

LONGBEACH HOTEL

GREAT FOOD, GOOD TIMES

CORPORATE EVENTS
2025-2026



Castello's

~ great food, good times ~



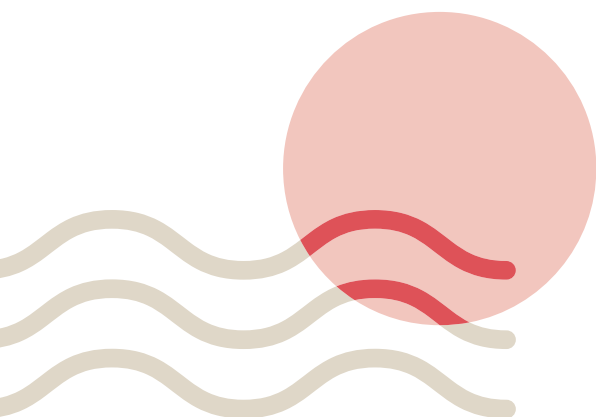
WELCOME TO CASTELLO'S LONGBEACH HOTEL



Boasting views of Port Phillip Bay, the function room at Castello's Longbeach Hotel offers a stylish location for an arrangement of corporate and social events.

We offer a range of catering options which can be tailored to suit any event. Your function is our priority, and our focus is on delivering superior customer service and ensuring you and your guests are attended to with professionalism. Make an appointment to view our facilities and to discuss your options today!

380 Nepean Hwy, Chelsea
Victoria 3196
P: (03) 9772 1633
castellos.com.au





FUNCTION FACILITIES

Complete with full length windows, private bar, dance floor, and bi-fold doors, which open to your own private balcony overlooking Port Phillip Bay, Castello's Longbeach Hotel is the perfect venue to hold any special occasion.

Located on the first floor, guests will be able to enjoy both adjoining balconies, private bathrooms as well as the elevator, for ease of access.

Our function room can cater for 40-220 cocktail style and 40-150 sit down.

Room Hire Fees

- **\$100** Board room hire (Monday to Saturday)
- **\$300** Room hire (Monday to Friday)
- **\$400** Room hire (Saturday afternoon)
- **\$400** Room hire (Sunday)
- **\$100** Additional hours (charged per hour)
- **\$55** Security Guards (charged per person per hour)
(min. of 5 hours for Evening Functions)

Inclusions

- 2 adjoining balconies
- Personalised signage at entrance of the function room
- Full set up & pack down to client's request
i.e. theatre, u-shape, banquet, or hallow (square formation)
- Linen is available but will be charged depending on need





CANAPE CATERING

Events cocktail menu pricing options

\$36pp	6 x canapé items
\$42pp	6 items - choose 4x canapé items & 2x substantial items
\$57pp	9 items - choose 5x canapé items & 4x substantial items
\$6	Additional canapé items
\$9	Additional substantial items

Hot Canapes

Vegetarian

- Gourmet quiche
– spinach & cheese (v)
- Arancini, w/ beetroot aioli (v)
- Vegetable tempura,
w/ soy sauce (v, agf, df)
- Spring roll, vegetable filled,
w/ sweet soy (v)
- Vegetable samosa,
w/ sweet chilli (v)

Meat

- Gourmet chunky beef mini pie,
w/ old fashioned tomato sauce
- Gourmet sausage roll,
w/ smokey BBQ relish
- Steamed beef dim sim
w/ soy sauce
- Baked potato skins, w/ bacon,
cheese, & salsa filling (agf)
- Lamb kofta meatballs
w/ yoghurt dipping sauce (agf)

Chicken

- Honey soy chicken skewers
(agf, df)
- Tandoori chicken skewers,
yoghurt dipping sauce (agf)
- Herb crusted chicken bites
- Chicken, mushroom and leak
pie, w/ tomato ketchup

Seafood

- Steamed ginger & prawn
dumpling w/ Chinese black
vinegar
- Panko crumbed prawns,
w/ garlic mayo
- Crumbed calamari rings
w/ tartare sauce

Cold Canapes

- Vietnamese rice paper rolls,
choose from either vegan,
chicken, or prawn filling
(gf, n)
- Caprese salad skewers, cherry
tomatoes, bocconcini, basil,
with aged balsamic (v, agf)
- Cucumber & cream cheese
herb bites (v)
- Ribbon sandwiches, assorted
fillings available, e.g. chicken
dijonnaise; egg & mayo; tuna;
ham, cheese & tomato;
cucumber & cream cheese;
OR salad (av)

Sweet Canapes

- Chocolate & raspberry baked
cheesecake bite
- Chocolate brownie
w/ fudge sauce

Savoury Substantials

- Roast duck spring roll
w/ Vietnamese dipping sauce
- Popcorn fried chicken in a cup,
w/ chipotle mayo
- Pulled pork slider, w/ coleslaw
- Angus beef slider,
w/ American cheddar,
burger mayo, & ketchup
- Fish & chips in a cup
w/ tartare sauce
- Lime pepper calamari in a cone,
w/ aioli (agf)

Dietary concerns can be catered for with prior notice.

