



HOTEL PENNANT HILLS

FUNCTION PACKAGE

www.hotelpennanthills.com.au

352 Pennant Hills Rd, Pennant Hills 2120

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HOTEL PENNANT HILLS DELIVERS AN EXCEPTIONAL STANDARD OF SERVICE AND CARE PARTNERED WITH STYLE AND SOPHISTICATION, OUR PASSIONATE TEAM LOOK FORWARD TO WELCOMING YOU SOON.

We cater for all occasions birthday parties, engagement parties, anniversaries, intimate cocktail parties, social events, Christmas parties, business meetings, product launches, sporting presentations, fundraisers, christenings, or any special occasion. Food and beverage packages can be tailored especially for your event. We have an array of mouth watering cocktails and tasty canapes, set menus and drinks menus.

At Hotel Pennant Hills we look forward to exceeding all of your expectations in creating the most unique experience possible for your event.

Please ensure you read all the information that follows including the terms and conditions.





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FUNCTION ROOMS



THE PARTY ROOM/ MEETING ROOM

WOODEN FLOOR AREA

An exclusive indoor and outdoor entertaining area with a capacity to cater for up to 40 people. The Party Room's sliding doors allow for privacy and intimacy. This room is suited to both corporate and social events. The Party Room is equipped for full computer connectivity with access to our free Wi-Fi, a VGA port for connecting portable devices to the TV and a separate speaker system allowing guests to plug in their own music.



THE FUNCTION ROOM

For larger functions, guests can book the function room. Alongside the features of the Party Room, the Function Room offers casual rattan and booth style seating for up to 60 guests, we can also combine the Party Room and the Function Room which allows us up to 90 guests seated or up to 150 guests for a cocktail style function.

Two TVs in the Function Room and Party Room feature both HDMI and VGA connectivity.

Other areas of the hotel are also available upon request but are subject to availability. Please contact the functions coordinator if you are considering the use of other areas.

**Large, seated functions may incur additional charges.*

CATERING MENU

Minimum 30 people

WE KNOW IT'S IMPORTANT TO CATER TO YOUR GUESTS TASTES AND DIETARY REQUIREMENTS, THEREFORE WE OFFER YOU THE FLEXIBILITY IN DESIGNING YOUR OWN CATERING PACKAGE. CREATE YOUR OWN MENU FROM OUR WIDE SELECTION OF OPTIONS BELOW.

MENU ITEMS

Vegetarian Spring Rolls w/ Sweet Chilli Sauce **V**

Tempura Prawns w/ a Wasabi and Soy Mayo

Buffalo Winglettes w/ Smokey Aioli and Buffalo Sauce

Mini Bruschetta w/ Danish Fetta and Balsamic Reduction **V**

Peking Duck Crepes w/ Hoi Sin Sauce

Assorted Mini Quiches

Chicken and Garlic Chive Dumplings w/ a Soy Dipping Sauce

Assorted Mini Pies w/ Tomato Sauce

Duck Spring Rolls w/ Hoi Sin Mayo

Mini Beef Wellingtons w/ Bearnaise and Gravy **V**

Ricotta and Spinach Triangles

Assorted Sausage Rolls **GF AVL**

Beef Cheek and Pea Mash Tartlet **GF AVL**

Beef Sliders w/ Aioli and Bourbon BBQ Sauce

Pulled Pork Sliders w/ Apple Slaw and Aioli

Fried Chicken Sliders w/ Coleslaw, Aioli and Cheese

Falafel Slider w/ Hummus, Beetroot, Tomato and Fetta **V**

Satay Chicken Skewers w/ Peanut Sauce

Moroccan Lamb Skewers w/ Cucumber Yoghurt **GF AVL**

Prawn and Chorizo Skewers w/ Paprika and Aioli **GF AVL**

PACKAGE OPTIONS:

PACKAGE 1

CHOOSE 5 MENU ITEMS \$30 (PER GUEST)

PACKAGE 2

CHOOSE 6 MENU ITEMS \$35 (PER GUEST)

PACKAGE 3

CHOOSE 7 MENU ITEMS \$40 (PER GUEST)

PACKAGE 4

CHOOSE 8 MENU ITEMS \$45 (PER GUEST)

