallee Tavern offers a range of function areas with the ability to cater for a large variety of functions, from birthdays, engagement parties and wedding receptions to work meetings, baby showers and wakes.

With a range of catering options, and the assistance of our professional function coordinator, we take the stress out of planning your event.

Function Spaces

Steamers

Steamers is a spacious room located at the back of the venue for total privacy. This versatile room can cater for most function types from sit down meals to cocktail parties. Steamers has a private bar and access to its own private outdoor deck. The vine covered deck is a beautiful space to enjoy with your guests.

Included Features:

Private Bar

Private Outdoor Deck

Private Dance Floor

Sound System - compatible with most devices

Flat Screen TV

Projector/whiteboard Available (at additional cost)

Costs & Capacity

Hire Fee: \$250*

*Room hire fee is waived when there are more than 50 guests, however, a security fee is then applicable.

Maximum Capacity 70 seated to 120 standing.

*If you have guests with limited mobility, please keep in mind there are three small steps into the Steamers function room.



Bobby's Bar

Bobby's is a modern cocktail-style bar located at the front of the venue. This visually stunning room is ideal for cocktail parties like birthday or engagement parties. Bobbys has a private bar, access to a private outdoor deck and a dance floor with a stage perfect for a band or DJ. From its beautiful trellis ceiling to the polished wood bar, we're sure you'll fall in love!

Included Features:

Private Bar

Private Outdoor Deck

Private Dance Floor

Sound System – Compatible with most devices

Two Flat Screen TVs

Projector

Pool Table

Disco Lights

Costs & Capacity

Hire Fee: \$250*

*Room hire fee is waived when there are more than 50 guests, however, a security fee is then applicable.

Maximum Capacity 120 standing

Outdoor Deck

Our beautiful deck at the front of the venue is available for functions as a whole or split into two private areas. This relaxing space is very versatile and can accommodate both seated or cocktail-style functions. The stunning vines provide shade and character during the summer months, while the overhead heaters and marquees provide a cosy atmosphere in winter.

Included Features:

Flat Screen TV

Heaters (for cooler months)

Decorate as you like

House Music

The Birallee Tavern

97 – 99 Melrose Drive | West Wodonga | VIC 3690

Ph 02 6059 4666

functions@biralleetavern.com.au



Costs & Capacity

No hire fee.

Maximum Capacity – Undercover 40 seated, 50-60 standing, no cover 40-50 seated, 60-70 standing, whole deck area up to 90 seated, up to 120 standing.

Catering Options

The Birallee Tavern offers a range of catering options for all types of functions. From our full bistro menu to an array of finger food, catering for most dietary requirements, you're sure to find something to make your mouth water!

Bistro Menu

For functions in Steamers function room or on the outdoor deck, you and your guests can order from our extensive bistro menu. You can order at the time of the function, or pre-order to ensure all your meals arrive at the same time.

Limited Menu

A limited menu can be arranged on request. A restricted menu is a great option for larger functions, events where you would like all your guests to eat together, or simply to keep costs down. Again, pre-ordering is available for our limited menu.

Set Menu (Alternate Drop)

Our chefs are happy to create a set menu for your function for either two or three course meals. Costs will depend on the type of meals you select. If you would like a set menu, please contact the venue to arrange an appointment with our functions coordinator.

Cocktail Platters/Finger Food

Choose from our chef designed platters from the menu attached

Equipment and Services

Audio/Visual Equipment

Included in your function pack is the use of our audio/visual equipment. We have several flat screen TVs and a projector which can be used to display photos or videos. If you intend to use these screens, please save your photos as JPEG files and arrange a time to bring in your media prior to your function so we can make sure the files work correctly.

Both Steamers and Bobbys have high quality audio systems which are compatible with most devices. If you would like to use the audio system, we recommend bringing your device in prior to your function to ensure it is working correctly.

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Microphone Hire

The Birallee Tavern has a number of state of the art wireless microphones available for use. Perfect for speeches!

Other Equipment

Equipment ideal for use for meetings or training days are also available for use. These include a lectern, whiteboards and a projector/screen.

Tea and Coffee

A tea and coffee station can be arranged for the entirety of your function for a small fee, depending on numbers.



Terms and Conditions

Please read carefully and return a signed copy to the venue within two weeks of booking your function.

Deposit

A deposit of \$250 is required as confirmation of your function. If the deposit is not paid within two weeks of booking, your desired function space will not be held. Your deposit will be deducted from the total of your account.

Cancellations

The Birallee Tavern requires a minimum of four (4) weeks' notice to cancel a function. Cancellation within four (4) weeks may incur a fee and your deposit will be forfeit.

Payment

Full payment is required by the completion of the function. Payment can be made by cash, credit card or EFTPOS. Company cheques may be accepted if previously approved by management. Personal cheques will not be accepted.

Food Items

Only food purchased from the venue is to be consumed on the premises, with the exception of celebration cakes and candy buffets.

Decorating

Decorations are more than welcome however, **we do not allow glitter or confetti**. If glitter or confetti is used, you will be charged a cleaning fee of \$50.

Minors

All minors must be under the supervision of their parent/guardian for the duration of the function and must abide by Liquor Licencing Laws. Minors must remain in the function area unless in the kids room and must not enter the gaming room under any circumstances.

Security

All guests of the client (you) must conduct themselves in an appropriate manner, any guests who breach the venues policies or legal responsibilities may be asked to leave the venue.

Responsible Service of Alcohol

The Birallee Tavern is a licenced venue and practices responsible service of alcohol. We encourage all patrons to drink responsibly. The responsible service of alcohol code states that food must be provided where alcohol is being consumed. All guests must carry approved identification and present to staff if asked, alcohol will not be sold to anyone without acceptable ID. Alcohol must not be brought onto the premises and drinking in the car park is not permitted under any circumstances.

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Damage

Any damage to the venue that has occurred in relation to your function is the responsibility of the client (you), this includes damage caused by the client's guests or outside contractors. Any damage sustained will be charged to the client.

Personal Property

The Birallee Tavern holds no responsibility for lost, stolen or damaged items belonging to the client (you) or guests. It is the responsibility of the client to check the space for belongings before leaving.

Name _____
(please print clearly)

Signed _____

Date ____/____/____

Birallee Tavern Use Only

Received (date) ____/____/____ By (staff member) _____ Initial _____