



Private Dining & Events

MAIL EXCHANGE HOTEL

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An Unforgettable Experience

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 equipped with state-of-the-art massive TV screens and audio system, we can host everything from a corporate meeting to an intimate social gathering, end of year celebrations, special milestones and more.

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

Continental Breakfast | \$30pp **Minimum 30 guests**

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

Buffet Breakfast | \$35pp **Minimum 30 guests**

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

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



Morning / Afternoon Tea

3 Hour Sitting | \$26pp

Minimum 20 guests

Selection of 3 of the below items:

- Scones with jam and cream
- Fresh baked cookies
- Banana bread
- Housemade lemon tarts
- Seasonal fruits and berries
- Chef's own chocolate brownies
- Mini cheesecakes
- Caramel slices
- Savoury/Sweet Muffins

Add Artisan Sandwiches | + \$15pp

Choose 3 fillings

- Shaved rare beef, rocket, onion jam, tomato & horseradish
- Salami, roasted red peppers, mixed leaves & chilli 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
- Tea, coffee and juice included.

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



A La Carte Menu

Minimum 30 guests
50/50 Drop

1 Course + Garlic Cob & Bruschetta to share – \$47pp
2 Course: Entree/main or main/dessert – \$67pp
3 Course: Entree/main/dessert – \$87pp

Entrées

Salmon gravlax salad with iceberg lettuce, avocado and citrus fruits

Confit pork belly with apple salad and balsamic glaze

Salt and pepper calamari with charred napa cabbage, pickled veg and an Asian dressing

Bacon, brie and leek tart served with a mesclun salad

Chickpea falafel salad with rocket, toasted almonds and pomegranate dressing

Roasted flat cap mushroom with provolone cheese, caper crumb and balsamic

Mains

250g Porterhouse steak, champ mashed potato, broccolini and red wine jus

Pan seared chicken breast, saffron fondant potato, green beans and chicken gravy

Humpty-doo barramundi with spinach, kale, quinoa, shaved cauliflower and a lemon-pepper dressing

Char-grilled pork cutlet, Japanese roasted pumpkin, wilted spinach and red wine jus

Pan seared Atlantic salmon with horseradish mash battered asparagus and salsa verde

Confit duck leg with dauphinoise potatoes, bok choy and split cherry jus

Roasted cauliflower served with almond hummus, toasted almonds, charred lemon, salsa verde

Desserts

Warm chocolate brownie, salted caramel sauce and vanilla ice cream GF*

Lemon tart, raspberry coulis and fresh berries

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/Bruschetta to share \$12 per serve

Side salad \$10pp

V - Vegetarian

GF - Gluten Free

DF - Dairy Free

V* - Optional Vegetarian

GF* - Optional Gluten Free

DF* - Optional Dairy Free

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

Sharing & Platters

Sharing

Family-style to share | \$42pp

Minimum of 30 guests

**Hot sharing: Choose 2 x Proteins,
2 x Carbs, and 2 x Salads**

Proteins

BBQ roasted chicken drums

Slow roasted lamb shoulder unbone

Braised beef short ribs

Oven-roasted salmon

Mediterranean vegetable lasagna

Carbs

Confit potatoes

Sweet potato wedges

Mashed potato

Roasted Potatoes

Salads

Traditional caesar salad

Mixed leaf garden salad

Penne pasta salad with mixed Mediterranean vegetables

Spinach and kale salad with shaved cauliflower,
toasted walnuts, and lemon pepper dressing

Platters

Chicken skewers (30) \$80

Mini beef burgers (20) \$140

Mini chicken burgers (20) \$140

Lamb or pork meatballs (40) \$85

Popcorn chicken (1kg) \$70

Pork sliders (20) \$120

Prawn & ginger dumplings (30) \$100

Chorizo & prawn skewers (30) \$100

Crumbed cauliflower \$42

Vegetable spring rolls (30) \$70

Salmon fish cakes (20) \$110



Canapés

Minimum of 30 guests

6 for \$32pp

8 for \$40pp

10 for \$47pp

Duck spring rolls with a yakiniku dipping sauce

Barramundi goujons with tartare sauce

Arancini balls (seasonal selection)

Beef cheek beignet with a black garlic mayo

Salmon gravlax en croute with a dill cream cheese

Prawn dumplings with a sweet chilli dip

Chickpea falafel with curried yoghurt

Lamb merguez meatballs with a tahini yoghurt

Banh mi pork balls dipped in toasted sesame

Seared tuna covered in a vindaloo dressing

Popcorn chicken with a Korean mayo

Leek & brie tartlets

Mac and cheese croquettes

Salmon rillettes en croute

Chilli con carne empanadas

Vegetable samosas accompanied with a sweet chilli sauce

Lamb koftas with tahini yoghurt

Mini shepherd's pie

Prawns wrapped in prosciutto salsa verde

Add Ons

Classic dips + \$10pp

Charcuterie + \$15pp

Cheese + \$15pp

All 3 + \$35pp

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V* - Optional Vegetarian

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Mini Bowls

Minimum of 30 guests

Braised beef cheek, truffle mash and jus	\$14pp
Seared salmon, iceberg salad, Asian dressing	\$13pp
Shredded chicken salad with kale, spinach and shaved cauliflower	\$10pp
Lamb cutlet with sweet potato mash, wilted spinach and jus	\$16pp
Rare tuna poke bowl with brown rice pickled radish, cherry tomato, bean shoots and vindaloo dressing	\$12pp
Confit pork belly, roasted pumpkin, braised cabbage and cider jus	\$10pp
Medium hanger steak with chips and gravy	\$12pp
Roast broccoli, tahini yogurt, dukka, parmesan chilli and garlic	\$7pp
Mini fish and chips with tartare sauce	\$11pp



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 end of the function. 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 half the function room the minimum spend required is \$400, full use of the function room has minimum spend of \$600, 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 hotel's closing time at 3am.

ROOM CAPACITY

Use of half the function room is limited to 25 people while use of the full function room is limited to 50 seated or 80 standing. For any specific or tailored requirements please liaise with your function manager.

BOOKING CONFIRMATION, DEPOSITS & 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 event date, the function will be released and deemed available in our booking system. Full payment must be made before or on the day of the function. We accept payment by way of cash/credit card or direct bank transfer. If paying via invoice or bank transfer, this must be arranged with management and done 7 days prior to the function when final numbers are confirmed - full details and date are required. Payment via invoice after the function will not be accepted.

CANCELLATIONS

Cancelling a booking less than 10 days before the booking date and after the deposit has been paid will incur a full forfeit of the deposit amount. A cancellation request must be made directly between management and the organiser.

CATERING

Menu details and dietary requirements must be finalised 10 days ahead of the booking and numbers attending must be confirmed 7 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 is 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 to assist and check our Lost Property for any items left behind.

PARKING AND TRANSPORT TO THE VENUE

Being on the corner of Bourke and Spencer Streets 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.