

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

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!

CHEESE PLATTER

10 people

Assorted Australian cheeses, grapes, quince paste, assorted crackers and crisp bread
(V) (GFO)

\$110

ANTIPASTI PLATTER

10 people

Grilled Mediterranean vegetables, marinated olives, grilled haloumi, grilled chorizo, tzatziki, pita bread
(GFO)

\$120

VEGE STICKS & DIPS

10 people

Carrot, cucumber & celery sticks with hummus, spicy capsicum & tzatziki
(VG) (GFO)

\$70

FRESH SEAFOOD

10 people

Natural oysters and fresh king prawns with cocktail sauce
(GF)

\$150

HOT SEAFOOD

10 people

Prawn twister, salt & pepper calamari, crab claws, fish goujons with tartare sauce

\$130

CHICKEN SATAY

40 pieces

Grilled marinated chicken skewers with satay dipping sauce
(GF)

\$120

LAMB SOUVLAKI

40 pieces

Grilled lamb skewers with minted yoghurt dipping sauce
(GF)

\$120

SEASONAL FRUIT PLATTER

10 people

Assorted seasonal fresh fruit

\$80

GF: gluten friendly | GFO: gluten free option | V: vegetarian | VG: vegan

TURN OVER FOR PIZZA & CANAPE MENUS

CANAPE MENU

PIZZA BAR

8 slices per pizza

Margherita: *Tomato base, fresh mozzarella, basil (V)*

Vegetarian: *Tomato base, mozzarella, eggplant, zucchini, fire roasted peppers, cherry tomato, pesto mayonnaise (V)*

Prawn: *Tomato base, mozzarella, garlic prawns, red onion, capsicum, cherry tomatoes, wild rocket*

BBQ Chicken Ranch: *Smoky tomato BBQ base, fresh mozzarella, marinated chicken breast, maple smoked bacon, red onion, capsicum, ranch dressing*

Ham & Pineapple: *Tomato base, mozzarella, double smoked ham, pineapple*

Little Piggy: *Tomato base, mozzarella, prosciutto, double smoked ham, pepperoni, crispy pork belly, chilli*

Meat Lovers: *BBQ sauce base, mozzarella, pork and fennel sausage, double smoked ham, hot pepperoni, grain-fed rump*

\$21

SLIDER PLATTERS

20 burgers per platter

Chicken: *Grilled chicken breast, lettuce, tomato, cheese, ranch dressing*

Pulled Pork: *Slow cooked BBQ pork shoulder, cheese, chipotle mayonnaise*

Cheese: *All beef patty, American cheese, pickles, onion, burger sauce*

\$120

COLD BITES

25 pieces per platter

Potato & Caramelized Onion Frittata: *Aioli (V) (GF)*

Tomato Tartlet: *Mascarpone, basil pesto (V) (GFO)*

Beetroot & Goats Cheese Tart: *Crushed hazelnut (V) (GFO)*

Prawn & Avocado Tartlet: *Jalapeño (GFO)*

Chicken & Pesto Mayonnaise: *Toasted baguette (GFO)*

Roast Beef Crostini: *Chive & pepper cream cheese (GFO)*

\$60

HOT BITES

25 pieces per platter

Truffle & Porcini Arancini: *Aioli (V)*

Spring Rolls: *Sweet chilli sauce (V)*

Prawn Twisters: *Sweet chilli sauce*

Pork Dim Sim: *Spiced soy sauce*

Chilli Con Carne Empanada: *Spiced tomato sauce*

Pork & Fennel Sausage Roll: *Tomato chutney*

\$60

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 \$250 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