



# Function pack

# Welcome

***Due to covid restrictions, all information in this pack is to be seen as a guide only  
Please speak with our functions team to discuss how the current restrictions affect what function we are  
able to hold, current capacities etc***

Thank you for your enquiry regarding holding your function at The Vineyard Hotel.

Whether you are looking at holding a birthday party, engagement celebration, christening, presentation night, fundraiser, corporate training session, meetings or even a more intimate family gathering, the management and staff of The Vineyard Hotel will help you make your event a successful one.

Our newly renovated function rooms are available 7 days a week and features private bar facilities (available depending on number of guests) & new audio visual facilities including multiple large screens. All catering is provided by our Bistro, serving fresh food in generous portions, with a range of options, so you & your guests can be assured of a great satisfying meal.

The function room can be divided into two separate, private rooms, providing a comfortable, intimate and completely private space \* *please note that a minimum of 100 people are required for the full room & a minimum of 50 people are required for the half room*

For those larger events we can open up the function room and the Courtyard area for a maximum of 400 people \* *please note there are restrictions on which days of the week this is available so please speak to our staff regarding availability*

On our complex, you will also find The Gateway Motel which offers two styles of rooms for your out of town guests. Our friendly reception team will be happy to help you with any enquiry you may have about room availability and costs.

For any further information, please phone us to discuss your requirements or to arrange an inspection of our function facilities. You can also refer to our website - [www.vineyardhotel.com.au](http://www.vineyardhotel.com.au) for more information on The Vineyard Hotel.

Regards,  
[Rebecca Stephen](#)  
[Functions Co-ordinator](#)  
**(02) 9627 6022**

# Function rooms

Our newly renovated function room is fitted with a fully integrated, HDMI & USB ready audio visual system & microphone, big screen TV's, stage (coming soon), customisable colour & brightness mood lighting, private bar, bathrooms. With set up done by our staff, our function room is the perfect place for a hassle free event.

We can also hold two separate functions concurrently by using our operable wall system to split the function room in half to make two smaller, completely private rooms.

In terms of styling & decorating, we are happy for you to bring in your own decorations to make the space your own.

We have variable function spaces available to fit different sized groups -

## FULL ROOM

The full room can comfortably seat up to 160 people

**\*minimum 100 people in attendance required for full room**

## HALF ROOMS

The half room can comfortably seat approximately 70 people

**\*minimum 50 people in attendance required for half room**

## SMALL GROUPS

We can reserve tables for groups under 50 people

## LARGER EVENTS

Please speak to our function team for options

### **Full room (minimum 100 people & up to 160 people in attendance):**

\$400 deposit per day or evening hire

\*In the event of bar purchases over \$1000 where all bar, food and security costs have been paid and where the room and facilities are left in order with no damages, the deposit amount can be refunded to you from the next Monday after the function. Anytime that the bar spend does not reach this amount, the difference will be retained from your deposit and the remainder returned to the function organiser

### **Half room (minimum 50 people & up to 70 people in attendance):**

\$300 deposit per day or evening hire

\*In the event of bar purchases over \$500 where all bar, food and security costs have been paid and where the room and facilities are left in order with no damages, the deposit amount can be refunded to you from the next Monday after the function. Anytime that the bar spend does not reach this amount, the difference will be retained from your deposit and the remainder returned to the function organiser

### **Small groups**

If you did not wish to hold a Private Function you can choose to book tables for your number of guests, with guests ordering from the regular menu & a bar tab can be set up for your group.

