



BRAYBROOK

HOTEL

Function Package

BIRTHDAYS | ENGAGEMENTS | WEDDINGS
CHRISTENINGS | CORPORATE | PRESENTATIONS

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RECEPTION@BRAYBROOKHOTEL.COM.AU

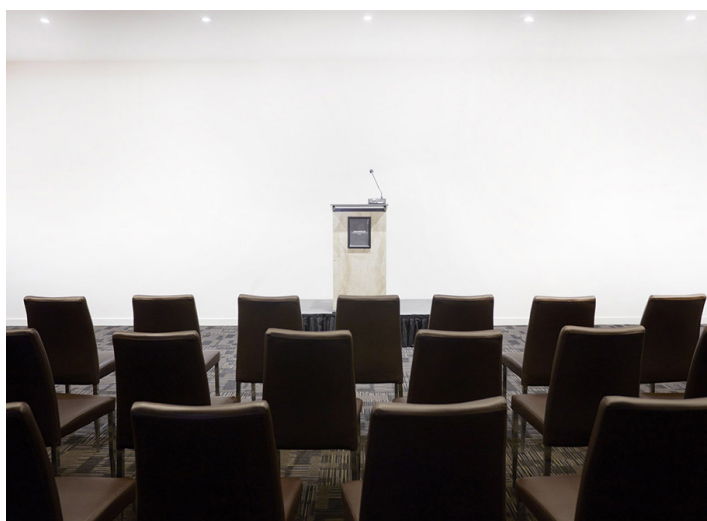


@BRAYBROOKHOTEL

If you're looking for a great place to host your next function, look no further than the Braybrook Hotel!

Our staff and facilities are second to none, and we offer a wide range of services to make your event a success. Whether you're planning a large corporate gathering or a small family celebration, we have the perfect space for you. Our hotel function room is modern but neutral, a great blank canvas for your soiree. It is a simple layout with no intrusive bar to use up mingling, dancing and presentation space. Yet it has a private service window to the sports bar, for quick and easy refreshment.

Our experienced event planners will work with you to create a customised package that fits your needs and budget. Let us handle all the details and make your event a memorable one. Contact us today to book your next function at the Braybrook Hotel.



Function Facilities

Exclusive Bar: Yes

Exclusive Smoking Area: No

Exclusive Toilets: No

Wheelchair Access: Yes

Smoking area: Smoking area is indoors and adjacent to the Function Room

Parking: Onsite parking

Music Facilities:

This equipment is available in the function space free of charge:

Amp: No

PA System: Yes

Speakers: Yes

iPod/AUX input: Yes

Jukebox: No

Dance floor: No

Mixer: No

CDJs: No

CD Player: No

Turntables: No

Mirror ball: No

Lighting: No

Can the venue arrange:

DJ Hire: No

Free Background Music: Yes

Can customers bring their own:

DJ: Yes

Band: Yes

Noise restrictions: Reasonable levels

Conditions For Private Party Hire:

Hire Charge - \$300.00

Minimum Spend Food - \$1,500.00

Security Staff - \$160.00

Min—Max Guests: 40 — 120

Party Duration: 6pm — 12pm (4 hours)

Underage Policy:

Underage guests are permitted until close (12am), providing the underage guest is in the company of a responsible adult who is responsibly supervising them. One separate responsible adult per each underage guest.

Drink Options:

Bar tab, Cash bar/Pay as you go

Seasonal Surcharges:

None.

Same hire conditions all weekends of the year.

Sunday - Thursday Functions:

Available 7 days

18th, 21st, Bucks & Hens Party Policy:

18th Birthday Party: Yes

21st Birthday Party: Yes

Bucks Party: No

Hens Night: No

Other Party Policies:

Wedding Engagement/Reception: Yes

Christenings: Yes

Corporate/Presentations: Yes

Birthday Party: Yes



BRAYBROOK

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Buffet Menu

Adult \$55

Child (5-12 yrs) \$25

Toddler (1-4 yrs) \$15

Selection of 38 hot & cold international dishes, with a wide variety of Asian dishes, Authentic Italian dishes and Pizzas, Curry dishes, Soups and Salads, Roast Carvery and a delicious dessert buffet.



