



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 two 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 both our reception areas, The Nepean Room and The Portsea Deck, 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.

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.

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. 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.

The Portsea Hotel accepts wedding bookings all year round excluding the period 22nd December-1st February.

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.

The Portsea Hotel is An Australian Bridal Service Accredited Business.



OUR RECEPTION

THE NEPEAN ROOM

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 80 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 wooden dance floor, 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.

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

THE PORTSEA DECK

The Portsea Deck is located on the second floor of the Hotel. By day you can enjoy breath taking 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 dance floor 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.

Minimum 60 persons
Maximum 80-90 seated
Maximum 110-120 cocktail

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



FAST FACTS

ACCOMMODATION

The Portsea Hotel has 25 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 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.

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 backup 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 white guest chairs, clothed signing table and 2 signing chairs, red carpet, bamboo archway, Balinese flags, 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.

The fee for a ceremony at the Portsea Hotel is \$700.00. 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. Tea light candles for each table are provided free of charge. Ceremony bouquets/ buttonholes/corsages can also be arranged through our florist. Please contact Jill Evans at least 2 months prior to your big day.



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 \$5.00 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.

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 handpicked by our staff for inclusion. Please contact the Functions Manager for a copy of an up-to-date list.

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, 2 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.

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, not preference specific

PUBLIC HOLIDAYS

Unfortunately due to the Hotels busy trade we are unable to book any weddings or functions on public holidays or long weekends



PACKAGE INCLUSIONS

When you book your wedding at the Portsea Hotel
there are a number of items included

INCLUSIONS AT A GLANCE

- All floral centrepieces as selected from the very wide variety of options provided
- Menus printed for each guest with your specified paper selection and font
- Exclusive use of the Nepean Room or Portsea Deck for 5 hours and must finish by 12.00 midnight at the latest.
- Our award winning wedding coordinator to help you every step of the way
- The room hire fee for the 5 hours, staff, set up fees, table linen and corkage is all included in the menu price
- No need to come in on the day of your wedding to set up, simply drop off everything the day before and we will do it for you
- Wedding supervisor to coordinate your reception from start to finish
- Bridal Tables are optional, but where they are in use they are dressed with white pleated bridal skirting
 - Mounted and framed seating board
 - Present / signing table upon entry
- Cake table with bridal skirting and a cake knife
- Wedding cake cut and bagged (you supply the bags) or cut and served on platters with tea & coffee

OPTIONAL EXTRAS

- Should you wish to add an extra hour to your function, it is an additional \$5.00 per adult for the hire of the room, plus an additional \$5.00 per adult for a beverage package, per hour, if a beverage package has been selected.
- Your ceremony held on our lawn or north terrace - \$700 (see page 4 for further details and inclusions)
 - Selected Local and Imported Cheeses accompanied by Seasonal Fruit and Assorted Crackers \$10.00 per person
 - Entertainment meals \$30.00 per person.
 - Chair covers on all guest chairs with a sash can be arranged at \$5.00 per chair

FRIDAY WEDDINGS

- Book your wedding on a Friday and receive a complimentary ceremony valued at \$700

WINTER & MID WEEK WEDDINGS

- Book your wedding at the Portsea Hotel mid-week (Monday - Thursday) or between 1 May and 30 September and receive a complimentary onsite ceremony (valued at \$700.00) plus a massive 20% discount off all menu packages (food and beverage components) (only applies if minimum numbers are reached).

*Offer excludes Public Holidays and Public Holiday Eve



CORSAIR PACKAGE

\$95.00 PER PERSON

SEE PAGE 6 FOR A FULL LIST OF PACKAGE INCLUSIONS

CANAPÉS ON ARRIVAL

Chef's Selection
Freshly Baked Bread Rolls

ENTREE

Your selection of 2 served alternately
Pulled King Crab, saffron aioli, burnt grapefruit, sourdough, zucchini ribbon.

Thai beef salad, shaved fillet beef, dressed greens, peanut, shallot, chilli, nam jim

Slow cooked wagyu beef, parsnip puree, Brussel sprout, baby carrot & pedro jus

Jumbo prawn. Avocado puree. Mango salsa

Pumpkin & feta ravioli, tomato sugo, crumbled Persian feta, micro basil, olive oil

MAIN

Your selection of 2 served alternately

Porterhouse, Irish champ puree, baby beetroot medley, and porcini jus

Dry Rubbed & seared chicken fillet, "Pea & Ham Risotto", Seeded mustard jus.
Parsley cress

Crispy Greenvale Farm Pork Belly,
Twice cooked, Squash puree, black lentil, sage jus

Seared Wild Barramundi fillet, Peninsula Rainbow ratatouille, saffron veloute, sorrel.

Porcini Gnocchi, wild mushroom veloute, shaved dolce peccerino, sauté king brown.

Cape Shanck Slow roasted rolled lamb,
Minted pea puree, Heirloom carrot & speck.
Shiraz jus.

