

## FOOD

### Canapés:

Prawn gyoza	Sausage rolls
Vegetarian Gyoza (V)	Vegetable Samosas (V)
Assorted gourmet pies (V) depending on filling	Jalapeno Poppers (V)
Mini pizzas (V) depending on topping	Stuffed Pumpkin flowers (V)
Assorted mini quiches (V) depending on filling	Siu mai
Vegetarian spring rolls (V)	Peking duck
Duck and apple spring rolls	Chicken skewers
Arancini balls w/ mozzarella and basil (V)	Thai fish cakes
Roast tomato tarts with goats' curd and olive (V)	Wontons (V)
Prawns on lemongrass skewers	Pakora Vegetables (V)
Sweet potato, cashew and basil parcels (V)	Tempura prawns
BBQ pork buns	Spicy Lamb wrapped in filo pastry
	Potato, cheddar and walnut croquettes (V)

### Grazer:

#### Mini Burgers with chips

- Beef
- Chicken
- Veg (V)

#### Chip baskets with

- Salt and pepper calamari
- Beer battered fish
- Cornflake crumbed chicken tenders

#### Salads

- Potato, bacon and spring onion with buttermilk dressing
- Quinoa salad with smoked chicken OR roasted cauliflower

### Desserts:

Individual chocolate mousse with brownie crumbs (V)

Individual cheese cake with berries (V)

individual honey panacotta with pear (V)

*Gluten Free and Vegan options available on request.*

### Pricing:

\$20/Head – 4 Types of hot or cold canapés

\$27/Head – 4 Types of hot or cold canapés, 1 grazer

\$38/Head – 5 Types of hot or cold canapés, 1 grazer & 1 dessert

\$43/Head – 6 Types of hot or cold canapés, 1 grazer & 1 dessert

\$55/Head – 7 Types of hot or cold canapés, 2 grazer & 1 dessert

### Something more...

For more substantial dinner options, please contact your Stone Hotel event organiser for the latest seasonal menu and we can customise a menu for your group size and budget. Menu options are available for a variety of requests (e.g. small share plates, 2 or 3 courses, banquet style).



## **BEVERAGES**

### **On Consumption – Organiser bar tab**

A pre-paid nominated amount can be placed on a bar tab with selected beverages or an open bar

### **Cash Bar**

You can opt for a cash bar for the duration of your event where guests pay for their own beverages

# Function Terms and Conditions

## Booking confirmation

To reserve a function space, a deposit of \$500, must be made at least 7 days prior to your preferred function date, which is redeemable on food and beverages over the bar.

Function space hire will not be deemed as confirmed until the deposit has been received in full by The Stone Hotel.

To Reserve a level exclusively. A minimum spend applies and must include a canape package.

In the event the function deposit is not paid, The Stone Hotel has the right to terminate function plans.

Payment of the function is to be made in full on the functions conclusion

## Function deposit

The deposit can be paid by credit card or in person with cash. The deposit is not refundable if there is a cancellation.

A minimum spend for the night will be agreed on by both The Stone Hotel and the client prior to the function deposit being paid.

**Note:** If minimum spend is not met, the additional charge will become room hire fee and will be payable on the completion of the function. The minimum spend does not include audio equipment/flowers or any other equipment hired on behalf of the client.

## Prices

Prices in this function information package are correct at the time of printing and are subject to change. To ensure you have the latest version contact management at The Stone Hotel.

All prices are inclusive of GST

## Cancellation

In the event of the function is cancelled, the following guidelines apply:

Where a function is cancelled between 31-60 prior to the date, the client shall forfeit their deposit

Where the function is cancelled between 1 – 30 days prior to the date of the function the client forfeits the deposit and 80% of the minimum spend on the room

## Damage or Loss of Property

The client is responsible for any loss or damage to the hotels property caused by guests attending the function. The Stone Hotel will not accept any responsibility for the loss or damage to any equipment, merchandise or personal effects left on the premises prior to, during or a after a function. A \$200 cleaning levy will apply if the room is left in need of professional cleaning.

Prior to and at the end of each function an inspection of the function area will take place, any damage to the area is the sole responsibility of the person who made the booking and you will be liable for any repair cost

## Cakeage

A cakeage fee will be charged for desserts and cakes not provided by The Stone Hotel. The cakeage fee will depend on the size of the cake or dessert.

## Responsibility

The Stone Hotel does not accept responsibility for damage or loss of any persons property left on the premises prior to, during or after the conclusion of the function

The client is financially responsible for any damage to the venue or its surroundings caused by themselves, their guests or outside contractors. In the instance that damage occurs, all associated costs will be charged to the nominated credit card

## Decorations/Function space layout

Certain restrictions apply to the layout of each function space and to avoid disappointment ensure that you discuss your function space layout and decorating needs with The Stone Hotel management prior to your function date.

