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*Atrium Body Corporate, Atrium Strata Plan  
11104 trading as The Atrium Hotel Mandurah  
ABN: 83 733 720 581*

*To the Engaged Couple*

*We, at the Atrium Hotel, would like to congratulate you on your engagement and thank you for considering The Atrium Hotel Mandurah for your forthcoming Wedding Reception.*

*We are sure that the months ahead will be very exciting as you plan every detail of your Wedding day and honeymoon. At the Atrium Hotel we understand that attention to detail is what really matters on your special day. It is our sincere wish to help you and your respective families, ensuring that everything is perfect by taking care of every detail.*

*Please find enclosed our Wedding Reception Kit. You will see that we have included a variety of dishes and menu options, which can be adapted to suit your preferences. Similarly, we have included a beverage list for your perusal and an outline of the standard evening format.*

*We are highly trained with many years of experience in co-ordinating and supervising wedding receptions. We can discuss any special requests regarding your colour scheme, décor, seating arrangements, the bridal suite, or any other detail.*

*May I take this opportunity to invite you to the Atrium Hotel to view our function room at a time convenient for you. To make an appointment please call (08) 9535 6633.*

*We pride ourselves on our flexibility and professionalism and you can be assured your Wedding Reception will be memorable.*

*Yours sincerely*

*Cindy Anderson  
Assistant General Manager*

# Set Dinner

## Entrée – please choose one

**char-grilled prawn**, pumpkin blue cheese risotto, balsamic syrup  
**cream of broccoli soup**, parmesan croutons  
**poached pear**, brie & sweet potato tart, rocket salad  
**honey soy chicken**, mango avocado & baby spinach salad  
**thai fish cakes**, asian salad, nuoc cham dressing  
**pumpkin & ginger soup**, chive sour cream

## Mains – please choose two for alternate drop

**baby beef fillets**  
w gratin potatoes, field mushrooms, béarnaise sauce  
**char-grilled chicken breast**  
w pumpkin & potato stack, champagne cream  
**braised lamb shanks**  
w parmesan mash, steamed greens, balsamic jus  
**fresh saltwater grilled barramundi**  
w sea-salted roasted wedges, aioli  
**hazelnut crusted pork loin**  
w sweet potato smash, char-grilled pesto zucchini, calvados jus

## Desserts – please choose one

**Sticky date pudding**  
w caramel sauce, vanilla bean ice cream  
**citron brulee tart**  
w king island cream, boysenberry coulis  
**warmed cinnamon poached pears**  
w vanilla crème anglaise  
**classic pecan pie**  
w fresh cream, strawberries

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## Package Inclusions

The following Package Options are inclusive of the following:-

- Decorations for the Bridal and Cake tables.
- Table linen to compliment the Bride's colour scheme.
- Lectern and microphone.
- Typed guest list showing seating arrangements at entrance to the reception.

Please accept the following with our compliments should you wish to book accommodation:-

- An early check-in of 1:00pm and late checkout of 12:00noon
- Champagne for the bride and groom to enjoy after the reception in the comfort of your bridal suite.

Numbers (pax)	10-30	31-60	61 & above
Set Menu	\$75.00	\$69.50	\$64.00

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### **\*Notes**

Special dietary requests require 48 hours notice.

Any dietary requests announced on the day will incur a \$10.00 surcharge for each request.

# *Buffet Menu*

<i>Buffet 1</i>
<i>Entree</i>
<i>soup of the day, crusty bread &amp; butter</i>
<i>Cold Selection</i>
<i>Assorted continental meats, champagne ham</i> <i>olives, relishes, chutneys, mustards</i> <i>Gourmet tossed salad</i> <i>Classic Greek salad</i> <i>Asian ginger noodle salad</i>
<i>Hot Selection</i>
<i>Roast beef, red wine gravy</i> <i>Honey &amp; soy roasted chicken pieces</i> <i>Grilled fresh snapper, shallot &amp; champagne cream</i> <i>Roasted rosemary potatoes</i> <i>Steamed greens</i> <i>Cauliflower cheese</i>
<i>Dessert</i>
<i>Citron brulee tart</i> <i>Tiramisu shots</i> <i>Pecan pie</i> <i>Fresh cream, boysenberry coulis</i>
<i>To Finish</i>
<i>Tea &amp; Coffee</i>

