



472 Church St  
Richmond, VIC 3121



## FUNCTIONS & EVENTS PACK

For all bookings and enquiries, please contact:

+61 448 006 006

[hello@maevefox.com.au](mailto:hello@maevefox.com.au)

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



## THE VENUE

Maeve Fox is nestled in one of Melbourne's favourite nightlife precincts; Richmond. This elegantly furnished establishment is like no other, offering numerous function areas to suit any occasion, group size or budget, and ideally located next door to the East Richmond train station. On the top level of Maeve Fox, discover an adaptable and unique private function area with unobstructed views of the city skyline.

Downstairs, discover our hidden booths in our main bar area complete with an outdoor balcony. The practical design and furniture of these spaces makes for the perfect atmosphere for any gathering.

We pride ourselves on flexibility and the ability to deliver what you want, when you want it.



### MINIMUM SPENDS

		DEC
Friday	\$1500	\$3000
Saturday	\$3000	\$4000
Sunday	\$3000	\$3000

A \$1000 deposit is required to secure this space.  
In December a \$2000 deposit is required.

Room capacity:  
Cocktail / Stand Up - Up to 120 guests

## PRIVATE FUNCTION ROOM

### ENTIRE UPSTAIRS

On the top level of Maeve Fox, discover an adaptable and unique private function area with unobstructed views of the city skyline.

This completely private level includes both the Glass Room and the Trophy Lounge, joint by a corridor, and offers an intimate space for any occasion.

The practical design and furniture of these spaces make for the perfect atmosphere for any event.

Completely exclusive with a private bar, iPod facilities, wireless microphone, state of the art sound system, tap beer, private bathrooms, dedicated staff and city views. Functions are also welcome to source their own DJ and decorations.



### FUNCTION TIMING

Maeve Fox is flexible with start times where feasible. Upstairs offers a 1am finish, with a possible later finish time available by negotiation with the venue manager on the night.

#### Evening functions:

Wednesday to Sunday 5.00pm – 1.00am

#### Afternoon functions:

Friday and Saturday 12.00pm - 4.00pm  
Sunday – Thursday Negotiable



## FUNCTION & GROUPS



### BOOTH RESERVATIONS

The four comfortable and stylish booths at Maeve Fox are available for groups to book. A reservation time is required for all booth bookings and spaces may be released to other patrons if guests cannot meet the reservation time. No minimum spend is required to reserve booths.

Capacity: 4 - 30 guests



### MAIN BAR: EXCLUSIVE FUNCTION AREAS

Enjoy an exclusive roped off area in the Maeve Fox Main Bar for your group. Catering and bar tabs can be arranged. Area includes an outdoor space with city views. Please note that this space is only available until 11.30pm on Saturday nights.

#### Minimum Spends Saturday Nights:

		DECEMBER
<b>Area One</b> [15-30 people]	\$1000	\$1200
<b>Area Two</b> [30-50 people]	\$1200	\$1500
<b>Area Three</b> [50-80 people]	\$1500	\$2000
<b>Full Space</b> [80-100 people]	\$2000	\$2500

Functions Sunday – Thursday minimum spend can be negotiable.

\*\*Please note this space is generally not available on Friday evenings. Can be arranged on a case by case basis.

### BOOKING CONDITIONS

- If a function is more than half an hour late the function area is released to the general public, regardless of any deposit paid.
- All roped off areas will only be exclusive until 11.30pm. After this time the rope is removed and other patrons are then able to flow through your space. You or your guests will never be asked to leave this space, however it will be shared after 11.30pm.





## THE MASTERCLASSES

Maeve Fox offers three different masterclasses for you to choose from. Whether you want to jump behind the bar and learn how to shake a cocktail or you would like to expand your knowledge of gin or whisky.

### **Each masterclass includes;**

- Four palate cleansing canapés per person
- A complimentary juice & soft drink before, during and after the class

The classes are highly entertaining, educational and interactive; perfect for any team building events, staff parties, birthdays and hens or bucks nights.

Each Masterclass can cater to groups from 10 – 30 people (we can accommodate larger groups upon request, however, the cost per head may alter).



\*PLEASE NOTE WE CANNOT RUN A COMBINATION OF THE THREE MASTERCLASSES.