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Cocktail Menu

Choose 5 Items
From the Hot & Cold Selections
\$ 25.00pp

Choose 6 Items
Includes 2 items from the Gourmet Selections
\$ 29.00pp

Choose 8 Items
Includes 3 items from the Gourmet Selections
\$ 39.00pp

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Cocktail Menu

Cold Food Selections

- Assorted sandwiches (2 pp)
- Selection of dips and crudités (V & GF) | (2 pp)
- House made vegetarian frittata (V & GF) | (2 pp)
- Camembert and strawberry canapés on toast (2 pp)
- Prosciutto and bocconcini on mini toast (2 pp)

Hot Food Selections

- Curried vegetable Samosas with mint and cucumber yoghurt (V) (3pp)
- Mini chicken Kiev balls (2 pp)
- Party pies and sausage rolls (2 pp)
- Oven baked spinach and ricotta pastizzi (V) I (2 pp)
- Mini Dim Sims (3 pp)
- Prawn in wonton pastry with a sweet chilli sauce (3 pp)
- House made meatballs (2 pp)
- House made cheese Arancini balls (V) I (2 pp)
- Lemon pepper calamari rings (3 pp)
- Assorted Asian Delights: vegetarian spring rolls -mini dim sims, curried samosa (4 pp)

Gourmet Cocktail Food Selections

- Smoked salmon, mascarpone cheese and dill canapés (2 pp)
- Salt and pepper squid (3 pp)
- Tandoori chicken pieces with mint and cucumber dipping sauce (1 pp)
- House made Satay chicken skewers (GF) I (1 pp)

TERMS & CONDITIONS

NAME:

FUNCTION DATE:

FUNCTION CONFIRMATION

In order to confirm your function, a minimum deposit of \$ 300 will be required. Please note that your booking is not confirmed until the deposit is received and the terms and conditions are signed.

ROOM HIRE & MINIMUM REQUIREMENT

Room Hire is \$300 the duration of the room is 4 hours, unless an agreement has been made with management. Room Hire includes Linen, PA system and Projector, General Cleaning, Set up and Pack up.

Minimum buffet food cost: \$2750

Minimum cocktail food cost: \$1250

FINAL PAYMENT

Confirmation of numbers and payment due 7 DAYS prior to event. Any extra guest arriving can be paid for on the day. If payment is not received, the venue reserves the right to cancel the function.

CANCELLATION

In the event of cancellation by the client, the deposit paid may be forfeited to the Braybrook Hotel. If the cancellation is received within 14 days of function, 50% of the deposit will be forfeited. If cancellation is received within 7 days of function, the whole deposit will be forfeited.

If the Braybrook Hotel is unable to proceed with your booking due to any reason beyond the Braybrook Hotel's reasonable control (e.g. fire or flooding), then the Braybrook Hotel has the right to cancel you're booking and will return your deposit. The Braybrook Hotel will have no further liability for such cancellation. Further information can be found under unforeseen circumstances.

CELEBRATION CAKES & CANDY BARS

These are the **only** outside food items that is allowed to be brought in by the Hirer. Additional charges apply if you require the venue to cut and service your cake.

SPECIAL DIETARY REQUIREMENTS

The Braybrook Hotel is able to accommodate customers 'special dietary' or cultural requirements with sufficient prior notice. Please see your Functions Coordinator for options available.

FOOD & BEVERAGE POLICY

No food or beverage is permitted to be brought into the premises for consumption **at any time**, with the exception of celebration cakes / specialty items (as approved). **Under NO circumstances** can any leftover food from any Function / Event be taken from the premise on conclusion.

SECURITY BOND –18th, 21ST Birthdays, Sporting Club functions and other functions, at management's discretion, require a \$500 Bond to be paid **7 working days** prior to the event. Wrist bands for guest under the age of 18 years will be required along with a full list of names of guest, ID and bag checks will be performed by security and venue management

SECURITY – The Braybrook Hotel reserve the right to hire additional security at the expense of the client to ensure safety of staff and guests. Clients will be notified in advance if additional security is required.

DRESS CODE

The function organiser agrees that they and all guests will abide by the dress code rules of Neat Casual enforced by the regulations of the Braybrook Hotel. Dress code 'neat casual' applies to all attending the functions, and adheres to a NO men's muscle shirts or singlet's, no tracksuit pants, no caps policy.

All patrons including children must wear shoes at all times.

TERMS & CONDITIONS

WE HOLD NO RESPONSIBILITY FOR DELIVERY AND PICK UP OF EQUIPMENT:

The Functions Coordinator must be advised of all deliveries / collections made on behalf of the hirer.

