



FUNCTIONS +
Events



The Clarendon Hotel

02 4907 6700 | www.CLARENDONHOTEL.com.au

FUNCTIONS + EVENTS



How do you picture your next event?

Whatever your vision for your next function, the Clarendon Hotel is here to make your next occasion a memorable success!

We specialise in tailor making functions that cater to all styles, tastes and budgets.

We invite you to look through our function services and discuss your individual requirements with our function coordinator.

It's your special event, your vision and we can make it happen, whether it be;

- ✓ Weddings
- ✓ Birthdays
- ✓ Christmas functions
- ✓ Corporate events
- ✓ Engagements
- ✓ Hen's parties
- ✓ Presentations

Feel free to contact us with any questions or to arrange a meeting with our function coordinator.

Ph. 02 4907 6700

E. functions@clarendonhotel.com.au



FUNCTION SPACES



Undercover Courtyard

This all weather area is hired exclusively for the use of you and your guests. The awning can be opened out for easy access to the beer garden for guests that enjoy a bit of fresh air.

Half area

Capacity Cocktail style - up to 50 guests
Sit down lunch or dinner
- 30-50 guests

Venue Hire Fri & Sat - \$200
Midweek, Sun &
Public Holidays - POA

A minimum spend on food & beverages of \$1200 also applies to this area.

Applies to weekends only - please discuss weekday options with function coordinator.

Entire area

Capacity Cocktail style - up to 120 guests
Sit down lunch or dinner
- 60-100 guests

Venue Hire Fri & Sat - \$300
Midweek, Sun &
Public Holidays - POA

A minimum spend on food & beverages of \$2000 also applies to this area.

Applies to weekends only - please discuss weekday options with function coordinator.



FUNCTION SPACES



The Lounges

This stylish area, featuring casual lounge seating or booth style dining can comfortably seat up to 30 people for a more intimate function.

Venue Hire Friday & Saturday - \$100 | Midweek - POA

Beer Garden

For a truly casual affair, sections of the beer garden can be reserved for your occasion.

Food can be ordered from our function or restaurant menu and a bar tab arranged. There is no venue hire associated with this space as it cannot be hired exclusively.

Please see pages 7-9 for menu and bar tab options



LET'S EAT



OPTION ONE:

Canape

If gourmet is your thing, our impressive selection of both hot and cold canapes will do the trick. Elegant and stylish, your guests will be treated to a selection of our chef's delicious creations. All canapes are served by our professional waitstaff.

6 choices - \$18 p/head

9 choices - \$24 p/head

12 choices - \$30 p/head

Minimum 30 guests

OPTION TWO:

Sit down lunch or dinner - alternate service set menu

We offer a two or three course set menu option. Our menu has been designed to suit most tastes, however you are more than welcome to discuss a tailor made menu to suit the style of your event. Vegetarian and all dietary requirements can also be catered to.

Entree & Main - \$44 p/head

Main & Dessert - \$44 p/head

Entree, Main & Dessert - \$50 p/head

Minimum 30 guests



LET'S SLEEP



Award Winning Accommodation

If you or your guests require accommodation on the night of your function, look no further than The Clarendon Hotel. Our 4-star boutique rooms and suites are perfectly located for out of town guests and function hosts that would like a convenient place to get ready before their event.

All rooms feature ensuites, flat screen TVs, free Wi-fi, free movies and tea/coffee making facilities. Suites have an additional kitchenette and living space.

More information about our accommodation can be found on our website www.clarendonhotel.com.au or you can phone the accommodation department.

Mon-Fri 7am-5pm on 02 4907 6700 to discuss availability and rates.



BEVERAGE PACKAGES



STANDARD

2 hrs - \$23 p/head

3 hrs - \$33 p/head

4 hrs - \$38 p/head

White Wine: Zilzie Chardonnay, Dimbulla Semillon, Beach Hut Pink Moscato

Red Wine: Zilzie Cabernet Merlot, Dimbulla Tempranillo

Sparkling Wine: Fork & Spoon Brut

Beer: New, VB, Carlton Draught, Pure Blonde Premium Mid, Carlton Dry, Pure Blonde

DELUXE

2 hrs - \$29 p/head

3 hrs - \$39 p/head

4 hrs - \$44 p/head

White Wine: Bleasedale Chardonnay, The Pass Sauvignon Blanc, Scarborough Verdehlo

