



Pastmistress

**AT POSTMISTRESS, WE AIM TO CATER FOR ALL SIZE BOOKINGS.
OUR SPACES CAN BE SEMI PRIVATE OR THE WHOLE VENUE CAN BE EXCLUSIVELY YOURS.**

SEATING OPTIONS

Postmistress seats around 120 people or standing space for 200 people. Each section of the restaurant has different capacities

SECTION 1: This is the whole banquette area. As a whole, this space can cater for around 50 maximum seated or around 80 people standing (no furniture). Generally, there are 5 tables of 10 as the most effective set up. This space as a whole does require a minimum spend (buy out).

SECTION 2: This is the middle space/restaurant floor. You will find 6 round marble tables, which hold 6/7 people on each. A long main table of 20 maximum can be configured or you can have 2 tables of 12 in between the round tables to take the total in this space to 60/65 people.

Again, we are able to close the glass screens to separate your function from the banquette area.

SECTION 1a: This is half of the banquette area. This space can cater for 25/30 maximum seated. Usual set up is 3 tables of 10. The glass screens can be closed to create a semi private space

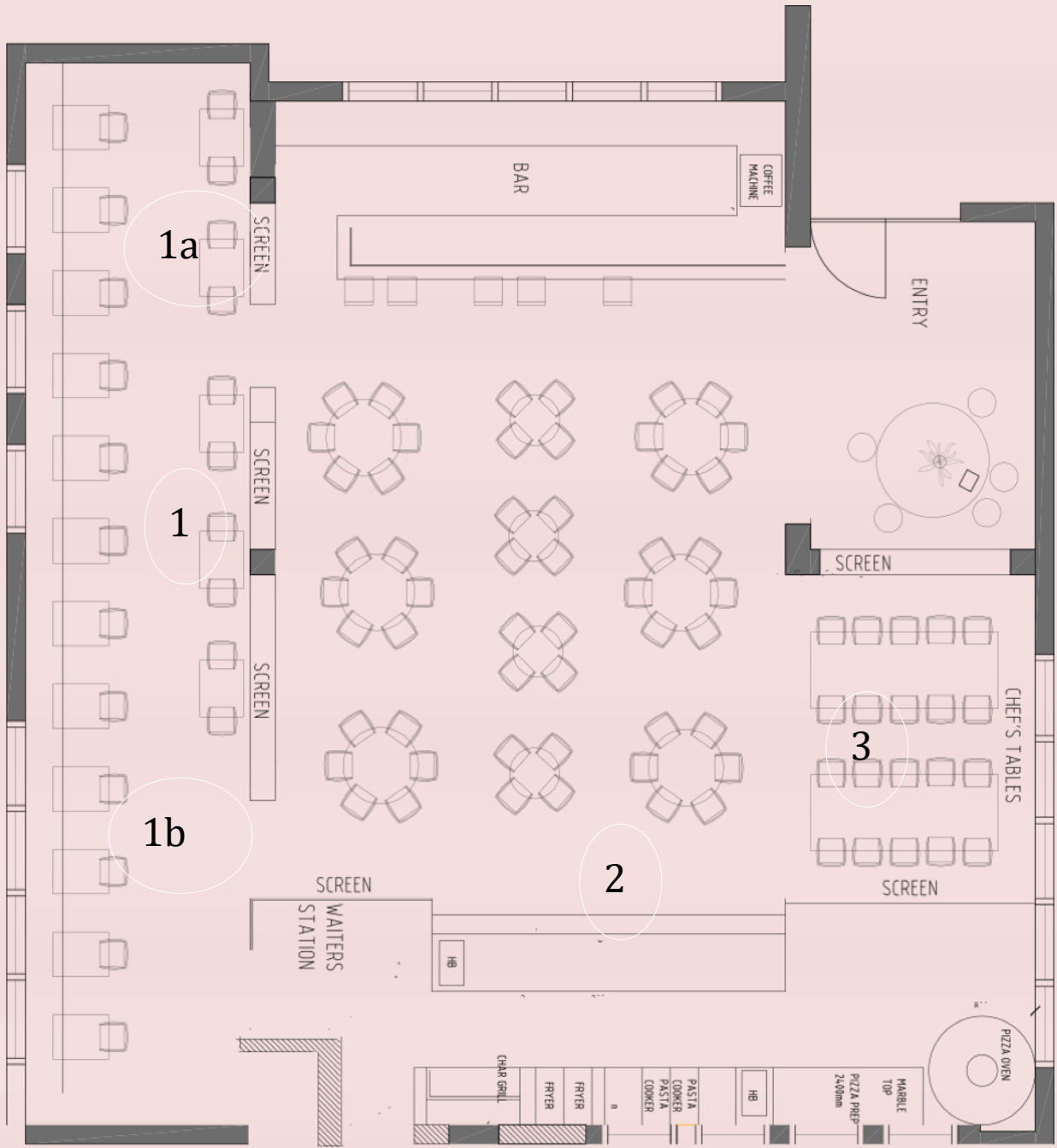
SECTION 3: These are our Chefs Tables. Each rectangle table can hold up to 12 people maximum. So, you can have one table for 12 or you can have 2 tables to make a party of 24 people.