PACKAGES & PLATTERS

BUFFET 1

\$55 PER GUEST

Minimum 25 guests

SET MENU

Oysters' w/ Lemon and Mignonette Sauce

Cooked Tiger Prawns w/ Mary Rose Sauce

Salumi Platter w/ Parmesan, Olives and Sourdough

Cheese Board w/ Dried Fruits, Mixed Nuts and Crackers

Roasted Pork Leg w/ Apple Cider Cream

Roasted Turkey w/ Stuffing and Gravy

Glazed Ham

Twice Roasted Rosemary Potatoes

Steamed Greens w/ Toasted Almonds

Honey Roasted Sesame Carrots

Cauliflower Au Gratin

Assorted Salads

DESSERTS

Christmas Pudding w/ Brandy Custard

Assorted Mini Desserts

Fruit Platter

Pavlova

BUFFET 2

\$45 PER GUEST

Minimum 25 guests

SET MENU

Salumi Platter w/ Parmesan, Olives and Sourdough

Cheese Board w/ Dried Fruits, Mixed Nuts and Crackers

Roasted Pork Leg w/ Apple Cider Cream

Roasted Turkey w/ Stuffing and Gravy

Glazed Ham

Twice Roasted Rosemary Potatoes

Steamed Greens w/ Toasted Almonds

Honey Roasted Sesame Carrots

Cauliflower Au Gratin

Assorted Salads

DESSERTS

Christmas Pudding w/ Brandy Custard

Fruit Platter

Pavlova

PACKAGES & PLATTERS

BUFFET 3

\$35 PER GUEST

Minimum 25 guests

SET MENU

Roasted Turkey w/ Stuffing and Gravy

Glazed Ham

Twice Roasted Rosemary Potatoes

Steamed Greens w/ Toasted Almonds

Honey Roasted Sesame Carrots

Assorted Salads

DESSERTS

Fruit Platter

Pavlova

CELEBRATION OF LIFE

\$20 PER GUEST

Minimum 20 guests

Assorted Mini Quiches

Fruit Platter

Mini Muffins

Assorted Sandwiches and Wraps

Assorted Cakes

Cheese Platter

MORNING OR AFTERNOON TEA

\$25 PER GUEST

Minimum 15 guests

Assorted Mini Quiches

Mini Muffins

Mixed Danishes

Melting Moments

Fruit Platter

Assorted Sandwiches and Wraps

Assorted Cakes

PLATTERS

SERVES 10 GUESTS

Fruit Platter	\$80
Assorted Sandwiches	\$80
Assorted Wraps	\$100
Cheese Platter (Cheese, Dried fruits, Mixed nuts, and Crackers)	\$90
Salumi Platter (Cold Meats, Parmesan, Olives and Sourdough Bread)	\$90
Assorted Mini Desserts	\$120

SET MENU

For larger bookings, we may require the group to select a minimised menu from our regular bistro menu. Preordering is available if liaised with our team in advance.

Contact our functions coordinator to discuss this option further.

KIDS PARTIES



HOTEL PENNANT HILLS IS THE PERFECT LOCATION FOR KIDS PARTIES.

KIDS MENU ITEMS

All of our platter options accommodate 10 children.

KIDS PARTY PLATTER & POP-TOP PACKAGE **\$150**

Nuggets, Pies, Sausage Rolls, Chips, Apple or Orange pop top

FAIRY BREAD PLATTER **\$40**

FRUIT PLATTER **\$80**

SANDWICH PLATTER **\$80**

We strive to provide healthy, high quality food and beverages for all patrons, so we ask that no external food and drink items (e.g. pop-tops, fruit, chips) are not consumed on premises. Party bags and birthday cakes are welcome.

Additional food can also be pre-ordered and purchased for adults attending the children's party. This can be discussed with the functions manager.



BEVERAGES



WAIT STAFF

We offer the option to have staff members serve food and drinks to your guests to make your function as easy and carefree as possible. Functions over a certain size require at least one staff member, however this will be communicated to you at the time of booking.

MONDAY – FRIDAY:

\$35 per hour, minimum 3 hours

SATURDAY-SUNDAY:

\$40 per hour, minimum 3 hours

PUBLIC HOLIDAYS:

\$60 per hour, minimum may vary

GUESTS TO PURCHASE OWN DRINKS (GPO)

Your guests pay for their own drinks from the bar

BAR TAB

A photo ID is required alongside a credit card and will be kept at the bar for security. Running totals are reported to you throughout the course of the function. Extensions to a cash bar tab can be arranged if the previous limit has been reached. This is required to be paid at the time of extension. Once you have reached the specified amount guests can then pay for their own drinks. Bar tabs at HPH are flexible and are tailored

OPEN BAR:

Guests have full choice of beverages from the bar.

LIMITED OPEN BAR:

You choose the beverages you wish to make available on your bar tab and guests can simply pay for any other selections.

