

the portsea hotel

Thank you for your enquiry regarding the wedding facilities and packages available at The Portsea Hotel. The Portsea Hotel is an award winning reception venue situated approximately 100km south of Melbourne, on the Mornington Peninsula. Located on the Portsea Front Beach, the Portsea Hotel is one of the most naturally beautiful and picturesque venues in Australia.

The Hotel is at the heart of Portsea Village and in close proximity to Golf Courses, Bay and Surf Beaches, National Parks and is a premier seaside destination, favoured year round by discerning holiday makers. The Hotel overlooks Port Phillip Bay and boasts sweeping views across to Queenscliff and the Heads.

Ceremonies at the Portsea Hotel are held on the north facing terrace and the lawn leading out to the gardens, with the beach panorama providing an exquisite backdrop for your special moments. With the beach a mere 22 steps from the tranquil gardens, there are boundless opportunities to capture unique photographs on the sand and by the historic pier. The idyllic location simply guarantees that your wedding pictures will be a truly remarkable record of your treasured memories.

There are three tastefully appointed reception areas at the Portsea Hotel that can accommodate both seated and cocktail receptions from an intimate group to larger numbers. What sets us apart from other venues is that our two larger reception areas The Nepean Room and The Portsea Deck both have magnificent waterfront views. The details of each room are provided over the coming pages and to inspire you, pictures of the venue can be found at our website www.portseahotel.com.au

The Portsea Hotel has an excellent reputation for both sophisticated a la carte dining and contemporary cuisine. Whether you prefer a casual cocktail style reception or a more formal seated function, we have both the experience and facilities to cater for your specific needs. The Hotel has extensive kitchens that cater to visitors every day of the year and our Executive Chef has lead culinary teams at some of Melbourne's best known and well regarded restaurants. His highly accomplished team of dedicated staff are on hand at every wedding to prepare your chosen menu to the highest standard.

Your family and friends will thank you for choosing the Portsea Hotel as they can attend your ceremony and then relax either in the cosy Hotel Lounge or in the Beer Garden where they can watch all the action in and on the water. When your reception is ready to commence, your guests can simply stroll into the function area, ensuring that nobody misses a minute of the celebrations.

Following your reception, guests can choose to keep the party alive by enjoying a drink in one of the Hotel's bars or retire to one of the 26 accommodation rooms located on the second floor of the Hotel. Either way, the Portsea Hotel provides a stress free experience for everyone with no unnecessary travel from the beginning to the end of your special day.

Children are made to feel welcome at the Portsea Hotel. With a special Children's menu and pricing, you can afford to invite the little ones. Each child can choose their favourite meal early in the night, before they take to the crayons and their souvenir Portsea Hotel colouring book.

Creating beautiful weddings is a long standing tradition at the Portsea Hotel. We are committed to providing you with all the assistance needed to make your planning a breeze and your day a success. We understand that every couple has a unique set of needs and that each wedding requires our time and attention to detail. We have two full time members of staff committed to helping you along the way. Our wedding team undertakes planning during normal business hours and maintains a presence at the Hotel on weekends during the busy periods, to ensure that we deliver on our promises.

Please take the time to consider the information provided, we know that you will not be disappointed and we hope that you will allow us the opportunity to be of service to you and your guests.

**AN AUSTRALIAN BRIDAL SERVICE
ACCREDITED BUSINESS**

Our **Reception** Rooms

The Portsea Hotel accepts wedding bookings all year round except for the period from Boxing Day to Australia Day. During the very busy summer trade period we can consider a Wedding Breakfast on the Portsea Deck, but this area is extremely busy at night as it is open to holidaymakers as an a la carte restaurant.

The Nepean Room is the largest of the rooms available and is located on the ground floor of the Hotel. With wooden concertina doors that close to create a private room at the beach end of the Hotel, this room can host from 60 guests seated to 400 guests for a cocktail party. Please see the room capacity table for further details.

The French opening doors of the Nepean Room virtually disappear as they are folded away to lead onto the Terrace encircling the room. From the Terrace you can take in the water views as you enjoy pre dinner drinks and canapés. During the reception the North Terrace is allocated for the exclusive use of the wedding guests and this space is always well utilised as the roar of the waves and the ever changing skyline entice your friends to take a moment to appreciate the idyllic setting.

The room has been decorated in warm neutral tones that create a perfect palette to which you can add your signature style and colours. Your practical needs are catered for with a parquet dancefloor, inbuilt stage, bathrooms and central air conditioning and heating. The private bar is a feature of this room and is designed for efficient service and easy access by guests. The lighting dimmers throughout the room allow you to create the atmosphere you desire and lights can be programmed to just the right strength, so that photographs are possible while candles still have a true effect.

The Portsea Deck is located on the second floor of the Hotel. By day you can enjoy breathtaking views across the Bay, at dusk the sunset behind the point is visible from every corner and by night the alfresco style open walls allow you to gaze at the stars. This room seats up to 80 guests and can fit up to 110 guests for a cocktail reception. Please see the room capacity table for more details.

With polished timber floors, barely there walls and a predominance of glass, the Deck is stylish even before you add your personal touches. The dedicated second floor kitchen ensures that meals arrive punctually and at their best. The dancefloor is inbuilt, portable gas heating is available if required and the sea breeze is welcome through the open walls on a warm day. There is a fully functioning bar and of course private bathrooms adjoin the room so guests have no need to leave the room until it is time to bid you farewell.

This room looks equally amazing whether set for a seated occasion or decorated for a more casual cocktail affair. Favoured by many of the younger set, this room has the contemporary feel that lends itself to a myriad of designs and generates a sense of being in a hidden haven with a 'birds eye view' over Portsea .

