

# HOTEL PENNANT HILLS

Function  
Package



Hotel Pennant Hills delivers to customers an exceptional standard of service and style with our passionate team of staff and management.

We cater for birthday parties, engagement parties, anniversaries, intimate cocktail parties, social events, Christmas parties, business meetings, product launches, sporting ceremonies, fundraisers, christenings or even bookings for lunch and dinner. Food and beverage packages can be tailored especially for your event. At HPH we can cater for all occasions. We have an array of tasty cocktails, mouth-watering canapés, set menus, drink menus as well as the regular dining menu.

At Hotel Pennant Hills we look forward to exceeding all of your expectations in creating the most unique experience possible for your event.

Please ensure you read all the information that follows including the terms and conditions.

**HPH**

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## FUNCTION ROOMS

### The Party Room

An exclusive indoor and outdoor entertaining area with a capacity to cater for up to 50 people. The Party Room's sliding doors allow for privacy and intimacy. This room is suited to both corporate and social events. The Party Room is equipped for full computer connectivity with access to our free Wi-Fi, a VGA port for connecting portable devices to the TV and a separate speaker system allowing guests to plug in their own music.

**Minimum Spend and Room Hire** \$200 room hire, unless a minimum spend of \$1000 is met on pre-ordered catering and bar tab.





## The Function Room

For larger functions, guests can hire the Function Room to accommodate up to 140 standing or 70 seated guests\*. Alongside the features of the Party Room, the Function Room offers casual bucket and booth style seating for up to 40 guests and is suitable for both cocktail and seated affairs. Two TVs in the Function Room and Party Room feature both HDMI and VGA connectivity.

**Minimum Spend and Room Hire** \$500 room hire, unless a minimum spend of \$2000 is met on pre-ordered catering and bar tab.

Other areas of the hotel are also available upon request but are subject to availability and may incur additional charges or minimum spend restrictions. Please contact the functions coordinator if you are considering the use of other areas.

*\*Large, seated functions may incur additional charges.*

## CATERING



### Entrees

For an additional **\$10 per person**, group bookings can include any two of the following options:

- Mezze Platter with cured meats, cheese, dips, olives and artisan bread
- Salt & Pepper Squid Platter with aioli
- Tomato and Basil Bruschetta and Garlic Bread Platter
- Garlic and Herb Pizza Crust

## Cocktail Menus

### \$20 Per Person

Select 5 food items from *Option A* and 1 food item from *Option B*.

### \$25 Per Person

Select 6 food items from *Options A* and *B* and 1 food item from *Option C*.

### \$30 Per Person

Select 8 food items from *Options A, B* and *C*.

*N.B. Minimum 30 people for all cocktail menus*

#### Selection A

Garlic & Herb Pizza Crust (V)  
 Vegetable Money Bags with Sweet Chilli Sauce (V)  
 Mini Vegetable Spring Rolls with Sweet & Sour Sauce (V)  
 Mini Vegetable Samosas with Raita (V)  
 Chinese Sesame Prawn Toast with Sweet & Sour Sauce  
 Panko Crumbed Calamari Rings with Lemon & Dill Mayonnaise  
 Mixed Selection of Mini Quiches  
 King Island Mini Sausage Roll with Tomato Relish  
 King Island Mini Beef Pie with Tomato Relish

#### Selection B

Roasted Cherry Tomato Bruschetta with Bocconcini & Basil Oil (V)  
 Pesto, Pumpkin, Roquette & Aioli Wraps (V)  
 Salt & Pepper Squid with Tamarind Sauce  
 Petite Crumbed Whiting Fillets with Aioli  
 5 Spice Pork Belly Bites with Chilli Jam  
 Steamed Mini Pork Buns  
 Thai Chicken Skewers with Peanut Sauce  
 Lamb & Rosemary Skewers with Tzatziki  
 Mini Beef Burgers with lettuce, tomato, cheese & tomato relish

