



# Functions and Events Package

113 Matthews Avenue, Airport West 3042

P: 03 9338 1300

E: [skywayshotelfunctions@alhgroup.com.au](mailto:skywayshotelfunctions@alhgroup.com.au)

[www.skywayshotel.com.au](http://www.skywayshotel.com.au)

# Welcome to Skyways Hotel

Skyways Hotel is a short 15 minute drive from Melbourne's Tullamarine Airport. Situated on Matthews Avenue, a stone's throw from Airport West Westfield shopping centre, with an abundance of car parking and is approximately 200 metres from the tram stop.

We pride ourselves on what we have to offer at Skyways, with versatile function spaces we can cater for birthday celebrations, engagement parties, corporate events, after funeral services, work break-ups...even Weddings!

We thank you for considering Skyways for your next special occasion. We look forward to giving you and your guests a day to remember.

Contact us today to arrange a site inspection

Phone: (03) 9338 1300

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Website: [www.skywayshotel.com.au](http://www.skywayshotel.com.au)

Address: 113 Matthews Avenue, Airport West, Vic, 3029







# Function Spaces

## THE BANQUET ROOM

With a large central dance floor, raised stage area, AV facilities, fully stocked bar and outdoor smoking terrace, The Banquet Room is perfect for everything from wedding receptions and milestone birthday parties, to Christmas parties and all styles of corporate events.

Room Hire - \$300

Includes 5 hour event duration, self service tea and coffee station, complimentary wifi and whiteboard and microphone as required.

Data projector and screen are available for hire at a cost of \$50. We also hire out lolly jars for a lolly buffet. Cost is \$50, BYO lollies.

(Please note that on public holidays and key event dates room hire will be \$450)

Maximum Occupancy -

130 guests for a seated event on round tables with a dance floor

160 guests for a seated event on round tables, no dance floor

250 guests theatre style

300 guests for a stand-up cocktail party





# Function Spaces

## THE CONFERENCE ROOM

This intimate space is ideal for boardroom meetings, training seminars and small scale presentation evenings.

Room Hire Fees From \$150

Includes 8 hr event duration, self service tea and coffee station, complimentary WiFi and whiteboard and microphone as required. Data projector and screen are available for hire at a cost of \$50.

Maximum Occupancy -  
12 guests on a boardroom table  
25 guests theatre style

## The Beer Garden

Gather in the heart of the action in our semi-private outdoor beer garden, the space offers a mixture of casual seating and standing space for up to 40 guests, an area of the Sports Bar can also be booked in conjunction with the Beer Garden for up to 150 guests cocktail.

No room hire fee applies however a minimum spend is applicable.

# All Inclusive Cocktail Party Packages

## ULTIMATE PARTY PACKAGE - \$2500

Suitable for up to 80 guests

### INCLUSIONS -

- Room hire for 5 hr event duration
- Food and beverage staff
- Flexible room set up
- 1 x Security guard
- Self service tea and coffee station
- 8 catering platters of your choice
- Coloured napkins to suit your event theme
- Use of data projector & screen for photo slideshow
- \$1000 bar tab to get the night started

## DELUXE PARTY PACKAGE - \$3400

Suitable for 80+ Guests

### INCLUSIONS -

- Room hire for 5 hr event duration
- Food and beverage staff
- Security (if required)
- Self service tea and coffee station
- Cake and gift tables
- 12 catering platters of your choice
- Coloured napkins to suit your event theme
- Use of data projector and screen for photo slideshow
- \$1200 bar tab to get the night started!!

**\*Extra platters can be added to all packages for an additional cost.**

# Beverage packages

3hrs - \$35pp / 4hrs - \$45pp / 5hrs - \$55pp

Includes:

Carlton Draught & Furphy, Cascade Premium Light or  
Great Northern Super Crisp Stubbies

Wines -

Stonyfell Quarryman Sav Blanc /Brown Brothers Moscato /St Huberts The Stag  
Chardonnay