The Portsea Produce Café & Wine Bar situated next to the Hotel is a modern and private venue for a more intimate day. It can seat 40 guests comfortably indoors and can hold up to 60 guests for a cocktail occasion. The doors of the Café can be folded back opening the room onto a private courtyard with a garden that is lit by night to create a magical effect.

If the weather is kind, you can dance under the stars among the silver birches. If you are wanting to be wed at a beach location and seeking to hold a more relaxed soirée, then this contemporary space with polished floors, a private bar and lofty ceiling may suit your style and budget.

Our **Reception** Rooms

RECEPTION ROOM CAPACITY

The **Nepean Room** is the largest of the rooms available at the Hotel and is located on the ground floor. This room leads onto the terrace and out to the lawn.

Minimum 80 persons
Maximum 160 seated in the Main room
Maximum 280 seated in the Main room and adjoining Terrace
Maximum 400 cocktail

The **Portsea Deck** is located on the second floor of the Hotel and overlooks the bay and surrounds.

Minimum 60 persons
Maximum 80 seated
Maximum 110 cocktail

The **Portsea Produce Café Wine Bar** is adjacent to the Hotel and is a private haven to host an intimate occasion.

Minimum 30 persons
Maximum 40 seated
Maximum 60 cocktail inside

During winter minimum numbers can be relaxed. Please contact the Event Department to discuss your requirements.

ACCOMMODATION

The Portsea Hotel has 26 comfortable country style accommodation rooms on the second floor. Six of these rooms have ensuite facilities and the remaining rooms have shared bathroom facilities down the hall. While not all of the rooms have their own bathroom, those without remain highly affordable for guests who may need to travel to be with you. All accommodation tariffs include a cooked and continental breakfast buffet allowing your guests to meet over breakfast to reminisce about your celebration. All accommodation bookings are accepted on a 'first come, first served basis'. We encourage you to contact accommodation at the time of paying your deposit to avoid disappointment. In the event that the Hotel is fully booked our friendly reception staff can recommend accommodation in the area to suit your budget and needs.

BEVERAGES

Our extensive experience in the field of quality beverage service enables us to provide a full range of fine wines and premium beverages. Details on our beverage packages and pricing are set out in the green section of this brochure.

Fast **Facts**

CEREMONY

A ceremony on the beach or overlooking the bay can be quite simply spectacular but, there is that nagging matter of the weather! The Portsea Hotel is one of the few venues that offers a back up plan if the weather is inclement. We can stage your ceremony on the North Terrace of the Hotel so that it goes ahead unimpeded, still with spectacular views across the bay. The Terrace is fully heated and provides a comfortable option that allows you to hope for the best and rest easy if the weather does not go precisely to plan.

Each ceremony held in the Terrace/Lawn area is complete with guest chairs, clothed signing table and 2 covered signing chairs, red carpet, umbrellas if it is hot, a cordless microphone and stand and an audio system with built in speaker for playing CD's. The Hotel provides the above listed items for ceremonies held on the Terrace/Lawn only.

A ceremony is deemed to be for 1 hour in duration from the agreed ceremony start time. While we encourage you to take photographs in the Hotel grounds following the ceremony, guests are required to depart the ceremony area within one hour of the scheduled ceremony start time.

The Portsea Hotel is a popular venue and on busy days there can be general trade noise in the Terrace area. However, your ceremony supervisor will approach other patrons to ask for their co-operation during your ceremony.

Fast **Facts**

The fee for a ceremony at the Portsea Hotel is \$650.00. By booking your ceremony, you can either hold the ceremony in this location or know that it is there for you should you need to relocate your ceremony from the beach.

Unfortunately, due to the high level of demand for ceremonies at the Hotel, we are unable to accept ceremony bookings for weddings where the reception is not booked at the Portsea Hotel.

CENTREPIECES & DÉCOR

The Hotel's preferred florist has been decorating our weddings for many years, and incorporated into the package price is a standard centrepiece per table. You can choose from our range of designs, or inform us of your specific requirements and as long as the flowers selected are not too exotic we will organise the rest! Additional arrangements can also be organised for the buffet and present tables. Tea light candles for each table are provided free of charge. Ceremony bouquets/ buttonholes/corsages can also be arranged through our florist.

DURATION OF RECEPTION

All wedding receptions booked at The Portsea Hotel have exclusive use of the booked room for 5 hours duration. Functions must begin no later than 6.00pm, and are to finish no later than 12.00 midnight. If additional time is required, a charge of \$6.00 per adult applies for every extra hour. The reception duration does not include the ceremony time and will begin at your nominated reception commencement time.

There are separate duration times for wedding breakfasts and these are listed above the wedding breakfast menu.

ENTERTAINMENT

We understand that the entertainment you bring to your reception is integral to the success of the occasion. While couples often choose to have a DJ some prefer to engage a band. Both forms of entertainment can be booked, however we request that you consult with us before booking a band on the Deck as there are noise restrictions at the Hotel. In particular, we are

prohibited from having a drum kit on the Portsea Deck. Rarely do we have an issue with the volume, however, if the noise level becomes excessive we require that the volume be lowered.

MENUS

We offer a wide variety of menus to suit your style and budget including a Wedding Breakfast menu, 3 Cocktail style menus and 2 menus for a fully seated room.

Our menus are set out in this information for your consideration, however, if there is something in particular that you would like served, please talk to us as we can design a menu specifically to suit your needs.

Please Note: In the Portsea Produce Café we offer the Cocktail Finger Food or Cocktail Buffet menu only. Unfortunately, as this venue does not have an adjoining kitchen we are unable to offer the Grazing or seated menu options.

It is important that you advise us of any special dietary requirements and equally important that we cater for these. We are accustomed to providing vegetarian, vegan, gluten free (coeliac) and allergy specific meals.

WEDDING SERVICES

Often we receive bookings from couples who reside interstate or overseas and we are accustomed to providing our advice and service long distance. We are frequently asked for the details of wedding suppliers local to the Hotel. We can forward a listing of recommended wedding services in the area, such as celebrants, entertainment, photographers, hairdressers, cake makers etc.

The businesses included on our preferred supplier list have proven in the past to be reliable and competitively priced. However, we recommend that you conduct your own due diligence in relation to their services and the ongoing competitiveness of their pricing. While some of these businesses incur a small cost each year for their advertising collateral it is not possible for a business to purchase space on our preferred supplier list as each business is hand picked by our staff for inclusion. Please contact the Functions Manager for a copy of an up-to-date list.

Package Inclusions at a Glance

WHEN YOU BOOK YOUR WEDDING AT THE PORTSEA HOTEL THERE ARE A NUMBER OF ITEMS INCLUDED

- Exclusive Use of Nepean Room, Portsea Deck or Portsea Produce for 5 hours and must finish by 12.00 midnight at the latest. (NB. The Wedding Breakfast Menu Package is for 4 hours duration until 2.00pm at the latest.)
- The room hire fee for the 5 hours, staff, set up fees and corkage is all included in the menu price.
- Exclusive use of Northern Terrace when Nepean Room booked (sectioned off for private use) for 5 hours
- Where a seated menu is selected, service of an alternate choice of meal is available for Entrée, Main & Dessert
- Where a seated menu is selected a further choice of a Vegetarian Entrée and Main dish is included
- Room set up with long tables on the Deck or round tables in the Nepean Room for seated occasions and long tables in both rooms for Cocktail weddings. All tables dressed in white linen with white linen napkins
- Bridal Tables are optional, but where they are in use they are dressed with white pleated bridal skirting
- All Floral Centrepieces as selected from the very wide variety of options provided
- Mounted and Framed Seating Plan and Table List for guest guidance upon entry
- Menus printed for each guest with your specified paper selection and font (fully seated weddings)
- Present / Signing table upon entry
- Cake Table dressed in white linen with bridal skirting and a cake knife
- Wedding Cake cut and bagged (you supply cake bags) or cut and served on platters with coffee

OPTIONAL EXTRAS

- Should you wish to add an extra hour to your function, it is an additional \$6.00 per adult for the hire of the room, plus an additional \$6.00 per adult for a beverage package, per hour, if a beverage package has been selected.
- Should you wish for your guests to have a selection of three menu items in each course please add \$12.00 to the price per person (this applies to seated receptions only)
- Selected Local and Imported Cheeses accompanied by Seasonal Fruit and Assorted Crackers \$10.00 per person
- Rose petals for the ceremony can be purchased for \$50.00 (these are real petals)
- Chair Covers on all guest chairs can be arranged at an additional \$6.00 per chair
- Chair Covers on all Guest chairs with a sash can be arranged at an additional \$7.50 per chair.
- Your Wedding Cake cut and served with Double Cream and Raspberry Coulis (if applicable) additional \$4.00 per person. (Please note: Should you wish to serve your guests Wedding Cake instead of Dessert, the package price is not altered.)

PUBLIC HOLIDAYS

A 10% surcharge applies to the total food and beverage account (beverage package or beverage tab) for all functions booked on any public holiday.

DISCOUNTS

A 10 % discount applies to all menu packages (food & beverage components) during the winter period. This applies to all weddings held between 1 June and 31 August inclusive. During this time minimum numbers for a reception area can be relaxed on agreement with the Functions Manager.

Corsair Menu \$89.50 per person

CANAPÉS ON ARRIVAL

Chef's Selection of Canapés

FRESHLY BAKED BREAD ROLLS

ENTRÉE

Your selection of 2 served alternately

COLD

- Gallantine of Chicken filled with Spinach & Semidried Tomato served with a Roasted Capsicum Coulis
- A Traditional Italian Antipasto of Cured Meats, Seafood, Marinated and Roasted Vegetables and Grissini Sticks
- Traditional Portsea Caesar Salad

HOT

- Warm Salad of Spring Lamb Loin with Parsnip Crisps & Balsamic Vinaigrette
- Beef Tortellini in a Mushroom and Bacon Sauce with Grana Parmesan Wafer
- Roast Duck and Semi Dried Tomato Risotto with Red Hill Feta Crumble
- Baked Thai Style Fish Cake served on Dressed Rocket, Fetta and Roasted Capsicum
- Sautéed Asian Vegetables, Prawns & Scallops Wok tossed in Blackbean Sauce served in a Wonton Basket
- Herb Crumbed Fillet of English Whiting served on a bed of Dressed Rocket, Fetta,
- Semi Dried Tomato and Roasted Capsicum
- Pumpkin and Ricotta Ravioli served with Roasted Roma Tomato, Basil Sugo and Pine Nuts

MAIN

Your selection of 2 served alternately

- Roasted Porterhouse with a Grain & Mustard Jus served with Roasted Mediterranean Vegetables
- Rack of Hunter Valley Lamb on a Roesti Potato, with Garlic Green Beans & Minted Jus
- Oven Roasted Fillet of Tasmanian Salmon wrapped in Prosciutto and served on a bed of
- Braised Peppers and Basil splashed with Pesto Oil
- Ovenbaked Barramundi Fillet served on Creamy Mash topped with a Mango & Cucumber Salsa and drizzled with Lime Butter
- Chicken Breast filled with Brie & Semi Dried Tomato on a bed of Pesto Risotto drizzled with Avocado Oil and served with Sautéed Spinach
- Chargrilled Chicken Breast Fillet served with Onion Jam & a Light Jus and Roasted Mediterranean Vegetables
- Roasted Yearling Topside served on a Stirfry of Broccolini, Straw Potatoes and Cherry Tomatoes in Oyster Sauce drizzled with Pan Juices