SECTION 1b: This is half of the banquette area. This space can cater for 25/30 maximum seated. Usual set up is 3 long tables of 10 along the windows. The glass screens can be partially closed to create a semi private space

SECTION 2 & 3 Combined: If you take these 2 sections, the total number for this space would be around 90 people at most. This space as a whole does require a minimum spend (buy out).

Again, we are able to close the glass screens to separate your function from the banquette area & we are also able to use our big planters to create a screen between your function & the bar.

WHOLE VENUE: The total capacity for the whole venue seated is around 120 people at full capacity for any seated function or for a cocktail style function. This is using all the spaces combined. This space as a whole does require a minimum spend (buy out)



EXCLUSIVE SPACE / BUY OUT

As mentioned above we do have different spaces we can offer exclusive. These do attract a buyout figure, as you will be taking up the space or venue exclusively.

This figure is inclusive of food & drinks & will be customized for each function request. The menu will be customized for each booking, depending on what is requested.

CONTACT OUR EVENTS TEAM FOR A WALKTHROUGH

functions@postmistress.com.au





OPERATING HOURS

Postmistress is open from 5pm until 11pm daily and 12pm until 11pm on a Sunday (kitchen closes at 10pm). But we are more than happy to accommodate for any functions other than these times if need be.

We are officially licensed until 11pm every night but we can arrange for an extension of our license until 12.30pm if need be for any private events where the whole venue is hired exclusively.

YOUR STYLE

If you have taken up the option of a complete buy out, we are more than happy for you to have the venue styled, decorated in your theme for the function.

We are also more than happy to assist in setting up tables on the day to save you coming in to do this on the day itself.

Please email us all your details and request to: functions@postmistress.com.au for more information.



Postmistress

OPTION 1 MENU

\$40 PER HEAD

Available only Monday to Thursday

All guests to **share** the following

LET'S START WITH

- Antipasto
 - Salumi products
 - Olives & giardiniera w focaccia
- Arancino per person

MAIN

- Chefs selection of pizzas

*Vegetarian and Gluten-Free options are available for those with dietary requirements.

DRINKS

We are fully licensed and have a selection of local and imported beer, wines and spirits. Drinks are not included in set menus.

**Set menus can be customised or changed to suit any dietary requirements. Additional charges may occur. Please note there is a \$3 per head cakeage charge for you to cut the cake with provided plates, cutlery and napkins as required. Cake charge will be automatically waived for groups over 12 people.*

**These set menus DO NOT apply for venue buyouts or exclusive use functions.*

**For any group of 12 adults or more, a set menu is required.*

****Menu subject to change without notice.***

OPTION 2 MENU

\$55 PER HEAD

All guests to **share** the following

LET'S START WITH

- Antipasto
 - Salumi products
 - Olives & giardiniera w focaccia
- Arancino per person

MAIN

- Chefs selection of pizzas
- Chefs selection of pasta to share
- Served with salad & French Fries

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DRINKS

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OPTION 3 MENU

\$60 PER HEAD

All guests to *share* the following

LET'S START WITH

- Antipasto
 - Salumi products
 - Olives & giardiniera w focaccia
- Arancino per person

MAIN

Choose 2 of the following mains to share

- Market fish
- Char grilled Porterhouse
- Char grilled chicken thigh fillets*
**Chicken thigh filets marinated for 24hrs with paprika, garlic powder, onion powder, mustard & EVO)*
- Served with salads & roasted potatoes

*Vegetarian and Gluten-Free options are available for those with dietary requirements.