DESSERT

Your wedding cake served with macerated berries & double cream

Espresso Coffee (The Portsea Deck)
Freshly Brewed Tea & Coffee (The Nepean Room)

CHILDREN'S MENU OPTIONS

\$30.00 per child under 12 years including soft drinks and an activity pack.

Children's menu orders are taken on the evening. It is important that you supply the name & 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 & 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

Includes soft drink

Chicken nuggets served with salted chips
Pasta Bolognese
Fish & Chips

DESSERT

Ice Cream Sundae with Caramel,
Strawberry, Chocolate or Lime Topping



WEEROONA PACKAGE
\$110.00 PER PERSON

COCKTAIL P
\$80.00 PER

SEE PAGE 6 FOR A FULL LIST OF PACKAGE INCLUSIONS SEE PAGE 6 FOR A FULL LIST

CANAPÉS ON ARRIVAL

Chef's selection
Freshly Baked Bread Rolls

ENTRÉE

Your selection of 2 served alternately

Cured ocean trout, golden beetroot, witlof, glace
lemon, horseradish dill cream citrus vinaigrette

Pulled King Crab, saffron aioli, burnt grapefruit, sourdough, zucchini
ribbon

Slow cooked wagyu beef, parsnip puree, Brussel sprout, baby carrot & pedro
jus

Pumpkin & feta ravioli, tomato sugo, crumbled Persian feta, micro
basil, olive oil

Seared Scallop, spiced cauliflower cream, Rockefeller
crumb, Spanish chorizo, and sauce Verde.

MAIN

Your selection of 2 served alternately

Supreme chicken fillet stuffed with semi-dried tomato & feta, Israeli
spiced cous cous, harissa spiced yoghurt.

Crispy Greenvale Farm Pork Belly,
Twice cooked, Squash puree, black lentil, sage jus

Slow cooked King salmon fillet, Porcini black miso, sesame wok
tossed Asian greens, soy salt.

Porcini Gnocchi, wild mushroom veloute, shaved dolce pecorino,
sauté king brown

200g dry aged Eye fillet, truffle potato puree, baby beetroot medley,
confit baby fennel and porcini jus

Cape Shanck Slow roasted rolled lamb,
Minted pea puree, Heirloom carrot & speck.
Shiraz jus.

DESSERT

Your selection of 2 served alternately

Bailey's mousse tart, chocolate meringue & macerated berries

Scorched citrus Tarte, clotted cream, crushed dried raspberry, Rose
fairy floss.

Sticky date & roast banana pudding, salted caramel sauce, pistachio
praline crumb & vanilla bean ice cream.

Crème Brulee of Roasted local apple, cinnamon spiced Pedro ximenz,
double cream, candied rhubarb.

Espresso Coffee (The Portsea Deck)
Freshly Brewed Tea & Coffee (The Nepean Room)



Canapés served for 1.5 hours

Choose 7 items from the following Hot and Cold Selection. Please consider the dietary requirements of your guests when making your selection.

COLD

Bruschetta, tomato, basil, balsamic reduction

Roast beef canapé, truffled cream, gherkin

Smoked salmon roulade, buffalo mozzarella, basil pesto

Fresh oysters with condiments

Pumpkin & goats cheese tartlets

HOT

BBQ prawn skewers, chermoula

Satay chicken, peanut sauce

Vegetarian spring rolls, soy, sweet chilli

Salt & pepper calamari, aioli

Chorizo béchamel croquette, chilli aioli

Italian meat balls baked in tomato & herbs

Seared scallops, cauliflower puree, salsa verde

Prawn hargow dumplings, black vinegar, soy

Fried chicken spare ribs, tamarind hot sauce

Thai fish cakes with spicy mango relish

ANTIPASTO & COLD CUT PLATTERS

Served on Buffet

Char grilled & marinated vegetables, olives, cured meats, flat bread, lavash & grissini, selection of house made dips

DESSERT

Served on buffet

Chef's selection of individual cakes & tarts served with cream & fresh fruit salad

Freshly Brewed Tea & Coffee (The Nepean Room)
Espresso Coffee (The Portsea Deck)



PORTSEA HOTEL

GRAZING PACKAGE \$90.00 PER PERSON

SEE PAGE 6 FOR A FULL LIST OF PACKAGE INCLUSIONS

CANAPÉS

Choose 6 items.