Stonyfell Quarryman Shiraz /Riddoch Merlot

Brown Brothers Prosecco 200ml Piccolo

Jacobs Creek Sparkling Chardonnay Pinot Noir 200ml Piccolo

Post Mix soft drink & juices





# Catering Platters

## **CHEFS FRESH FRUIT - \$95**

Chefs choice of season fresh fruits including melons, berries & citrus

## **ASSORTED SANDWICHES - \$95**

4 point classic fillings, egg lettuce, ham cheese tomato pickles, tuna salad

## **SKYWAYS PARTY MIX - \$110**

Cocktail pies, sausage rolls, egg bacon quiche, ketchup

## **CHEESE DIPS & KRANSKY - \$120**

cheese cubes, assorted house dips, crackers, lavosh, kransky

## **HOT HONEY FRIED CHICKEN - \$120**

Fried chicken wings, hot honey, green onion, sesame

## **SATAY CHICKEN SKEWERS - \$130**

Chicken skewers, satay sauce, toasted peanut crumble, green onions

## **ASIAN YUM CHA - \$120**

Vegetable spring rolls, prawn twisters, curry samosas, sweet chilli, nam jim sauce

## **Vegetarian - \$130**

Mini mushroom arancini, spanakopita, curry samosa, fried mac & cheese, aioli, chimichurri

## **CHEESECAKE CHOICE - \$110**

Fresh cheesecakes (x 35 portions - choose 1 variety)

Cookies & cream, Passionfruit mousse, classic new york- baked, tim tam

## **CAKE SLICE CHOICE - \$110**

fresh cake slices (x 35 portions - choose 1 variety)

Rocky Road, Coconut Cherry, Chocolate Baci, Caramel Slice

# Optional Extras

Not Available within the party packages

## **CHEESE & BEEF SLIDERS - \$140**

beef pattie, American cheese, Skyways sauce, brioche bun

## **SEAFOOD FEAST - \$170**

Prawn spring rolls, salt & pepper squid, sesame prawn toast, fish bites, kewpie mayo / lemon pepper aioli

## **KIDS CARNIVAL MIX - \$150**

Corn dogs, fried tenders, nuggets, hot fries, ketchup

## **ANTIPASTO MIX - \$150**

Cured & smoked meats, hard, soft cheese, balsamic olives, charred vegetables, nuts crackers & lavosh

## **CHILLED FRESH SEAFOOD - \$200**

24 Shucked oysters, 1 kg whole cooked prawns, 1 kg chilli marinated green lip mussels, seafood cocktail salad, mignonette / cocktail sauce, lemons





# Buffet Menu

\$55 per adult, minimum 40 adults

\$25 per child (4-12 yrs) Children under 4 eat free

Buffet is self service for a 1.5 hr time period

## HOT DISHES - SELECT TWO

Thai green chicken curry

Beef & Irish stout stew

Sri Lankan chicken curry

Prawn mac & cheese pasta bake

## MEATS - SELECT TWO

slow cooked pulled roast beef blade

Slow cooked pulled roast pork shoulder

Confit roasted lemon herbed chicken

Garlic & rosemary roasted lamb legs

## DESSERTS - SELECT TWO

Assorted cheesecakes

Biscoff & Chocolate Mousse

Fresh fruit salad

Ice Cream cups

## ALL INCLUDED ACCOMPANIMENTS

Roast Vegetables

Seasonal Greens

Two seasonal salads

Gravy & Assorted condiments

Steamed Fragrant Rice

Bread rolls & Butter

# 2 or 3 Course Set Menu

TWO COURSE \$40 | THREE COURSE \$50

MENU IS SERVED ON A 50/50 BASIS

## ENTRÉE - SELECT TWO

Salt and pepper squid, kewpie, watercress, lemon

Flatbread, baba ganoush, sumac, dukkah, olive oil (v)

Smoked chicken ceasar, baby cos, crouton, prosciutto, parmesan

Butternut squash & leek soup, creme fraiche (gf)

Duck spring rolls, hoisin, vietnamese slaw

## MAIN - SELECT TWO

Seared salmon, potato rosti, broccolini, chimichurri

250g porterhouse cooked medium, mash potato, watercress salad, bearnaise

Twice cooked pork belly, sweet potato, green apple slaw, beetroot relish

Supreme Kiev, jasmine rice, chermoula, parmesan & rocket salad

Wild mushroom risotto, snow peas, rocket (vg, gf)

## DESSERT - SELECT TWO

Choc biscoff mousse, chantilli, pretzels

Cookies & cream baked cheesecake, chocolate sauce, double cream

Tiramisu, Di leo savoiardi, double cream

Lemon lime tart, berry coulis, chantilly

Passionfruit mousse cheesecake, mango coulis, double cream







# Conferencing Menu

**OPTION ONE: TWO SESSIONS - \$25pp**

**OPTION TWO: THREE SESSIONS - \$35pp**

**Minimum 15 people**

## **MORNING TEA - CHOOSE 2 OPTIONS**

Toasted ham & cheese croissants  
Baked scones, cream & berry compote  
Warm mini sweet muffins  
Warm fruit & custard danishes