### **COCKTAIL MASTERCLASS: (\$65 per person)**

Each participant will receive four cocktails:

- A palate cleansing cocktail to greet guests on arrival
- Step behind the bar and learn to whip up your very own cocktail, guests will learn to make: **a Pimm's Cup, a Sexy Pants and a Mojito.**
- Learn the secrets, techniques and myths behind classic and new age cocktail making.

\*A mocktail version of this Masterclass is available at \$40 per person. Please advise of any dietary requirements due to pregnancy or allergies.



### **GIN MASTERCLASS: (\$70 per person)**

Each participant will receive:

- A refreshing gin and tonic on arrival
- Gin flight - sample a selection of varied gins from around the world.
- Take your turn behind the bar to make yourself a Tom Collins and a Southside.
- Learn the history of gin and everything else there is to go with it.

\*There is NO mocktail version available in this Masterclass

### **WHISKY MASTERCLASS: (\$70 per person)**

Each participant will receive:

- Whisky flight – taste and compare three of the best extra-matured whiskies in the world.
- Step behind the bar and learn to whip up your very own cocktail, guests will learn to make: **a Whisky Old Fashioned and a Whisky Sour.**

\*There is NO mocktail version available in this Masterclass.

### **SPECIAL OFFER:**

Enjoy 50% off all cocktails for one hour at the completion of your Masterclass.

# CANAPÉ MENU



All platters contain 25 pieces of one choice eg. 25 x mushroom arancini

## Cold Canapés - \$70 per platter

- Mini bruschetta tarts with tomato, red onion and basil (vg)
- Smoked salmon tartlets with horseradish and creme fraiche
- Fresh prawn rice paper rolls served with a Vietnamese dipping sauce (vegan available) (gf)
- Individual Peking duck pancake rolls with hoisin sauce
- Caramelised onion tarts with goat's cheese and thyme (v)
- Freshly shucked oysters with red chilli jam & lime juice (gf)

## Iconic Canapés - \$90 per platter

(minimum 2 platter order)

- Crisp pork belly cubes served with a homemade apple relish (gf)
- Wagyu beef dumplings marinated in kaffir lime



## Hot Canapés - \$70 per platter

- Lamb kofta balls with mint yoghurt (gf)
- Grilled prawns marinated in chilli and lemongrass (gf)
- Barbecued lime and mint chicken skewers (gf)
- Mushroom arancini balls (v)
- Handmade sausage rolls with a traditional homestyle tomato sauce
- Spinach and ricotta pastizzis (v)
- Southern fried chicken with chipotle mayo
- Vegetarian spring rolls (v)
- Calamari dusted in polenta with garlic chilli salt, topped with fresh chilli and spring onion (gf)
- Beef mini pies with a traditional homestyle tomato sauce
- Mini sundried tomato, fresh chilli and mozzarella pizzas (v)

## Handmade Steamed Dumplings - \$70 per platter

All accompanied with black vinegar sauce

- Prawn and chive dumplings
- Pork dumplings
- Vegetarian dumplings (vg)
- Roast duck dumplings

\*Please note that menus and prices are subject to change without notice

### DIETARY REQUIREMENTS KEY

gf = gluten free    vg = vegan

v = vegetarian

\*\*We cannot cater to fructose intolerance

\*\*We cannot guarantee that there will be no traces of nuts

## MENU CONTINUED



### **Cheese Platter - \$75 each**

Three cheeses, Manuka honey pots, Simon Johnson cornichons, prune & walnut slices, seasonal fruit & nuts served with an assortment of Fricut cheese pezzattas (gf), Mario Fungo tongue biscuits, Valley Seed fig & olive crisps and Mario Fungo grissini (v)

### **Antipasto Platter - \$100 each**

Antipasto platter with smoked salmon, dolmades, olives, smoked meats, sun-dried tomatoes and marinated artichoke hearts (gf)



### **Desserts - \$70 per platter**

Individual chocolate brownies  
Sticky date squares with a salted caramel sauce  
Mini lemon tarts garnished with curls of lime zest



### **Sliders - \$4.50 each**

\*Minimum order of 25

Mini burger with homemade red onion jam, cheese and rocket

### **Hand Held Options - \$7.50 per bowl**

(served in mini bowls with pastry forks)