#### Selection C

Honey Roasted Pumpkin, Sage & Goats Cheese Bruschetta (V)  
 Natural Pacific Oysters with yuzu vinaigrette, salmon pearls & pickled ginger  
 Mixed Selection of Sushi with Wasabi & Soy  
 Tempura Prawns with Chilli Jam  
 Potato Rosti topped with Smoked Trout & Salsa Verde  
 Zucchini & Haloumi Fritters topped with Lemon Mascarpone & Grilled Lamb  
 Chorizo, Fetta & Garlic Olive Spoons  
 Duck Pancakes with Hoisin Sauce & Fresh Shallots  
 Mini Pulled Pork Burgers with roquette, roasted capsicum & aioli

## Packages and Platters

### PACKAGES

**Light Luncheon – Shared      \$20 per person      Min. 20 guests**

Mezze Platter – Dips, Cheese, Continental Meats

Tomato & Basil Bruschetta

Assorted Sandwiches & Panini

Potato Wedges

*To suit a casual gathering, afternoon to mid-evening*

**Morning/ High Tea      \$20 per person      Min. 20 guests**

Assorted Muffins

Friends

Cup Cakes

Sandwiches

Tea & Coffee

*To suit a morning tea gathering or business meeting etc*

**Fruit Platter      \$70 Per Platter      Serves 10 Pax**

A selection of season fruits can be ordered in addition to the cocktail menu, set menu or package options.

### SET MENU

For larger bookings, we may require the group to select a minimised menu from our regular bistro menu. Preordering is available if liaised with our team in advance. Entrees can be incorporated in the per head price if requested. Charges may be incurred. Contact our functions coordinator to discuss this option further.



## Kids Food and Parties

Nominated in 2013 at the *Australian Hotels Association Awards* for Excellence as 'Best Family Friendly Hotel', Hotel Pennant Hills is the perfect location for kid's parties. Whilst we strive to accommodate the preferences of all of our guests, booking times may vary for kids parties depending on prior reservations and availability.

### Kids Menu Items

All of our kids menu items are priced from \$10.00 to \$12.00 and come with a free kids activity pack.

*Please note that all children's parties require a minimum spend of one kids meal per child attending the party. We strive to provide healthy, high quality food and beverages for all patrons, so we ask that additional food and drink items (e.g. pop-tops, fruit, chips) are not consumed on premises. Party bags and cake are welcome.*

**Fairy Bread Platter                      \$30                      Feeds 10**

**(this can be added to your kids party menu)**

**Food can also be pre-ordered and purchased for adults attending the children's party. This can be discussed with the functions manager.**

### Wait Staff

We offer the option to have staff members serve food and drinks to your guests to make your function as easy and carefree as possible. Functions over a certain size require at least one staff member, however this will be communicated to you at the time of booking.

- **Monday – Friday:** \$35 per hour, minimum 3 hours
- **Saturday-Sunday:** \$40 per hour, minimum 3 hours
- **Public Holidays:** \$60 per hour, minimum may vary

## BEVERAGES



### **Guests To Purchase Own Drinks (GPO)**

Your guests pay for their own drinks from the bar

### **Bar Tab**

Bar tabs are required to be paid in full prior to the event. You can nominate a credit card or specify a dollar amount. A photo ID is required alongside a credit card and will be kept at the bar for security. Running totals are reported to you throughout the course of the function. Extensions to a cash bar tab can be arranged if the previous limit has been reached. This is required to be paid at the time of extension. Once you have reached the specified amount guests can then pay for their own drinks. Bar tabs at HPH are flexible and are tailored to suit your requirements and budget.

- **Open Bar:** Guests have full choice of beverages from the bar.
- **Limited Open Bar:** You choose the beverages you wish to make available on your bar tab and guests can simply pay for any other selections.

### **TEA AND COFFEE**

Tea and Coffee can be added to the bar tab selection if required. Barista coffee can be purchased from the bistro counter for \$3.50 - \$4 per serve.

