



## FUNCTION PACK 2012

Located in the heart of a bustling business district in Frenchs Forest, The Parkway Hotel captures the leafy outlook of the northern beaches with that vintage charm of your favourite local.

With four unique function spaces available, let our team make your next event a memorable one. We boast fantastic parking facilities, wheel-chair access to all function spaces and ten accommodation rooms, should you wish to stay overnight.

Our team at The Parkway Hotel will do everything in our means to make your next event a great success. We pride ourselves on great service and big smiles. So for your next event, whatever it may be, if you pencil it in, we'll make it a highlight.

If you require further information or would like to discuss future availability, please contact me.

Milica Djurovic  
Functions and Events Manager  
P 9451-3699  
E [parkway.hotel@alhgroup.com.au](mailto:parkway.hotel@alhgroup.com.au)

## Available Function Spaces

**The Sherwood Room**, years gone past a themed 1950's décor style restaurant, is the perfect location for your next corporate event, luncheon, or birthday party. With its own "can bar", dance floor, entertainment and lighting facilities, The Sherwood Room is available for exclusive bookings seven days a week.

Cocktail	250
Seated	100
Available	Daytime 9am-5pm Monday-Sunday Evening Monday-Saturday 5pm-11:40pm, Sunday 5pm-9:40pm
Cost	Daytime Room Hire 10-5pm \$200 Evening Room Hire 5-11:40pm \$200

**The Lounge Bar**, much like its big brother The Sherwood Room, retains that vintage charm of the 1950's and is an ideal setting for birthday/engagement parties holding up to 150 guests. Sections of Lounge bar can be reserved free of charge for smaller function reservations. Lounge Bar boasts a lovely wooden wrap-around bar, multiple booth seating and a large plasma TV. Entertainment and lighting is available on request.

Cocktail	150
Seated	60
Available	Daytime 10am-5pm Monday-Sunday Evening Saturday-Tuesday 5pm-11:40pm (Sunday until 9:40pm)
Cost	Room Hire \$200

**The Public Bar**, on the other side of the spectrum, is your favourite "boys will be boys" party setting. With two pool tables, jukebox, ping pong table, various arcade style games, outdoor beergarden and TAB facilities, the public bar would happily suit sports dinners, fundraisers, reunions and most notably, 21st birthdays. The Public Bar can be exclusively hired Saturday-Tuesday with a minimum spend of \$1500. Room Hire includes venue security, free pool, free jukebox, ping pong and ambience lighting. DJ/Band Hire and room decorating is available at request.

Cocktail	200
Seated	50
Available	Exclusive bookings available Saturday-Tuesday from 6pm
Cost	Free Room Hire with minimum food and beverage spend of \$1500

**The Bistro Beer Garden** retains the lovely leafy outlook that represents its equally lovely suburb, Frenchs Forest. An absolute winner for corporate cocktail parties, reunions, luncheons and birthday celebrations, enjoy the great outdoors whilst celebrating with your friends and family.

Cocktail	150
Seated	90
Available	Monday-Saturday (lunch and dinner). Available Sunday but kitchen is closed.
Cost	Exclusive Room Hire is free of charge with \$1500 spend Share hire is available (1/2 beer garden) for \$150 (five hours)

### Other Hiring Facilities

**DJ (5 Hours): \$400**  
**Band/Musician: TBA**  
**Decorations: \$100+**

**Karaoke Unit: \$400**  
**Tea and Coffee: Complimentary**



## FOOD OPTIONS

With its versatility The Parkway Hotel can cater and style any event. Our Chefs have created a delicious set of menus and packages, catering to a variety of social and corporate occasions including, cocktail parties, luncheons, meetings and birthday celebrations. Our Hotel provides a wide range of canapés with a cocktail style menu suitable to your every need.

Our cocktail style spend per head option, ensures that all your guests needs are provided for and includes more high end food options. Alternatively, platters can be purchased individually, however this option does not cater for each individual and includes more party style food such as pies, salt and pepper squid, spring rolls, etc.

We have a flexible attitude towards functions to ensure your package is exactly what you require and we accommodate for any dietary requirements providing suitable food options.

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## Catering Options (Cocktail Style spend per head)

The below choices are for a minimum of ten guests

### **Brunch/Lunch**

**Option 1- \$10 per head selecting four options (add \$2 per head for extra selections)  
Accompanied by Tea and Coffee**

Banana Bread  
Pear and Raspberry Bread  
Cookies and Cream Cheesecake  
Marble Cheesecake  
Carrot and Ginger Cake  
Profiteroles  
Mixed Sandwich Platter

### **Lunch/Light Dinner**

**Option 2- \$15 per head selecting four options (add \$3 per head for extra selections)  
Accompanied by Tea and Coffee**

Tapas Platter - A selection of cured meats, marinated olives and dips accompanied by toasted turkish bread

Satay Skewers (two per person) Chicken Breast Skewers char-grilled and served with sweet peanut sauce

Beef or Lamb Skewers (two per person) – marinated in red wine with herbs and char-grilled

Garlic Prawn Skewers (two per person) – char-grilled in lime, chilli and garlic

Bruschetta Platter (two per person) – Sourdough Bread, lightly toasted, topped with tomato, basil, onion and sweet balsamic

Smoked Salmon Platter (two per person) – Sourdough Bread, lightly toasted, topped with cheese, smoked salmon, red onion and capers