Red Wine: Tisdall Merlot, Langmeil Shiraz

Sparkling Wine: Fork & Spoon Brut, Angus Rose Chardonnay Pinot Noir (pink)

Beer: All standard beers plus Bulmers Cider, Coopers Pale Ale, Coopers Dark Ale

PREMIUM

2 hrs - \$35 p/head

3 hrs - \$45 p/head

4 hrs - \$50 p/head

White Wine: Bleasedale Chardonnay, Baby Doll Sauvignon Blanc, Mitolo Pinot Grigio, Scarborough Rose

Red Wine: Heartland Cabernet Sauvignon, Langmeil Shiraz, Vina Ventisquero Pinot Noir

Sparkling Wine: Dunes & Green Chardonnay Pinot Noir, Angus Rose Chardonnay Pinot Noir (pink)

Beer: All Standard & Deluxe beers plus our Craft Beer Guest Taps

(Ask Function Coordinator for updated Lists as they change frequently)



CANAPÉ MENU



COLD CANAPÉS

Tomato bruschetta (v)

Vegetable frittata (v) (gf)

Asparagus wrapped in prosciutto with pine nut mayonnaise (gf)

Blinis with smoked salmon and lemon creme fraiche

Pate on crouton with fig jam

Assorted sushi (gf optional, some v options)

HOT CANAPÉS

Spring rolls with soy dipping sauce (v optional)

Mini quiches (v optional)

Pumpkin risotto balls (v)

Chicken satay

Crumbed prawn with roasted garlic aioli

Prawn wontons with soy & ginger

Mini steak sandwiches with tomato chutney

SWEET CANAPÉS

Lemon meringue tartlet

Chocolate truffles (gf optional)

\$18 p/head - 6 selections / \$24 p/head - 9 selections / \$30 p/head - 12 selections Minimum 30 guests

NOODLE BOXES extra \$10 p/person

Thai beef salad (gf)

Butter chicken with steamed rice (gf)

Chicken & mushroom risotto (gf)

Fish & chips with tartare sauce (gf)



SET MENU

(ALTERNATE SERVICE)



ENTREES'

Seasonal soup (v & gf optional)

Country terrine with pickles, herb salad and sourdough toast

Tomato, prosciutto and mozzarella salad with rocket and balsamic dressing (gf)

Tomato and cheese arancini with basil mayonnaise and leaf salad (v)

MAINS

Pan seared salmon with herb potato and fennel salad

Roasted chicken breast on roasted pumpkin risotto with rocket and parmesan salad

Chicken coq au vin with roasted shallots, carrots, bacon and cauliflower puree

Sirloin steak with potato mash, roasted mushroom and spinach

DESSERTS

Vanilla panna cotta with poached seasonal fruits

Chocolate saucing pudding with coffee ice cream

Lemon meringue tartlet

CHOOSE FROM EITHER:

Option 1 - two course (entrée & main OR main & dessert)

\$44.00

Option 2 - three course (entrée, main & dessert)

\$50.00

*All meals are served alternately please select two dishes from each course.

*Any menu alterations or dietary requirements can be discussed with our function coordinator when finalising your menu selection



FUNCTIONS TERMS & CONDITIONS

CATERING

All food is provided by 'The Courtyard Brasserie' and all beverages are provided by The Clarendon Hotelbar. Under no circumstances can you consume food or beverages from outside the venue or utilise the services of an external caterer within the venue.

Your numbers & menu selections must be confirmed with the function coordinator 14 days prior to your event. Please discuss any menu changes or dietary requirements (e.g. vegetarian, gluten free, food allergies etc.) with our function coordinator when confirming your menu selections.

CAKEAGE

You are more than welcome to bring your own celebration cake along with you and you have the option of cutting and serving your own cake or having our friendly staff do it for you.

Self-Serve – A cakeage fee of \$1.00 per guest will apply. At a time designated by you Clarendon Hotel staff will supply a cake knife, plates, spoons, napkins and a cake plate (if needed) so that you are able to cut and serve your cake.

Full Service – A cakeage fee of \$3.00 per person will apply. At a time designated by you Clarendon Hotel Staff will remove the cake and have it portioned and plated with strawberries and cream. Staff will then offer individual portions out to your guests.