## **LUNCH - CHOOSE 2 OPTIONS**

Assorted gourmet sandwiches  
Devil hot honey wings  
Hand pies & quiche  
Caesar schnitzel wraps  
PLT (plant schnitzel, lettuce, tomato on turkish)

## **AFTERNOON TEA - CHOOSE 1 OPTION**

Chefs choice cheesecakes  
Seasonal fresh fruit platter  
Chefs choice cake slices

All packages include a tea and coffee station and water. Jugs of juice and soft drinks are available on request.



## Accommodation

Situated on Matthews Avenue, The Skyways Hotel has an abundance of car parking and is approximately 200 metres from the tram stop and only a 15 minute drive from Tullamarine Airport.

The team at Skyways Hotel are dedicated to providing exceptional, personalised service to guests staying at the hotel. Comprising of 20 air conditioned guest rooms, each with an en suite, free WiFi, TV, kettle and bar fridge, care is taken to ensure each room is comfortable and suitable for short or long stays.

Guests can enjoy the convenience of dining in the restaurant which is open seven days a week for lunch and dinner or relaxing in the Sports Bar with a game of pool. There is a kids indoor games room in the corner of the restaurant offering a fun and colourful play gym and TV with games to entertain them. Along with weekly meal deals including seniors and kids specials, there is something on offer for everyone.

For reservations head to [www.skywayshotel.com.au/accommodation](http://www.skywayshotel.com.au/accommodation)



# Terms & Conditions

## CONFIRMATION OF BOOKINGS

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and full deposit payment of \$300. We accept EFTPOS, cash and all major credit cards. In some instances an additional \$300 will be required as a bond, and this will be returned post event provided that no damage has occurred to the function room or any other part of the venue.

## FINAL DETAILS AND PAYMENT

The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with final guest numbers, food service times and other specifics relating to your event. All catering and all costs relating to beverage packages must be paid upon confirmation of final numbers. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

## CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by the person who paid the initial deposit. Any cancellation made within a period of four (4) weeks of the date of the function will forfeit the deposit. Any cancellations made within seven (7) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). If the venue feels that any function / event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

## SIGNAGE, DECORATIONS AND EXTERNAL SUPPLIERS

Any additional equipment / entertainment / decorations or props required, other than those supplied / recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function. The venue must be advised of the nature of any entertainment booked and it is subject to approval. All amplified music must cease by 11:30pm.

## MINORS AND ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or guardian. Minors are to remain in the room reserved and are to be supervised at all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. Particular functions eg 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding.

## DAMAGE

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

## FUNCTION CONDUCT AND CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

**I CAN CONFIRM THAT I \_\_\_\_\_  
HAVE READ AND UNDERSTOOD THE ABOVE TERMS & CONDITIONS AND AGREE TO COMPLY**

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**

# Booking Confirmation Form

**CONTACT NAME:**

**COMPANY NAME:**

**ADDRESS:**

**CONTACT PHONE:**

**CONTACT EMAIL:**

**DAY / DATE OF FUNCTION:**

**START / FINISH TIME:**

**AGREED FUNCTION SPACE & ROOM HIRE FEE:**

**EXPECTED GUEST NUMBERS:**

**OCCASION:**

**PREFERRED ROOM SET UP:**

**ENTERTAINMENT / EQUIPMENT:**

**CATERING REQUIREMENTS:**

**BEVERAGE REQUIREMENTS:**

**ADDITIONAL INFORMATION:**

**A \$300 DEPOSIT IS REQUIRED TO SECURE YOUR BOOKING, TO ACCOMPANY THIS FORM AND A SIGNED COPY OF THE TERMS AND CONDITIONS. WE ACCEPT PAYMENT VIA CASH, EFTPOS AND ALL MAJOR CREDIT CARDS**

**VISA    MASTERCARD    AMEX    OTHER    (details will be destroyed post function)**

**CARD NAME:** \_\_\_\_\_

**CARD NUMBER:** \_\_\_\_\_

**EXP:** \_\_\_\_ / \_\_\_\_

**CCV:** \_\_\_\_\_