Alternatively, urn hire for a function is charged at a flat rate of \$40 and includes instant coffee, tea bags, sugar & milk. Please inform your functions coordinator if you wish to opt for a tea and coffee station.

## ADDITIONAL INFORMATION

### FUNCTION TIMES

Kids Parties: 10:00am-12:00pm & 3:00pm-5:00pm

Lunch / Late Afternoon Functions: 11:30am – 4:30pm

Dinner / Evening Functions: 6pm – 1am

### DECORATIONS

You may add your own special touch to your function by bringing your own decorations, flowers, posters, photos or balloons. Please be mindful of the following rules:

- No confetti or similar products
- Balloons must be attached to weights
- No naked flames
- Please do not adhere anything to the walls. We have glass windows that can be used for this.
- No dyed streamers or similar

Please liaise with the functions team if you are having any decorations delivered directly to the hotel.

### BALLOON SERVICE

The Staff at HPH are more than happy to supply your function with a few minor balloon arrangements. Please ensure you inform our functions team of your desired colors and quantity. Balloons can be purchased and inflated at a rate of **\$10 per 6 balloons.**

### MUSIC

Hotel Pennant Hills plays a general playlist of easy listening music. Exclusive use of the function room lends itself to the option of a personalised music selection.

With the hire of the function room exclusively, you may utilize the Hotel's microphone for speeches. You may also bring an iPod to play your own choice of music.

### **LIVE MUSIC, PHOTO BOOTHS, LOLLY TABLES AND DJ's**

Hotel Pennant Hills permits the use of DJ's and live music however both are subject to noise restrictions and regulations, and as such this may not be possible for all functions. Photo Booths and Lolly Tables are also permitted at the discretion of the Functions Manager.

### **MINIMUM SPEND AND ROOM HIRE**

Hotel Pennant Hills imposes a room hire fee if necessary minimum spends are not met. As a general rule, the following fees and charges are applicable only on **Friday – Sunday** however may be imposed during other busy periods or at the discretion of management.

- **Party Room:** \$200 room hire, unless a minimum spend of \$1000 is met.
- **Function Room:** \$500 room hire, unless a minimum spend of \$2000 is met.
- **Exclusive use of Lower Bistro or Outside Areas:** \$500 area hire, unless a minimum spend of \$1000 is met.

Only the total value accrued to the Function Tab count towards the minimum spend amount. I.e. if your guests are purchasing their own food or drinks during your event, this will not be considered as part of your minimum spend.

### **DIETARY REQUIREMENTS**

The staff at Hotel Pennant Hills are pleased to cater for special dietary requirements provided prior notice is given.

### **SECURITY**

Extra security is required for high risk and large capacity functions\*. Security is charged at **\$50 per hour/per guard** with a minimum of four (4) hours. Requirement for security will be confirmed at the time of enquiry.

*\*'High Risk' is at the discretion of management*

## LAST DRINKS

Last drinks are called 30 minutes prior to the Hotel closing.

## HOTEL OPENING HOURS

Hotel Pennant Hills is open every day of the year except for Christmas day.