# Buffet Menu

<i>Buffet 2</i>
<i>Entree</i>
<i>soup of the day, crusty bread &amp; butter</i> <i>fresh local leader prawns, aioli</i> <i>fresh ceduna oysters, lime &amp; sea-salt</i> <i>thai beef noodle salad, nuoc cham sweet chilli</i>
<i>Buffet Main</i>
<i>organic roast lamb, pear &amp; saffron jus</i> <i>slow roasted chicken, baby beetroot risotto</i> <i>harissa spiced snapper, moroccan cous cous</i> <i>char-grilled vegetable escabeche, red basil pesto</i> <i>leek, mozzarella &amp; broccoli frittata, rocket</i> <i>roasted rosemary potatoes, caramelized onions</i> <i>buttered french beans, scorched almonds</i> <i>cauliflower gratin</i> <i>baby spinach, pine-nut, mango &amp; avocado salad</i> <i>assorted crusty loaves &amp; butter portions</i>
<i>Dessert</i>
<i>kaffir lime crème brulee</i> <i>king island cream, blackberry coulis</i> <i>white chocolate &amp; blueberry cheesecake</i> <i>candied strawberries</i> <i>individual pavlovas,</i> <i>fresh pineapple, honey coated pistachios, fresh cream</i> <i>king island classic black cheddar wax</i> <i>chilli olives, fruit bread, strawberries, apple chips</i>
<i>To Finish</i>
<i>Tea &amp; Coffee</i>



# Buffet Menu

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- Table linen to compliment the Bride's colour scheme.
- Lectern and microphone.
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Please accept the following with our compliment should you wish to book accommodation:-

- An early check-in of 1:00pm and late checkout of 12:00noon.
- Champagne for the bride and groom to enjoy after the reception in the comforts of your bridal suite.

Numbers (pax)	31-60	61 & above
Buffet 1	\$60.50	\$56.50
Buffet 2	\$82.50	\$75.00

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# Buffet Menu

## Cocktail Menu

Numbers (pax)	31-60	61 & above
Menu 1	\$35.50	\$31.00
Menu 2	\$42.00	\$37.50
Menu 3	\$49.50	\$46.50

All food is hand made with fresh produce and cooked @ venue to ensure a first-class dining experience

### FINGER FOOD 1

*Spinach & fetta filo triangles*

*Star anise pork belly ribs, honey soy glaze*

*Chicken satays, peanut ginger sauce*

*Thai fish cakes, nouc cham*

*Persian fetta & roma tomato bruschetta, w olive tapanade*

*Vegetarian spring rolls, sweet chilli dip*

*Beer battered flathead, lime caper mayo*

### FINGER FOOD 2

*Loin of veal w béarnaise sauce on tomato & olive bread*

*Field mushroom & pine nut filo bags*

*Tandori chicken, baby pappadums, yogurt smoothie*

*Leader prawns, parmesan cream*

*Asparagus, basil, red peppers, wrapped in prosciutto*

*Coconut coated snapper goujons, aioli*

*Beef satays, peanut ginger dip*

*Persian fetta, roma tomato bruschetta, w olive tapanade*

# *Buffet Menu*

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## **FINGER FOOD 3**

*Shiraz poached pear, blue cheese & caramelized onion tartlets*

*Peking duck wrapped in coriander pancakes*

*Lemon grass skewered thai fish cakes, nouc cham*

*Margaret River beef fillet w béarnaise sauce on tomato fig & walnut panini*

*Indian buttered chicken, coriander naan, yogurt raita*

*Wild mushroom , roasted pine nut & persian fetta filo*

*Seared baby lamb cutlets, mango rosemary relish*

*Char grilled leader prawns, lime mayo*

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### **\*Notes**

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# Beverages

## Beer Selection

### Tap Beer Options

Middy	from \$4.50
Pint	from \$7.00
Jug	from \$14.00

### Light/Mid Strength Selection

carlton mid strength

### Full Strength Selection

carlton draught or pure blonde

### Australian Beers

local beers from \$ 6.00

### Boutique Beers

Bottles from \$ 7.80

### Imported Beers

Bottles from \$ 8.00

### Spirits

Standard (30ml) with mix	\$ 7.00
Top shelf (30ml) with mix	\$ 8.00
Liqueurs	from \$ 8.50
Ports	from \$ 5.00
Cognacs & premium spirits	from \$ 9.80

