

# PORTOFINOS EVENTS KIT

## BEACH. BAR. KITCHEN



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# GENERAL INFORMATION

**Thank you for considering Portofinos as a potential venue to host your function.**

We are a fully licensed venue on the breathtaking Northern Coastline, offering 180 degrees of stunning, uninterrupted ocean views. Our establishment offers semi-private booking options for large groups in our function room, the balcony area, our grassed alfresco, and the main dining room.

Semi-private means you will have a reserved section within a shared area rather than exclusive access to the entire space. Please note that semi-private bookings are subject to number restrictions, setups, and time allocations.

For bookings of thirty or more, we require food to be pre-ordered and paid for in advance to secure your reserved area. For bookings of forty or more, a minimum spend applies across all of our booking areas. If your spending falls below this minimum, the difference will be charged as venue hire.

The following information outlines our offerings, inspiring you to choose Portofinos as your venue. We take pride in making this process as easy and stress-free as possible. If you require further information or assistance, contact our events coordinator at [info@portofinos.com.au](mailto:info@portofinos.com.au).

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## VENUE HIRE

**Portofino Function Areas** *\*\*We only offer "Semi-Private" bookings. \*\**

We offer four stunning areas, pictured below, for which you can book a section. Each area offers beautiful ocean views.

**Semi-Private Booking** (a reserved section within one of our areas):

- No venue hire fee
- There is a restricted duration and number of guests for this type of booking
- For bookings of thirty or more, food must be pre-ordered and paid for to secure your reserved area
- For bookings of forty-plus, a minimum spend applies
- Capacity capped at 80 people per function

*\*\*Whilst you can work with your coordinator to create your ideal setup, it is at Portofino's discretion to alter floor plans and furniture requirements. \*\**

The pictures below are for reference only. They do not depict the entire area you will receive.

### **BALCONY AREA**



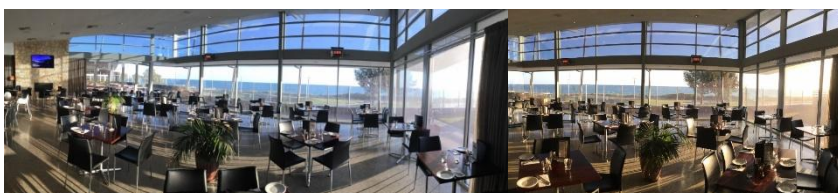
### **GRASSED AREA**



**FUNCTION ROOM** *This booking area has high tables and seating only. Please note, there is LIVE music in this room on Fridays, Saturdays & Sundays*



**MAIN DINING ROOM** *\*\*This booking area has a restriction of 44 people, with a maximum of 22 people per table.\*\* \*\*Our platters are unavailable for bookings in our main dining room. \*\**



## GENERAL INFORMATION

### Venue Times

**Please consider the following when planning your function/event timings:**

***Monday, Tuesday and Sunday our venue closes at 10.00 pm***

***Wednesday-Saturday, our venue closes at 11.00 pm***

### Catering

Please note there may be variations to the menus due to the availability of seasonal produce.

We offer SET MENU options for large booking groups. Contact our events coordinator for more information.

### Dietary Requirements

We cater to all dietary requirements. Please discuss any specific needs with the function's coordinator. All dietary requirements must be organised before the function.

While we endeavour to accommodate all dietary requirements and specific needs, we cannot guarantee allergy-free meals due to the potential traces of allergens in the working environment and supplied ingredients.

### Platters

Our platter options have been designed to feed ten people. Each platter is served across two large plates for your guests to help themselves. Platter options must be ordered two weeks prior to and paid for one week before your booking. Platter orders cannot be changed with less than 72 working hours' notice. We do not refund platters due to over-ordering, so please take care when making your selections.

### Children's Menu

Children's meals are available and are listed in the menus below. Children's meals are suitable for children 12 years and under.

### Beverages

Beverages can be prearranged and consumed on a consumption basis.

A **consumption-based** payment option, you can pay before or on the day of your booking. If you decide to pay at the end, you will need to provide your credit card details. You can either share these details with your coordinator to keep on file or give your card to our bar staff to hold on the day of the event. Throughout the function, our staff will keep you informed as you approach your spending limit. If you prefer to prepay and your limit is not reached, we can arrange a refund. Any additional charges incurred may be settled on the day of the booking.

As our premise is fully licensed, Portofino patrons are not permitted to bring or remove alcohol from the property. To provide a proper duty of care in the service of alcohol to your guests, we reserve the right to refuse the supply of alcohol to any guest who appears to be under the influence.

Our venue closes at 11.00 pm Wednesday- Saturday, with the last drinks at 10.30 pm, Monday, Tuesday, and Sunday, our venue closes at 10.00 pm, with the last drinks at 9.30 pm.

