

RUBY'S

AT THE ROUND HOUSE TAVERN

FUNCTIONS PACKAGE

Functions Manager – Jill Harvey

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Thank you for considering The Northlands Round House as a proposed venue for your function.

We have three areas that can be considered for functions.

(a) Ruby's is a large open plan restaurant with a well equipped bar and kitchen specialising in modern Australian cuisine.

There is comfortable seating in its current floor plan for 100 people.

(b) For cocktail functions, we recommend you use the Vodka Plus Bar and this has a mix of seating and standing areas for up to 50 people.

(c) Alfresco area that is licensed to accommodate 48 people either seated or standing.

Here at The Northlands Round House Tavern, we strive to meet all of your individual function needs.

We cater for birthday and engagement parties, small wedding dinners, work functions, Christmas breakup parties, and fund raising events.

We can provide a cost effective solution with a personal touch so please contact Jill to discuss your needs in detail and to supply you with a formal quote.

Please note that all details contained within this package are correct at time of printing, although are subject to change without notice.



FOOD PLATTERS

No Minimum



\$37.50 per small platter (serves 5-10 people)
\$75.00 per large platter (serves 10-20 people)

Hot platters include:

**Selection of hot canapés and bite sized pieces
featuring**
Honey soy chicken wings
Sesame crumbed fish goujons
Pinwheels – meat and/or vegetarians
Spring rolls, samosas, party pies and sausage rolls

Cold platters include:

Selection of cold meats, cheeses, antipasto, dried fruits and crackers
Vegetable pasta frittata
Ciabatta and dips platter
Sandwiches and wraps platter

Oysters served natural with a selection of dressings - poa

Fruit platters include:

Fresh skewers of seasonal fruit with yoghurt dip



SET MENU SIT DOWN FUNCTION MEAL
***(Excluding December)**

Minimum 40 guests

Minimum menu budget \$38.00 per head



A set three course sit down function meal menu can be arranged in a screened off section of the restaurant (**minimum 40 guests at \$38.00 per head menu**)

Or

You can book the entire restaurant (**minimum 80 guests at \$40.00 per head menu**).

Choice of food can be arranged to fit within these budgets in consultation with kitchen staff and Functions Manager.

Catering for a sit down dinner for a minimum of 80 guests at a \$40 per head budget is required for us to cancel our normal Saturday night activities in the restaurant. For a function of 90 or more guests we will waive our room hire charge for the night.

Please note: Due to the huge demand for our set Christmas function menu during December we are unable to provide special function menus as per above.



AL FRESCO AND VODKA PLUS BAR FUNCTIONS

Alfresco Area



Our alfresco dining area is licensed to accommodate 48 guests – 50% of the area dedicated to non-smoking.

A set three course sit down function meal menu can be arranged in the alfresco area as per the details on the previous pages.

If you wish to hold a completely private sit down meal function in the al fresco area there is a **minimum requirement of 30 guests @ \$35.00 per head menu.**

Vodka Plus Bar



The Vodka Plus Bar is able to accommodate up to 50 guests in an informal cocktail party style with a mix of seating and standing. Finger food only applies to this area – choose from the platters menu.



TERMS AND CONDITIONS

Catering

Tentative bookings will be held for seven days.

A \$500 deposit is required to confirm the booking.

Your menu selection, times for serving and final numbers of guests are required **ONE WEEK** prior to your function date. Payment is required one week prior to the function date. Function numbers can still increase up to 24 hours prior to the function commencing (although no decrease can be accepted) with additional payment required at the time of notification of the increase.

Food may not be purchased from any external source and brought on to the premises. A celebratory cake can be purchased through us in accordance with your budget.

Beverages

Beverages can be based on consumption or a bar tab. You simply advise a bar tab amount and advise us of the beverages to be available for your guests. A credit card imprint is taken and kept behind the bar or you can leave a cash amount with the Duty Manager. The Duty Manager will monitor this throughout the function and liaise with you. Our beverage price lists are available on request.

All Northlands Round House Tavern staff are trained in the Responsible Service of Alcohol. It is the hotel's policy that all staff follow through on any possible breach of the law.

As a fully licensed establishment, beverages may not be purchased from an external source and bought onto the premises. This includes from our on-site retail bottleshop.

Decorating and Theming

The Northlands Round House Tavern will allow you to decorate the area provided it does not interfere with the efficient running of the venue. Balloons and streamers attached to light fittings and ceiling fans will not be permitted.

Room Hire

So that you may use the restaurant venue for your exclusive use, we will need to close the restaurant to the general public. This will incur a room hire fee as per the following:

Monday to Thursday:	\$150.00
Friday and Sunday:	\$200.00
Saturday:	\$300.00



Payment

Payment can be made by cash, eftpos, visa, mastercard or Amex (by phone or in person). If paying in person, please make an appointment with the Functions Manager to organise a suitable time.

Pricing listed throughout this document is inclusive of GST and the included menus are subject to change without notice. Once your deposit is paid however, the pricing applicable for any food menus will remain current for a period of three months. Beverage prices are subject to change without notice and are based on applicable increases as determined by law such as CPI, excise increases etc.

Unforeseen Circumstances

In the event of the inability to comply with any of the provisions of this contract by virtue of cessation or interruption of electricity or gas supplies, industrial disputes, plant or 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.

Cancellations

The deposit paid is non refundable, however, it is transferable to another date should you give at least one month's notice. Should your function be cancelled within 1 week from the function date, full payment of catering and room hire is still required for the confirmed numbers and any deposit will be forfeited.

Confirmation

Please read all of the above terms and conditions, sign the attached confirmation letter and return to the Functions Manager (email jill@theroundhousetavern.com.au) or fax 9344 3762.

Thank you again for choosing The Northlands Round House Tavern for your upcoming function. We look forward to assisting in making your event an enjoyable one.



CONFIRMATION LETTER

Function Purpose: _____ Function Date: _____

Contact Name: _____ Function Time: _____

Contact Phone: _____ Other Contact: _____

Function Package:

Food Platters

Sit Down Set Menu Function Meal

Function Guest Numbers: _____

Function Food Charge per head (\$) _____

Function Food Charge Total (\$) _____

Room Hire Charge (\$) _____

Total Function Charge
(excluding beverages) (\$) _____

Form of Payment:

Cash Y/N

Eftpos Y/N

Visa/Mastercard/Bankcard
(circle One)

Amex Y/N

Bank Cheque Y/N

Credit Card payment only:

Name on card _____

Card Number _____

Card expiry date: _____

Amount to be charged: _____

Signature of card holder: _____

I have read and accept the terms and conditions as set out in The Northlands Round House Tavern Functions Package:

Name _____ Signed _____ Date _____