### Other

Soft drinks (per jug)	\$ 9.00
Soft drinks (per carafe)	\$ 8.50
Soft drinks (per glass)	\$ 3.00
Orange juice (per jug)	\$ 9.50
Orange juice (per carafe)	\$ 9.00
Orange juice (per glass)	\$ 3.50
Lemon, lime & bitters (per glass)	\$ 3.50
Lemon, lime & bitters (per carafe)	\$ 9.00
Lemon, lime & bitters (per jug)	\$ 9.50
Sparkling mineral water	\$ 3.50

More extensive range available on request

### Drink Packages

5 hour standard drink package	\$35.00p/p
5 hour* premium wine package	\$40.00p/p
5 hour children's soft drink package	\$12.00p/p

Includes, draught beer, standard champagne, wine and soft drink

## Wine Selection

### Sparkling Wine

Hardys sparkling	\$22.00
Asti ricedonna spumante	\$38.00
Moet chandon n/v	\$125.00

### White Wine

Hardys colombard chardonnay	\$22.00
*Hardys late harvest riesling	\$22.00
*Houghton's white stripe sbs	\$27.00
*Monkey bay sauvignon blanc	\$29.00
*Brown brothers crouchen riesling	\$29.00
*Goundrey unwooded chardonnay	\$30.00
*Amberley chimney brush chenin	\$32.00

### Red Wine

Hardys shiraz	\$22.00
*Houghtons cabernet sauvignon	\$27.00
*Stonefish merlot	\$29.00
*Goundrey homestead shiraz	\$30.00
*Forester cabernet merlot	\$32.00
Madfish premium red	\$35.00

Prices include GST and are subject to change

Prices effective from 1 March 2010. Prices subject to change without notice, 15% surcharge applies long weekends

# *How to book your Wedding*

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- 1 Contact Cindy Anderson our Assistant General Manager to confirm:
  - a) if the date you would like for your wedding is available.
  - b) a time and date for an initial meeting (you may like to have this meeting by telephone if you are unable to come into the Atrium Hotel in person).
- 2 After this initial meeting you will be sent a preliminary copy of the Wedding Reception function sheets confirming arrangements made at the original meeting.
- 3 Arrange to pay a **deposit of \$500.00** within 14 days to the Atrium Hotel to secure your booking and return a signed copy of the Wedding Terms and Conditions.
- 4 Once your deposit has been received you will be allocated a account number which you can then quote whenever you would like to take advantage of our progress payment facility.
- 5 During the year, call us whenever you would like to discuss any aspect of your Wedding or to confirm/amend details. If you haven't already seen our Wedding Reception room in all its splendour, make a time and date with us to view the room.

## *Additional Expenses*

- Venue Hire \$300.00
  - Wedding Reception room ceiling drape and backdrop with fairy lights. The cost for this draping is \$350.00 – highly recommended
  - Centrepieces may be hired from the Atrium Hotel. We offer a choice of either wrought iron, gold, tea-light candelabras, floating candles or glass table candelabras that come complete with white candles at a cost of \$10.00 per table
  - Two floor wrought-iron candelabras are also available at a cost of \$50.00 pair complete with white pillar candles
  - Dance Floor 12' x 16' \$220.00 (price subject to change)
  - Wishing Well \$40.00
  - Chair Covers \$5.00 per chair (price subject to change)
- 6 Two weeks before the Wedding the following needs to be confirmed:
    - a) final numbers
    - b) seating plan
  - 7 Two weeks prior to the Wedding arrange to pay for your wedding package and beverages package.
  - 8 Two days before your Wedding, make arrangements to bring in your cake, bonbonnières, place cards and any other decorations you would like.
  - 9 Beverages can be paid for at the end of the wedding reception or the following morning. However credit card details would be required as a security. Please confirm this prior to the wedding.