# menus

## SET MENUS

For a more formal setting, choose one of these set menus which are served alternatively to your guests at the table

### Set Menu 1 - \$25.00 per person

#### Entrée

*Choose two*

- Szechuan salt and pepper calamari with sriracha aioli
- Arancini balls with lime mayo
- Antipasto plate
- Chicken Caesar salad

#### Mains

*Choose two*

- Roast vegetable stack with haloumi and olive tapenade
- Grilled sirloin steak served with truffle mash, sautéed spinach and seeded mustard sauce
- Stuffed chicken breast with spinach and cheese served with sweet potato mash, broccolini in a creamy white wine sauce
- Chicken and mushroom risotto with truffle oil and parmesan

#### Dessert

*Choose two*

- Pavlova with summer fruits and berry compote
- Warm chocolate brownie w/ vanilla ice cream
- Strawberries and ice cream with grand marnier syrup and orange cream

# menus

## SET MENUS

For a more formal setting, choose one of these set menus which are served alternatively to your guests at the table

### Set Menu 2

**\$35.00 per person**

#### Entrée

*Choose two*

- Thai chilli prawns with Asian salad
- Beef croquettes with horseradish cream and citrus salad
- Antipasto plate
- Grilled chicken with wild mushroom pappardelle in a creamy white wine sauce

#### Mains

*Choose two*

- Roast vegetable stack with haloumi and olive tapenade
- Grilled sirloin steak served with truffle mash, sautéed spinach and seeded mustard sauce
- Roast pork belly with apple slaw, caramelised pears and brandy jus
- Oven baked barramundi fillet with jasmine rice, bok choy in a chilli, lime and coconut sauce

#### Dessert

*Choose two*

- Pavlova with summer fruits and berry compote
- Warm chocolate brownie w/ vanilla ice cream
- Strawberries and ice cream with Grand Marnier syrup and orange cream

# menus

## PLATTERS

Due to NSW health guidelines, there is no self-serve of platters allowed.

A server, dedicated to you function, is to be on hand to serve all portions from the platters to guests \*

### PLATTER 1 - \$80

(15 pieces per platter)

- Mini party pies
- Assorted mini quiches
- Mini spring rolls
- Cocktail Samosas

### PLATTER 2 - \$100

(10 pieces per platter)

- Chicken Wings
- Vegetarian Arancini Balls
- Mini Beef Skewers
- Mini Chicken Skewers
- Mini pizzas

### PLATTER 3 - \$100

(15 pieces per platter)

- Mini Bruschetta Crostini
- Savoury Meatballs
- Cherry tomato and bocconcini skewers
- Beef Sliders

### ASSORTED SANDWICH PLATTER - \$30 (wakes only)

An assortment of sandwich portions

### CABANOSSI & CHEESE PLATTER - \$50

Cabanossi, cheese & crackers

### SWEET PLATTER - \$65

Selection of cakes, slices, tortes

### SLAB CAKE PLATTER - \$50

Choose chocolate, banana or carrot

\* server fees - \$30.00 per hour

# The formalities

## Function Room Booking Agreement

- **Function Room Hire:**

- **Full room (minimum 100 people in attendance, unless authorised otherwise):**

- \$400 deposit per day or evening hire\*

- \$400 per day or evening hire, with two bar attendants dedicated to providing service for drinks for guests from the bar\*

- \*In the event of bar purchases over \$1000 where all bar, food and security costs have been paid and where the room and facilities are left in order with no damages, the deposit amount can be refunded to you from the next Monday after the function. Anytime that the bar spend does not reach this amount, the difference will be retained from your deposit and the remainder returned to the function organiser

- **Half room (minimum 50 people & up to 100 people in attendance):**

- \$300 deposit per day or evening hire

- \*In the event of bar purchases over \$500 where all bar, food and security costs have been paid and where the room and facilities are left in order with no damages, the deposit amount can be refunded to you from the next Monday after the function. Anytime that the bar spend does not reach this amount, the difference will be retained from your deposit and the remainder returned to the function organiser

In special circumstances, for very large functions, we may be able to offer both the hire of the function room and the Garden Courtyard. A quote can be provided for room hire based on your total package requirements.

- **Function Security:**

Management retains the right to ask for extra security to be provided at functions at cost to the function organiser.

All full room functions will be required to have one security guard to be provided by the hotel and charged to the function organiser at cost.

