



# PRIVATE DINING & EVENTS

MAIL EXCHANGE HOTEL





# AN UNFORGETTABLE EXPERIENCE

*Personalised planning, flexibility and an eye for detail are the hallmarks of the Mail Exchange Hotel.*



Within a building steeped in history and grandeur the Mail Exchange Hotel and its old world charm is the ideal place for corporate lunches, dinners, meetings and gatherings with colleagues, family and friends.

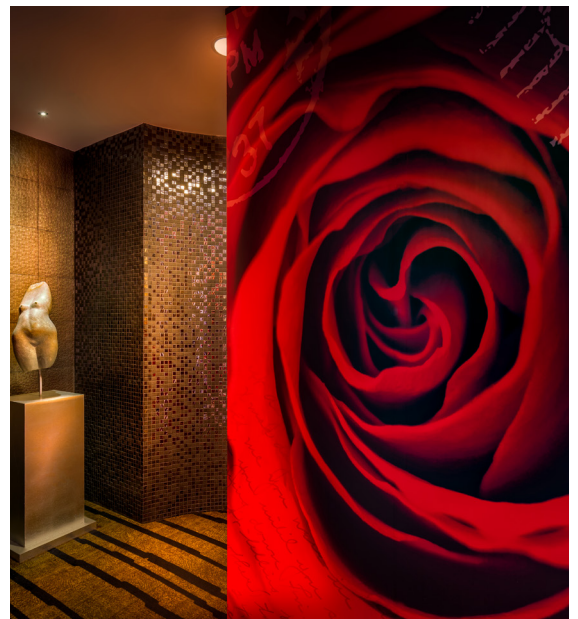
Our team is dedicated to ensuring every gathering or event held in our stunning venue is unique and exceeds expectation. With a choice of two generous event spaces, you can host everything from a corporate meeting to an intimate social gathering.

The hotel's unique location, just a stroll away from Southern Cross Station, makes the venue an ideal place to meet, celebrate and gather at. A range of menus are available and can be tailored to suit your individual needs.



# GALLERY

*A heritage listed building with a charming character that speaks for itself*





# BREAKFAST

Minimum 20 guests

## CONTINENTAL BREAKFAST | \$18 PP

- Fresh baked pastries
- Seasonal fruit platter
- Toasted sourdough with honey and jams
- House made granola with fruits, nuts, seeds and honey yoghurt
- Juice, tea and coffee included

## BUFFET BREAKFAST | \$22 PP

- Fresh baked pastries
- Seasonal fruit platter
- Scrambled eggs
- Bacon
- Spinach
- Sausages
- Roast tomatoes
- Hash browns
- Sautéed mushrooms
- Toasted sourdough with honey and jams
- 2 Juices, self-serve tea and coffee

*Please advise dietary requirements with Function Coordinator at the time of booking.*



# MORNING OR AFTERNOON TEA

Minimum 20 guests

3 HOUR SITTING | \$18 PP  
SELECT 3 OF THE FOLLOWING:

- Scones with jam and cream
- Fresh baked cookies
- Banana Bread
- House made lemon tarts
- Seasonal fruits and berries
- Assorted mini muffins
- Chefs own chocolate brownies
- Mini cheesecakes
- Caramel slices
- 2 Juices, self-serve tea and coffee

*Please advise dietary requirements with Function Coordinator at the time of booking.*



# A LA CARTE

Minimum 20 guests

V - Vegetarian, GF - Gluten Free, DF - Dairy Free

V\* - Optional Vegetarian, GF\* - Optional Gluten Free, DF\* - Optional Dairy Free

*Please advise dietary requirements with Function Coordinator at the time of booking.*

1 COURSE \$30 | 2 COURSE \$46 | 3 COURSE \$56

Alternate drop (choose 2 items per course)

## ENTRÉES

- Confit pork belly with an apple salad and balsamic glaze
- Crispy calamari, miso lime aioli and bean sprout salad
- Red wine poached pear tart caramelised onion jam, taleggio cheese and a pomegranate dressing **VG**
- Four pillars cured ocean trout, avocado puree, mojito onions and citrus fruits **DF, GF\***
- Beef carpaccio, horseradish mayo, pickled beets and celeriac remoulade **DF\***
- Ham hock terrine, house chutney, pickles and croutons

## MAINS

- 250g Porterhouse steak, creamy mashed potato, grilled asparagus and red wine jus
- Pan seared barramundi, lemon crushed potato, confit cherry tomatoes, wilted spinach and salsa verde
- Roasted half baby spatchcock, fondant potato, braised leek and a truffle pepper dressing
- Char grilled pork cutlet, dauphinoise potatoes, roasted root vegetables and red wine jus
- Pan seared Atlantic salmon, horseradish mash, broccolini and sauce vierge **GF\***
- Char grilled eggplant, tahini tofu, roast truss tomatoes, mint and pistachios **V,GF\***