(v) vegetarian, (vg) vegan, (agf) available gluten friendly, (df) dairy-free, (dfo) dairy-free option, (n) nuts

Please note that due to seasonality, some items or accompaniments may be substituted.



PLATTERS

Individual platters include 40 pieces per platter unless otherwise indicated.

Please notify upon booking if your guests have dietary requirements, as we can provide customised items where needed.

Platters - cold items

**\$70 Assorted sandwiches
(30 points)**

\$90 Fruit platter

- fresh seasonal fruit (vgn, agf)

\$110 Cheese platter

- assorted cheeses, mixed nuts, dried fruit, quince paste, and crackers (agf, n)

\$100 Charcuterie platter

- sliced cured meats, olives, feta, marinated vegetables, breads (agf)

\$70 Antipasto platter

- spreads, olives, marinated vegetables, feta, breads, crackers (v, agf)

**\$60 Mini slices platter
(20 pieces)**

- chefs assorted treats

Platters-hot items

**\$80 Traditional beef pies
(24 pieces)**

**\$80 Traditional sausage rolls
(24 pieces)**

**\$75 Asian favourites platter
(60 pieces)**

- spring rolls (v), samosas (v), & beef dim sims, w/ sweet chilli & sweet soy

\$95 Seafood platter

- battered barramundi goujons, & lime pepper calamari, w/ tartare, aioli, & lemon

\$60 Wedges & fries platter

- seasoned potato wedges, & sweet potato fries, w/ aioli, sour cream, & sweet chilli sauce

Grazing station

A custom arranged table featuring Charcuterie, cheese, antipasto, breads, and accompaniments for your event to share.

Minimum cost of **\$750** (to cater for 35 people) - additional catered numbers, price per head on request



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BEVERAGE PACKAGES

Standard

\$50 pp

4.5 hour duration, includes tap beers, house wines, soft drink, and juice

Kids Beverage

\$15 pp

4.5 hour duration, includes soft drink and juice

Cash Bar

Guests pay for their own beverages at their own expense.

Bar Tab

Choice of beverages and limited decided and paid by host

Tea & Coffee

\$2 pp

Tea & Coffee Station – Serve yourself





PREFERRED SUPPLIERS

Music

DJ Dan

www.djsfunctionandevents.com
bookingsdjd@gmail.com
0427 433 340

DJ Nicky G

Castello's House DJ
longbeach.functions@castellos.com.au

Decor

In2U ceremonies

www.in2uceremonies.com
jacqui@in2uceremonies.com

Jacqui
0404840825

Photo Booth

Beauty and the booth

www.beautyandthebooth.com
www.instagram.com/beautyandthebooth/

Ash
0421 076 331

Jukebox

Moby Disc

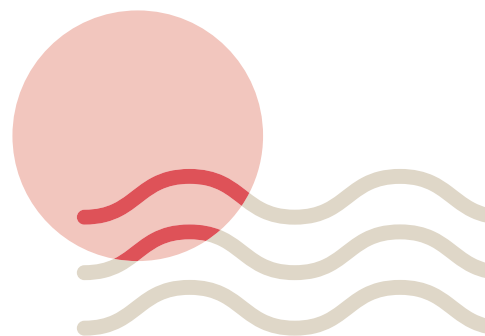
www.mobydisc.com.au/jukebox-hire
1800 100 606

Balloons & Signage

Kids equipment

www.thekidskornerco.com.au
info@thekidskornerco.com.au

Gina Castello
0432 177 998
Instagram: [kidskornerco_partyhire](https://www.instagram.com/kidskornerco_partyhire)



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TERMS & CONDITIONS



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CONFIRMATION/DEPOSIT

In order to secure a function date, a minimum deposit of \$250 and a signed Booking Form will be required (this will in turn accept these Terms & Conditions). Tentative bookings will only be held for a period of 7 days

CANCELLATION

A minimum of thirty days notice must be received in the event of a cancellation to be entitled to a full refund of deposit. If cancellation occurs 14-30 days out from scheduled function date, 50% of refund will be retained. If cancelled within 14 days, 100% of the deposit will be retained. If cancelled within 7 days 50% of food bill and 100% of hire costs will be retained. In the event of mandatory government restrictions, a refund or rescheduling can be discussed.

CLIENT RESPONSIBILITY

As a licensed venue we do require all guests to have valid photo identity for proof of age. Castello's reserve the right to refuse entry to any guests and patrons that cannot provide this.

It is the clients responsibility that all guests behave in an orderly manner. Any abusive behaviour, drug abuse, or intoxication by patrons may result in immediate removal from the venue or, if necessary, the discontinuation of the function. In such cases, no refunds will be provided. Any damage to premise, persons or equipment as a result of disorderly conduct will be at the responsibility of the client. In the instance of where damage has occurred all associated costs will be charged to client.

