

FUNCTIONS

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Vineyard Hotel
Cnr Windsor & Boundary Roads
Vineyard NSW 2765
P: (02) 9627 2281
F: (02) 9627 6035
W: www.vineyardhotel.com.au
E: manager.vineyard@bittini.com.au

Dear Sir/Madam

Thank you for your recent enquiry regarding holding your next function at **The Vineyard Hotel** in our function room **Silky's Lounge**.

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

Our function room is available 7 days a week and features a stage area—suitable for bands & DJ's & a great dance floor so you can dance the night away, private bar facilities where bar tabs can be and amenities.

All catering is provided by **Billy's Bistro** who has a long standing reputation for serving fresh food in generous portions, so you & your guests can be assured of great satisfying meal.

Using the full function room, we can entertain up to 160 people and for small events, the function room can be divided into two, 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 60 people are required for the half room*

For those larger events we can open up the Silky's 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 you're 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 for more information on **The Vineyard Hotel**.

Regards,
Rebecca Stephen
Functions Co-ordinator
(02) 9627 6022

FUNCTIONS

pack



Function Room Booking Agreement

I. Silky's Function Room Hire:

Whole 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

We are in the process of re-assessing our smaller function spaces, therefore, any functions for less than 100 people will need to be discussed with reception to see how we can best accommodate your group.

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

II. Function Security:

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

All functions with over 100 people booked to attend 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

.....Function entrance & bar security

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.

III. Tentative bookings:

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

IV. Confirmation & Deposit:

To confirm your booking, a signed confirmation form along with the room deposit of \$400 is required a maximum of fourteen days after making your tentative booking.

V. Cancellations:

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

FUNCTIONS

pack



Function Room Booking Agreement

VI. **Confirmation of Details:**

To ensure all your requirements can be catered for, we request that final numbers be confirmed at least 5 working days 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.

VII. **Payment:**

Bar

We accept cash, EFTPOS, Bankcard, 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.

Food

As the food operation is a separate business ALL food must be paid for with Billy's Bistro proprietor Billy Tanti prior to the commencement of the function. If you wish to pre pay or make payment instalments for the food, please advise reception staff during the booking process of your function so arrangements can be made.

VIII. **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.

IX. **Licensing requirements** – all minors (persons under 18 years of age) must be accompanied by a legal guardian & be off the hotel premises by 11:00pm (23:00hrs). 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

X. **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 (a service charge may apply – for plate & storage) but strictly no other food is allowed, this includes nibbles and traditional after dinner biscuits and cakes.

XI. **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. No shorts or thongs.

XII. **Commencement & vacating of the function room:**

If access is required outside the planned function time's 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

FUNCTIONS

pack



Function Room Booking Agreement

XIII. **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.

XIV. **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.

XV. **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.

XVI. **Promotions & advertising: –**

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

XVII. **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 a rule applies that smoke and fog machines are not permitted to be used during the function as it could jeopardize the running of 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.

XVIII. **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.

FUNCTIONS

pack



Function Room Booking Agreement

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

Name:.....

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

Signed:..... Date:.....

Once you have signed that you understand and accept these terms and conditions, please return it and the Function Inquiry Form to Rebecca Stephen at the following address:

Rebecca Stephen
Functions Co-ordinator
The Vineyard Hotel
Cnr Boundary and Windsor Roads
Vineyard NSW 2765
Ph: 9627 6022
Fax: 9627 6035

Billy's

OPEN 7 DAYS | LUNCH & DINNER

BISTRO

FUNCTION MENU

CARVERY MENU

Roast meat with traditional gravy

Choose from succulent roast beef or roast chicken

Your choice of three salads

Choose from potato salad, fresh garden salad, tomato & basil salad, mushrooms salad or baby beetroot salad

All meals will be served with a crusty dinner roll & butter

\$16.95 per person

Billy's

OPEN 7 DAYS | LUNCH & DINNER

BISTRO

FUNCTION MENU

COUNTRY CARVERY

Roast meat with traditional gravy

Choose from succulent roast beef, roast lamb, roast pork or roast chicken

Jacket Potato

Served with sour cream & chives

Sweet corn

Served fresh on the cob

Your choice of three salads

Choose from potato salad, fresh garden salad, tomato & basil salad, mushrooms salad or baby beetroot salad

Your choice of two desserts

Choose from, cheesecake, mud cake, Pavlova

All meals will be served with a crusty dinner roll & butter

\$21.95 per person

Billy's

OPEN 7 DAYS | LUNCH & DINNER

BISTRO

FUNCTION MENU

CHEF'S CARVERY

Roast meat with traditional gravy – choice of 2

Choose from succulent roast beef, roast lamb, roast pork or chicken

Tortellini Boscaioa

Beef tortellini served in a creamy bacon, mushroom & shallot sauce

Jacket Potato

Served with sour cream & chives

Sweet corn

Served fresh on the cob

Your choice of four salads

Choose from potato salad, fresh garden salad, tomato & basil salad, mushroom salad or baby beetroot salad served with fresh yoghurt

