



P A R K V I E W  
H O T E L

**FUNCTION**  
PACKAGE

## FOOD OPTIONS

5 items per person	\$20.0
7 items per person	\$25.0
10 items per person	\$29.0
Additional items	\$4.0 pp

## COLD ITEMS

Dips & crackers ▼

Assorted sandwiches ▼  
*Cucumber & cream cheese,  
egg & mayo, ham & cheese*

Smoked salmon & lettuce cup

Cold cut meats on grissini sticks

## HOT ITEMS

Mini sausage rolls

Party pies

Samosa & spring rolls

Crispy polenta & onion rings ▼

Eggplant & zucchini skewers ▼

Salt & pepper calamari

Crumbed chicken breast  
with tomato relish

Battered barramundi

Pulled pork on toast

## SWEETS

Selection of cheeses

Mini cake bites

Assorted Fruit

## DRINK LIST

Selected tap beers

Selected house wines & sparkling

Basic spirits

Soft drink & juice

Selected cocktails upon arrival only

Packaged beer upon request

## MINIMUM SPEND CONDITIONS

Mon & Tues - No minimum spend  
& FREE Room Hire

Wed & Thur - \$1,500 + Room Hire

Frid & Sat - \$2,500 + Room Hire

Sun - \$2,000 + Room Hire

## ROOM HIRE

\$200 - this can be waived if minimum  
spend is met for your function

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# TERMS & CONDITIONS

## BOOKING CONFIRMATION AND DEPOSIT

- All bookings will remain tentative until such time as the deposit/room charge is received, along with a signed copy of these terms and conditions.

## CANCELLATION POLICY

- Three weeks (21 Days) notice prior to Function Booking Date must be given to the Venue for full deposit refund. If the cancellation notification to the Venue occurs under this time frame of three weeks (21 Days) the entire deposit will be forfeited.
- Functions may be re-scheduled; however we must be notified at least three weeks (21 days) prior to your function.

## FINAL NUMBERS

- To assist us in making your function run smoothly, guaranteed numbers will be required two weeks (14 days) prior to the function booking date. Where clients have requested food and/or beverage packages, charges will apply on the final number quoted or the head count, whichever ends up being greater on the day.

## HIRING OF EQUIPMENT / ADDITIONAL REQUIREMENTS

- The hiring and charges associated with equipment or music and entertainment will be the responsibility of the client.

## MENU CHANGES – SEASONAL AND DIETARY

- Menus provided are subject to seasonal changes and product availability. They provide an overview of the style and variety you can expect from the products at the Parkview Hotel. Wherever possible the Parkview Hotel will endeavour to meet your requests and menus will be confirmed no less than two weeks (14 days) prior to your function. If you or your guests have special dietary requirements, we welcome your suggestions and we can happily alter dishes to suit your needs. Please inform the venue of these in advance.

## EXTERNAL CATERING

- External catering is prohibited at the Parkview Hotel. Birthday cake by agreement with the venue is the only exception to this.
- If in the case an agreement has been made where catering is provided by a source external to that of the Parkview Hotel Kitchen (including birthday cake), the Parkview Hotel assumes no liability for any negative outcome caused due to the food provided.

## RESPONSIBLE SERVICE OF ALCOHOL & NON-SMOKING POLICY

- Clients are to be responsible and assist with ensuring the orderly behaviour of their guests during a function. The Parkview Hotel reserves the right to intervene where necessary and remove from the premises any persons behaving in an irresponsible manner. Responsible service of alcohol, non-smoking and related laws will be enforced during the function.

## SECURITY

- It is a client's responsibility to secure their personal belongings and equipment for the duration of the function. For most functions, the Parkview Hotel may recommend and reserves the right to supply security at the client's cost.
- To ensure the security of larger functions, a guest list or invitations may be required to assist in maintaining the privacy of your function from the general public.

## PAYMENT

- All function food accounts are to be finalized one week (7 days) prior to the function. All beverage payments must be settled in full on the day/night of your function.

## MINIMUM SPENDS

All functions have a minimum spend. Clients are liable for the difference in the event of the minimum spend not being met at the conclusion of your function. The minimum spend includes any food or beverage purchases made during the function.

- Monday & Tuesday Functions - No minimum spend & FREE Room Hire
- Wednesday & Thursday Functions - \$1500 + Room Hire
- Friday & Saturday Functions - \$2500 + Room Hire
- Sunday Functions - \$2000 + Room Hire

## ROOM HIRE COST

- \$200 - This can be waived if minimum spend is met for your function.

\*21st birthday parties will incur an extra cost of \$250 due to security guards.

## DAMAGE

- If it is found that the function and/or its guests have caused damage to the room and/or facilities of the venue, they the client will be held liable for costs involved in restoring the venue back to its original state, that is the state that it was in before the commencement of the function.

## UNDERAGE PATRONS

- Due to liquor licensing laws, people under the age of 18 years are not permitted in the Parkview Hotel Bar unless they are accompanied by a direct legal guardian. If underage patrons are expected to attend, the venue must be advised as soon as it is known.

## 21ST BIRTHDAYS

- Clients who are having their 21st (and/or younger) birthday must show proof of age by showing their drivers licence or similar photographic evidence. Functions will not be confirmed until this proof has been received. A guest list must be provided no later than two (2 Days) prior to function.

I, \_\_\_\_\_

have read, understood and agree to the terms and conditions as laid out above by the Parkview Hotel.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

By signing, you agree to the terms and conditions set out by the management at the Parkview Hotel.

10% surcharge applies on public holidays.