## DESSERTS

- Warm chocolate brownie, salted caramel sauce and vanilla ice cream **GF\***
- Lemon tart, raspberry coulis and fresh berries
- Banoffee pie
- Sticky toffee pudding, butterscotch sauce and vanilla ice cream
- Baked custard tart and cinnamon ice cream
- Roast white chocolate and bailey cheesecake with fresh berries

## SIDES

- Garlic cob loaf (5 slices) \$12 per
- Salads \$6 pp - *please see **Sharing & Grazing Page** for Salad selection*



# SHARING & GRAZING

Minimum 20 guest

## ARTISAN SANDWICHES & WRAPS | SELECT 3 FILLINGS & 2 SALADS | \$22 PP

- Shaved rare beef, rocket, onion jam, tomato & horseradish
- Salami, roasted red peppers, mixed leaves & chili mayo
- Corned beef, swiss cheese, mixed leaves & English mustard
- Honey roast ham, sauerkraut, mixed leaves, pickles and honey mustard
- Smoked chicken, brie cheese, slaw and spinach
- Char grilled pumpkin, goats' cheese, pine nuts & rocket
- Curried cauliflower, boiled egg, tasty cheese & mixed leaves

## HOT SHARING | 2 DISHES & 2 SALADS | \$26 PP

- BBQ roasted chicken drums, pickled slaw, & honey mustard dressing **DF**
- Slow cooked strip loin served medium, sweet potato wedges and red wine jus **DF**
- Twice cooked pork belly, confit potatoes and red wine jus **DF**
- Oven roasted ocean trout, tri-quinoa and sauce vierge **DF, GF**
- Mediterranean vegetable lasagne **V**

## SALADS:

- Traditional Caesar
- Mixed leaf garden salad and house dressing **DF**
- Kipfler potato salad with seeded mustard & chives **DF**
- Penne pasta salad with mixed Mediterranean veg
- Spinach and kale salad with shaved cauliflower, toasted walnuts & lemon pepper dressing **VG**
- House made slaw

## GRAZING BOARDS:

*Chef's selection of cured meats epicurean cheeses, house pickles, chutney and artisan breads.*

- Charcuterie \$9 | Cheese \$8
- The best of both boards \$10

V - Vegetarian, GF - Gluten Free, DF - Dairy Free

V\* - Optional Vegetarian, GF\* - Optional Gluten Free, DF\* - Optional Dairy Free

*Please advise dietary requirements with Function Coordinator at the time of booking.*







# CANAPES

V - Vegetarian, GF - Gluten Free, DF - Dairy Free

V\* - Optional Vegetarian, GF\* - Optional Gluten Free, DF\* - Optional Dairy Free

Minimum 20 guests

## \$3 PP

- House made dips, crudités & artisan breads **GF\***
- Mini bruschetta on crispy sourdough **GF\*, DF, V**
- Vegetable empanadas & scallion ranch dressing
- Chickpea falafel with tahini yoghurt **V, DF\*, GF\***
- Crispy prawn dumplings with soy & sweet chili
- Sweet petit fours selection

## \$4 PP

- Karaage chicken, pickled jalapeno and Korean chili mayo
- Bahi mi pork balls with toasted sesame seeds **DF**
- Devils on horseback and house ketchup
- Grilled zucchini and asparagus rolls **V, GF, DF**
- Barra goujons and house made tartare **DF\***
- Beef or chicken satay sticks
- Merguez lamb meatballs and tahini yoghurt
- Smoked mozzarella arancini with tomato, basil and smoked paprika mayo

## \$5 PP

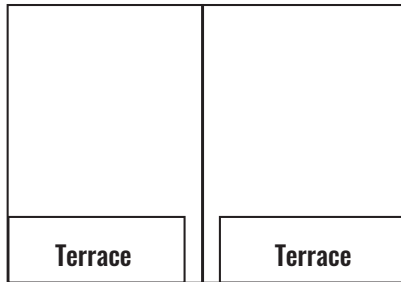
- Crispy pork belly with maple habanero glaze and apricot puree **DF**
- Four pillars cured ocean trout, rye crisp and chive goat cheese **DF\***
- Mini confit duck tarts with caramelized onion and taleggio
- Beef tartare and horseradish mayo on croûte **DF, GF\***
- Seared tuna, vindaloo dressing and a chickpea crumb **DF**
- Prawns wrapped in prosciutto and green goddess dressing **DF, GF**

## \$6 PP | SLIDERS

- Pulled pork with BBQ sauce and crunchy slaw
- Karaage chicken soaked in buttermilk and fried crispy, lettuce, pickled jalapenos and Korean chili mayo
- Crispy crumbed fish fingers, pickles, mojito onions and tartare
- Beef brisket slow cooked, pickled beetroot and aioli
- Vego, ground chickpeas, red lentils, brown rice patty with pickled veg and almond hummus **V**