## CHILDREN'S MENUS

### Main

(12 years and under)	\$16.00
<b>Lightly Battered Fish &amp; Chips</b> <i>(grilled option available upon request)</i>	
<b>Chicken Nuggets &amp; Chips</b>	
<b>Spaghetti Bolognaise</b>	

### Desserts

<b>Chocolate Overload</b>	\$12.00
<i>vanilla ice cream served with: chocolate brownie pieces, sprinkles, a wafer &amp; chocolate sauce</i>	
<b>Strawberry Sensation</b>	\$12.00
<i>vanilla ice cream served with: fresh strawberries, wafer, sprinkles &amp; a strawberry sauce</i>	

## PLATTER PACKAGES

We offer a range of platter packages specifically designed for large group bookings. Each platter is designed for 10 people. Our chefs require platters to be pre-ordered two weeks before your booking date, and payments are required one week prior. Please be advised that when making your selections, no amendments will be accepted with less than 72 working hours' notice. We do not refund platters due to over-ordering.



# PLATTER PACKAGES

PORTOFINOS FUNCTIONS

## MEDITERRANEAN

\$120

3 Cheese Arancini  
 Grilled Chorizo (gf)  
 Shaved Prosciutto (gf)  
 House Pickles and Olives (gf)  
 Roasted Pumpkin, Fetta Tarts  
 Baked Turkish Bread



## SEAFOOD

\$185

Prawn Twisters  
 Salt and Pepper Calamari (gf)  
 Fish Goujons  
 Smoked Salmon Blini  
 Individual Prawn Cocktail (gf)

*Option: Add Fresh Oysters (\$4)  
 Natural, Ginger, Kilpatrick or a mix of all*



## ASIAN

\$175

Beef/Chicken Satay Skewers  
 Duck Spring Rolls  
 Assorted Sushi (gf)  
 Vegetable Samosas  
 BBQ Pork Bao Buns

All platters are suited to 10 people and  
 require pre-ordering a minimum of 2 weeks  
 before your event

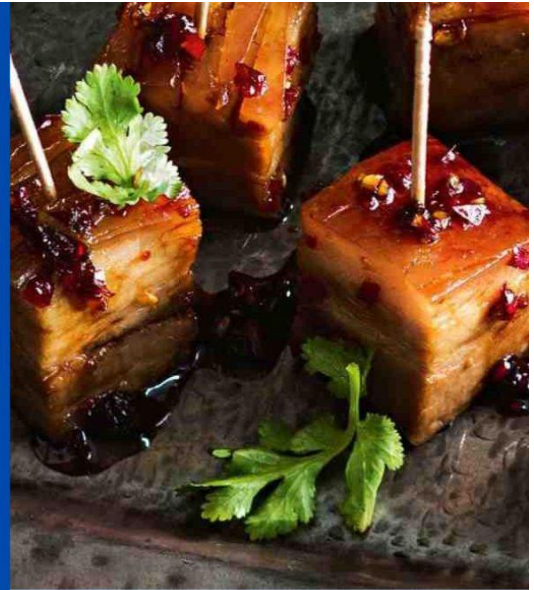
# PLATTER PACKAGES

PORTOFINOS FUNCTIONS

## DICARNE

\$165

Cajun Chicken Tenders  
 Skewered Beef (gf)  
 Lamb Sliders  
 5 Spice Honey Glazed Pork Belly (gf)  
 Beef Cocktail Pie



## VEGETARIAN

\$130

3 Cheeses Arancini (gf)  
 Cauliflower Fritters  
 Vegetable Samosas  
 Vegetarian Sushi  
 Roasted Vegetable Pie



## BREADS & DIPS

\$60

Two Homemade Dips  
 served with Olives, Pickles and  
 Toasted Turkish Bread



All platters are suited to 10 people and  
 require pre-ordering a minimum of 2 weeks  
 before your event



# PLATTER PACKAGES

PORTOFINOS FUNCTIONS

## CHEESE

\$175

Aged Cheddar  
Double Brie  
Farmhouse Bleu  
House Walnut Bread  
Olives  
Crispbread  
Dried Fruits & Nuts

## FRUIT

\$110

Selection of Seasonal Fruits served  
with Passionfruit Yoghurt

## CHILDREN

\$120

Chicken Nuggets  
Fish Goujons  
Mini Beef Cheese Burgers  
Chips and Wedges

All platters are suited to 10 people and  
require pre-ordering a minimum of 2 weeks  
before your event

## BEVERAGE SELECTION (consumption basis only)

### CHAMPAGNE & SPARKLING

		<b>Bottle</b>
Portofinos by Hay Shed Hill NV Sparkling	<i>Margaret River</i>	48
Azahara NV Sparkling Moscato	<i>South Australia</i>	48
Veuve Ambal Blanc de Blancs	<i>France</i>	54
Dal Zotto NV Prosecco	<i>King Valley</i>	52
Louis Bouillot Perle d'Aurore Rose Brut NV	<i>France</i>	68
Mumm Cordon Rouge NV Brut Reims	<i>France</i>	90