ADDITIONAL INFORMATION

FUNCTION TIMES

Day Functions: 11:00am - 4:00pm **Dinner / Evening Functions:** 5pm – 1am

DECORATIONS

You may add your own special touch to your function by bringing your own decorations, flowers, posters, photos or balloons. Please be mindful of the following rules:

- No confetti or similar products
- Balloons must be attached to weights
- No naked flames
- Please do not adhere anything to the walls. We have glass windows that can be used for this.
- No dyed streamers or similar

Please liaise with the functions team if you are having any decorations delivered directly to the hotel.

BALLOON SERVICE

The Staff at HPH are more than happy to supply your function with a few minor balloon arrangements. Please ensure you inform our functions team of your desired colors and quantity. Balloons can be purchased and inflated at a rate of **\$10 per 6 balloons.**

MUSIC

Hotel Pennant Hills plays a general playlist of easy listening music. Exclusive use of the function room lends itself to the option of a personalised music selection.

With the hire of the function room exclusively, you may utilize the Hotel's microphone for speeches. You may also bring a device to play your own choice of music.

LIVE MUSIC, PHOTO BOOTHS, LOLLY TABLES AND DJ'S

Hotel Pennant Hills permits the use of DJ's and live music however both are subject to noise restrictions and regulations and as such this may not be possible for all functions. Photo Booths and Lolly Tables are also permitted at the discretion of the Functions Manager.

DIETARY REQUIREMENTS

The staff at Hotel Pennant Hills are pleased to cater for special dietary requirements provided prior notice is given.



SECURITY

Some functions may require security ie; 21st and large capacity functions*. Security is charged at **\$50 per hour/per guard** with a minimum of four (4) hours. Requirement for security will be confirmed at the time of enquiry.

**at management's discretion*

LAST DRINKS

Last drinks are called 30 minutes prior to the Hotel closing.

HOTEL OPENING HOURS

Hotel Pennant Hills is open every day of the year except for Christmas day.

Bistro Opening Hours

- **Monday - Tuesday:** 12pm - 3pm & 5:30pm - 8:30pm
- **Wednesday - Friday:** 12pm - 3pm & 5pm - 9pm
- **Saturday:** 12pm - 3pm, 3pm - 5pm (pizza's only) & 5pm - 9pm
- **Saturday:** 12pm - 3pm, 3pm - 5pm (pizza's only) & 5pm - 8:30pm

Café Opening Hours

- **Monday – Saturday:** 10am – 11:45am
- **Sunday:** 10am – 11:45am

Coffee is available at all times during hotel hours

HOTEL LOCATION

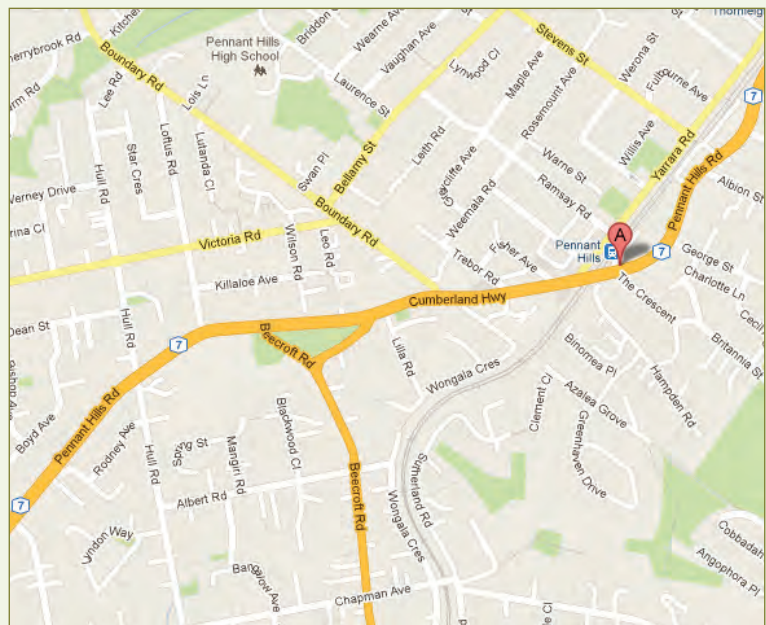
Hotel Pennant Hills,
352 Pennant Hills Road,
Pennant Hills, NSW, 2120.

Parking is available behind the hotel and is accessible off Railway Street or Pennant Hills Road.

CONTACT US

Email: hotelpennanthills@lesday.com

PH: 02 9484 2266



RSA AND UNDERAGE GUESTS

Hotel Pennant Hills prides itself on its responsible service of alcohol policy and in turn the reputation of its hotel facilities. Please be aware that whilst you are at the hotel, you are on licensed premises and as such, intoxication is not permitted. It is the responsibility of both the staff and those present at the function to adhere to this policy and any intoxicated persons will be forced to leave the premises. We ask for your utmost co-operation in this matter to ensure an enjoyable event for all guests.

