



## Eltham Gateway Hotel and Conference Centre & Strada Bar and Lounge Function fact sheet and frequently asked questions

### **How long does the function go for?**

Breakfast events run for 2 hours, Lunch events run for 4 hours, afternoon teas run for 3 hours, and evening events for 5 hours

### **What is the latest time our event can run to?**

Our bar closes at 12 midnight, with music finishing and guests departing at 12:30am

### **Are there a minimum number of guests?**

Yes – the minimum for our event vary according to the day of the week; please see your menu for details

### **Do I have to cater for all my guests for a cocktail finger food function?**

No – the minimum number of guests must be catered for, however should you group be larger than the minimum numbers you are not required to cater for all guests

### **Do you require a deposit?**

A \$400.00 non-refundable deposit is required to secure a booking.

### **When do I need to provide final numbers of attendees?**

We require final attendees 3 days prior to your event.

### **How can I pay?**

Cash, credit card or EFTPOS cards are acceptable. A 3% surcharge applies to American Express and Diners cards.

### **Are underage guests able to attend?**

Any guest under the legal drinking age of 18 MUST be accompanied by his or her parent or legal guardian for the entire duration of the event.

### **Can we self-cater our event?**

Unfortunately we do not allow self catering at the venue

### **Is there a minimum spend for beverages?**

We have no minimum spend for beverages for any events

### **Do we have security?**

Security for all events is optional. Should you wish to have security each guard is at a cost of \$200.00.

### **Can we decorate ourselves?**

You are most welcome to decorate yourself. We do not allow confetti to be used at the venue.

### **Can we provide our own music, DJ or band?**

You are most welcome to provide your own entertainment for the evening. Please consult with our sales staff in regards to noise levels and time restrictions

### **Can I bring my own cake?**

You are most welcome to bring a celebration cake for your event. No cakeage applies to cocktail finger food functions. A \$1.50 per guest cakeage charge applies for all sit down luncheons and dinners.

### **What if some of my guests wish to stay at the hotel?**

Our best corporate rate is offered to all guests associated with a function. Guests must mention that they are attending a function on site to receive these rates.