In special circumstances and at the discretion of the Hotel Licensee, these requirements may be waived

Arm bands and/or stamps can be provided to the function organiser before the commencement of the function to be used to mark the function guests to ensure only invited guests are able to enter the function and use any bar facilities.

- **Tentative bookings:**

Tentative bookings will be held for a period of ten working days after which time the booking will be released without notification.

- **Confirmation & Deposit:**

To confirm your booking, a signed confirmation form along with the room deposit is required a maximum of fourteen days after making your tentative booking.

- **Cancellations:**

To cancel your booking without charge, your written notification of cancellation must be received at least 4 weeks prior to the function date.

- **Confirmation of Details:**

To ensure all your requirements can be catered for, we request that final numbers be confirmed at least 1 week prior to your function date. At the same time, specific food, bars and room set-up requirements are to be confirmed.

If your confirmed booking is cancelled within 4 weeks of the function date, the deposit will be retained by the hotel.

In the event that the room is re-booked, your deposit will be reimbursed in full.

- **Payment:**

We accept cash, EFTPOS, Mastercard, VISA card - *We DO NOT accept cheques* - Please advise the manager prior to the commencement of the function which payment method you will be using.

- **Prices:**

Prices will be confirmed with final function details. Every endeavour is made to maintain prices as printed however they are subject to change without notice due to any changes in or imposition of Government charges, taxes, levies or other service charges.

- **Licensing requirements** – all minors (persons under 18 years of age) must be accompanied by a legal guardian & be off the hotel premises by midnight.

The Vineyard Hotel adheres to the Responsible Service of Alcohol policy and functions are not exempt from this policy.

***Any patron showing signs of intoxication must and will be refused service and by law will be required to leave the premises***

- **Food & beverage:**

No food or beverage can be brought into the hotel without prior approval from the Hotel Manager. A celebration cake may be brought into the hotel for your function but strictly no other food is allowed.

- **Compliance:**

The function organiser is responsible for the orderly behaviour of their guests & management reserves the right to intervene where it sees fit &/or exercise the right to refuse entry.

Management reserves the right to cancel any functions where social networking sites are used to encourage uncontrolled invitations/attendances.

Please consider our neighbours when vacating the hotel premises & leave in a quiet & orderly manner.

Dress regulations are neat & casual attire.

# The formalities

## Function Room Booking Agreement ... continued

- **Commencement & vacating of the function room:**

If access is required outside the planned function time, permission must be sought from our functions co-ordinator. Functions will be assumed to commence at the agreed time. As per this agreement the function organiser agrees to vacate the function room at the scheduled time

- **Other functions:**

Hotel Management reserves the right to book another function in the same area up to one hour before the scheduled function start time & one hour after the scheduled finish time.

- **Safety:**

We take the safety of all patrons, staff and hotel property very seriously. The management on duty before, during and after the function retains the right to adjust equipment, displays or any items to ensure the health & safety of its guests & employees. The hotel retains the right to adjust equipment, displays or items to ensure all exits are clear and to prevent any fire hazards.

Any bands equipment, DJ equipment or other entertainment equipment organised by the function organiser must have current electrical tagging and fulfil all Occupational Health and Safety requirements as per the National Standards. A copy of the operator's Public Liability insurance must also be provided.

- **Insurance:**

The Vineyard Hotel will not accept responsibility for loss of, or damage to any equipment or merchandise left on the premises or other property in the Hotel prior to, during or after the event. It is the responsibility of the function organiser to arrange their own security & insurance, for all items belonging to them for the period those items are in the Hotel, along with personal liability insurance.

- **Promotions & advertising: –**

No discount materials or advertised deals can be used in conjunction with any functions.

- **Client's Covenants**

The function organiser will comply with all government regulations, statutes and by-laws that may relate to the nature of the organisers use of the facilities.

All functions are subject to licensing law requirements including Responsible Service of Alcohol.

The hotel cannot be held liable for the impact on the function as a result of directions from Government authorities.

At all times, the organiser will comply with all directions of the Hotel Manager on duty during the function.

