

City of Sydney  
**PADSTOW  
LANE P31**

# FUNCTIONS PACKAGE

**PADSTOW PARK**  
HOTEL

31-33 Howard Rd, Padstow NSW 2211  
ph: 02 9792 2100  
e: [info@padstowparkhotel.com.au](mailto:info@padstowparkhotel.com.au)



# SPACES



## LANEWAY

Capacity: 50 – 100 people

Minimum Spend: \$2000  
with \$500 to be spent on food



## MAIN BAR AND BALCONY

Capacity: 50 - 100 people

Minimum Spend: \$2500  
with \$1000 to be spent on food



# CANAPE PLATTERS

Perfect for smaller functions or to add a little something extra to your food package, these platter options give you the flexibility of getting the full range of canapés on a smaller scale. Select as many or as few as you like!

## **NIBBLIES PLATTER**

*(15-20 people)*  
Selection of chips  
and mixed nuts  
**\$35**

## **MEZETHES PLATTER**

*(20-25 people)*  
Chorizo, Olives, Mediterranean  
Vegetables, Marinated Mushrooms,  
Hommus & Tzatziki Dips, Grilled  
Haloumi, a selection of chicken and beef  
skewers, and Chargrilled Pita Bread  
**\$90**

## **SUSHI PLATTER**

*(40 pieces)*  
Selection of Nori Rolls served with  
soy sauce and wasabi  
**\$100**

## **MIXED COLD PLATTER**

*(40 pieces)*  
Choose two options from the  
cold canape menu  
**\$100**

## **MIXED HOT PLATTER**

*(40 pieces)*  
Choose two options from the  
hot canape menu  
**\$100**

## **SUBSTANTIAL PLATTER**

*(40 pieces)*  
Choose two options from the  
substantial canape menu  
**\$160**

## **SEAFOOD PLATTER**

*(10-15 people)*  
Natural Oysters, Fresh King  
Prawns, Smoked Salmon,  
Tempura Fish, Salt and  
Pepper Calamari  
**\$100**

## **SEASONAL FRUIT PLATTER**

*(15-20 people)*  
Assorted Seasonal Fresh Fruit  
**\$50**

## **CHOCOLATE DIPPED STRAWBERRIES PLATTER**

*(40 pieces)*  
A variety of strawberries dipped in  
milk, dark and white chocolate  
**\$80**

TURN OVER FOR PIZZA & CANAPE MENUS

# CANAPE MENU

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## PIZZA BAR

*8 slices per pizza*

Margherita (v) **\$16**

Vegetarian (v) **\$17**

Prawn **\$20**

Ham & Pineapple **\$18**

Pepperoni **\$18**

BBQ Chicken & Bacon **\$19**

Meatlovers **\$19**

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## COLD CANAPÉS

Caesar Salad Rolls

Smoked Salmon on toasted brioche

Vietnamese Vegetable Rolls (v)

Bruschetta Tartlets with Goats Cheese (v)

King Prawn and Shallot Skewers (gf)

Peking Duck Pancakes

Teriyaki Chicken Rice Paper Rolls

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## SUBSTANTIAL CANAPÉS

Pork & Chipotle Sliders

Buttermilk Fried Chicken Sliders

Cheeseburger Sliders

Classic Beef Sliders

Buttermilk Fried Chicken  
*with jalapeno aioli*

Shredded Chicken Salad  
*with charred corn and chilli herb dressing*

Salt & Pepper Calamari and fries

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## HOT CANAPÉS

Mini Pies

Satay Chicken Skewers

Vegetarian Spring Rolls (v)

Lamb Souvlaki with Lemon and Tzatziki (gf)

Curry Puffs

Prawn Twisters with Garlic Butter

Sausage Rolls

Ricotta and Spinach Triangles

Teriyaki Salmon Bites

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## DESSERT

*Add the following dessert canapés to  
any canapé package:*

Chocolate Dipped Strawberry Skewer **\$2 p.p.** (gf)

Bite Size Gelato Cones **\$2.50 p.p.**

A selection of Dessert Bites **\$2.50 p.p.**

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# TERMS AND CONDITIONS

## Room Hire & Minimum Spends

Vary and will be discussed with you by the Functions Coordinator. Prices may change depending on high/low season, food requirements and final numbers. Please note that a 10% surcharge applies to functions occurring on Public Holidays.

## Bookings, Confirmation & Payment

Bookings will be considered tentative & held for a maximum of 7 days until the booking form is completed, signed and returned in person/by email, \$200 deposit is made and credit card details are given.

## Cancellations

Cancellations that are made 6 weeks in advance will receive a full refund. Any cancellations made less than 6 weeks in advance will forfeit the \$200 deposit and will receive a refund on all other payments made. Cancellations made less than 14 days in advance will be charged 50% of the final food bill. If the group booked does not present themselves on the confirmed date, without prior notification of cancellation, 100% of the total food bill will be deducted from the client's credit card. Cancellations must be made with the Functions Coordinator and are only valid upon reply.