All decorations must be approved by The Stone Hotel management.

All furniture and fittings must remain in the function space as arranged by management

Furniture and fittings cannot be removed/moved from the Upstairs Bar and Beer garden and placed in the Downstairs Bar or vice versa, before, during or after the function without The Stone Hotel management approval.

Nothing is to be nailed, screwed, stapled or adhered by any means (including but not limited to sticky tape, glue or adhesives of any kind) to any surface of the Stone Hotel

Confetti, or confetti type products are not to be used inside or outside of the premises.

Candles must be in approved holders to catch any dripping wax and prevent a fire hazard.

In the instance that a breach of these conditions occurs, all associated costs, including a cleaning fee will be charged to the nominated credit card

## Audio visual

**Please note-** all audio- visual requirements must be confirmed and tested 48 hours prior to your function The Stone Hotel cannot be held responsible for your Audio-Visual arrangements. The Stone Hotel does not provide technical help for your function.

DJ's must connect/plug into The Stone Hotel AV system. It is the responsibility of the DJ to ensure compatibility with The Stone Hotels AV system.

DJ's must contact The Stone Hotel to discuss AV requirements at least seven (7) days prior to the function.

The Stone Hotel or its representatives cannot be held responsible for non-Stone Hotel equipment failures during your event

## Prohibitions

No food or drink is to be permitted onto the premises unless authorised by management

## Function Space Access

Access to the function space is available from 1 hour before your scheduled function start time. Access to the function space outside of this time can be arranged with Management, at managements discretion, and dependent on the function spaces availability.

## Operating hours

The Stone Hotel is open Sunday – Wednesday until 11pm and Thursday – Saturday until 3am

Food will be served up until 10pm.

If there is an outside dessert/cake at the function it must be served by 9.30pm unless prior arrangements have been made with management.

A fee will be levied if food service after 10pm is required.

Function start, and finish times must be adhered to. Minimum numbers are required to extend exclusive use of the function space after 2am.

## Payment terms

In the event your account is not paid and is referred to a collection agency and/or law firm, you will be liable for all costs which would be incurred as if the debt is collected in full, including legal demand costs.

Overdue accounts will be subject to interest at the rate of **10% p.a.**, calculated for the period the account is due until the date it is paid



# Booking Agreement Form

Please fill in the below and sign where indicated.

## Personal Details

Name

Address

Postcode

Company Name

Phone H

B

M

Email

## Function Details

Date

Function start time

Occasion

Guest Numbers

Function space

Food

Special Instructions

# Credit Card Details

Cardholders Name

Card Type

Card Number

Expiry Date

Security Number

I, the above agree to pay a deposit of \$ \_\_\_\_\_, being for the above stated function and acknowledge that the balance will be deducted from the above nominated card on the day of the event.

I the above agree to a minimum spend or \$ \_\_\_\_\_ for the above function. I understand that if the minimum spend is not met, that I will be liable for the remaining costs as per the attached terms and conditions.

All accounts must be paid in full by the date of the above stated function, unless previously arranged with The Stone Hotel management.

I the above agree to my credit card details being held as security and if necessary debited in the event of non-payment on the day of the function.

*A payment processing fee will apply for all card transactions. This is in line with the new government regulations relating to merchant fees which can be viewed at [www.rba.gov.au](http://www.rba.gov.au) and is fully compliant with the ACCC.*

## Agreement

**I have read, understood and agree to the Stone Hotel Function Terms and Conditions**

**I agree to the above amounts, including any costs if incurred as outlined in the Terms and Conditions, being charged to the nominated credit card**

Client Signature

The Stone Hotel Signature

Client Name

The Stone Hotel Manager

Date

Date

Final food and beverage details must be confirmed **7 days** prior to the function date. Ipods/DVDs to be used during the function must be checked by The Stone Hotel staff at least **3 days** prior to the function date. Please ensure the quality of your music selection as this can affect the ambience of your function. A minimum number of guests must be confirmed 7 working days prior to your function date. If your booking is cancelled, you may be liable to pay up to 80% of the minimum spend (refer to the Terms and Conditions). If minimum spend is not met, the additional charge will become the room hire fee and will be payable on the completion of the function. In the event of damage to The Stone Hotel property you will be held accountable. The minimum spend fee does not include audio equipment/flowers or any other equipment hired on behalf of the client.

In the event your account is not paid and is referred to a collection agency and/or law firm, you will be liable for all costs which would be incurred as if the debt is collected in full, including legal demand costs.

Overdue accounts will be subject to interest at the rate of 10% p.a., calculated for the period the account is due until the date it is paid

Email the completed form to : The Stone Hotel Management - [events@thestonehotel.com.au](mailto:events@thestonehotel.com.au)