



SPECIAL OCCASION PACKAGE

Whether it is at the conclusion of a conference or a special celebration, The Monastery Function Centre can host your next event.

Take a look at what we can offer and let us know what interests you so our friendly team can prepare a proposal.

We are committed to providing you with a highly memorable experience

15 CROSS ROAD
URRBRAE 5064

8338 8700

CONFERENCE@THEMONASTERY.NET.AU

2026 -2027

GENERAL FUNCTION COSTS

COVER CHARGE FOR EVENTS INDEPENDENT OF A CONFERENCE (MINIMUM 20 PEOPLE)

Includes foods & drinks service staff, room hire of dining room and facilities, continuous tea and coffee and fresh juice

\$490.00 FLAT RATE

Weekend Surcharge: All events on a Saturday or Sunday will incur a 10% surcharge.

Public Holiday Surcharge: All events on public holidays will incur a 20% surcharge.

BEVERAGE PACKAGES

Includes a selection of sparkling, red & white wine, beer and soft drinks

1 HOUR PACKAGE: \$25.95 PER PERSON

2 HOUR PACKAGE: \$39.95 PER PERSON

CORKAGE

Includes glasses & ice buckets

\$255.00 FLAT RATE

CAKEAGE

Includes cutting and serving of cake

\$4.95 PER PERSON

MENU PACKAGES

GOURMET BREAKFAST

Includes 2 savoury, 1 sweet and served with fresh cut fruit

\$30.50 PER PERSON

HIGH TEA

Includes 2 savoury & 3 sweet canapés, scones with jam & cream and ribbon sandwiches

\$67.50 PER PERSON

CANAPÉS

1 Hour Package (includes 5 canapés)

\$32.50 PER PERSON

SIT DOWN LUNCH OR DINNER

2 course mains with dessert - served on buffet

\$49.95 PER PERSON

2 course alternate drop mains with dessert - plated

\$69.95 PER PERSON

3 course meal with three choices for entree, main & dessert - plated

\$146.95 PER PERSON

**Menu available upon request as it is seasonal and based on individual needs*

PLATTERS

If you require more informal catering, we can offer a selection of platters. Prices are available on request.

SELF - CATERING & CATERING REQUIREMENTS

Due to licencing restrictions, we are unable to permit self-catering at The Monastery. Please note that all events require catering and all guests must be catered for. No food is allowed to be removed from the premises following an event.

OFFICE AND RECEPTION HOURS

The office is staffed between 8:00am – 4:00pm, Monday – Friday.

DEPOSIT/ INVOICE

- A deposit is required to confirm your booking.
- **1 day event: \$250 + GST**
- **1–2 days event: \$500 + GST**
- **3 or more days: \$1000 +GST**
- Deposits are non-refundable and non-transferable
- The deposit will be deducted from your final invoice which will be sent at the conclusion of your event.

CANCELLATION TERMS

- All cancellations must be notified in writing.
- Bookings cancelled within 72 hours of the event will be charged 100% of the total booking cost.
- Bookings cancelled within 10 business days of the event will be charged 50% of the total booking cost.
- **All cancellations forfeit the deposit.**

DIETARY REQUIREMENTS

To ensure the wellbeing and satisfaction of all guests, The Monastery will endeavour to accommodate dietary requirements to the best of our ability. While reasonable care is taken, The Monastery cannot guarantee the complete absence of allergens including; traces of nuts, gluten, dairy, or other ingredients. All dietary requirements must be provided 10 business days before the event. Any request made after this date cannot be guaranteed.

Dietary requirements that require a separate meal will incur a charge of \$10.00 per person, per day.

Final Numbers

Final numbers are required 10 business days before the event. Minor reduction in numbers can be advised up until 5 business days before the event. Requests to increase attendee numbers after this deadline will be considered, however, accommodation of such requests cannot be guaranteed and will be subject to availability. Should this information not be received within the specified timeframe, charges will be applied based on the original quote provided.