DESSERT

Your selection of 2 served alternately

- Steamed Blueberry Pudding with Liqueur Marinated Poached Apricots
- Flourless Chocolate Torte with Double Cream & Berry Coulis
- Individual Lemon Tart with Mango Coulis & Fresh Mint
- Tira Mi Su accompanied by sugared Red Hill Raspberries
- Chocolate & Cointreau Pannacotta with Fresh Strawberries & a Baileys Anglaise
- Mille Feuille of Puff Pastry filled with Strawberries Romanoff in a Pond of Berry Coulis

*Espresso Coffee served with Chocolate Hearts
(The Portsea Deck)*

*Freshly Brewed Tea & Coffee with Chocolates
(The Nepean Room)*

Weeroona Menu

\$94.50 per person

CANAPÉS ON ARRIVAL

Your Selection of 10 Canapés from the Cocktail Buffet Menu

FRESHLY BAKED BREAD ROLLS

ENTRÉE

Your selection of 2 served alternately

COLD

- Smoked Tasmanian Salmon with Avocado Pearls and Horseradish Cream
- Charred Crostini with Prosciutto, Buffalo Mozzarella and Smoked Roma Tomatoes dressed in Red Hill Olive Oil
- Smoked Chicken Nicoise Salad

HOT

- Grilled Scallop & Prawn Brochette with a Mango and Cucumber Salsa
- Twice Cooked Crab Souffle with a Prawn Bisque and a Light Parsley Cream Sauce
- Panfried King Prawns in Pernod Cream on a bed of Wilted Lettuce
- Panfried Saganaki with Roasted Ouzo Tomato and Charred Crostini
- Seasoned Mushroom Caps filled with Capsicum, Parmesan and Roast Duck on a Light Game Jus

MAIN

Your selection of 2 served alternately

- Roasted Spring Lamb Rump served on a bed of Braised Peppers and Prosciutto with Potato Roesti
- Oven Baked Breast of Chicken nestled on a bed of Risotto Milanese with a Lemon Pepper Jus
- Barramundi Fillet with Caper Berries and a Lemon and Saffron Sauce
- Roast Certified Australian Angus Striploin with a Wild Mushroom Jus
- Mustard and Tasmanian Honey Crusted Rack of Lamb drizzled with a Light Madeira Jus
- Asian Spiced Boneless Roast Duck on a bed of Sautéed Vegetables drizzled with Brown Sugar and Soy
- Char Grilled Coffee Spiced Eye Fillet rested on a Zucchini and Potato Roesti with Red Wine Jus and Horseradish Cream
- Oven Baked Fillet of Blue Eye with Lemon Saffron Butter, Chats and Salad

All main Courses will be served with Rosemary Potatoes and Seasonal Greens to the table

DESSERT

Your selection of 2 served alternately

- Mille Feuille of Brandy Snaps with Parisienne of Melon on Midori Anglaise
- Poached Baby Pears served with Chocolate Ganache on a Pastry Fleuron
- Summer Fruit Showcase with Local Sauterne Sabayon
- Flourless Orange and Poppyseed Gateau served with an Orange and Cardamon Glaze
- Chocolate and Cointreau Pannacotta served with Baileys Anglaise and Biscotti
- King Island Cheese Selection: Brie, Cheddar and Blue, with Flinders Fruit Bread and Poached Figs

Espresso Coffee served with Chocolate Hearts (The Portsea Deck)

Freshly Brewed Tea & Coffee with Chocolates (The Nepean Room)

Vegetarian Menu Options

If the wedding is fully seated, you will need to select one Entrée and one Main from the following options to offer to your Vegetarian Guests. **The same package price will apply for Vegetarian Guests*

CANAPÉS ON ARRIVAL

As per your selections for all other Guests

ENTRÉE

COLD

- Salad of Japanese Green Tea or Soba Noodles with Tofu, Snow Pea Shoots and Soy dressed with a Seven Spice Vinaigrette

HOT

- Fresh Asparagus and Rocket Arancini Rounds served on a bed of Summer Salad Greens drizzled with a White Truffle Oil Infusion
- Penne Pasta with Olive Oil, Braised Tomatoes and Basil Sugo finished with Freshly Shaved Grana Parmesan
- Filo Parcel of Thai Curried Vegetables nestled on a Coconut and Coriander Cream
- Mushroom Caps seasoned with Spinach, Capsicum, Tomato and Parmesan

MAIN

- Stirfried Spring Vegetables with a Sesame and Blackbean Sauce served in a Filo Basket with a Mango and Cucumber Chutney
- Ovenbaked Field Mushroom filled with Thai Vegetables served on a Lime and Saffron Mayonnaise
- Risotto of Wild Mushroom drizzled with White Truffle Oil
- Marinated Vegetable Stack served Warm with Local Greens and Slithered Mango drizzled with Balsamic Syrup
- Tandoori Roasted Vegetable Risotto, topped with Shaved Grana Parmesan

DESSERT

As per your selections for all other Guests

Children's Menu Options

\$30.00 per child under the age of 12 years includes soft drink

Children's menu orders are taken on the evening

It is important that you supply the name and age of each child so that we can ensure that each child is catered for. There is no charge for children who are not yet eating solids and therefore do not require a meal. We still need to know that tiny tots are attending, so that we can provide appropriate seating, such as a highchair.

