



Functions at Mercure Maitland Monte Pio



Contact us – Ph. 02 4932 5288

www.montepio.com.au or our Facebook/Instagram page

Email us - reservations@montepio.com.au

ABN 06 046 041 037 Seth Family Trust

Thank you

Thank you for your recent enquiry with us, choosing the right venue to host your event is critical. At the Mercure Monte Pio we welcome your guest's, we are conveniently located on the corner of New England Highway & Dwyer Street, Maitland 2320 – approximately 2 hours North from Sydney & 30 minutes from the Hunter Valley. On site we provide an 1800's historical but modern themed venue with complimentary Wi-Fi and parking for our guests, we have approximately 125 car spaces. We hope this package fits all your events requirements and answers any questions you may have. If you wish to have your event with us at Mercure Maitland Monte Pio please fill & complete the last 3 Pages attached to the back of this package and send them through to our functions team. If you require any accommodation for you or your guests please call us directly so we can give you the best rates available. If you have any further queries Inc. dining and breakfast options, wish to make an appointment to see our function co-ordinator or would like to speak with our reservations team please contact us on reservations@montepio.com.au or phone us on 02 4932 5288 alternatively, you are welcome to stop in at any time.



Our rooms

The Ballroom - \$350 per day *\$500 with a dancefloor if required*

Up to 120 people

Is our largest and grandest room of all, with fully equipped AV supplies, large drop down screen and bathroom facilities. The Ballroom has its own intimate enclosed bar lounge area which is perfect for a break-out space for your guests to mingle while enjoying a refreshing beverage away from other patrons in the hotel.

The Norfolk - \$170

Up to 45 people

Is one of our two versatile rooms away from the hotel lobby, located up the back section of the hotel for a more private and discreet function. The Norfolk offers ideal space for any event and has its very own private outdoor space for your guests to utilize at their own leisure.

The Toohey - \$170

Up to 35 people

Is our other versatile room that Mercure Monte Pio has to offer. The Toohey is a private function room located close to the bar lounge (which you can use as a break out area if you wish) and just off the reception so it's easy for your guests to find. The Toohey is perfect for smaller dinner meetings, lunches, workshops etc.

The Abbey - \$125

Up to 10 people

Our Abbey room offers an intimate and private experience for the host. Our Abbey room is a small meeting room perfect for interviews, small seminars, board and/or management meetings.

The Courtyard - \$175

Up to 60 people

Offers an open space in the centre of the hotel with the sensational luxury natural lighting. This space can be used for wedding ceremonies, birthdays, lunches, open meetings – anything you desire the courtyard is at your favour.

Please note: On Saturdays, Sundays and public holidays a %10 surcharge will apply to room rates.

<u>Room</u>	<u>Dimensions w X l</u>	<u>Ceiling Height</u>	<u>Classroom</u>	<u>Theatre</u>	<u>Banquet</u>	<u>Boardroom</u>	<u>Cocktail</u>	<u>U-Shape</u>
<u>Ballroom</u>	11m X 20m	3.2m	45	120	100	30	160	40
<u>Toohey</u>	10m X 15m	4m	25	60	50	24	70	25
<u>Norfolk</u>	10m X 15m	2.7m	25	60	50	24	70	25
<u>Abbey</u>	5m X 8m	3m				16		

Standard conference equipment available:

- Whiteboard
- Flipchart
- LCD flat screen TV
- Microphone and Lectern
 - Screen
- Iced water + Mints
- Data projector \$100 per day
- Crisp white tablecloths
 - Table skirting

Tea, Coffee, Morning & Afternoon Tea

Continuous Tea & Coffee

- \$8.00 per person

Arrival Tea & Coffee

- \$5.00 per Person

Morning or Afternoon Tea

- \$11.50 per Person

1 option from below with a fruit platter

- \$16.50 per Person

Please choose 2 items from below:

- Freshly baked muffins
- Freshly baked scones
 - Cookies
- Selection of slices
 - Cakes



****Mezze/grazing platters on request****

Lunch

Lite & Healthy \$16.50

Assorted wraps & Mixed sandwiches

Served with iced water, juices & soft drinks

The Deli Buffet \$34.50 –can have w/cheese & fruit please call function team*

Served with bread rolls, gourmet salads & condiments

Served with chilled fresh juice & soft drinks

Hot finger food selection - \$20.50

Up to 4 options – please call our function team

Supreme gourmet burgers, please select 2 options - \$19.50

All served with French fries and soft drinks

Steak sandwich w/caramelised onion, tomato, beetroot and lettuce

BLT – bacon, lettuce and tomato

Veggie delight – mixed salads

Hot dishes - please select 2

Soup w/ crusty bread roll \$10.00

Chicken & mushroom penne pasta
with basil pesto \$TBC

Beef stroganoff w/rice \$22.50

Chicken schnitzel w/ chips & salad
\$21.50

Chicken or beef pie w/ chips & salad
\$20.50

Chicken and mushroom vol-au-vent
w/ chips & salad \$20.50

Beef lasagne w/ chips & salad
\$21.50

Battered fish w/ chips & salad
\$21.50

Thai style chicken curry \$23.