Payment for any delivery of goods must be made by the hirer in advance. **Assistance for moving in or out of equipment is not guaranteed and will only be possible if staff are available. eg to your cake whilst stored on our premise.**

UNFORSEEN CIRCUMSTANCES

In the event of inability to comply with any of the provision of this contract by virtue of any cessation or interruptions of a robbery, gas, electricity, water main break, fire, industrial dispute, plant or equipment failure, extremes in weather conditions, unavailability of food, other unforeseen contingency or accident, The Venue **will not** be held responsible for any losses sustained if a function cannot proceed for any other reason beyond our control. The venue reserves the right to cancel any bookings and refund any deposits at any time.

DAMAGES AND THEFT

Function/Event organizers will assume financial responsibility for any and all damages and /or theft caused during the event/function, by any of their guests or any other persons attending the event/function, whether in the room/s or in any other part of the venue.

The Braybrook Hotel does not accept responsibility for damage to, or loss of any client property. This applies to all areas of the Braybrook Hotel. All vehicles parked in the Braybrook Hotel car park are parked at the individual owner's risk.

CLEANING

Room Hire includes general cleaning of function rooms. Additional cleaning charges may be incurred if a function has created a

SMOKING POLICY

In accordance with Government Regulations, smoking is banned from all areas within the venue except for designated smoking rooms or areas.

DECORATIONS:

Decorations can be brought in to enhance your function; however there are a number of items that are **NOT PERMITTED** in any of our function rooms. These items are as follows:

PINS, STICKY TAPE, GLUE, PARTY POPPERS, RICE, FLOWER PETALS, GLITTER OR SPRINKLES

However, BLU TACK & 3M products ARE ACCEPTED.

It is the responsibility of the host to ensure additional equipment and/or decorations are removed from the venue at the completion of function.

Failure to abide by the above, you (the hirer) will be liable for any costs associated to any extra cleaning / damage caused. Your bond will be suspended and associated costs to clean up / repair any damage will be deducted from your deposit bond. (_____) sign by hirer.

Decorations Safety Policy: Decorations must be approved by the Function Coordinator.

The Braybrook hotel is happy to allow you to decorate the function room to your liking; however it is imperative to maintain safety in doing so. Chairs and table tops are not permitted to be used as ladders for decorating the room.

I, The Hirer must understand that participating in room preparation/decoration of the hired premises is to be done so at my own risk. Any physical injuries sustained are of no consequence or liability to The Braybrook Hotel, I the hirer forfeit all rights to make any claims against The Braybrook hotel or any of its employees for any physical injuries or damages that may occur on the premises. I also understand that I am accountable for any aesthetic damages caused on the premises by myself or my guests

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ENTERTAINMENT

Entertainment will be subject to The Braybrook hotel's approval. Management must be advised of the planned entertainment at the time of the booking.

LIQUOR LICENSING LAW: In line with Australian standards, the Club practices the Responsible Serving of Alcohol (RSA).

1. The venue practices strict RSA and reserves the right to refuse the service of alcohol to any guest it considers to be under age, intoxicated or behaving in an offensive manner.

2. **Any guest under the age of 18 must be accompanied by a parent or legal guardian at all times.**

3. It is against the law for guests under the age of 18 to consume alcoholic beverages or enter the Gaming Area.

Under no circumstances should they do so regardless of parental/legal guardian consent.

4. Under the **Liquor Licensing Law** a person, parent or licensee **must not** supply alcohol to a minor.

Attempting to buy liquor for a minor may incur a **Penalty that exceeds \$6,000.**

5. If guests are drunk, violent or quarrelsome they must leave the premises upon request.

Failure to do so may

Incur a **Penalty that exceeds \$17,000.**

6. Any failure to comply with any of the above points will result in the immediate termination of the function

Without refund.

We are a fully licensed venue; therefore NO alcohol whatsoever can be bought onto our premises.

If this rule is breached, we reserve the right to remove and discard any alcohol bought into the venue.

Responsibility of the Hirer:

1. Children attending the function must be under the supervision of parent or legal guardian at all times.

Hirers must ensure that children are not placed at risk upon entering or leaving the venue

2. The hirer assumes full responsibility and is liable for all damages caused by guests, invitees and all other people in attendance. This liability extends to all other areas of The Braybrook Hotel inclusive of the Sports Bar, Gaming Room, TAB, Buffet, Kids Play Area and Car Park.

3. The venue will take all necessary care to ensure safety of property however The Braybrook Hotel will not accept responsibility for any damages or loss of property to the hirer or guests on the premises before, during or after the function.

4. It is the hirer's responsibility to conduct the function with full compliance of the House Policy and venue management rules with all applicable laws inclusive. **We reserve the right to intervene if activities in the function room and throughout the venue.**

I hereby acknowledge that I have read and understood and agree with the above terms and conditions.

Full Name:

Date:

Signature: