



FUNCTION *Package*



“We invite you to come and experience a great range of entertainment, bars, restaurant, bistro and gaming facilities.

Our friendly team loves to go the extra mile to make your day. We can cater for any style of function, from wedding receptions to boardroom meetings and everything in between!

We have a range of spaces for you to choose from to suit any celebration. Our extensive food and beverage offers provide a great diversity of catering options, but please don't hesitate to ask if you have something specific in mind, our talented chefs will cater to any need.

We look forward to helping you have a great event!



Functions

COCKTAILS
80
PAX

U-SHAPED
29
PAX

CLASSROOM
24
PAX

BANQUET
60
PAX

THEATRE
60
PAX

BOARDROOM
30
PAX

An ideal enclosed room for functions such as , cocktail style receptions, milestone birthday parties or boardroom meetings. A private bar and washroom facilities are available for your exclusive use. This room comes with a projector, bluetooth speaker with mic, tablecloths and light balloon decoration all included in the hire fee. Please find below the seating capacity for this room.

HOURS

Day time Bookings 10am - 4pm | Evening Bookings 6pm - Midnight

INCLUSIONS

Full eventplanning and coordination by our professional staff, Gift and Cake Table.

ROOM HIRE FEES INCLUDE USE OF

- Projector Screen&HDMIConnection
- Bluetooth Speaker/Microphone
- Balloon Decoration
- White Board

ROOM HIRE FEES PER SESSION

\$300



Platter Options

Morning Tea

Scones (30 pieces) 80
Butter, cream & strawberry Jam

Danish (30 pieces) 80
Assorted Selection

Croissants (15 pieces)
Jam & Butter **90**
Ham & Cheese **100**

Bread & Trio Dips 80

Dessert

Dessert Platter 90
Assorted cakes, tarts, fruit and macarrons

Platters

Fruit Platter 100
Seasonal Fruit

Sandwich Platter 140
Assorted Selection

Wrap Platter 140
Assorted Selection

Pies Platter 120
Assorted pies mini angus beef, spiced lamb and chicken & leek

Sliders 120
Assorted Selection chicken, beef, pork

Vego Platter 120
Veggie springs rolls, leek & spinach quiche, deep fried camembert, ricotta rolls, mac and cheese balls, assorted breadsticks and crackers

Wings Platter 120
Served with dipping sauces

Skewers 140
Chicken, lamb, beef

Pizza Platter 120
Choice of four options

Kids Platter 90
Nuggets, fish, kids burger, chips, tomato sauce

Antipasto Platter 120
A combination of cured meats, cheeses, roasted & pickled vegetables, olives, mixed fruits & nuts, breads, crackers and complementing condiments

Seafood Mix 150
Fresh tiger prawns, Coconut prawns, salt & pepper calamari, smoked salmon, battered fish bites, prawn twisters, chips, dipping sauces, lemon

Asian Platter 130
Mini dim sims, cocktail spring rolls, salt & pepper calamari, karaage chicken, edamame with lemon wedges and sides of tartare, soy, sweet chilli sauce, bbq and tomato sauce & chips

Party Mix 130
Mini meat pies, mini sausage rolls, mini quiches, meatballs & chunky potato wedges w/sides of sour cream, sweet chilli, bbq and tomato sauce

Set Menu Options Available from \$60 per person

Terms & Conditions

DEFINITIONS; 'THE VENUE', 'MANAGEMENT', 'WE', AND US REFERS TO PARKWOOD TAVERN AND THEIR RESPECTIVE EMPLOYEES.

CONFIRMATION DEPOSIT A booking is considered confirmed upon receipt of this signed terms and conditions/booking form and full deposit payment. If either the deposit or this completed form is not received, management reserves the right to cancel the booking and allocate the space to another client. A Room Fee of \$300 is required to confirm your function.

PAYMENTS All pricing we provide you includes GST and are current at the time of printing but are subject to change. All quoted items must be paid in full at least: 72 hours prior to the event when paid by cash or credit card. Bar tabs to be settled at the end of the event night by cash or credit card. Personal cheques are not accepted.