\*Maximum of two choices

\*Minimum order of 20 bowls per choice

- Fresh penne - tossed in a tomato based sauce with chilli, onion, salami, capsicum and olives served with shaved Parmesan cheese (vegetarian option available)
- Herb & lemon crumbed fish served with crunchy, hot chips served with a wedge of lemon and a dollop of homemade tartare sauce
- Thai chicken curry on jasmine rice with fresh coriander and chilli (gf) (vegan option avail.)
- Tender duck strips cooked in Asian seasoning with a selection of seasonal greens tossed in oyster sauce served on a bed of jasmine rice
- Chicken Caesar salad with fresh cos lettuce and a caesar dressing, sprinkled lightly with roasted diced bacon, parmesan cheese and topped with crunchy croutons

\*Please note that menus and prices are subject to change without notice

### **DIETARY REQUIREMENTS KEY**

gf = gluten free      vg = vegan      v = vegetarian

\*\*We cannot cater to fructose intolerance

## **Food Options**

Per Platter - A minimum order of 5 platters is required.

Each platter comes with 25 pieces of the 1 selection. No mixed platters available.



## OUR RECOMMENDATIONS

## CANAPÉ PACKAGES



### Per Head Canapé Packages

A minimum of 25 people for all per head food packages is required.

#### Light Nibbles

\$12 per person includes  
4 choices & 4 pieces per person

\$18 per person includes  
6 choices & 6 pieces per person

#### Continual Canapés

\$22 per person includes  
8 choices & 8 pieces per person

\$26 per person includes  
5 choices & 10 pieces per person

#### Meal Substitute

\$32 per person includes  
6 Choices & 12 pieces per person

\*Iconic canapes not included in packages

**Recommended catering:**

Light	4-6 canapés per person
Medium	7-9 canapés per person
Full meal	10+ canapés per person



Please Note: We do not allow functions to bring their own food due to Health and Safety Regulations. Cake is ok!  
\*Please note that menus and prices are subject to change without notice.



## THE BEVERAGES



### Sparkling

NV Bay Of Stones Barossa Valley, SA	9
2018 Dal Zotto Prosecco Whitfield, VIC	10
NV Chandon Yarra Valley, VIC	11.5
NV Veuve Cliquot Reims, France (bottle only)	115
G.H. Mumm, Grand Cordon Champagne, France (bottle only)	85
2006 Moet Grand Vintage Épernay, France (bottle only)	150
NV Moet & Chandon Brut Imperial Gold Magnum 1.5 litre (bottle only)	175



### WINE LIST

### Per Glass

#### Whites

2018 Bay Of Stones Sauvignon Blanc Barossa Valley, SA	9
2018 Rockbare Riesling Clare Valley, SA	9.5
2017 Innocent Bystander Pinot Gris Yarra Valley, VIC	10
2018 Hoddles Creek Chardonnay Yarra Valley, VIC	11

#### Pinks

NV Innocent Bystander Pink Moscato [275ml] Yarra Valley, VIC	14
2018 Dal Zotto Rosé Whitfield, VIC	10

#### Reds

2018 Bay Of Stones Shiraz Barossa Valley, SA	9
2017 Catalina Sounds Pinot Noir Marlborough, NZ	10
2014 Cape Mentelle 'Trinders' Cabernet Merlot Margaret River, WA	12.5
2016 Terrazas Reserva Malbec Mendoza, Argentina	12.5

## THE BEVERAGES



ALL Juice and Soft drink 4.5

ALL Basic Spirits 10

Absolut Vodka, Absolut Vanilla Vodka  
 Beefeater Gin, Canadian Club Whisky,  
 Ballantines Scotch Whisky  
 Havana Club Especial Rum,  
 Havana Club 3 Y/O Rum,  
 Jim Beam Bourbon, Olmeca Tequila

\*NOTE: Cocktails and top shelf spirits are available in the private function rooms on request.

Please note that menus and prices are subject to change without notice.

### Tap

	Pot	Pint
Furphy Refreshing Ale	6.5	13
Heineken	7	14
James Squire Apple Cider	7	14
Pan Head XPA	7	14

\*Please note the Upstairs Function Room can only facilitate two tap beers.

Please inform the function and events team which of the two above you wish to be served.