Canapés and grazing dishes served for 2 hours

COLD

Bruschetta, tomato, basil, balsamic reduction

Roast beef canapé, truffled cream, gherkin

Smoked salmon roulade, buffalo mozzarella, basil pesto

Fresh oysters with condiments

Pumpkin & goats cheese tartlets

HOT

BBQ prawn skewers, chermoula

Satay chicken, peanut sauce

Vegetarian spring rolls, soy, sweet chilli

Salt & pepper calamari, aioli

Chorizo béchamel croquette, chilli aioli

Italian meat balls baked in tomato & herbs

Searred scallops, cauliflower puree, salsa verde

Prawn hargow dumplings, black vinegar, soy

Fried chicken spare ribs, tamarind hot sauce

Thai fish cakes with spicy mango relish

GRAZING DISHES

*Choose 4 from the following 'roaming' dishes.
All served hot.*

Beer battered fish & chips, lemon, tartare

Stir fried noodles, beef or chicken, vegetables & chilli soy

Pulled pork slider, celeriac & apple slaw

Sri Lankan chicken, fragrant rice & poppadoms

Lamb Kofta, cucumber yoghurt, coriander, cumin salt

Angus beef slider, American cheddar, tomato, butter lettuce

Roast pumpkin risotto, spinach, feta, pinenut

Variety of gourmet pizzas

DESSERT

Choose 3 from the following 'roaming' Desserts

Lemon & lime curd tart, confit lemon

Italian doughnuts with nutella sauce

Chocolate mousse spoons with fresh berries

Chocolate brownies, molten chocolate sauce, toasted walnuts

Custard tart, seasonal fruits

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 (The Nepean Room)

Espresso Coffee (The Portsea Deck)



CHAMPAGNE BREAKFAST PACKAGE

\$65.00 PER PERSON

SEE PAGE 6 FOR A FULL LIST OF PACKAGE INCLUSIONS

BAKERY GOODS

Fluffy buttermilk pancakes

Fresh baked scones

Croissants & Danish

Mini muffins

Selection of condiments - Whipped butter, berry compote, maple syrup, poached fruits

Selection of artisan breads - Sourdough, ciabatta, whole grain, gluten free available

HOT BREAKFAST

Creamy scrambled eggs with chives

Crispy bacon

Gourmet sausages

Roast Portobello mushrooms with thyme and butter

Grilled Roma tomatoes with basil

Eggs Benedict - poached egg with Virginia ham and hollandaise

Shredded herb potato rösti

Baked Turkish eggs with cumin, coriander and flat bread

FRUITS AND YOGURTS

Individual mixed berry yoghurt & fruit compotes

Apple, raisin & walnut Bircher muesli

Seasonal fruit platter

Seasonal fruit punch with mint

Coffee & Tea Buffet

For a minimum of:

80 guests in The Nepean Room

60 guests on The Portsea Deck

Wedding breakfasts are 4 hours in duration & must conclude by no later than 2.00pm

Please note if you select a beverage package, please look for the special breakfast pricing on page 12 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 \$5.00 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

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.

RSA

Portsea Hotel reserves the right to serve alcohol in accordance with the Standard Responsibility Alcohol requirement.

BEVERAGE SERVICE

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.

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.



BEVERAGES PACKAGES

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.

POINT NEPEAN

\$40.00 PER ADULT

Craigmoor 1858 Sparkling NV- Mudgee, NSW
Caves Coast Sauvignon Blanc - Margaret River
Circa 1858 Shiraz - Southern Coast NSW
Carlton Draught & Colonial Kolsch
Apple Cider
James Boags Premium Light
Soft Drink & Juices

LONDON BRIDGE

\$60.00 PER ADULT

Seppelt Salinger Vintage Brut - Victoria
Paca Mama Pinot Gris - Central Victoria
Opawa Pinot Noir - Marlborough, NZ
Peroni & Colonial Kolsch
Apple Cider
James Boags Premium Light
Soft Drink & Juices

POPES EYE

\$50.00 PER ADULT

Dunes & Greene Pinot Chardonnay Sparkling NV - South
Eastern Australia
Farm to Table Sauvignon Blanc - Central Victoria
Farm to Table Shiraz - Central Victoria
Carlton Draught, Colonial Kolsch, Stone & Wood,
Murray's Whale Ale (choose 2)
Apple Cider
James Boags Premium Light
Soft Drink & Juices

WEDDING BREAKFAST PRICING

Package for 4 Hours Duration. Breakfast Menu Only.
Point Nepean \$35.00 per Adult
Popes Eye \$45.00 per Adult
London Bridge \$55.00 per Adult



BOOKING A WEDDING AT THE PORTSEA

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 fee of \$2,000.00 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. The final payment is due 2 weeks prior to your wedding at which time any variations will be adjusted. Please note that all payments are NON REFUNDABLE and NON-TRANSFERRABLE under any circumstances, regardless of how far in advance the function is booked.

ACCOMMODATION BOOKING

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 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 & 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 details 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.

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.

CIRCUMSTANCES BEYOND OUR CONTROL

We shall not be responsible for any damage or cost from failure to provide any facility or service due to circumstances beyond our control. This includes power failure, flood, fire or regulations by government authority.

COMPLIANCE

The client will be responsible to ensure the orderly behaviour 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

All Deposits are strictly NON REFUNDABLE. Functions cancelled after the final payment will not be subject to any refund.

GIFTS

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 however you will be locked into the current menu price when you pay your deposit.

ROOM & SPACE VACATION

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

SMOKING

The Nepean Room 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.