At Castello's we have a dress code which is smart casual. No wearing of thongs, singlets, tracksuits and slippers – please make sure your party abides by these regulations to ensure entry into the venue.

DURATION

All functions are based on a five hour duration. The allocation of this five hour time frame will be confirmed upon liaison with Management. The function room can only be hired until 12:00am. Additional hours incur a charge of \$150 per hour, or part thereof. Additional hours must be pre arranged with Management prior to the event date. Should the client wish to book on, or the weekend of a public holiday, higher room hire rates will apply.

ROOM HIRE

The room hire fee will cover the cost of set-up, staffing and general cleaning. Linen will be quoted and charged according to your function room setup and requirements and are subject to change.

SECURITY

In accordance with our liquor licence, security is a compulsory requirement and will be provided by Castello's contracted personnel. Guards will be on charged at a rate of \$55 per hour per guard (minimum 5 hours per guard) and at a ratio of 50:1

ROOM ACCESS

Room access outside allocated function start and finishing times is dependant and only permitted on prior agreement with Management. For security reasons, guests and clients are not permitted in the function room at any time without the supervision of a staff member.

DÉCOR AND ENTERTAINMENT

All entertainment and décor prices are quoted from external providers and are subject to change. Should any Hotel décor be borrowed by the client for their function a \$100 bond will be required. The bond will be returned at the end of the function once all décor has been accounted for. If any décor is missing or damaged the \$100 bond will be retained by the venue.

COVID-19 OR GOVERNMENT RESTRICTIONS

In the event of government-imposed restrictions, postponements or cancellations due to COVID-19 or similar, a booked event will be assessed in good faith and any deposits may be transferred to a new date, subject to availability.

PUBLIC HOLIDAYS

A surcharge of 15% will be added to the food and beverage total for any event booked on a public holiday

CATERING AND GUEST CONFIRMATION

Confirmation of menu selections must be given no later than 14 days prior to the function date. Confirmation of final guest numbers must be given no later than 7 days prior to the function date and any reduction in number of guests within 7 days, 50% of guest costings will be retained.

Whilst all care is taken and respect is given to dietary requirements that you bring to our attention, The venue cannot be held accountable for any traces of ingredients that may be found in our dishes.

PAYMENT

Full payment is required no later than seven days prior to the function date. Full payment does not apply to bar options unless the client has selected to have a beverage pack. Bar Tabs must be paid in full on the day of the function. We accept all major credit cards, except American express.

RESPONSIBLE SERVICE OF ALCOHOL

The venue practices the responsible service of alcohol, as specified in the *Liquor Control Reform Act 1988*. Hotel management authorises staff to cease the service of alcohol to any individual showing signs of intoxication. I.D will be required, "no proof-no service". Underage drinking will not be permitted, nor will unacceptable behaviour be tolerated. Guests who fail to adhere to this will be asked to leave the premises. Shots are not permitted in the function room. Management reserves the right to refuse entry and/or service. Bar service closes thirty minutes before the end of the function.

BEVERAGE PACKAGES (WHERE APPLICABLE)

All attendees of a function with a beverage package need to be in the final numbers and paid for 7 days prior to the function. If there is more guests than have been paid for, the client will be given the option to pay the variance immediately. If this does not occur the attendee/s will be asked to leave.

MINIMUM SPEND

A minimum spend will apply for the use of a dedicated function space. This will be determined by the venue manager at their discretion. Minimum spend includes food and beverage purchases only, and excludes any third-party services.

FOOD AND BEVERAGE

All food and beverage must be supplied and served by the venue. No external catering or beverages are permitted without prior written approval (with the exception of celebratory cakes). A minimum of 40% of the total function spend must be allocated to food. This is to comply with responsible service obligations and ensure food is available throughout the event.

Beverage packages or bar tabs can be arranged, but must remain proportionate to the confirmed catering spend. Management reserves the right to limit alcohol service if this ratio is not met. The venue supports the Responsible Service of Alcohol and reserves the right to refuse service to any guest deemed intoxicated or underage.

Complimentary cake cutting applies for one cake; each additional cake will incur a \$50 cake cutting fee. Price does not include individual plating.

DAMAGE AND LIABILITY

The client is financially responsible for any damage caused by guests, contractors, or entertainers. The venue is not liable for any loss or damage to property brought onto the premises by guests or third-party suppliers. There will be additional charges if there is an unreasonable amount of cleaning required following the function.

OUTSIDE CONTRACTORS

Any products or services arranged externally to the Hotel are the sole responsibility of the client. Any outside contractors must liaise with management in all matters such as delivery, set up and pack downs and will adhere to any direction given by the venue. Set up and pack down of such items also remain the sole responsibility of the client.

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