Salt n Pepper Squid (two per person) – Fresh squid tossed in sea salt and pepper blend, flash fried and served with aioli

Mini Vol-au-vents (two per person) – chicken breast and wild mushroom vol-au-vents

Fruit Platter – A selection of mixed seasonal fruits

## Catering Options (Cocktail Style)

### **Salt & Pepper Squid Cups**

Deep fried Salt & Pepper Squid served with Tartare Sauce, 12 cups per platter **\$40**

### **Individual Pies**

A selection of mixed pies served with tomato sauce and spicy BBQ dipping sauce, 24 pieces per platter **\$35**

### **Mixed Platter**

A selection of mini spring rolls, Samosas, Curry Puffs and wedges served with Sweet Chilli dipping sauce, 48 pieces per platter **\$35**

### **Satay Skewers**

Satay Chicken skewers char grilled in a sweet peanut sauce, 20 pieces per platter **\$40**

### **Beef or Lamb Skewers**

Beef or Lamb skewers char grilled and marinated in red wine and herbs 20 pieces per platter **\$40**

### **Tapas Platter**

A selection of cured meats, marinated olives and dips accompanied by toasted Turkish bread, caters for approx 6 people per platter **\$45**

### **Thai Beef Salad Cups**

Individual mini cups of the Parkway Hotel's signature Thai beef salad, per cup **\$6**

### **Cheese Plate**

A selection of three cheeses accompanied with crackers, caters for approx 10 people **\$50**

## Terms and Conditions

**A \$200 deposit is to be paid when booking a function. The amount will be taken off the final invoice, unless otherwise agreed with the Function Manager.**

### **1. TENTATIVE BOOKINGS**

Bookings will be held for a period of five (5) working days only, after which time the space will be released without notification.

### **2. CONFIRMATION/DEPOSIT**

A function will only be confirmed upon receipt of an agreed deposit amount. Exact numbers for the function must be confirmed 7 days prior to the event. A 50% deposit is also required for any food purchases made for the event.

### **3. FUNCTION CANCELLATIONS**

In the event of the confirmed function not taking place, full reimbursement of the deposit will be given, provided written notice is given fourteen (14) days prior to the function commencement date. Less than this time, a 50% cancellation fee will be charged. Where less than seven (7) days cancellation notice is given, fully quoted charges will be payable to the Hotel.

### **4. PAYMENT**

Full payment of the function is required at the conclusion of the function. We accept Cash, Bankcard, MasterCard, Visa, Amex and Diners. NO CHEQUES.

### **5. PRICES**

Prices will be confirmed with final function details. Every endeavour is made to maintain prices as printed but they are subject to change without notice due to any changes in or imposition of government charges, taxes, levies or other service charges.

### **6. BEVERAGES**

The Parkway Hotel does not do per hour beverage packages. Only Bar Tab packages.

### **7. COMPLIANCE & RESPONSIBLE SERVICE OF ALCOHOL**

Clients are expected to conduct their function in an orderly manner in full compliance with the Hotel Management and with all the applicable laws. Management reserves the right to intervene where it sees fit and/or exercise its right to refuse entry. Responsible Service of Alcohol is company policy and we reserve the right to refuse service of alcohol to any persons.

### **8. MINORS**

As part of our Hotel Licence, minors are only permitted in certain areas of the Hotel. All minors must be accompanied by a parent or legal guardian. A minor is defined by law as any persons under the age of 18 years of age. Minors will not be permitted on the premises after 9pm.

### **9. DAMAGES**

Clients are liable for any damage whether through their own action or through the action of the client or invited guests. Please note nothing is to be nailed, screwed or stapled to the walls, doors or other surfaces. Similarly, items cannot be adhered to any surfaces in any way unless venue management has given written approval.

### **10. DECORATIONS/SIGNAGE**

A detailed list of all decorations must be given to the Functions Manager for approval prior to the function. It is the responsibility of the event organiser to remove all decorations at the conclusion of the function.

### **11. OTHER FUNCTIONS**

Venue management reserves the right to book another function in the same function area up to one hour before the scheduled function commences and one hour after the scheduled finishing time.

### **12. INSURANCE**

The Parkway Hotel will not accept responsibility for loss of, or damage to any equipment or merchandise left on the premises or other property in the venue prior to, during or after the event. It is the responsibility of the organiser to arrange for all items belonging to them to be removed at the conclusion of the event.

### **13. FOOD AND BEVERAGES**

No food or beverages can be brought into the venue. Birthday cakes may be permitted with the approval of the Functions Manager and may be purchased from the Hotel.

#### **14. FUNCTION TERMINATION**

Instant termination of function includes but is not limited to:

- Intoxication
- Underage drinking
- Alcohol found not purchased from venue
- Destruction of property
- Disorderly behaviour and non compliance with Hotel policy
- Drug use

#### **15. LICENSING REQUIREMENTS**

As part of our Hotel License, minors are permitted into the hotel until 9pm only whilst they are accompanied by a Responsible Adult (the Minor's Parent or Legal Guardian), a minor is defined by law as any person under the age of 18 years of age. This definition extends to babies and infants. All music is to be switched off, and all patrons are to be off premises by 11:40pm.

**Please note: A BOOKING IS ONLY CONFIRMED ONCE A DEPOSIT IS PAID**

I have read and agree to the terms and conditions of the Hotel.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_