### Light Beer

Heineken 0	7.0
Heineken 3	9

### Packaged Cider

Somersby Pear Cider	10
James Squire Apple Cider	10

## BEVERAGE PACKAGES



### PREMIUM BEVERAGE PACKAGE

#### Sparkling Wine

NV Chandon

#### White Wine

2018 Hoddles Creek Chardonnay,  
Yarra Valley, VIC

2017 Innocent Bystander Pinot Gris,  
Yarra Valley, VIC

#### Red Wine

2014 Cape Mentelle 'Trinders' Cabernet Merlot,  
Margaret River, WA

#### Tap Beer: [Please Choose Two]

Furphy, Heineken, James Squire Apple Cider,  
Pan Head XPA

#### Bottled Beer

Heineken 0

Heineken 3

### PREMIUM PACKAGE PRICES

2 hours duration \$47 per person

3 hours duration \$67 per person

4 hours duration \$77 per person

### STANDARD BEVERAGE PACKAGE

#### Sparkling Wine

NV Bay Of Stones  
Barossa Valley, SA

#### White Wine

2018 Bay Of Stones Sauvignon Blanc  
Barossa Valley, SA

#### Red Wine

2018 Bay Of Stones Shiraz  
Barossa Valley, SA

#### Tap Beer

Furphy Refreshing Ale

#### Bottled Beer

Heineken 0

Heineken 3

### STANDARD PACKAGE PRICES

2 hours duration \$37 per person

3 hours duration \$52 per person

4 hours duration \$67 per person

\*Please note that beverage package prices are subject to change without notice.

## BEVERAGE PACKAGE UPGRADES



### BASIC SPIRITS UPGRADE

This can be added to any standard or premium beverage package.

Add \$22 per person to include the below:

Absolut Vodka

Beefeater Gin

Canadian Club Whisky

Ballantines Scotch Whisky

Havana Club 3 Y/O Rum

Havana Club Especial Rum

Jim Beam Bourbon

Olmecca Tequila



### BEVERAGE PACKAGES

All beverage packages include Heieneken 0/3 (served in the bottle), mineral water, soft drink and juice.

Management reserves the right to discontinue service of alcohol to any patron during the period of the beverage package according to Responsible Service of Alcohol.

\*Conditions apply to all packages. Please note that all products listed and prices are subject to change at anytime without notice.



### COCKTAILS

Please ask our functions and events team about offering a cocktail on arrival or including them with your bar tab or beverage package.

# TERMS & CONDITIONS

## **Tentative bookings:**

A tentative booking is designed to give you plenty of opportunity to plan your function. A tentative booking gives you the chance to hold your preferred date. In the event of Maeve Fox receiving another enquiry on your tentative date, we will contact you to determine whether or not you would like to confirm your booking.

## **Minimum Spend:**

The minimum spend requirement is the function organisers responsibility to be met. Sales made by guests at your function do not count towards the minimum spend.

## **Bookings and confirmation:**

To confirm your booking we require the terms and conditions to be completed and returned along with a deposit within 5 days of making a tentative booking. All bookings will remain tentative until such time that a deposit is paid. If the deposit is not received at least 5 days prior, then we may release the date to other prospective clients.

## **Deposit:**

- A deposit is required within 5 days of placing a tentative hold for your function.
- The deposit will be taken off the full amount of the bill at the end of your function.
- Full payment is required prior to or on the date of your function.

## **Payment:**

- Maeve Fox accepts payment in Cash, EFTPOS or Credit Card.
- Maeve Fox also accepts AMEX and Diners. A 2.55% surcharge will be incurred with each transaction.
- Electronic bank transfers can also be arranged in advance. Payments must clear 5 days prior to function. An official bank remittance must be provided to [hello@maevefox.com.au](mailto:hello@maevefox.com.au).

## **Cancellation:**

Any cancellations less than 90 days before your event will forfeit 100% of your deposit to Maeve Fox.

Any cancellations 45 days or less before your event will be required to pay the balance of the minimum spend owing to Maeve Fox. Dates are non-transferrable unless agreed to by the functions manager.

## **Responsible Service of Alcohol:**

All staff at Maeve Fox are trained in the Liquor Licensing accredited 'Responsible Service of Alcohol' and by law may refuse to serve alcohol to any person that is deemed intoxicated.

Under no circumstances are persons under the age of 18 years allowed on the premises or in the function areas unless accompanied by their legal guardian for the entire duration of their patronage at Maeve Fox and has been arranged prior to the night of your function.