MAIN

- Chicken Nuggets and Chips
- Pasta Bolognaise
- Fish and Chips
- Calamari and Chips

DESSERT

- Ice Cream Sundae with Caramel, Strawberry, Chocolate or Lime
- Frog In The Pond Jelly

Cocktail Finger Food Menu

\$69.50 per person

CANAPÉS SERVED FOR 1.5 HOURS

Choose 10 items from the following Hot and Cold Selection. Please consider the dietary requirements of your guests when making your selection.

COLD

- Nori Roll with Pickled Ginger and Wasabi
- Roast Beef with Horseradish Cream on Mediterranean Bread
- Bruschetta with Spanish Onion, Roma Tomato and Basil
- Pumpkin, Ricotta and Herb Frittata
- Cherry Tomato and Fetta Pieces drizzled with Basil Pesto
- Goats Cheese and Semidried Tomato Tart garnished with Basil Leaves
- Smoked Salmon on Crostini with Aquavit and Dill Cream
- Chicken, Cashew and Avocado Finger Sandwiches
- Mushroom and Mascarpone Tarts

HOT

- An assortment of Vegetarian and Non Vegetarian Pizza Diamonds
- Vegetable Spring Rolls with Sweet Chilli Sauce
- Crumbed Fish Goujons with Basil Aioli
- Shu Mai Dumplings with Hoisin Dressing
- Traditional Vegetarian Arancini Rounds
- Individual Vegetarian Quiches
- Chicken Satay Skewers with Spicy Peanut Sauce
- Assorted Chinese Savouries with Traditional Sauces
- Sun Dried Tomato Crumbed Oysters
- Louisiana Tossed Chicken Bites with Picayune Mayonnaise
- Prawn Tails in a Crisp Cider Batter
- Potato and Tuna Balls with Lemongrass and Lime Sauce
- Vegetarian Bouchee
- Warm Asian Duck Pancake Rolls
- Tempura Battered Vegetables with Chilli Dipping Sauce

ANTIPASTO AND COLD CUT PLATTERS SERVED ON BUFFET

- A selection of Meats, Dips, Olives, Mediterranean and Pickled Vegetables served with Crusty Bread Rolls and Grissini Sticks

DESSERT SELECTION SERVED ON BUFFET

- Chef's Selection of Cakes and Tarts served with Double Cream and Strawberries

Freshly Brewed Tea and Coffee Buffet served with Chocolate Hearts (The Nepean Room)

Espresso Coffee served with Chocolate Hearts (The Portsea Deck)

Cocktail Buffet Menu

\$84.00 per person

CANAPÉS SERVED FOR 1.5 HOURS

Choose 10 items from the following Hot and Cold Selection. Please consider the dietary requirements of your guests when making your selection.

COLD

- Nori Roll with Pickled Ginger and Wasabi
- Bruschetta with Spanish Onion, Roma Tomato and Basil
- Crostini topped with Brie and Semi Dried Tomato
- Pumpkin, Ricotta and Herb Frittata
- Oyster Shot with Bloody Mary Marsala
- Smoked Salmon on Crostini with Aquavit and Dill Cream
- Vietnamese Vegetable Rolls with Spicy Sweet Dipping Sauce
- Chicken, Cashew and Avocado Finger Sandwiches
- Asian Vegetarian Rice Paper Rolls
- Tasmanian Oysters served with an Apple Isle Vinaigrette
- BBQ Prawn Tails with Olive Oil and Lemon
- Smoked Oyster Blinis with Crème Fraiche and Chives
- Roast Beef with Horseradish Cream on Mediterranean Bread

HOT

- Mini Chicken Parmigianas with Fresh Basil
- Spinach and Ricotta Filo Pastry Triangles
- Vegetable Spring Rolls with Sweet Chilli Sauce
- Crumbed Fish Goujons with Basil Aioli
- Shu Mai Dumplings with Hoisin Dressing
- Calamari Rings served with a Tartare Sauce
- Tartlets of Smoked Trout with Asparagus and Dill
- Chicken and Lamb Satay Skewers with Spicy Peanut Sauce
- Assorted Chinese Savouries with Traditional Sauces
- Louisiana Tossed Chicken Bites with Picayune Mayonnaise
- Potato and Tuna Balls with Lemongrass and Lime Sauce
- Housemade Sausage Pastries
- Bay Scallops Grilled and served Warm in Citrus Parsley Gremolata
- An assortment of Vegetarian and Non Vegetarian Pizza Diamonds

ANTIPASTO AND COLD CUT PLATTERS SERVED ON BUFFET

- A selection of Meats, Dips, Olives, Mediterranean and Pickled Vegetables served with Crusty Bread Rolls and Grissini Sticks

MAIN SELECTION SERVED ON BUFFET

Choose 3 from the following (all served hot)

- Chicken and Mushroom Risotto
- Penne Pasta with Roasted Roma Napoli and Grana Parmesan
- Hunter Style Braised Spring Lamb with Vegetables
- Roasted Pumpkin and Spinach Gnocchi
- Chicken and White Wine Casserole
- Barragunda Beef Braise with Olives and Yarra Valley Fetta
- Malaysian Chicken Casserole served with Roti Chiane

Your selection is accompanied by Jasmin Rice and Roasted Mediterranean Vegetables

DESSERT SELECTION SERVED ON BUFFET

Choose 4 from the following individual cakes and tarts

- Fresh Italian Tira Mi Su
- Passionfruit Tart
- Tangy Citrus Tart
- Mississippi Mud Fudge Cake
- Flourless Chocolate Cake
- Apple and Rhubarb Crumble Tart
- Mixed Berry Cheesecake
- Belgium Milk Chocolate Butterscotch Mousse Cake

King Island Double Cream and Fresh Fruit Salad will also be served on the Dessert Buffet

The number of desserts served is based on of your total number of adult guests, allowing for 2 per person and sufficient is provided so that all guests can choose from those you have selected.