DRINKS

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**Set menus can be customised or changed to suit any dietary requirements. Additional charges may occur. Please note there is a \$3 per head cakeage charge for you to cut the cake with provided plates, cutlery and napkins as required. Cake charge will be automatically waived for groups over 12 people.*

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****Menu subject to change without notice.***

OPTION 4 MENU

\$70 PER HEAD

All guests to *share* the following

LET'S START WITH

- Antipasto
 - Salumi products
 - Olives & giardiniera w focaccia

SECONDO

- Chefs selection of pizzas or selection of pastas (choose one)

MAIN

Choose 2 of the following mains to share

- Market fish
- Char grilled Porterhouse
- Char grilled chicken thigh fillets*
**Chicken thigh filets marinated for 24hrs with paprika, garlic powder, onion powder, mustard & EVO)*
- Served with salads & roasted potatoes

*Vegetarian and Gluten-Free options are available for those with dietary requirements.

DRINKS

We are fully licensed and have a selection of local and imported beer, wines and spirits. Drinks are not included in set menus.

**Set menus can be customised or changed to suit any dietary requirements. Additional charges may occur. Please note there is a \$3 per head cakeage charge for you to cut the cake with provided plates, cutlery and napkins as required. Cake charge will be automatically waived for groups over 12 people.*

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**For any group of 12 adults or more, a set menu is required.*

****Menu subject to change without notice.***

OPTION 5 MENU

\$90 PER HEAD

All guests to *share* the following

ON ARRIVAL

- Prosecco, Spritz, Wine or Beer

LET'S START WITH

- Antipasto
 - Salumi products
 - Mixed olives & giardiniera

SECONDO

Choose 2 pasta alternating between

- Lamb ragu
- Ricotta gnocchi
- Mushroom risotto

MAIN

Choose 2 mains alternating between

- Market fish served with rocket & cherry tomato salad
- Char grilled Porterhouse, served with mash
- Char grilled chicken thigh fillets served with coleslaw*
**Chicken thigh filets marinated for 24hrs with paprika, garlic powder, onion powder, mustard & EVO)*

*Vegetarian and Gluten-Free options are available for those with dietary requirements.

DRINKS

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**Set menus can be customised or changed to suit any dietary requirements. Additional charges may occur. Please note there is a \$3 per head cakeage charge for you to cut the cake with provided plates, cutlery and napkins as required. Cake charge will be automatically waived for groups over 12 people.*

**These set menus DO NOT apply for venue buyouts or exclusive use functions.*

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ADDITIONAL EXTRAS (per person charge)

- Bufalo Mozzarella \$5
- Sicilian White anchovies \$2
- Spicy Olive ascolane \$2
- Pork & Veal Polpette \$4
- Arancini \$4
- Mini Pork Sausage \$5
- Calamari \$8
- Pasta Course \$10
- Salad \$5
- Dessert - Nutella Pizza \$5
- Tiramisu \$8
- Cannoli \$4

*** PLEASE NOTE:**

The following items contain PORK:

- Antipasto (salumi products)
- Mini Pork Sausages
- Spicy Olives Ascolane

**Menu subject to change without notice.*

DRINKS/ BAR MENU

Please note that we **DO NOT** offer a bar service (pay as you go) but we can set up bar tabs for the table/s, an individual or groups. This is the easiest way for you and your guests to enjoy your evening with us.

We can also do drink packages for

- \$32 for 2hrs per adult
- \$44 for 3hrs per adult
- \$56 for 4hrs per adult

The drinks included are all the TAP products

- Pinot Grigio
- Pinot Noir
- Sangiovese
- Rose'
- Prosecco
- Moscato
- Spritz

Also included are the beers on tap, soft drinks & coffee*



You can also upgrade to a premium package, which does include basic spirits for an extra \$10 p/p for each package.

***For any group/function over 10 people, the *only* coffee served is an espresso or macchiato (at the end of the function ONLY, with cake/dessert course). Other coffees are at normal bar prices.**



ALLERGIES/DIETARY REQUIREMENTS

If there are any allergies or dietary requirements, it is necessary that these are relayed to the management of Postmistress at the time of the booking and reconfirmed when the menu is finalized & confirmed. All our set menus can be adjusted to cater for any allergies or dietary requirements with enough notice.

It is important that this is done via email only.

IF WE DO NOT RECEIVE THESE ALLERGIES/DIETARY REQUIREMENTS PRIOR TO YOUR FUNCTION, UNFORTUNATELY WE WILL NOT BE ABLE TO

KIDS MENU \$25 PER HEAD

Kids ***aged from 6yrs old to 12 yrs old***

Kids meal to comprise of pasta, pizza, small chips and a scoop of ice cream.