****subject to availability**

Canape menu

4 choices \$20.00

6 choices \$26.00

2 hours maximum

Cold

- Bruschetta on croute
- Rare roast beef and caramelised onion crostini
- Smoked salmon and sour cream blini
- Beef fillet on crostini w/ beetroot and horseradish cream
- Strawberries w/ brie cheese

Hot

- Mini pizza bites
- Moroccan meatballs w/ mint yoghurt dressing
- Satay chicken skewers
- Salt and pepper squid
- Vegetarian spring rolls
 - Mini quiches
 - Curry puffs
- Chicken Kiev balls



Corporate dinner function menu

Entrée – served with fresh bread rolls and butter

- Honey roasted pumpkin soup \$13.00
- Minestrone soup \$13.00
- Chicken satay skewers and jasmine rice \$16.50
- Chicken and mushroom vol-au-vet \$16.50
- Chicken ceaser salad \$15.50
- Moroccan spiced chicken w/ tomato salsa \$17.00
- Garlic prawns w/ garden greens \$22.00
- Smoked salmon w/ onions, capers and horseradish \$20.50

Mains

- Chicken and mushroom penne pasta w/ basil and pesto cream \$27.50
- Pan seared chicken breast on chats w/ cheese and seeded mustard \$30
- Red Thai chicken curry w/ jasmine rice \$30.00
- Lamb Rogan josh w/ rice and poppadums \$32.50
- Cajun spiced barramundi w/sun-dried tomato and mushroom risotto \$33
- Grilled sirloin steak w/ baked potato, grilled tomato & pepper sauce \$31
- Atlantic salmon on Asian greens w/ white wine & herb sauce \$34.50
- Lamb back strap w/ garlic mash \$36.00
- Grilled pork chop \$TBC

Dessert - \$16.50

- Sticky date pudding w/ butterscotch sauce & ice-cream
- Individual lemon tart with cream **
- Individual Pavlova with fresh fruit & cream
- Warm chocolate pudding ice-cream
- Tiramisu



The Carvery

Please select two of the following roasts - served alternatively

Warm bread rolls w/ butter

Roasted sirloin of beef

?? & rolled loin of lamb

Basted turkey

?? & rolled loin of pork

A selection of roast vegetables, steamed greens, seasonal garden salads, sauces and condiments.

Dessert

Fine teas & brewed coffee

A cake of your choice can be cut and plated as dessert

Please note: this package can be plated and served alternatively.

\$70.00PP

The Verdelho

Select any two choices from each course – served alternatively

Warm bread rolls & butter

Entrees

Garlic or chilli tomato prawns on steamed rice**

Thai beef salad

Smoked salmon ceaser salad

Chicken & cashew vol-au-vent with salad

Wok fried Goujon beef with Vermicelli noodles w/ Asian greens**

Mains

Cajun chicken breast w/ prawns in Cajun cream

Atlantic salmon with wilted greens & chats with herb cream sauce

Barramundi w/ mushroom & sun-dried tomato risotto w/ white-wine cream
sauce

Prime beef rib steak w/ Mexican farce baked in filo & topped w/ tomato salsa

All served with seasonal steamed vegetables

Dessert

Your choice from the patisserie menu or your wedding cake can be cut and
plated as dessert

\$95.00PP

The Chardonnay

Select any two choices from each course – served alternatively

Warm bread rolls

Entrees

Fresh king prawns resting on a wonton stack w/ chargrilled asparagus & saffron aioli

spicy chicken tenders infused w/ harissa on seasoned rice w/ chilli plum dipping sauce

Sri Lankan stir-fried squid w/ garlic & ginger paste

Roast beetroot & basil salad w/ creamy horse radish dressing

Caramelised onion & bacon tart w/ fried leek & balsamic port reduction

Mains

Sautéed fillet of blue eyed cod w/ herbed couscous, baby bok choy & lemon sauce

Slow roasted prime beef rib w/ heirloom tomatoes, baked potato & jus

Pork loin w/ baked apple & glazed carrots

Veal Oscar topped w/ chargrilled king prawns, asparagus & hollandaise

Mediterranean chicken breast on garlic potato & wilted baby spinach w/ black olive & fetta crumble

Dessert

Your choice from the patisserie menu or your wedding cake can be cut and plated as dessert