Freshly Brewed Tea and Coffee Buffet served with Chocolate Hearts (The Nepean Room)

Espresso Coffee served with Chocolate Hearts (The Portsea Deck)

Cocktail Grazing Menu

\$88.00 per person

CANAPÉS SERVED FOR 1.5 HOURS

Choose 10 items from the Cocktail Finger Food Menu Selections

GRAZING DISHES

Choose 4 from the following 'roaming' dishes (all served hot)

- Paper Cones of Crispy Battered Fish n Chips with Piquant Tartare and a Lemon Wedge
- Mushroom, Spinach and Semi Dried Tomato Risotto
- Noodle Boxes of Wok Tossed Beef or Salmon with Stirfry Vegetables and Hokkien Noodles
- Malaysian Chicken Satay with a Peanut Dipping Sauce presented on a Banana Leaf with a Mango Chutney Dipping Sauce
- Risotto of Pumpkin, Pine Nuts and Spinach finished with Shaved Grana Parmesan
- Fresh Sautéed Calamari with Lemon and Garlic cupped in Iceberg Lettuce
- Selection of Asian Savouries with Sweet Chilli Dipping Sauce served on a nest of Asian Greens
- Prawn and Tasmanian Salmon Ravioli in a White Wine and Basil Cream with Tomato Essence
- Mini Beef Patties served with Lettuce, Tomato, Cheese and Chutney on a Crispy Hamburger Bun

DESSERT SELECTION ON BUFFET

Choose 4 from the following 'roaming' Desserts

- Tequila and Kahlua Chocolate Mousse
- Individual Tira Mi Su served in Latte Glasses
- Baby Mud Fudge Cakes
- Individual Crème Caramel
- Warm Caramelised Apple Tart Tatin
- Baby Lemon Tarts
- Mini Meringues filled with Strawberries and Fresh Cream
- Strawberry Yoghurt Flavoured Pannacotta served in Latte Glasses

King Island Double Cream and Fresh Fruit Salad will also be served with your selection

The number of desserts served is based on of your total number of adult guests, allowing for 2 per person and sufficient is provided so that all guests can choose from those you have selected.

Freshly Brewed Tea and Coffee Buffet served with Chocolate Hearts (The Nepean Room)

Espresso Coffee served with Chocolate Hearts (The Portsea Deck)

Wedding Breakfast Menu

\$59.50 per person

FOR A MINIMUM OF

80 guests in **The Nepean Room**
60 guests on **The Portsea Deck**
30 guests in **The Portsea Produce Café**

Inclusive of: Wedding breakfasts are 4 hours in duration and are held in the stunning Nepean Room, Portsea Produce Café or Portsea Deck. Breakfasts must conclude by no later than 2.00pm

OPTION 1

Cooked 'Portsea Breakfast Buffet' (included in package price)

Available Nepean Room, Portsea Deck or Portsea Produce Café

A Buffet for guests to help themselves consisting of: Poached and Scrambled Eggs, Crispy Bacon, Grilled Tomatoes, Spinach, Sausages and Grilled Mushrooms

A vegetarian alternative can be served upon request

This menu also includes the Continental Buffet Breakfast Selection (as shown below)

OPTION 2

Cooked 'Portsea Big Breakfast' (additional \$5.50 per person)

Available Portsea Deck only

Served individually to every guest:
Scrambled Eggs, Crispy Bacon, Grilled Tomatoes, Spinach, Sausages, and Grilled Mushrooms

Selection of Toasts served to each table

This menu also includes the Continental Buffet Breakfast Selection (as shown below)

CONTINENTAL BUFFET BREAKFAST

Mini Muffins
Danishes
Croissants
Pancakes and Condiments
Selection of Breads/Toasts and Condiments
Cereals
Fresh & Poached Fruits
Yoghurts and Juices
Coffee and Tea Buffet

Please note: If you select a beverage package for your wedding breakfast, please look for the special breakfast pricing in the beverage information provided as the duration of a breakfast is shorter than the normal 5 hour wedding duration.

Beverages

In arranging your beverages you may select to purchase a beverage package or pay on a consumption basis. The 2 options are explained below.

BY THE PACKAGE

A selection of packages are offered and if you elect to purchase a beverage package, all beverages noted in the package are made available to your guests for 5 hours at the price shown. The 5 hours commences at your agreed reception commencement time. This all inclusive price allows for the sparkling wine toast if you choose to offer one and is charged per adult. Purchasing by the package gives you the peace of mind of knowing the beverage costs up front.

Should you wish to add extra time to your 5 hour beverage package, please add \$6.00 per person to the beverage package price.

ON CONSUMPTION

You can elect to have the beverages charged on a consumption basis. You will be charged for every bottle that is opened at your wedding and any other beverages such as beer or sparkling wine which are offered to your guests and consumed during the course of your reception. Should you elect to offer a glass of sparkling wine for a toast, this too will be added to your bar tab. Your tab is set up at the bar on the night upon presentation of a credit card.

You can elect to drink the same beverages as offered in the packages or select others from the Hotel wine list, current at the time of your wedding. The current Hotel Wine List can be found on our website at www.portseahotel.com.au or by asking the functions team to send you a copy.

We suggest that you consider carefully your decision in relation to how you will be charged. Please consider that while some guests may only drink a small amount, they may abandon a couple of glasses as this tends to occur when the beverages are offered free of charge to them. While you may have the occasional person who does not drink, please also give thought to those who will take the opportunity to enjoy themselves fully.