ENTERTAINMENT

Free live entertainment is provided in the beer garden every Friday and Saturday evening from 8pm onwards, this is for all Clarendon Hotel guests. If you would like to arrange private live entertainment for your event, this can be arranged through our entertainment company Genr8 at your own expense. Please advise your function coordinator upon booking and ask for assistance with this if needed.

If you're not looking to acquire live entertainment for your event you may wish to hire a jukebox, make a playlist on your iPod & bring along your iPod dock or have it played through the hotel sound system

(Please note that all entertainment must cease at 11:45pm).

SERVICE STAFF

All food is served by our friendly and professional wait staff that are happy to help you and your guests with anything you may need throughout the evening. You may request additional staff to conduct drink tray service throughout the night this can be arranged for an additional cost of \$35.00 per hour per staff member (minimum 2hrs).



FUNCTIONS TERMS & CONDITIONS

OPERATING TIMES

The undercover courtyard area is available for hire during the following times:

- Monday -Thursday 5pm-12am
- Friday - 6pm-12am
- Saturday – 6pm-12am
- Sunday - closed.

The above time frames are flexible and functions can be arranged outside of these hours upon request, please contact our function coordinator regarding any inquiries you may have outside of the above time frames. If you wish to decorate and prepare the area prior to the start of your function, please arrange a suitable time with our function coordinator.

RESPONSIBLE SERVICE OF ALCOHOL

The Clarendon Hotel has a strict Responsible Service of Alcohol (RSA) policy. We regret that any guest who is showing signs of intoxication or is intoxicated will not be served and will be asked to leave the premises immediately.

The Clarendon Hotel staff reserve the right to refuse service to anyone, anytime they deem necessary.

UNDERAGE GUESTS

Minors are welcome at the Clarendon Hotel however they are not permitted in the front bar or gaming lounge . If minors are attending your event please notify your function coordinator at the time of securing your booking. All minors must be accompanied by a parent or legal guardian at all times and must vacate the premises by 10pm.

SMOKING POLICY

The Clarendon Hotel provides smoking areas for all our guests which are situated outside the venue in the rear beer garden area only if any guest is found to be smoking anywhere else in the venue they will be asked to leave immediately.



FUNCTIONS TERMS & CONDITIONS

BOOKING CONFIRMATION

To confirm your booking, please complete the booking confirmation form and return it with a \$200 security deposit.

PAYMENT & FINAL NUMBERS

Final Numbers and your food, bar & additional services account are to be paid in full 14 days prior to your event. Any additional charges throughout your event can be settled with the function coordinator at the completion of your event.

PERSONAL BELONGINGS

The Clarendon Hotel takes no responsibility and is not liable for any personal belongings lost or left behind prior, during or at the completion of your function, i.e. decorations, cake, presents etc.

Please take care of your belongings and take anything you wish to keep with you at the completion of your function.

DAMAGES & LIABILITY

Function organisers are financially liable for any loss of equipment supplied for your event or any damages to the venue whilst setting up for your function (i.e. decorating etc.), during your function or at the completion of your function.

Any loss or damages incurred will be calculated and charged to the function organiser no less than 7 days after your scheduled event.

CANCELLATION POLICY

If you wish to cancel your function the following conditions apply:

- All cancellations must be made in writing (email) to the Clarendon Hotel
- We require any cancellations to be submitted no less than 14 days prior to your scheduled function date and your \$200.00 security deposit will be forfeited if we are given less than 28 days notice
- Should you notify us with less than 14 days' notice, full payment of your arranged food costs will be incurred and your deposit forfeited



CONFIRMATION OF FUNCTION BOOKING

Please complete once your function date has been confirmed by the function co-ordinator



Name: _____

Organisation: _____

Date of Function: _____

Occasion: _____

Phone number: _____

Mobile number: _____

email: _____

I..... have read, understand and agree to
The Clarendon Hotel function terms and conditions. I understand that as the function client I am
responsible for any losses or damages incurred to The Clarendon Hotel or The Courtyard Brasserie
throughout the duration of my scheduled event by any guest attending this function.

Signed: _____ Date: _____

Witness (PRINT): _____

Witness (SIGN): _____ Date: _____

Office use only: Deposit paid yes no Date: _____