### WHITE WINE

		<b>Bottle</b>
Portofinos by Hay Shed Hill Semillon Sauvignon Blanc	<i>Margaret River</i>	48
Deakin Zero Sauvignon Blanc	<i>Mildura</i>	48
Starborough Sauvignon Blanc	<i>New Zealand</i>	52
Forester Estate Little Sweetie	<i>Margaret River</i>	52
Hesketh Pinot Grigio	<i>Limestone Coast</i>	52
Peos Estate Four Kings Chardonnay	<i>Manjimup</i>	48
Jim Barry Waterval Riesling	<i>Clare Valley</i>	54
Forester Estate Semillon Sauvignon Blanc	<i>Margaret River</i>	52
Tar and Roses Pinot Grigio	<i>Victoria</i>	58
Vasse Felix 'Filius' Chardonnay	<i>Margaret River</i>	56
Amelia Park Chardonnay	<i>Margaret River</i>	62
Shaw and Smith Sauvignon Blanc	<i>Adelaide Hills</i>	65

### ROSE

Vasse Felix Classic Dry Rosé	<i>Margaret River</i>	52
Rameau d'or Petit Amour Rosé	<i>France</i>	54

### RED WINE

		<b>Bottle</b>
Portofinos by Hay Shed Hill Cabernet Merlot	<i>Margaret River</i>	48
Peos Estate Four Jacks Shiraz	<i>Manjimup</i>	52
Bleasdale Cabernet Sauvignon	<i>Langhorne Creek</i>	52
Glaetzer Wallace Shiraz Grenache	<i>Barossa Valley</i>	52
El Desperado Tempranillo	<i>South Australia</i>	52
Big Buffalo Pinot Noir	<i>California, USA</i>	52
Mount Trio Merlot	<i>Margaret River</i>	52
La Boca Malbec	<i>Mendoza, Argentina</i>	54
Poliziano Chianti	<i>Tuscany, Italy</i>	60
West Cape Howe BE Cabernet Sauvignon	<i>Mount Barker</i>	60
Two Hands Gnarly Dudes Shiraz	<i>Barossa Valley</i>	62
Catalina Sounds Pinot Noir	<i>Marlborough, NZ</i>	65
Forester Estate Cabernet Sauvignon	<i>Margaret River</i>	65

### DESSERT WINE

Vasse Felix Cane Cut Semillon	<i>Margaret River</i>	<b>375ml</b> 52
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### BOTTLED BEER

Peroni 0%		9
Emu Export		8
Cascade Premium Light		10
Pure Blonde Ultra		10

Asahi	12
Corona	12
Matos's Ginger Beer	14
Masto's Mango Beer	12
Single Finn	12
Balter Cerveza 4%	10

**BOTTLED CIDER**

Magners Irish Apple Cider 568ml 4.5%	16
Somersby Apple 4.5%	12
Somersby Pear 4.5%	12
Somersby Blackberry 4%	14
Somersby Watermelon 4%	14

**DRAUGHT**

Great Northern Super Crisp Lager 3.5%
Peroni 3.5%
Pirate Life South Coast Crisp Lager 4%
Carlton Draught 4.6%
Carlton Dry 4.5%
Guinness 4.2%
Pirate Life South Coast Pale Ale 4.4%
Bulmers Original Apple Cider 5%
Kilkenny Irish Ale 4.3%
Balter XPA 5%
Peroni Nastro Azzurro 5%
Balter Hazy IPA 6%
Brookvale Union Ginger Beer 4%
Hard Rated Alcoholic Lemon 4.5%

**MIDDY**

6.5
7.2
7
7
7
7.5
7.5
7.2
7.5
7.8
7.8
7.8
8.5
8.5

**PINT**

12.5
13.5
13
13
13
14
14
13.5
14
14.5
14.5
14.5
16
16

**HOUSE SPIRITS**

30ml 12

**PREMIUM SPIRITS**

30ml 14

**LIQUEURS**

30ml 12

**ASSORTED SOFT DRINKS**

Soft Drink	Jug
Juice	14
	15

# TERMS AND CONDITIONS

## Tentative booking

All tentative bookings will be held for up to 2 weeks, after which the booking will be automatically cancelled

## Confirmation of booking

A confirmation email will be sent upon making your booking. When booking with us, you agree to our terms and conditions, so please ensure you take the time to read and understand such.

## Cancellation of a confirmed booking

In the event of a cancellation, the client must provide written notice to Portofino

Within 10 days, 50% of the estimated total amount payable

Within 72 hours, Non-refundable

Guaranteed numbers for catering

Final numbers are required two weeks before the event. No amendments will be accepted with less than 72 working hours' notice.