The function organiser shall not sublet the facilities

The function organisers understands that smoke and fog machines are not permitted to be used during the function as it could trigger our fire safety equipment.

Should the function organiser or any of their guests or hired entertainers ignore this rule, a fee will apply and any fine we receive from NSW fire and rescue for the unnecessary deployment of fire trucks to our venue due the effects of the smoke or fog machines on our fire safety equipment, will be passed onto the function organiser to pay.

- **Force Majeure:**

Where matters beyond our control prevents the Vineyard Hotel from fulfilling its obligations under this contract, the function organiser agrees to release the Vineyard Hotel from any loss or liability or loss incidental or consequential to such matters.

**I have read and accept the conditions stated in this Agreement:**

Name:.....

Company:..... Position:.....

Signature:..... Date:.....



# Booking form

Date of enquiry ..... Date of Function .....

Name: ..... Phone: .....

Email: .....

Address: .....

Reason for Function: ..... Number of Guests: .....

Start Time: ..... Finish Time: .....

Function Deposit Paid (amount & date): .....

Security: .....

Entertainment details: .....

Accommodation Needs: .....

### Menu Options \* available only for minimum 50 people with private room function

Pick tick the appropriate box for your menu choice

Set Menu 1	<input type="checkbox"/>	Set Menu 2	<input type="checkbox"/>
Platters	<input type="checkbox"/>	Other (to be discussed)	<input type="checkbox"/>
<b>Bar Options</b>			
Bar Tab	<input type="checkbox"/>	Guests to buy own drinks	<input type="checkbox"/>
Bar Tab Amount \$.....		Tea & Coffee Station	<input type="checkbox"/>
Bar Tab Instructions .....			
.....			

### Other Information

- \* Last drinks will be call ½ before the conclusion of the function. Guests are welcome to stay on in the hotel under the usual RSA rules
- \* For decorations – to avoid damage to our wall & to your decorations, we must advised that **NO hooks, nails, sticky tape or double sided tape** are to be used to put up decorations – ONLY 3M products & Blu Tack can be used
- \* The room is fitted with a sound system which can be used to play music via your ipod, ipad, iphone, laptop etc (responsibility of looking after these gadgets falls on the owner of them) There is also a microphone for speeches & slide shows can be played on the TV's via a laptop or USB

Office Use Only :.....

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# Accommodation

## Accommodation price list

Room Type	Base rate (Sun - Thur)	Weekend rate (Fri & Sat)	Extra person/s
<p><b>Standard Room</b></p> <p>Maximum 3 people per room</p> <p><i>These 21 m<sup>2</sup>, recently renovated, rooms have a queen &amp; single bed offer beautifully appointed, modern rooms for our guests looking for excellent budget accommodation</i></p>	<p><b>\$95</b></p> <p>Based on 1 – 2 people staying in room</p>	-	\$15
<p><b>Deluxe Room</b></p> <p>Max 3 people per room</p> <p><i>These 29 m<sup>2</sup> rooms are well appointed, with queen &amp; single beds &amp; are spacious rooms with ceiling to floor windows for natural lighting</i></p>	<p><b>\$115</b></p> <p>Based on 1 – 2 people staying in <b>room</b></p>	<b>\$125</b>	\$15
<p><b>Deluxe Family Room</b></p> <p>Max 5 people per room</p> <p><i>These large 40m<sup>2</sup> family rooms spacious rooms with queen bed &amp; a second bedroom with double/single bunk bed, perfect for families</i></p>	<p><b>\$145</b></p> <p>Based on 4 people staying in room</p>	<b>\$155</b>	\$15
<p><b>Superior Room</b></p> <p>Max 3 people per room</p> <p><i>Our brand new superior rooms are a huge 38m<sup>2</sup>, have king beds, are warm &amp; inviting, have beautiful modern styling &amp; offering everything you need for a comfortable stay</i></p>	<p><b>\$145</b></p> <p>Based on 1 – 2 people staying in room</p>	<b>\$155</b>	\$15