You will be asked to select your beverages and your package or consumption payment method two weeks prior to your wedding.

Please be aware, the Portsea Hotel does not accept wedding bookings where basic beverages including Wine, Beer and Soft Drink / Juice are not paid for and arranged by the host. Please note, if spirits are not offered by the host, the guests are welcome to purchase these at bar prices.

BEER OPTIONS

The heavy beer in all beverage packages is Carlton Draught.

In the interest of responsible service of alcohol, all guests must be offered the option to drink a light beer.

The light beer available in the Nepean Room can be selected from the Australian beers on tap at the time of the wedding.

The light beer on the Portsea Deck and in the Portsea Produce Café is Cascade Premium Light, served in stubbies.

BEVERAGE SERVICE

Irrespective of which method of payment (package or consumption) the following service is offered:

Tray drink service is always offered to guests on arrival in the reception venue.

Bottles of Red & White wine are placed on each table. These bottles are replaced as required throughout the evening. If the party at a particular table does not partake in a wine, the bottle is removed and served elsewhere in the room.

If sufficient persons at a table are drinking beer, jugs can be served to the table by the wait staff.

Guests are welcome to approach the bar throughout the wedding to obtain any beverage on offer by the host or purchase any beverage and there is a staff member permanently positioned at the bar throughout the reception.

Should you wish to offer your guests a basic spirit selection, please add a further \$25.00 per head to the package price.

Beverage packages are quoted for weddings of 5 hours duration.

The package beverages will be served continually during the reception for the fixed price as shown below.

PORT PHILLIP PACKAGE \$39.00 per Adult

Hardys Collection Brut Reserve
Hardys Collection Sauvignon Blanc
Hardys Collection Cabernet Merlot
Carlton Draught
Light Beer as selected on tap - Nepean Room
Cascade Premium Light - Portsea Deck
Soft Drink and Juices

LONGBOARD PACKAGE \$45.00 per Adult

Houghton Chardonnay Pinot Noir
Woodcroft Sauvignon Blanc
Woodcroft Shiraz
Carlton Draught
Light Beer as selected on tap - Nepean Room
Cascade Premium Light - Portsea Deck
Soft Drink and Juices

Beverage Packages

BAYVIEW PACKAGE \$55.00 per Adult

Four Sisters Chardonnay Pinot Noir
Four Sisters Semillon Sauvignon Blanc
Four Sisters Shiraz
Carlton Draught
Light Beer as selected on tap - Nepean Room
Cascade Premium Light - Portsea Deck
Soft Drink and Juices

LIGHTHOUSE PACKAGE \$60.00 per Adult

Kim Crawford Brut
Kim Crawford Sauvignon Blanc
Kim Crawford Hawke's Bay Merlot
Carlton Draught
Light Beer as selected on tap - Nepean Room
Cascade Premium Light - Portsea Deck
Soft Drink and Juices

MELALEUCA PACKAGE \$68.00 per Adult

Stonier Sparkling
Stonier Chardonnay
Stonier Pinot Noir
Carlton Draught
Light Beer as selected on tap - Nepean Room
Cascade Premium Light - Portsea Deck
Soft Drink and Juices

Wedding Breakfast Pricing

Package for 4 Hours Duration

Port Phillip Package \$32.00 per Adult

Longboard Package \$36.00 per Adult

Bayview Package \$44.00 per Adult

Lighthouse Package \$48.00 per Adult

Melaleuca Package \$54.00 per Adult

Booking a Wedding at the Portsea Hotel

We realise that affordability is a significant element when it comes to choosing a location for a wedding. This is why we have provided detailed pricing information.

Below is a suggested step by step guide to the process of booking and organising a wedding at the Portsea Hotel.

READ THE DETAILS

Please take the time to read the information within this document including the Terms and Conditions to make sure that you are fully aware of all details associated with a booking. If you are unclear on any aspect, you can ask the Functions Manager when you contact the Hotel.

BUDGET

Draft a budget based on your menu price plus your beverage price (or estimated price if drinking on consumption) and add any of the items you may require from the optional extras section. If you wish to be married at the Hotel, remember to add the ceremony fee as well.

VISIT THE HOTEL

Contact the Events Department at the Portsea Hotel on (03) 5984 8112 to arrange a time to be shown the facilities and have your questions answered by a member of our wedding team.

MAKE A TENTATIVE RECEPTION VENUE 'PENCIL BOOKING'

There is no fee to make a temporary venue pencil booking. All bookings are accepted on a 'first come, first served' basis. Tentative reception venue bookings will be held for a period of 10 days only, after which time the space will be released, unless you contact the Functions Manager to request an extension and this is granted prior to the expiry of the initial 10 day pencil booking period.

CEREMONY COMMENCEMENT TIME

As there is often more than one wedding at the Hotel in a day, we must ensure that the ceremonies are separated by 1.5 hours. The first couple to pay their deposit for any given day will have first option of the ceremony commencement time. Often one of the couples will choose to be married off site; however you will be required to confirm your ceremony commencement time at the time of paying your deposit.

DEPOSIT

A minimum deposit of \$1,000.00 must be received within 10 days of the tentative booking to ensure the venue booking is confirmed. Your receipt will be mailed to you if you have not paid in person. Once a deposit has been received, the booking is confirmed. This deposit once paid is NON REFUNDABLE under any circumstances, regardless of how far in advance the function is booked.

ACCOMMODATION BOOKING

Once a wedding deposit has been paid, you can place a hold on accommodation. We suggest that you enquire about accommodation early as we are often heavily booked especially in the warmer months. For all accommodation enquiries please contact reception on (03) 5984 2213.