## Minimum spends

Our venue is committed to providing responsible service and consumption of alcohol; therefore, there is a minimum spend for bookings of forty-plus. 'Minimum spend' refers to the total amount of money that must be spent on **food** during your event. This policy is in place to help implement best practices in the sale and supply of alcohol and the operations within our licensed premises, including minimising alcohol-related issues. If the quoted minimum spend is not met, the difference will be charged as venue hire.

## Price adjustments

Please be advised that the current rate will be applied at the time of your event rather than at the time of booking.

Portofinos reserves the right to substitute food and beverage items due to the unavailability of the requested items and/or increase the price of such items. The client shall accept such substitutions with no reduction in the amount payable under this agreement.

## Public holidays

A 15% surcharge on public holidays applies to the total account

## Venue allocation

Portofinos reserves the right to alter floor plans, room setup, and layouts as required. Please note requests for specific areas cannot be guaranteed.

In the event of unforeseen circumstances or any dramatic alteration to numbers, Portofinos reserves the right to change the allocated area to another suitable area. Every effort will be made to discuss the changes with the organiser well in advance, where possible.

### **Force Majeure**

Any delay or failure in the performance by Portofinos hereunder shall be excused if caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable, including acts of God, fires, floods, power outages, explosions, hurricanes, vandalism, governmental acts, labour strikes and other like events that are beyond the reasonable anticipation and control of Portofinos.

Despite such occurrences, Portofinos will make all efforts to prevent, avoid or delay the effects of such acts

### **Inclement weather**

For bookings located on the balcony or grassed area, Portofinos isn't responsible for inclement weather, and the client is responsible for backup plans and any associated costs, with no refunds for cancellations due to weather.

### **Delivery and pickup of merchandise**

Portofinos is not responsible for providing personnel for this purpose. Delivery of large items requires prior approval. All merchandise brought into Portofinos must be removed within 24 hours of the event's completion, or Portofinos reserves the right to charge a storage fee.

No defacement is to be made to the flooring, ceilings, or internal or external walls of the function venue, either indoors or outdoors, and any such damage will be the sole responsibility of the client in terms of financial restoration. All merchandise brought into Portofinos must be clearly labelled. The client is wholly responsible for ensuring the delivery and pickup of their equipment and agrees to accept full responsibility for any loss or damage to their merchandise and/or injury to persons or property.

### **Damages and additional cleaning**

The client will be responsible for any damage to Portofino's premises by their guests, subcontracted labour, and persons associated with the event. The client will be financially responsible for any loss of merchandise or equipment placed in Portofinos and/or any damages sustained to Portofinos by the client's guests, subcontracted labour, and persons associated with the event, whether in the room or any area, indoors or outdoors, of Portofinos.

A fire alarm isolation fee of \$500.00 applies if the event venue is to be disconnected from the fire alarm grid for any specific purpose, including but not limited to smoke machines and dry ice machines. If Portofinos is not notified in advance and the alarm system is activated, a penalty of \$800.00 will be payable by the client.

Please note that confetti, glitter, scatters, powder/smoke cannons and sparklers are strictly prohibited. A cleaning fee of \$55 per hour will be charged in the event of unauthorised use of such items.

### **Conduct of patrons**

The client and all persons in attendance shall conduct the event in an orderly manner, in full compliance with Portofinos' rules and all State and Federal Government Legislation and Laws. The client shall ensure no disturbance is caused to Portofinos or any of Portofinos' guests and that noise levels and guests' behaviour are monitored.

Portofinos shall be entitled to remove any persons from the event whose behaviour, in the opinion of Portofinos, is objectionable, improper or undesirable. Portofinos reserves the right of refusal of service to any guest deemed intoxicated as per State Liquor Licensing Laws.

### Noise restrictions

Portofino's has an installed sound system within the venue. No other speakers may be brought into Portofinos for any event without approval from Portofinos Management before the booking date. All music must be kept to a background level until 9.00 pm. After this time, music can increase to a higher volume.

DJs are not permitted into the venue due to bookings being of a semi-private nature.

### Food and beverage

No food or beverage may be brought into Portofinos without the prior approval of Portofinos Management. The Client is responsible for ensuring their guests do not bring any food or beverages to events.

*Wednesday-Saturday, our venue closes at 11.00 pm with the last drinks at 10.30 pm*

*On Sunday, our venue closes at 10.00 with the last drinks at 9.30 pm*

### Payment terms

Full payment is required seven days before your event and can be settled by cash, direct debit or credit card. 1% surcharge is applicable on payment by EFTPOS. Your booking is not secure until payment is received. If payment is not received seven days before your booking, Portofinos reserves the right to cancel it.