## Bistro Opening Hours

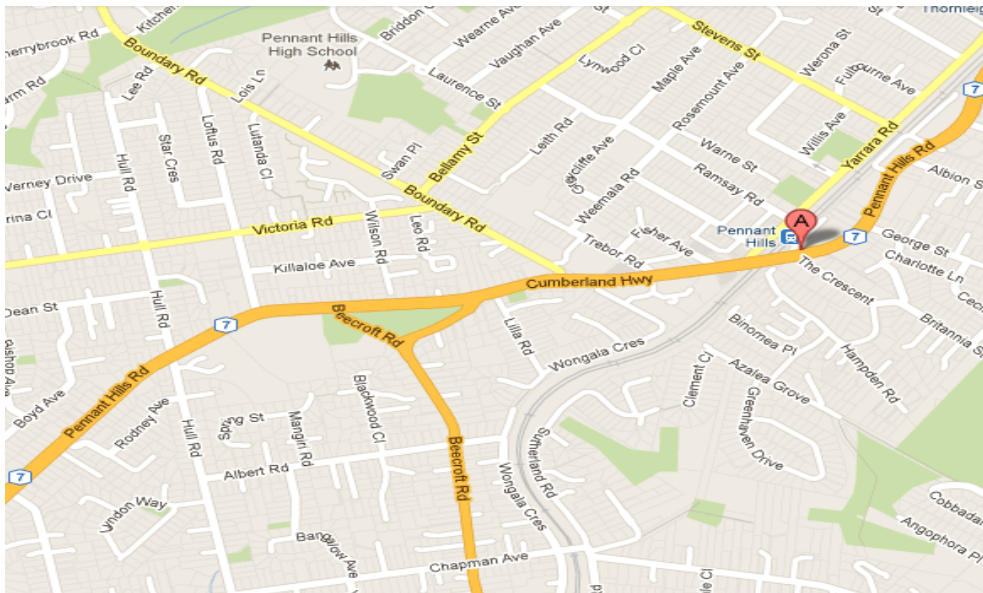
- **Monday:** 12pm – 3pm & 6pm – 8:30pm
- **Tuesday – Thursday:** 12pm – 3pm & 6pm – 9pm
- **Friday and Saturday:** 12pm – 3pm & 5pm – 9pm
- **Sunday:** 12pm – 9pm

## Café Opening Hours

- **Monday – Saturday:** 9:30am – 11:45am
- **Sunday:** 10am – 11:45am

*Coffee is available at all times during hotel hours*

## HOTEL LOCATION



Hotel Pennant Hills, 352 Pennant Hills Road, Pennant Hills, NSW, 2120. **Parking** is available behind the hotel and is accessible off **Railway Street** or **Pennant Hills Road**.

## CONTACT US

**PH:** 02 9484 2266

**Fax:** 02 9489 2269

Email: [hphfunctions@yahoo.com](mailto:hphfunctions@yahoo.com)

Functions Coordinator: Alyssa Nalywajko

## RSA AND UNDERAGE GUESTS

Hotel Pennant Hills prides itself on its responsible service of alcohol policy and in turn the reputation of its hotel facilities. Please be aware that whilst you are at the hotel, you are on licensed premises and as such, intoxication is not permitted. It is the responsibility of both the staff and those present at the function to adhere to this policy and any intoxicated persons will be forced to leave the premises. We ask for your utmost co-operation in this matter to ensure an enjoyable event for all guests.

We are happy to cater for underage guests at Hotel Pennant Hills. Please be aware that minors are required by law to be in the company and immediate presence of a parent or legal guardian at all times on licensed premises and must remain in an authorised area of the hotel. These include our private function room, the bistro and outdoor areas.

**LIQUOR ACT 1982**

It is an offence to sell or supply to or to obtain liquor on behalf of a person under the age of 18 years. Maximum Penalty is \$5,500.

If there are guests at your function under the age of 18, they are by law required to be in the company and immediate presence of a responsible adult at all times.

Our bar staff are trained in the responsible service of alcohol and will under no circumstances serve alcohol to minors. If another adult attending the party supplies a minor with alcohol, they will have committed an offence under the Liquor Act as listed above.

We require the names of all minors and their legal guardians who will be responsible for them on the night.

We trust that you understand the responsibility the hotel is under in this respect.

**Name of under 18 guest and age**

**Name of guardian**

.....	.....
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.....	.....

**Name:**.....

**Function Date:**.....

**Customer Signature:**.....

**Management Signature:**.....



## TERMS AND CONDITIONS

### BOOKINGS

1. Function bookings are required in writing. Any tentative bookings not confirmed with a deposit may **be released at the discretion of Hotel Pennant Hills.**

### CONFIRMATION/DEPOSITS

2. To confirm a function booking, a non-refundable deposit equal to the value of the relevant room hire fee (stated on page 12) must be paid. If no room-hire fee is stated, a deposit of \$200 or \$500 for high risk functions (at the discretion of management) must be paid.
3. Confirmation of final numbers and catering must be made no later than **seven (7)** days prior to the function date. All changes made after this date are not subject to refund of total cost.