Your choice of two desserts

Choose from, cheesecake, mud cake, Pavlova

All meals will be served with a crusty dinner roll & butter

\$24.95 per person

Billy's

OPEN 7 DAYS | LUNCH & DINNER

BISTRO

FUNCTION MENU

BILLY'S BUFFET

Scotch Fillet in Mushroom sauce

Tender Scotch Fillet cut of steak with creamy mushroom sauce

Cold Ham Platter

Succulent sliced Ham

Penne Pasta

With a creamy pesto & pine nut sauce

Fried rice

Billy's special tasty fried rice

Sweet Corn

Served on the cob

Your choice of four salads

Choose from potato salad, fresh garden salad, tomato & basil salad, mushroom salad, baby beetroot salad or Caesar salad

Your choice of two desserts

Choose from Cheesecake White Mud cake & cream, Pavlova or Fresh Fruit Platters

All meals will be served with a crusty dinner roll & butter

\$27.95 per person



OPEN 7 DAYS | LUNCH & DINNER

BISTRO

FUNCTION MENU

3 COURSE FEAST

Entrée - Choice of two

Chicken & Mushroom Vol-au-vents

Creamy chicken and mushrooms in a light crispy vol-au-vent

Tortellini Boscaiola

Beef tortellini served in a creamy bacon, mushroom & shallot sauce

Calamari

Served on a rocket salad with aioli dressing

Lasagne

Rich bolognese sauce & cheese layered between fresh sheets of pasta

Main Meals - Choice of two

Chicken Avocado

Breast fillet stuffed with avocado, cheese and pesto cream sauce

Sirloin Steak

Tender steak cooked to your liking and your choice of sauce

Sword Fish

Served with seasoned olive oil dressing

Lamb Rack

Served with fresh rosemary and garlic sauce

Vegetable Risotto

Fresh vegetables tossed through creamy risotto rice

Desserts - Choice of two

White mud cake & cream

Waffle Cone filled with mascarpone cream and mixed berries

Cheesecake & cream

Fruit salad & ice cream

\$30.95 per person

Billy's

OPEN 7 DAYS | LUNCH & DINNER

BISTRO

FUNCTION MENU

COCKTAIL PLATTERS

All platters serve approximately 10 people

Cabanossi, Cheese & Crackers

A generous platter of cabanossi, cheese & crackers

\$55.00

Vegetable Crudities & Dips

\$45.00

Seafood Platter

Calamari rings

Fish cocktails

Crab claws

\$70.00

Pastry Platter

Cheese & spinach triangles

Gourmet pies

Mini quiches

\$65.00

Chicken Platter

Spicy chicken wing dings

Satay chicken skewers

Chicken tenderloins

\$65.00

All platters are served with dipping sauce

FUNCTIONS

pack



Date of enquiry

Name:

Phone: Mobile

Email:

Address:

Reason for Function:

Function Date: No_of guests:

Start Time: Finish Time:

Function Deposit Paid (amount & date):

Security:

Entertainment details:

Accommodation Needs:

Menu Options * available only for minimum 60 people with private room function

Carvery *
\$16.95 pp

Country Carvery *
\$21.95pp

Chef's Carvery *
\$24.95

Billy's Buffet *
\$27.95pp

3 Course Feast *
\$30.95

Cocktail Platters
assorted prices

Other
(to be discussed)

***Please note that no food can brought into the hotel other than a celebration cake. No exceptions can be made.

Bar Options

Bar Tab Amount: \$

Guests to buy their own drinks

Instructions:

Tea & coffee station \$30 flat rate

Other Information:

* Room capacity for the Silky's function room (as per council regulations) is 160 people. For minimums please refer to terms & conditions

* Courtesy Bus operates Thursday, Friday & Saturday nights from 6pm until close – normal bus boundaries apply

* 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 do apply

* For decorations – to avoid damage to our wall & to your decorations, we must advised that NO hooks, nails, sticky tape 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 PA sound system which can be used to pay 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 & a projector system for slide shows

Office use only:

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Accommodation price list

Gateway Rooms

	Regular price	Midweek special
	Applies Friday & Saturday	Applies Sunday - Thursday
Single	\$125.00	\$105.00
Double	\$135.00	\$115.00
Triple	\$150.00	\$130.00
Quad	\$165.00	\$145.00

Extra person - \$15.00 per night

Vineyard Rooms

Regular price

Single	\$85.00
Double	\$95.00
Triple	\$110.00