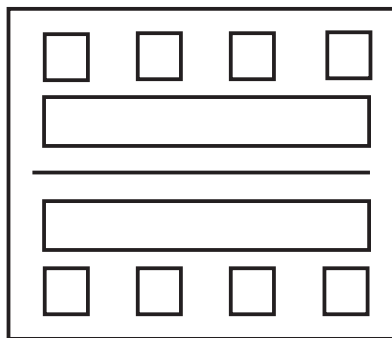
# FLOOR PLAN



## FUNCTION ROOM

60 guests seated banquet 100 Guests Cocktail style

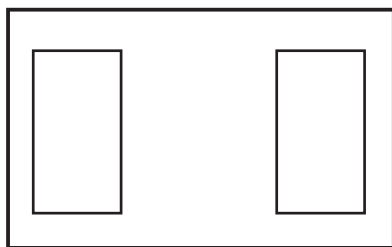
Two interconnecting spaces which can be utilized together or individually. Each space is accompanied by it's own private smoking area.



## BISTRO

Seats 200 guests

Large group bookings can be made in this area however to reserve the entire bistro, special arrangements would need to be done with our event team.



## THE BLOCK

40 Guests Cocktail Style (public access).





# TERMS & CONDITIONS

## ROOM HIRE & MINIMUM SPEND

The minimum spend is restricted to food only when booking the function room. If the minimum spend is not met the short fall will become a room hire charge and be payable at the functions end. Individual ordering is fine however one bill will be issued to the organiser and no individual payments or split bills will be accepted. Management reserves the right to re-designate the space should the numbers fall below the confirmed and the room becomes inappropriate. Please be aware that every effort is made to maintain function room guidelines however the minimum spend may vary in accordance with regular trade and turnover on major event days. When booking 1/2 the Function room the minimum spend required is \$350, full use of the function room has minimum spend of \$550, all prices are inclusive of GST. Guests are given a period of five hours for events and spaces. Should a longer period of time be required prior arrangement with our team will need to be made. Guests are asked to leave the function room by 11.30pm and are welcome to use the lounge and bar areas until the hotels closing time at 3am.

## CONFIRMATION OF BOOKING'S & PAYMENT

Bookings of 20 people or more are required to leave a \$200 deposit to secure their event. If a deposit has not been paid in full 14 days prior to the events date the function will be released and deemed available in our booking system. Payment in full is required upon the completion of the function if not done so before. We accept payment by way of credit card and eftpos. Payments by any other means can only be considered or arranged by management and the organiser.

## CANCELLATIONS

Cancelling a booking less than 14 days before the booking date and after the deposit has been paid and will incur a full forfeit of the deposit amount. A cancellation request must be directly between management and the organiser.

## CATERING

Menu details and dietary requirements must be finalised 7 days ahead of the booking and numbers attending must be confirmed 5 days before. The number of attendees confirmed at this time will be the final amount charged for regardless of whether numbers fall below and accordingly additional guests will be charged for.

## BEVERAGES

We think it only fair that you pay for what you order and on that basis we do not do beverage packages. If you would like to pay for your guests drinks you can nominate a dollar amount that you would like to spend on a bar tab, what drinks you would like to include and we will serve them. When you are close to reaching your bar tab limit we will let you know and from there it's your call to close it off or continue it's as easy as that.

## PRESENTATION & SPEECHES

When speeches and presentation are a part of your event please let us know so that we can plan our service around your running order and not cause any interruptions. Presentations and speeches are permitted in the bistro when the entire area has been booked for your function.

## EQUIPMENT & AUDIO VISUAL

TV screens, microphone, lectern and podium are available at no charge. The only terms are if you break it you buy it.

## MUSIC AND ENTERTAINMENT

As the function room is adjacent to the bistro any music or entertainment will need to be kept at a reasonable noise level. Management must be consulted before any confirmation of the above.

## DECORATIONS

We are a Heritage listed building with protected features within the hotel and we like our walls the way they are so please do not tack anything to them. In saying that we do love a themed event so please have a chat to us about your ideas and we will work with you as best as we can.

## LIABILITY

The Mail Exchange Hotel does not accept any responsibility for items left before or after an event, we will do our best but we already have so much of our own stuff to take care of.

## PARKING AND TRANSPORT TO THE VENUE

Being on the corner of Bourke and Spencer Street in the CBD there are more than a few transportation options. We are situated directly opposite Southern Cross station so all trains lead to Mail Exchange Hotel. Public Transport Victoria will give you details of the trams that pass by the hotel. A great site to go to for parking, what's open when and what they charge is Parkopedia, type in our address 688 Bourke Street Melbourne, the date and the time that you will be driving in and the options available will come up.

## GUEST ENTRY & CONDUCT

Organisers are expected to conduct their event in an orderly manner and will be the point of contact should an issue arise. Management and security reserve the right to refuse entry to any guest who does not meet the standard requirements for entry into the hotel or fail to handle themselves in a respectable manner. This venue is diligent in operating in accordance with responsible service of alcohol and the Liqueur control act. Minors are welcome to the venue with some restrictions and they must be accompanied by a parent or legal guardian.