## *Accommodation*

- Wedding guests who stay overnight will receive a 10% discount on their accommodation (Minimum 2 night stay during Christmas, Australia Day, Easter period and long weekends, with no discounts over these periods).

# *Suggested Program for Reception*

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- *Before the commencement of dinner the Master of Ceremonies (MC) welcomes guests and asks everyone to be up standing to officially welcome the Bride and Groom*
  - *Bride and Groom are seated*
  - *'Grace' is said if appropriate to the Wedding format*
  - *MC announces that dinner will be served*
  - *Entrée is served (light background music)*
  - *Main course is served (light background music)*
  - *Speeches introduced by the MC*
  - *Toast to Bride and Groom (announced by MC)*
  - *The Groom responds and toasts the Bridesmaids*
  - *The Best Man responds on behalf on the Bridesmaids*
  - *Toast to the Bride's parents (announced by MC)*
  - *Father of the Bride to welcome Groom into family*
  - *Toast to the Groom's parents (announced by MC)*
  - *Father of the Groom to welcome Bride into family*
  - *Toast to absent friends*
  - *Telegrams/Faxes read by either the Bestman or the Groomsman (introduced by MC)*
  - *Cutting of the Cake (introduced by MC)*
  - *Bridal Waltz (introduced by MC), led by Bride and Groom*
  - *Followed by:- Chief Bridesmaid and Bestman then Bridesmaids and Groomsman then Parents and Wedding Guests*
  - *Dessert to be served followed by tea and coffee*
  - *Presentation of bouquet and garter – if appropriate to your Wedding format*
  - *Farewell to Bride and Groom*
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# Wedding – Terms and Conditions

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## CONFIRMATION

A deposit of \$500.00 is required within two weeks of receiving the initial wedding reception booking. The Hotel reserves the right to cancel the booking and reallocate the function room if a deposit is not received. Please note all menu's and prices are subject to change.

## FINAL NUMBERS

A minimum number of guests attending the wedding is required 14 days prior to the wedding. Charges will be based on these minimum numbers or the actual attendance whichever is greater.

## PAYMENT

Full payment of the wedding package and beverage package to be made 14 days prior to the wedding. The beverages can be paid for on the night of the wedding or the following morning if credit card details are given for security.

## CANCELLATION

In the event of the wedding being cancelled within six months of the event being held, a refund of the deposit will be subject to the function venue being resold. Cancellation received within ten days of the event, the Hotel will charge 50% of the expected revenue. For cancellation with less than seven days notice, the Hotel will charge 100% of expected revenue.

## COMPLIANCES

It is understood that the organiser will conduct their wedding in an orderly manner in full compliance with the Hotel Management and with all applicable laws.

## LIABILITY

The Hotel reserves the right to exclude or eject any and all objectionable persons from the function or Hotel premises without liability.

## ROOM OCCUPANCY

The organiser agrees to begin the wedding and vacate the room at the scheduled times. Due to in house guests all music will be ceased at 11.30pm.

## RESPONSIBILITY

The Hotel will not accept any responsibility for damages to or loss of merchandise left in the Hotel and its equipment or function area prior to, during or after the wedding.

Organisers are financially responsible for any damages sustained to the Hotel by the organiser, organiser's guests, invitees or other persons attending the wedding, whether in the area reserved or another part of the Hotel.

## LIQUOR LICENSING ACT 1988

This Act prevents the Hotel from selling, supplying or allowing drunken persons to consume liquor. Penalties are imposed on the licensee, staff and anyone aiding a drunken person to obtain more liquor. Organisers are required to aid the management of the Hotel to ensure that any person who is noticeably drunk is not permitted to be served more liquor.

As the Function Centre is a licensed premises, NO ALCOHOL is permitted to be taken into this function room.

We understand these Terms and Conditions, and agree to abide by them:

Name of Bride .....

Name of Groom.....

Signed .....

Signed .....

Date.....

Date.....