\$120.00PP

The Merlot

Select any two choices from each course – served alternatively

Warm bread rolls

Entrees

Salmon timbale w/ blue swimmer crab, avocado, chilli, coriander & Ponza mayonnaise

Peppered lamb fillets on mixed lettuce w/ balsamic reduction

Tempura tiger prawns on tropical salad w/ citrus dressing

Vegetable stack w/ marinated fetta, goats cheese & Pepperonata Coulis

Mains

Singapore chilli mud crab on steamed basmati rice

Grange beef fillet w/ poached scampi & roast Kipflers on wilted greens & saffron aioli

Baked whole salt & pepper snapper w/ Cajun spices on wok fried Asian greens w/ lime dressing

Pork fillet on caramelised apple Coujons w/ buttered beans, port & sultana glaze

Whole baby barramundi w/ boutique salad & lemon Beurre blanc

Baby lamb rack on mash w/ snow peas & red wine jus

Desserts

Your choice from the patisserie menu or your wedding cake can be cut and plated as dessert

\$150.00PP

Function Confirmation

Company Name: _____

Date/Time of Arrival: _____ Time of Departure: _____

Contact: _____ Telephone No: _____

Accommodation Required: Yes /No

Single rooms: _____ Double rooms: _____

Function Room Requirements:

Room: _____ Number of Delegates: _____

Set-up Options:_ (please circle)

* Theatre Style * U-Shape * Boardroom * Classroom

* Cabaret * Block * Rounds * Other

Registration Desk: Yes/No Breakout area: Yes/No

Head/Speakers Table: Yes/No

Equipment:

Standard Item*	Required	Hire	Cost
Whiteboard	Yes / No	Electronic Whiteboard	TBA
TV	Yes / No	Data Projector	\$100.00
Lectern	Yes / No	Laser Pointer	\$15.00
Flipchart	Yes / No	DVD	\$25.00
Microphone (Ballroom only)	Yes / No		
Screen	Yes / No		

Payment Terms:

Please indicate who will be responsible for specified costs.

	Company Paying	Delegates Paying
Accommodation		
Incidentals (i.e. phone, mini-bar)		
Room Hire		
Catering		
Other (i.e. Breakfast, Drinks)		

Session Times & Catering Requirements:

Time	Function	Menu Choice	# of Delegates
	Breakfast		
	Cont Tea & Coffee		
	Session Commences		
	Morning Tea		
	Lunch		
	Afternoon Tea		
	Session Concludes		
	Dinner/Supper		
	Beverages		

*Standard Items are included in room hire charge. We are happy to arrange any special requirements you may require to ensure the success of your conference/function. Please advise if you require anything further.

CONFERENCE TERMS AND CONDITIONS

Meetings strictly by appointment only.

We ask that you confirm your booking by either:

- **A deposit of 20% of the estimated cost of your conference, catering and accommodation charges is required with confirmation, OR full room hire amount (whichever is the greatest).**

OR

- **By completing pages prior, stating details of the company conference and completing the terms and conditions acceptance form below. This must be faxed or emailed to the Conference & Function Co-ordinator for your booking to be confirmed.**

- Should a cancellation occur the deposit would only be refunded if: the conference room and accommodation were resold.

The catering is priced per person attending the function that will be consuming the food.

- Numbers of delegates attending to be confirmed 7 days prior to your conference.
- Charges will be levied for this number **even if confirmed delegates do not attend.**
- Organisers are financially responsible for any damage or loss sustained to the property or equipment during the conference or function, this includes any equipment taken from the property or any damage to our inventory.
- **PAYMENT IS REQUIRED ON COMPLETION OF YOUR CONFERENCE.**
- Preferred payment is by one of the following credit cards: Visa, Bankcard, MasterCard, Amex and Diners – all stated are 1.3% surcharge, diners are (?) Cheques are accepted by arrangement with management.
- If the above payment arrangements are not able to be met, please contact management to organise alternative terms.
- Every endeavour will be made to maintain prices; however they may be subject to change without notice.

The terms and conditions as outlined are accepted on behalf of...

Company: _____

Address: _____

Name: _____

Signature: _____

Conference dates/times: _____

Authorization for Credit Card Use

PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.

All information will remain confidential

Name on Card: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ MasterCard _____ Diners _____ AMEX

Credit Card Number:

Expiration Date: _____

Card Identification Number: _____ (last 3 digits located on the back of the credit card)

Amount to Charge: \$ _____ (AUD)

What to charge to card provided: ____ room only ____ bed & breakfast

____ all charges ____ other, please specify

I authorize _____ to charge the amount listed above to the credit card provided herein. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Please Sign and Date

Signature: _____

Date: _____

Print Name: _____

I authorize Mercure Maitland Monte Pio to charge my credit card details as per above.