PAYMENT METHODS

The Portsea Hotel accepts Online Direct Deposits (bank details available on request), Cash, Amex, Mastercard, Visa and Cheques made out to the Portsea Hotel.

FINAL WEDDING DETAILS

Menus, beverage arrangements, entertainment, room set up etc. must be discussed with the Functions Manager at least 6 weeks prior to the booked function date. This is to allow sufficient time for the ordering and procurement of any special linen, flowers or other items selected. Please contact the Events Department to arrange a planning meeting.

GUARANTEED NUMBERS & BALANCE OF PAYMENT

These are required 10 business days prior to the function date and charges will be based on guaranteed numbers or actual attendees, whichever is greater. If there is an increase in numbers following the submission of the guaranteed numbers, a 10% surcharge per person will be applied to cover any further subsequent costs incurred by the Hotel, such as reorders and special deliveries.

ENJOY THE JOURNEY

Our team can do much to assist you along the way and to ensure that you are worry free in the lead up to your special day. With many services included we hope to make the experience of planning your wedding an enjoyable one.

Terms and Conditions

The Portsea Hotel is keen to ensure that you are fully aware of the details associated with staging a wedding at the venue. We realise that it can be disconcerting to be partially informed through a brochure, only to find out the detail after you have already signed on. In the interest of smooth planning and to save you from needing to call us to fill in the blanks, we have set out the Terms and Conditions below.

ACCOMMODATION

All accommodation bookings are the responsibility of the client and accommodation tariffs are subject to change. Should a client be given a date by which a deposit must be paid for the accommodation and payment is not received the booking will be automatically cancelled and the Portsea Hotel will sell the room/s to the next client. Accommodation Rooms are not automatically booked for a function when the function deposit is paid. Clients must contact Reception at the Hotel to make accommodation bookings.

AUDIO

The audio system supplied by the Portsea Hotel for use at the ceremony is not suitable for use at receptions and is therefore not offered for this purpose. The system is capable of playing CD's, but does not have the capacity to connect to an ipod.

BYO FOOD OR BEVERAGE

No alcohol may be brought onto the premises, except where it is offered as a Bombonieres and guests must be instructed that this cannot be consumed in the function or bar areas of the Hotel. Likewise, food may not be brought into the main body of the Hotel unless it is a Wedding Cake or Bombonieres that are small in size. This applies to the function client and the client's guests.

COMMENCEMENT TIMES

The client agrees to commence the ceremony (if held at the Hotel) and the Reception at the agreed scheduled commencement times. If the ceremony or reception commencement is delayed, the ceremony or reception will still be bound to finish at the scheduled time.

COMPLIANCE

The client will be responsible to ensure the orderly behavior of their guests and the Hotel reserves the right to intervene where it sees fit.

DAMAGES

The client will assume responsibility for any and all damages caused during the function by any of their guests attending the function, whether in the rooms reserved or in any part of the Hotel.

DÉCOR & DISPLAY

No items are to be attached, pinned or glued to the wall surface of any area of the Hotel without prior written approval of Hotel Management. Any item that may be considered offensive to other persons will be removed from public view by Portsea Hotel staff.

ENTERTAINMENT

The Portsea Hotel reserves the right to cancel or prohibit any booked entertainment that does not comply with Hotel noise regulations. Strictly no drum kits, beat or bass music permitted on The Portsea Deck. A DJ playing on the Deck will be required to lower the volume if the noise level becomes excessive.

FUNCTION CANCELLATIONS

Deposits are strictly NON REFUNDABLE.

Clients who cancel a function any time after the deposit of \$1000.00 has been paid will not be entitled to a refunded.

Functions cancelled 60 days prior to the function date will be required to pay \$75.00 x the minimum number of guests required for a function in the booked room as set out on page 3 of this information.

Terms and Conditions

GIFTS

Are the responsibility of the client and no responsibility will be taken for the damage to, or loss of gifts should it arise. All wedding gifts should be taken off the premises at the conclusion of the reception.

G.S.T.

All quoted prices are inclusive of G.S.T.

HOTEL TRADE

The Portsea Hotel is a popular venue, and as such, management cannot control the trade noise that may be heard should you choose to host your wedding ceremony at the Hotel. We endeavour to minimise the noise by requesting the co-operation of fellow patrons, but general patron noise may be heard on a busy day.

LIABILITY

If the Hotel has a reason to believe that a function will affect the smooth running of the Hotel, its security or reputation, it reserves the right to cancel the function without liability.

MENU VARIATIONS

Menus are subject to change without notice. In the event that the menu items have already been selected and a selected item can no longer be provided, the Portsea Hotel will contact the client to discuss an alternate selection.

OUTSTANDING ACCOUNTS

Any unpaid bar tabs, accommodation or reception charges associated with the function booking will be charged to the listed credit card unless otherwise arranged.

PRICING VARIATIONS

Pricing is subject to change. All prices quoted are current at the time of printing however; all prices are subject to increase from time to time. In the event of a price increase you would be notified in writing at least 3 months in advance of your wedding.

PUBLIC HOLIDAYS

A surcharge of 10% of the total food and beverage package applies to any function booked on a public holiday.

QUOTATIONS

Quotations are based on estimated numbers given at the time of enquiry. Should numbers or arrangements change from the original specifications quotes will be revised accordingly.

ROOM & SPACE VACATION

The client agrees to vacate the designated ceremony and function spaces at the scheduled times.

SMOKING

The Nepean Room, Portsea Produce Café and The Portsea Deck are strictly non smoking. Please consult the Functions Manager in relation to designated smoking areas.

SECURITY

Portsea Hotel will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function. If additional security is required for the function, this cost will be incurred by the client. The client and their guests will be required to abide by the reasonable instructions of the Security and Portsea Hotel staff.