
form over function...

Contact Details

P 02 4927 0966

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clarendonhotel.com.au

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Thank you for your recent function enquiry with The Clarendon Hotel.

We are delighted to have the opportunity to present to you our function services.

We cater for all kinds of functions. From birthdays and wedding receptions to Christmas parties and corporate events. We are able to accommodate any sized function from 10 – 120+ guests.

We take great pride in providing you with professional service throughout the organisation of your functions as well as during the event itself. It is important to us that your function is a successful and memorable occasion for both you and your guests.

Included in this package is information on our function spaces, the function services we provide, our current menus and current price lists.

Please review the following package thoroughly. If you have any questions or would like to arrange an appointment to discuss your function requirements, please telephone on 02 4927 0966. Alternatively, e-mail kirra@clarendonhotel.com.au.

We look forward to hearing from you soon.

Kind regards,
Kirra Noonan
Function Co-ordinator



function spaces...

Undercover Courtyard Area

This area can comfortably accommodate 120+ people for a cocktail style function or 80 for a sit down dinner. The entire area can be hired for large events or sectioned into a private area to cater for smaller functions. You may use your own decorations in this area. There are 3 options for hiring this area –

OPTION 1 – cocktail style minimum food + bar tab spend *please refer to the function platter menu on p.6+7*

To hire the entire courtyard area, we require you to order a minimum of \$875 from our function platter menu and put a minimum of \$875 towards a bar tab. In addition a room hire charge of \$175 is required. Suitable for up to 120 guests.

To hire ½ the courtyard area we ask that you spend a minimum of \$500 on function platters and a minimum of \$500 on the bar. An additional \$100 room hire fee is also required. Suitable for up to 50 guests.

OPTION 2 – set menu fine dining

Available for formal or informal sit down dining. Your choice of two or three course dining. You are invited to meet with the function co-ordinator to tailor a menu to suit your tastes. A minimum of 60 people are required to have the courtyard as a private space, otherwise an additional room hire charge will apply. A bar tab is optional.

OPTION 3 – buffet breakfast *please refer to the breakfast set menu on p.8*

Suitable for corporate meetings, engagements, recovery breakfasts etc. Continental buffet breakfast followed by a hot breakfast served by our staff. Tea, coffee and juice included. Champagne breakfasts can be arranged by request. Minimum of 20 guests.



function spaces...

Lounge Area

please refer to the function platter menu on p.6+7

This stylish area can comfortably seat up to 25 people for a more intimate function. To hire this area a minimum of \$250 must be ordered from our function platter menu. A running bar tab can be arranged.



Front Bar

please refer to the function platter menu on p.6+7

For small, casual get-togethers, food may be ordered from our function platter menu and served in the front bar. A running bar tab can be organised. No minimum spend or area hire required. Suitable for functions of 25 guests or less. This area is shared with the general public.

Beer Garden

please refer to the function platter menu on p.6+7

Casual gatherings of any size can be organised in the outdoor beer garden. Food can be ordered from the function platter menu and a bar tab arranged. No minimum spend or area hire required. Whilst positioned well away from Hunter St, the beer garden is always open to Clarendon guests.



function services...

Catering

All food is provided by our restaurant. External catering is not permitted. Food selections must be placed with the function co-ordinator 7 days prior to your event.

Please feel free to discuss any special dietary requirements (eg. vegetarian, gluten free, food allergies etc). Our chefs are more than happy to cater to your needs.

You may bring your own celebration cake or we can organise one for you. A cakeage surcharge of \$2 per person will apply. This charge includes cutting and serving of the cake by our staff.

Bar Tab

If a bar tab is not included in your hiring option, a bar tab can be organised to your nominated value and desired range of beverages. A standard bar tab includes tap beer, house wines, softdrinks and juice. Want mixed drinks and cocktails as well? Tell us what you require when booking.

A subtotal of your tab can be provided at any point during the function, making it easy to keep to your budget. For larger functions, please ask about pre-purchasing cases of wine, beer and pre-mixed drinks.

Entertainment

Free acoustic entertainment is provided for the public on Friday nights. Private entertainment can be arranged with the function co-ordinator (eg. soloist, dj). If you wish to bring your own suitable entertainment we require 28 days notice. Please note that all entertainment must cease by 11.30pm.

You may use the big screen TV in the courtyard for DVD presentations and screenings. If you wish to use this facility please advise the function co-ordinator 7 days prior to your event. Please supply your own DVD player.

For functions held in the undercover courtyard area you may bring your own compilation CDs to be played through the sound system.

Accommodation

Our accommodations comprises of 20 luxuriously appointed 4 star rooms, 8 of which are suites (sleeping up to 4 adults). If you wish to stay overnight, please check availability when booking your function.