We are happy to cater for underage guests at Hotel Pennant Hills. Please be aware that minors are required by law to be in the company and immediate presence of a parent or legal guardian at all times on licensed premises and must remain in an authorised area of the hotel. These include our private function room, the bistro and outdoor areas.

LIQUOR ACT 1982

It is an offence to sell or supply to or to obtain liquor on behalf of a person under the age of 18 years. Maximum Penalty is \$5,500.

If there are guests at your function under the age of 18, they are by law required to be in the company and immediate presence of a responsible adult at all times.

Our bar staff are trained in the responsible service of alcohol and will under no circumstances serve alcohol to minors. If another adult attending the party supplies a minor with alcohol, they will have committed an offence under the Liquor Act as listed above.

We require the names of all minors and their legal guardians who will be responsible for them on the night.

We trust that you understand the responsibility the hotel is under in this respect.

Name of under 18 guest and age _____ Name of guardian _____

Name: _____ Function Date: _____

Customer Signature: _____

Management Signature: _____

TERMS & CONDITIONS

BOOKINGS

1. Function bookings can be made by emailing hotelpennanthills@lesday.com or calling 9484 2266.

CONFIRMATION/DEPOSITS

2. Deposits and confirmation of final numbers and catering must be made no later than seven (7) days prior to the function date

PAYMENT

3. Payment of food and any remaining accounts are to be paid at the completion of your function.
4. Bar tabs are to be paid at the completion of the function. For credit cards, the card on which the bar tab account is to be charged, alongside photo identification must be provided on the day of the function and is to remain in possession of the Hotel until the bar tab account is signed off and paid for in full.
5. Hotel Pennant Hills does not accept payment by personal or company cheques on the same day as the function
6. Surcharges: All events held on public holidays attract a 15% surcharge of the total account.

GENERAL

7. The client is responsible for any loss or damage to Hotel property caused by guests attending the function. Hotel Pennant Hills will not accept any responsibility for the loss or damage of equipment, merchandise or personal effects left on the premises prior to, during or after the function.
8. Hotel Pennant Hills Management reserves the right to refuse entry or service to any patron, including guests attending functions.
9. Except as specified in clause 10 below, under no other circumstances will the Hotel allow any function to bring any food or beverage into Hotel Pennant Hills. Similarly no food or beverage can be removed from the premises.
10. When booking a function you may provide a celebration cake for consumption on the premises. Hotel Pennant Hills take no responsibility for the service, quality or storage of any celebration cake provided by you.
11. All prices should include GST and are current at the time of printing subject to change at Hotel Pennant Hills' discretion.
12. Hotel Pennant Hills is committed to the responsible service of alcohol. Management reserves the right to refuse service of alcohol to any guest it considers to be less than 18 years of age, intoxicated or behaving in an offensive manner. Management reserves the right to intervene if function activities are considered illegal, noisy or offensive. All guests under the age of 18 must have their legal guardian remain on the premises and in the designated function space at all times.
13. Hotel Pennant Hills does not cater for 18th birthday celebrations, hens nights or bucks parties.

14. Force Majeure: Should any act of God such as earthquake, flood, fire prevent the hotel from fulfilling its obligation, the hotel will not be held liable for non-performance
15. Entertainment and noise restrictions: The hotel reserves the right to monitor all entertainment that performs at the hotel. Management reserves the right to refuse approval of entertainment of any form. Noise levels will be monitored and must be immediately turned down if deemed too loud.

CANCELLATIONS

16. All cancellations or bookings must be made in writing and brought to the attention of the "Events Manager"
17. Any cancellations within three (3) days of a function booking will require 100% payment of the minimum spend, as well as payment for any special beverages or food orders. It is agreed that this amount is a genuine pre-estimate of Hotel Pennant Hills' loss in relation to that function. Cancellations made with 4-7 days of a function booking will be refunded 50% of their original function deposit. Cancellations made outside a week prior, will be refunded the full deposit.

DECLARATION

I, _____ **have read and agree to the Terms and Conditions** and confirm that all details provided to Hotel Pennant Hills are true and correct.

Signed _____

Date _____



CREDIT CARD AUTHORISATION

I hereby authorise Hotel Pennant Hills to charge all outstanding expenses incurred by my function to the credit card of which the details are outlined below:-

Amount \$ _____

Name on Card: _____

Credit Card: (Please circle)

AMEX VISA MASTER CARD

Card Number: _____/_____/_____/_____

Expiry Date: _____/_____ CVV _____

Signature of Card Holder: _____

Date: ____/____/____

Card Holders Contact Number: _____

Date of Function: _____



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