Children ***6 years and under***, will be able to order ala carte (individual meal).

ACCOMMODATE ON THE ACTUAL DAY.

BYO CAKE

You are more than welcome to bring in a cake to celebrate. There will be a \$3 per person charge to have this option. If you are having a function for 12 people or more, the cake charge will be automatically waived. You are more than welcome to arrange for your cake to be dropped off earlier or the day before – we do have a cool room to store it in.



CONFIRMATION OF BOOKING

NO booking will be reserved until deposit is paid & booking sheet is returned

If you proceed with the group booking, the final guest numbers ***must be confirmed 48hrs*** prior your function via email. Should you not confirm numbers via email, you will be charged on the night for the number of guests that were originally confirmed.

We do require a deposit to *confirm & place* the booking.

- \$200 for 12-20 people
- \$500 for 20-50 people
- \$1000 for 50-100 people

If you have prepaid for the group/function and numbers decreased, there will be no refund or the money relocated to another service/product on the day/night of the booking. (The 48hrs confirmation is required as detailed above).



PAYMENTS

We **DO NOT** split bills for large groups – The maximum is 2 cards that we can process. We would appreciate if payment is sorted prior to settling the final bill.

OTHER INFORMATION

- Menu/s can be subject to changes
- We are **NOT a BYO restaurant**. We are **fully licensed** only. Please refer to our drinks menu to see what we have on offer.
- Please include children & highchairs as part of the total number
- Live or amplified music (DJ) is not permitted unless the whole venue is hired exclusively.
- For events requiring access to the venue,
 - Bump In: From 10:30am
 - Bump Out: Must be completed by the time the function/event ends

TO PROCEED WITH YOUR RESERVATION, PLEASE COMPLETE DETAILS BELOW & RETURN VIA EMAIL TO: functions@postmistress.com.au

FUNCTION DETAILS

BOOKING DATE

TIME

BOOKING NAME

COMPANY NAME

OCCASION

VENUE SPACE / AREA

NUMBER OF GUESTS

MENU PACKAGE OPTION

BEVERAGE PACKAGE OPTION

OTHER REQUIREMENTS

BOOKING DETAILS

CONTACT NAME

TERMS AND CONDITIONS

IN ORDER TO CONFIRM YOUR GROUP BOOKING WE REQUIRE AN AGREED DEPOSIT WITHIN SEVEN DAYS OF MAKING THE BOOKING. THE BOOKING FORM TO BE FILLED IN, SIGNED & RETURNED. FULL PAYMENT IS REQUIRED AT CONCLUSION OF THE EVENT. DRINK PACKAGES COMMENCE AT THE TIME OF THE EVENT/BOOKING AND CONCLUDE AT THE TIME ALLOCATED.

CANCELLATIONS ***

ALL CANCELLATIONS **MUST BE MADE** IN WRITING ONLY TO THE FUNCTION MANAGER AT functions@postmistress.com.au (PHONE CANCELLATIONS WILL NOT BE ACCEPTED) IF THE BOOKING IS CANCELLED BY THE CLIENT LESS THAN 7 DAYS PRIOR TO THE FUNCTION THE CLIENT SHALL FORFEIT HALF OF THE DEPOSIT. HOWEVER WHERE THE CLIENT CANCELS WITHIN 48 HOURS OF DATE AND TIME THE BOOKING IS TO BE HELD, THE CLIENT SHALL FORFEIT THE ENTIRE DEPOSIT AND WILL BE LIABLE FOR UP TO 50% OF THE AGREED COST PER HEAD BASED ON CONFIRMED NUMBERS.

*****I acknowledge & accept the above cancellation clause sign:.....**

PRICES

ALL PRICES ARE INCLUSIVE OF GST. PRICES AND MENUS ARE SUBJECT TO CHANGE. THE AGREED MINIMUM SPEND IS BASED ON FOOD AND BEVERAGES, PLEASE NOTE: BEVERAGES PURCHASED AT BAR ARE COUNTED TOWARDS THE MINIMUM SPEND. THIS MINIMUM SPEND MAY BE NEGOTIATED AT MANAGEMENT'S DISCRETION DEPENDING ON TIME AND DATE.