## **Damage:**

In the event that any furniture or any other part of the venue is 'purposely or foolishly' damaged, the cost of repairs will be forwarded to the person responsible for the function or a negotiated amount added to the function invoice at the completion of the function.

## **Decoration Constraints:**

The venue does not allow anything stuck to a painted surface, no open flames or candles, or any confetti or glitter of any kind. This includes balloons filled with confetti/glitter. In the event that your function does not abide by these decoration constraints, a \$200 cleaning fee will be charged to the client at the conclusion of the function.

## **Lost Property:**

Maeve Fox will not accept responsibility for any damage or loss of property left on the premises prior, during or after the function. This responsibility lies solely with the client.

## **Client Responsibility:**

The Client is required to inform all relevant personnel involved in attending the function of these terms and conditions.

## **Speeches in Main Bar area:**

The main bar at Maeve Fox is not a private room and consequently is not set up to facilitate speeches. In the event of speeches being required, it is the managers discretion to whether the volume of music can be turned down

at the particular time the function requests. We encourage these to be under 10 minutes in duration and completed prior to 8.30pm.

**Security:**

The venue will provide one guard for functions of less than 100 people held on a Friday or Saturday evening. If your function has more than 100 patrons you will need to cover the cost of one additional security guard. If you are having live entertainment such as a DJ or band then two additional guards must be present and you must cover the cost for these additional guards. If your function is being held from Sunday-Thursday then you are under full obligation to provide the guard/s.

The cost for this is \$77 per hour per guard and there is a minimum shift requirement of 4 hours.

Please Note: Any external contractors (such as DJs and bands) must bring all their own equipment (including a table if required). All items must be packed up and removed at the completion of your function.

**Proof of Age:**

All guests will be required to present identification at the door. Only an Australian Drivers Licence, Australian Proof of Age card or an international passport will be accepted.

**Under aged guests:**

If there are any underage guests they must be supervised by a legal guardian. One legal guardian per minor is required. (Maximum of 10 underage guests may be present at any point throughout the function). The legal guardian/s must be 25 years or older and cannot be under the influence of alcohol or consume alcohol for the duration of the function. If through out the evening any underage or minor guest is caught drinking alcohol the function will be closed by management and the remaining of the minimum spend for the evening will be required to be paid.

**Menu Selections:**

We require confirmation of the menu 10 working days prior to the function. Any dietary requirements must also be discussed before the date of your function so our chef can cater to your needs accordingly.

**PLEASE UNDERSTAND AND RESPECT THESE TERMS & CONDITIONS FOR Maeve Fox**

**Terms and Conditions. (Please print in capital letters)**

I have read and agree to the Terms and Conditions in regards to booking a function at Maeve Fox.

**Name/Company:** \_\_\_\_\_

**Mobile:**

**Email:** \_\_\_\_\_

**Date of Function:**   /   /

**Number of People:** \_\_\_\_\_

**Start Time:**  :   **Finish Time:**  :

**Drivers License Number:**

**Signature:** \_\_\_\_\_

**Date Signed:**   /   /

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**MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY TO ANY PATRONS.**

BY LAW ID is required for ALL patrons. Only an Australian Drivers license, Australian Proof of Age card or an international passport will be accepted.



472 Church St, Richmond VIC 3121  
Maeve Fox: Wellington Park Pty Ltd.  
ABN: 42 372 915 584

**Maeve Fox CREDIT CARD AUTHORISATION FORM (Please print in capital letters)**

**FUNCTION DETAILS:**

Name/Company: \_\_\_\_\_

Mobile:

Address: \_\_\_\_\_

Date of Function: //

Type of Function: \_\_\_\_\_

**CREDIT CARD DETAILS**

Cardholder's Name: \_\_\_\_\_

**Card Type: (Please mark with an x)**

- VISA
- MASTERCARD
- AMEX
- DINERS

**Card Number:**

\*AMEX and Dinners incur a 2.55% surcharge.

Expiry Date: /

CCV – Credit Card Verification (3/4 Digits)

I hereby authorise Maeve Fox to debit my card \$ \_\_\_\_\_ for the payment of the function to be held on //

**Signature:** \_\_\_\_\_

**Date Signed:** //

\_\_\_\_\_  
Please complete and email to: [hello@maevefox.com.au](mailto:hello@maevefox.com.au)