## Final Payment

Padstow Park Hotel will accept cash, credit card or EFTPOS payments in advance or on the day of the event. No personal cheques will be accepted. A credit card will need to be provided when booking the function and kept until the account is paid in full. This card may be charged if any costs remain after the conclusion of the event.

## Food Selection and Final Numbers

All functions are a minimum of 20 people with final numbers confirmed no later than 7 days prior to the event. Food selection is required no less than 14 days prior to the event. No food is to leave the premises at close of function. We are bound by law to not provide takeaway function food. No outside catering is allowed at Padstow Park Hotel. All food must be provided by the hotel, with the exception of one birthday cake.

## Length of Functions

All functions at Padstow Park Hotel are for a 5 hour period and will be determined in conjunction with the Hotel's trading hours. Any extension of these hours will incur an additional room/staff charge of \$100 per hour. All functions are to close by 12am.

## Damage

The client will be accountable for any loss or damage which is caused to the premises by any guest at your function.

## Music

Depending on the area booked for the function there may be a variety of music options available. The volume of the music is at the manager's discretion.

## Cake

Guests are welcome to bring their own cake. We will store it and take every care; however we can accept no responsibility to any damage that may occur. We will also provide you with a cake knife and serviettes free of charge.

## Decorations

Decorations and theming are at the function coordinators discretion. When decorating, no hooks, screws or tape are to be used anywhere on the premises. We do not allow glitter or small tinsel pieces to be used. Please note that any decorations left at the end of the function will be disposed of unless otherwise stated in writing prior to the event.

## Dress Regulations

Guests must comply with Padstow Park Hotel's dress regulations. Minimum requirements are smart casual wear.

## Prices

Prices and selection of beverages and food menus are subject to change.

## Minors

Minors are only permitted in certain areas of the hotel until 9pm on Monday – Thursday, and 10pm on Friday & Saturdays. They must be accompanied by and in the immediate presence of a responsible guardian at all times. This may include parents or a legal guardian, this does not include brothers/sisters or cousins. The attendance of minors under the age of 18, babies and infants must be approved by management prior to the function. In the event that an unidentified minor is present at the function, the minor will be asked to leave the premises by security. Any guest found supplying alcohol to a minor will be referred to the police and fined.

## Security Guards

Will be required for some functions and costs will incur.

## 18th Birthday Parties

Padstow Park Hotel does not take bookings for 18th birthday parties.

## 21st Birthdays

21st Birthdays require one security guard for the duration of the function at a flat rate of \$200. Yard glasses or large glasses of another kind are not permitted.

## Staffing

Function hire includes base levels of staff. Additional staff can be provided for the cost of \$35 per hour.

## Entertainment

Padstow Park Hotel has a strict entertainment policy. Please check with your Functions Coordinator before you book your Entertainment. DJs are available for hire at \$150 per hour, for a minimum of 2 hours, including microphone and lighting.

## AV Equipment

AV Equipment is available for hire at your request. IPOD and VGA connections are available for playing music and presentations. We advise you test all AV equipment prior to your function to avoid technical difficulties. Damage or loss of AV Equipment will incur replacement fees.

## Clause

When booking a function it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information or a function is booked on forged pretenses, Padstow Park Hotel reserves the right to cancel that function without notice and at the expense of the guests.

## Responsible Service of Alcohol

Padstow Park Hotel is committed to the responsible service of alcohol at all times. Padstow Park Hotel and its Licensee assumes responsibility for all persons in the venue and reserves the right to refuse entry, refuse service or remove any person that management feels is in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy.

Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on the premises. If a person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to a fine for "failure to quit a licenced premises".

Any persons involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation. No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.

# FUNCTION BOOKING SHEET

Name of function \_\_\_\_\_

Date of function \_\_\_\_\_

## Contact Details

Contact Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Member Number \_\_\_\_\_

## Function Details

Function Type \_\_\_\_\_ VIP area ☐

Function Area \_\_\_\_\_

Start and Finish Times \_\_\_\_\_

Number of Guests \_\_\_\_\_

Menu Chosen \_\_\_\_\_

Food Service Time \_\_\_\_\_

Entertainment/Music \_\_\_\_\_

AV Equipment \_\_\_\_\_

Bar Tab \_\_\_\_\_

## Credit Card Details

Cardholder \_\_\_\_\_

Card Type \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry \_\_\_\_\_

Card Signature \_\_\_\_\_

This credit card is used to secure your function booking, and as security should any damage occur during your function. You will be notified prior to any charges being processed.

## Terms and Conditions

I have read and understood the terms and conditions stated above and understand that it is a legally binding contract and that the venue reserves the right to refuse entry without exception.

I understand the responsibility the venue and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## OFFICE USE ONLY

☐

ROOM  
HIRE

☐

FOOD  
MINIMUM

☐

BAR  
MINIMUM

☐

EXTRA  
STAFF

☐

SECURITY

☐

AV  
HIRE

☐

EXTRAS

☐

DEPOSIT

☐

MANAGER

☐

VIP