### PAYMENT

4. Payment of food and any remaining accounts (excluding bar tabs) must be paid **three (3)** days prior to the function.
5. Bar tabs on cash basis are to be paid at the commencement of the function. Any remaining credit will be refunded at the conclusion of the function. For credit cards, the card on which the bar tab account is to be charged, alongside photo identification must be provided on the day of the function and is to remain in possession of the Hotel until the bar tab account is signed off and paid for in full.
6. Hotel Pennant Hills does not accept payment by personal or company cheques on the same day as the function. Cheques will be accepted **four (4)** business days prior to the function. Please liaise with your function coordinator if you plan on settling with a cheque.
7. Surcharges: All events held on public holidays attract a 15% surcharge of the total account.



**GENERAL**

8. The client is responsible for any loss or damage to Hotel property caused by guests attending the function. Hotel Pennant Hills will not accept any responsibility for the loss or damage of equipment, merchandise or personal effects left on the premises prior to, during or after the function.
9. Hotel Pennant Hills Management reserves the right to refuse entry or service to any patron, including guests attending functions.
10. Except as specified in clause 10 below, under no other circumstances will the Hotel allow any function to bring any food or beverage into Hotel Pennant Hills. Similarly no food or beverage can be removed from the premises.
11. When booking a function you may provide a celebration cake for consumption on the premises. Hotel Pennant Hills take no responsibility for the service, quality or storage of any celebration cake provided by you.
12. All prices should include GST and are current at the time of printing subject to change at Hotel Pennant Hills' discretion.
13. Hotel Pennant Hills is committed to the responsible service of alcohol. Management reserves the right to refuse service of alcohol to any guest it considers to be less than 18 years of age, intoxicated or behaving in an offensive manner. Management reserves the right to intervene if function activities are considered illegal, noisy or offensive. All guests under the age of 18 must have their legal guardian remain on the premises and in the designated function space at all times.
14. Hotel Pennant Hills does not cater for 18<sup>th</sup> birthday celebrations, hens nights or bucks parties.
15. Force Majeure: Should any act of God such as earthquake, flood, fire prevent the hotel from fulfilling its obligation, the hotel will not be held liable for non-performance.
16. Entertainment and noise restrictions: The hotel reserves the right to monitor all entertainment that performs at the hotel. Management reserves the right to refuse approval of entertainment of any form.

Noise levels will be monitored and must be immediately turned down if deemed too loud.

**CANCELLATIONS**

- 17. All cancellations or bookings must be made in writing and brought to the attention of the **“Events Manager”**.
  
- 18. Any cancellations within three (3) days of a function booking will require 100% payment of the minimum spend, as well as payment for any special beverages or food orders. It is agreed that this amount is a genuine pre-estimate of Hotel Pennant Hills' loss in relation to that function.  
Cancellations made with 4-7 days of a function booking will be refunded 50% of their original function deposit.  
Cancellations made outside a week prior, will be refunded the full deposit.

**DECLARATION**

I, \_\_\_\_\_ **have read and agree to the Terms and Conditions** and confirm that all details provided to Hotel Pennant Hills are true and correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## CREDIT CARD AUTHORISATION

I hereby authorise Hotel Pennant Hills to charge all outstanding expenses incurred by my function to the credit card of which the details are outlined below:-

Amount \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

Credit Card: (Please circle)

AMEX

DINERS

VISA

MASTER CARD

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date: \_\_\_\_\_/\_\_\_\_\_ CVV \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Card Holders Contact Number: \_\_\_\_\_

Date of Function: \_\_\_\_\_