Service Staff

All food is served by our professional waitstaff. Cocktail style functions held in the undercover courtyard area are provided with one designated staff member for the night to provide food and beverage service. You may request additional staff to conduct drink tray service throughout the night at a cost of \$25 per hour per extra staff member (minimum 2hrs).

Operating Times

The undercover courtyard area is available for hire during these times:

Mon-Thurs 5pm-11pm Fri 6pm-12am Sat 11.30am-4.30pm or 6pm-12am Sun closed

If you wish to decorate and prepare the area prior to the start of your function, please arrange a time with the function co-ordinator.



function conditions...

Booking Confirmation

To confirm your booking, please complete the booking confirmation form and return it with a \$200 security deposit which will be deducted from your final bill on the day of your function.

Payment

The food and additional services account must be settled with the function co-ordinator at the start of the function. Bar tabs must be settled by the end of the night.

Final Numbers

Final confirmation of numbers must be advised 7 days prior to your function. You will be charged and catered for this number of guests.

Cancellation Policy

If you need to cancel your function we require 14 days notice. If you give less than 14 days notice your \$200 deposit will not be refunded.

Underage Guests

Minors are permitted in the function areas of the hotel (excluding the front bar). You must alert staff to the presence of underage guests at your function. All minors are required by law to vacate the premises by 10pm.

Responsible Service of Alcohol

The Clarendon Hotel and its staff practice Responsible Service of Alcohol (RSA). We regret that any guest who cannot be served under the RSA regulations will be asked to leave.



function platter menu p.1...

Cold Platters

Antipasto \$120
A selection of char-grilled marinated vegetables, semi-dried tomato, smoked salmon, grilled chorizo, basil pesto marinated feta cheese, kalamata olives, sliced prosciutto, artichoke hearts + crisp lavosh

Mezze \$65
Chefs selection of dips (3) w. grilled Turkish bread + flatbread

Prawn Plate \$55
Chilled prawns w. housemade cocktail sauce

Fresh Fruit \$55
Selection of fresh seasonal fruit

Cheese + Fruit \$85
Our selection of cheese includes King Island camembert, Roaring 40's blue + Tilba vintage cheddar w. dried fruit, nuts + crackers

Cheese + Crackers \$85
Mature tasty cheese cubes, cabanossi, cocktail pickled onions + water crackers

Cold platters will cater for approximately 50 people

Hot platters

Mixed Party Platter (120 bites) \$95
Mini pies + sausage rolls, cocktail spring rolls + samosas, chicken nuggets + calamari

Mini Party Pies + Sausage Rolls (50 bites) \$65
Bite size party favourites in golden flaky pastry

Tempura Fish Cocktails (50 bites) \$40
Bite size pieces of tempura fish w. tartare sauce

Salt + Pepper Squid (50 bites) \$55
Tender bite sized squid in a light seasoned coating served w. dill + lemon aioli

Cocktail Spring Rolls + Samosas (60 bites) (v) \$30
Served w. sweet chilli



function platter menu p.2...

Petite Gourmet Pies (60 bites)	\$125
Selection of mini homestyle pies including pepper steak, rosemary + lamb, chicken + vegetable Served w. dipping sauce	
Spinach + Fetta Filo Parcels (50 bites) (v)	\$75
Golden baked filo pastry triangles	
Seafood Medley (60 bites)	\$85
Golden tempura fish, tempura prawns + flash fried calamari	
Petite Quiche (50 bites)	\$135
Quiche Lorraine, fetta + spinach (v), chicken + pumpkin	
Mixed Meat Platter (60 bites)	\$95
Tandoori chicken skewers w. mint yoghurt, honey teriyaki beef skewers, Moroccan style lamb meatballs	
Housemade Mediterranean Style Turkish Pizza (20 bites) (v)	\$30
Topped w. roasted capsicum, zucchini, eggplant, olives + fetta cheese	
Sweet Platters	
Petit Fours (2 per person)	\$6 per head
Selection of petite bite sized sweet treats served w. unlimited tea + coffee	



breakfast set menu...

Continental Buffet

Including:
Fruit salad
Danish Pastries
Assorted muffins
Croissants w. preserves
Fruit juice
Tea
Coffee

Followed by...

Scrambled eggs
Crispy bacon +
Grilled tomato
served on thick cut toast

Champagne available upon request

Adults \$20 per head
Children (under 12) \$10 per head



confirm your booking...

To guarantee your booking please complete and return this form along with your \$200 deposit. Thank you!

Name _____

Company _____

Date of Function _____

Start Time _____

Function Occasion _____

Expected Numbers _____

Contact Phone _____

Alternative Phone _____

Fax Number _____

E-mail _____

Method of Payment _____

I have read and accept the function conditions (p.5)

PLEASE TICK

Name _____

Signature _____

Date _____

Please fax, e-mail, post or return your form in person. Credit card deposits can be taken over the phone.

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