

BARKLYS HOTEL

~ Your friendly local Hotel ~

Thank you for your enquiry about Barkly's Function Room.

Please find attached our Function Package with the relevant information requested.

The function room is a fantastic place to hold functions of all kinds. With its modern décor and outside courtyard it's ideal for birthday celebrations, engagements and many other parties.

If you haven't already viewed the room, we strongly recommend you come in and have a look at a suitable time. We're sure you will not be disappointed.

Please do not hesitate to contact us on 9457 1003 if you have further queries or wish to organise an inspection. You may also like to visit our website www.barklyshotel.com.au where you will find all our menus as well as photographs of the Hotel and the Function Room

Yours sincerely

Management
Barklys Hotel

FUNCTION ROOM

Barkly's Function Room offers modern décor, it's own separate bar, a 25 CD stacker, 50 inch Plasma TV, male & female toilets & a large courtyard, making it ideal for many functions. It is licensed until 12.30am.

Room Hire:	Mon - Thursday	\$150*
	Friday	\$200*
	Sat & Sunday	\$250*

Please note:

Minimum 40 people required for bookings

Minimum number for Friday & Saturday nights is 70 people

Maximum number booked cocktail style is 120 people

A selection of one of our Party Menu options (attached) is required for each booking.

During December special Room Hire rates apply. Please check with Management

Conditions apply on Public holidays. Please check with Management

BEVERAGES *

Beer (on tap):	Heavy - Carlton Draught/VB	Pot 285ml	@ \$4.10
	Light - Cascade Premium Light	Pot 285ml	@ \$3.80
Wine (House):	Rothbury Estate Sauv Blanc	Glass	@ \$6.00
	Rothbury Estate Cab Merlot	Glass	@ \$6.00
Sparkling Wine (House):	Rothbury Estate	Glass	@ \$6.00
Soft drinks & Fruit juice		Pots 340ml	@ \$3.90

A full range of Premium Beers, table & Sparkling Wines, Spirits, Liqueurs & Cocktails are available at bar prices.

You are welcome to purchase wine or champagne from our bottle shop to bring into your function. We do require a receipt and a \$12 corkage per bottle will be charged.

ALL LIQUOR PRICES ARE "AT BAR PRICES" AND QUOTED HERE TO BE VIEWED AS A
CURRENT GUIDE ONLY

LIQUOR WILL BE CHARGED ACCORDING TO "THE BAR PRICE" AT THE DATE OF YOUR
FUNCTION

Cocktail Food Menu

\$14.00 Per Head

- 5 items to be selected from our standard selections

\$17.00 Per Head

- 5 items from standard & 2 from gourmet or sweets

\$20.00 Per Head

- 5 items from standard & 4 from gourmet or sweets

Standard Cold

Club Sandwich Bites

Mini tomato and basil Bruschetta

Smoked Salmon Baskets

Antipasto Platter

Assorted Nori Rolls

Cheese platter with savoury nibbles and assorted biscuits

Standard Hot

Cocktail Fish & Chips with Tartare

Salt and pepper squid with sweet chilli

Oriental Selection of Fried & Steamed Nibbles with Soy Sauce.

Gourmet Pizza

Australian Party Pastries and Tomato Sauce

Gourmet Selection

Crisp Spinach & Cheese Ravioli with Basil & Tomato Dipping Sauce

Blood Mary Oyster Shots

Satay chicken skewers

Assorted Gourmet Pies & Filled Pastries

Thai Beef Salad Rice Paper Rolls

Grilled Prawn Skewers with Tequila Mayonnaise

Lamb kofta with Tzatziki dip

Vegetable frittata with hummus and black olives.

BBQ Beef skewers with spicy tomato sauce

Mini Open Steak Sandwiches

Crab Cakes with Coriander Paste

Wonton Prawn Rolls with Sweet Chilli Dip

Sweets

Assorted Brownies with Cream Dip

Assorted Slices & Cake

Bowls of Wedges & Hot chips are available
in addition to any of the above selections @ \$6.00 ea

* ALL FOOD PRICES ARE SUBJECT TO OCCASIONAL HOTEL INCREASES THAT
WILL APPLY TO YOUR FUNCTION UNLESS PRE-PAID IN FULL (30 DAYS NOTICE
WILL BE GIVEN OF ANY INCREASE)

GENERAL BOOKING INFORMATION

Deposit & Bond

We require payment of room hire in full to confirm a booking.

Please note that bookings **cannot be confirmed** until deposit has been received.

***21st functions are required to pay a \$300 bond prior to the function, please have form filled in and returned to the hotel with payment of food (1 week prior)**

Payment

Room hire to be paid at time of confirming booking

Total food amount to be paid the week prior to function

Bond (if 21st) to be paid no later than one week prior to function

Outstanding balance on account to be paid in full at the conclusion of the function

You are welcome to run a bar tab for your liquor, however before commencing the tab it is a requirement that either cash or a valid credit card is held behind the bar for the duration of your function, for security.

***Please note that failure to pay for food & bonds prior to function could result in cancellation**

Cancellations

In the event of a cancellation the following will apply:

4 weeks prior to the event - Full deposit refunded

Within 14 days of the event - 50% of the deposit is refunded*

Less than 7 days of the event - No refund of deposit*

(*The full deposit will be refunded if we are able to re-book the venue for that date)

Confirmation

Confirmation of your menu choices is required 2 weeks prior to your function

Confirmation of numbers for catering is required the week before your function with food payment in full.

Decorations

You are free to decorate the Function Room as you please. We recommend some helium balloons and maybe some streamers.

We do ask that you do not use any sort of tape on the walls at all. Blue tack is fine.

GENERAL BOOKING INFORMATION (cont)

Flower Arrangements

You are free to make your own flower arrangements. If you wish we could obtain quotes or refer you to specialists in the area

Smoking

Smoking is outside only

Time Frames

The function room is hired out in five (5) hour blocks. If you require the room for longer there will be a \$50 surcharge per hour.

Other Requirements

Music

The bar offers a 25 CD stacker with an attachment for an iPod. This gives you the option to bring your own CDs or iPod. Alternatively we have a range of CDs we can play as background music.

Juke Boxes & DJs are permitted, however, it is up to you to organise this and advise us of the details - ie when the juke box will be delivered or when the DJ will want to set up. **Solo singers or duos are also permitted, however, license conditions do not allow larger bands.**

Cakes

You may bring your own cake. Under Food Safety Laws, a simple form will be handed to you to read and sign. Please advise the hotel if and when you will be bringing your cake in. We are happy to refrigerate it until required.

Hotel management are more than happy to assist you with any enquires you may have. Please do not hesitate to call us.