CATERING & BEVERAGES Food and beverage orders must be finalised at least 7 days prior to the event. We may be able to organise after this time, but we cannot guarantee. Please discuss with Management. Menu items are subject to market availability. The Venue requires to be informed of final numbers at least 7 days prior to the event date. In accordance with food and safety compliance, no food supplied by The Venue is permitted to be taken from the premises.

BYO POLICY & ENTERTAINMENT Any alcohol brought into The Venue as gifts must be forfeited to us upon entry and will be returned when you are leaving. Food and beverage cannot be bought in from an outside source. Cakes are accepted and there may be a small fee for plates and cutlery. Please contact Management if you require any special needs. Entertainment bookings made by The Venue for functions require a deposit and a forfeiture policy applies. (If you book entertainment and forfeit, we must contact entertainment and will deduct their due payment). We only allow external entertainment in certain circumstances, please discuss with Management.

SIGNAGE & DECORATIONS No fixtures, glue, sticky tape are to be adhered to the walls, doors, windows or any space on the premises without prior approval from Management. Any non-approved items may be removed by us or security and may be destroyed.

DELIVERIES & ACCESS Please discuss with Management in advance if you require any deliveries to be made to The Venue for any goods. Access to your booked function space(s) prior to the function start time may be possible, please discuss with us in advance.

DRESS CODE Smart casual dress code rules do apply. Themed dress is accepted, although The Venue reserves the right to refuse entry if the dress is offensive to other patrons.

CANCELLATION All cancellations must be made in writing to The Venue. If a cancellation is made more than 21 days prior to the function, the deposit will be refunded in full less any costs incurred

on your behalf. If a cancellation is made 21 days or less prior to the function date, 100% of the deposit will be forfeited unless the function is rebooked. For booking cancellations in November or December, 100% of the deposit will be forfeited. The function space holding time is 30 minutes from the requested time or 15 minutes on Fridays. If this is not met your space may be opened to the general public at Management's discretion. If we believe any function/event will affect the smooth running of our business, security or reputation, Management reserves the right to cancel at its discretion without notice or liability. In the event of inability to comply with any of the provisions of this contract by virtue of any cessation of interruption of electricity supplies, equipment failure, unavailability of food items, other unforeseen contingency or accident, The Venue reserves the right to cancel any booking or refund any deposit without notice.

SECURITY & CONDUCT If you require a security guard to exclusively serve your function, allowing only invited guests to attend, this must be organised at least 1 week prior to the event at a cost of \$50 per hour, per security guard. 21st celebrations conditions: for all guests booking a function for 21st celebrations a security guard is required to be present for the duration of the function. Guards will be booked through The Venue at a rate of \$150 for up to 4 hours of event, per security guard. All 21st celebrations must be brought to the attention of The Venue. If The Venue is not informed, The Venue holds the right to cancel the function immediately. The Venue takes its responsible service of alcohol obligations seriously and you must support any decisions we make in relation to the responsible service of alcohol. The Venue has the right to refuse entry or service and remove from the premises any person it deems to be approaching intoxication. The Venue has the right to refuse entry or service and remove from the premises any person it deems to be behaving in an improper, abusive, disorderly or anti-social manner. In accordance with the Law, minors must be accompanied by a legal parent or guardian at all times. You must advise Management if minors are going to attend your function. Management reserve the right to impose additional conditions in relation to minors, including the times and areas that minors may attend. You may be required to pay a bond, which will be refunded no later than 7 days after your function providing no damage has been incurred by yourself, your guests, invitees or other persons attending the function, whether in the function room or any part of The Venue. This includes, but is not limited to any breach of The Venue policies or procedures, underage drinking, violence or other anti-social behaviour.

UNFORSEEN CIRCUMSTANCES Please be aware that we accept no responsibility for outside weather conditions but will make every endeavour to provide an adequate function area if the conditions affect the booked area or access to it.

DECLARATION By confirming and signing these terms and conditions you will be confirming your booking stating you understand the terms and conditions and are agreeing to adhere to and abide by these said terms and conditions.

NAME: _____

DATE: ____/____/____

SIGNATURE: _____