CONFIRMATION

FINAL NUMBERS, MENUS AND BEVERAGE LIST ARE REQUIRED TO BE CONFIRMED 48 HOURS BEFORE THE BOOKING. THE FINAL ACCOUNT WILL BE BASED ON THE AMOUNT OF GUESTS THAT YOU HAVE CONFIRMED. IF YOU HAVE A PER PERSON PACKAGE, GUESTS THAT HAVE BEEN CONFIRMED AND DO NOT ATTEND WILL STILL BE CHARGED FOR AT THE FULL RATE. DEPOSIT NEEDS TO BE PAID ALONG WITH FORM SIGNED, DATED AND RETURNED TO SECURE YOUR REQUIRED DATE. FULL PAYMENT IS REQUIRED

PHONE NUMBER

EMAIL ADDRESS

AGREED MINIMUM SPEND \$

AGREED DEPOSIT \$

PAYMENT DEPOSIT

NAME: POSTMISTRESS 1 PTY LTD

DESCRIPTION: 'CLIENT NAME'

EFT BANKING DETAILS:

BSB: 033039 ACCT: 954873

PLEASE EMAIL REMITTANCE TO **FUNCTIONS@POSTMISTRESS.COM.AU**

I, THE NAMED CLIENT, AGREE TO MY CREDIT CARD DETAILS BEING HELD, AND IF NECESSARY DEBITED IN THE EVENT OF AN OUTSTANDING AMOUNT NOT PAID AT THE CONCLUSION OF THE EVENT OF CANCELLATION (VISA/MASTERCARD ONLY)

CARD TYPE **CARD NUMBER**

EXP DATE **CVV**

NAME ON CARD

SIGNATURE

IN SIGNING THIS FORM I ACCEPT AND UNDERSTAND ALL TERMS AND CONDITIONS OUTLINED ON

THIS FORM AND BY POSTMISTRESS EATERY

SIGNATURE

DATE **PRINTED NAME**

ON THE DAY OF THE EVENT. IF MINIMUM SPEND IS EXCEEDED, CREDIT CARD WILL BE DEBITED AT CONCLUSION OF THE EVENT.

DAMAGE TO VENUE

IF ANY DAMAGE IS SUSTAINED TO ANY PART OF THE VENUE BY PATRONS OF THE FUNCTION, THE ORGANISER OR HOST OF THE FUNCTION WILL BE DEEMED RESPONSIBLE FOR COSTS INCURRED. AN INVOICE AND DAMAGE REPORT WILL BE EMAILED TO THE CLIENT AND THE CREDIT CARD WILL BE DEBITED.

SEPERATE ACCOUNTS (PRIVATE DINING, COCKTAIL BAR BOOKINGS)

PLEASE NOTE THAT WE DO NOT SPLIT BILLS. OUR ACCOUNTS ARE FULLY ITEMIZED TO ASSIST YOU. IF YOUR GROUP IS PAYING SEPARATELY PLEASE FINALISE THE ACCOUNT TOGETHER AT THE TABLE NOT INDIVIDUALLY AT THE TILL. OUR STAFF ARE HAPPY TO ASSIST YOU. IN THE INSTANCE THAT THE ACCOUNT IS NOT PAID IN FULL THE CREDIT CARD DETAILS ON FILE WILL BE DEBITED AT THE END OF THE DAY. OUR COCKTAIL BAR OFFERS AN OPTION FOR GUESTS TO PAY FOR FOOD AND DRINKS AT THE BAR.

RESPONSIBLE SERVICE OF ALCOHOL

ALL OF THE STAFF ARE TRAINED IN THE LIQUOR LICENSE ACCREDITED RESPONSIBLE SERVICE OF ALCOHOL AND BY LAW MAY REFUSE ALCOHOL TO ANY PERSON THAT IS DEEMED TO BE INTOXICATED OR DISORDERLY. IF A GUEST BEHAVES INAPPROPRIATELY THEY MAY BE ASKED TO LEAVE THE PREMISES. NO OUTSIDE ALCOHOL OF ANY FORM MAY BE BROUGHT TO THE VENUE FOR CONSUMPTION AS THIS IS AGAINST THE LIQUOR LICENSING ACT. POSTMISTRESS IS LICENSED UNTIL 11PM, 7 DAYS A WEEK.

ENTERTAINMENT

POSTMISTRESS IS NOT LICENSED TO PLAY LIVE MUSIC INCLUDING DJ's BUT CAN APPLY FOR AN EXTENSION OF OUR LIQUOR LICENSE WHICH PERMITS LIVE AMPLIFIED MUSIC (ONLY APPLICABLE FOR A WHOLE VENUE HIRE).



Postmistress

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03 9381 1585

WWW.POSTMISTRESS.COM.AU

FUNCTIONS@POSTMISTRESS.COM.AU

