

# PORT OFFICE HOTEL

## COCKTAIL STYLE FUNCTION PACKAGE 2011

### COCKTAIL STYLE MENUS

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*Additional Menu's available upon Request  
Please liaise with your Function Manager*

MARBLE BAR

LIBER LOUNGE

FIX RESTAURANT  
& WINE BAR

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# PORT OFFICE HOTEL

## COCKTAIL PLATTERS

COLD PLATTERS

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### CRUDITE, BREAD & DIPS PLATTER

**\$60.00**

*Chef's selection:*

3 X house made dips, sourdough bread and a selection of vegetable sticks

### ANTIPASTO PLATTER

**\$60.00 Small OR \$100.00 Large**

*Chef's selection:*

Cheese

Olives

Semi-dried tomatoes

Roasted eggplant & capsicum

Marinated red onion

Mushrooms

Chorizo sausage

Dips

Lavosh crisp bread

### SUSHI

**\$60.00 Small (40 pieces) OR \$100 Large (80 pieces)**

*Chef's selection:*

Chicken, seafood, beef & vegetarian

### PREMIUM CHEESE PLATTER

**\$100.00**

*Chef's selection from the following:*

Hard, soft & blue cheese portions

Fresh & dried fruit

Assorted nuts & muscatels

Lavosh crisp bread

### CUSTOMISED COLD PLATTER

**\$90.00**

*Chef's selection of 4 from the following:*

Caesar salad cups

Cured salmon & crème fraiche en croute

Duck pate w/ green tomato chutney

Piccolo peppers stuffed w/ goats cheese

Beef mignons w/ dijon mustard

Roast vegetable frittata

Rare roast beef & horseradish en croute

*Each Platter caters to approx 8-10 guests*

# PORT OFFICE HOTEL

## COCKTAIL PLATTERS

### HOT PLATTERS

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#### STANDARD CANAPE PLATTER

**\$70.00**

*Chef's selection of 4 from the following:*

- Vegetarian spring rolls
- BBQ meatballs
- Mini party pies – steak, lamb or chicken
- Mini sausage rolls
- Vegetarian samosas
- Mini quiches – variety of flavours
- Prawn cutlets
- Spinach & ricotta triangles

#### PREMIUM CANAPE PLATTER

**\$90.00**

*Chef's selection of 4 from the following:*

- Prawn twisters in filo
- Mushroom arancini balls
- Chicken skewers w/ satay sauce
- Chicken spring rolls
- Salted chilli baby squid
- Tempura honey prawns
- Lamb skewers marinated w/ lemon, garlic & oregano
- Roasted pumpkin & soft curd risotto spoons
- Homemade chicken & preserved lemon sausage rolls
- Beef mignons w/ dijon mustard
- ½ Shell scallops w/ lime & ginger glaze
- Avocado & tomato salsa cups

#### DELUXE CANAPE PLATTER

**\$110.00**

*Your choice of 4 options per platter - 10 choices maximum*

- Caesar salad cups
- Avocado & tomato salsa cups
- Duck pate w/ green tomato chutney
- Tempura honey prawns
- Salted chilli baby squid
- Mushroom arancini balls
- Chicken skewers w/ satay sauce
- Cape Grim rib eye fillet slices w/ horseradish mascarpone
- Natural or kilpatrick oysters
- Cured salmon & crème fraiche en croute
- Roasted pumpkin & soft curd risotto spoons
- Lamb skewers marinated w/ lemon, garlic & oregano
- ½ Shell scallops w/ lime & ginger glaze
- Beef mignons /w dijon mustard
- Homemade chicken & preserved lemon sausage rolls

#### WOODFIRED PIZZA PLATTER

**\$70.00**

*3 flavours per platter – Chefs selection from the following:*

- ITALIANO – pepperoni, mozzarella & tomato
- MARGHERITA – vine ripened tomatoes, oregano and Buffalo mozzarella
- RUSTICA – vegetarian w/ tomato base and mozzarella
- PROSCIUTO & ROCKET- w/ tomato, basil and cheese
- CHORIZO & RED PEPPER – w/ tomato and mozzarella
- ANGRY PRAWN – garlic & chilli prawns, tomato base and mozzarella

*Each Platter caters to approx 8-10 guests – 50 items per Canapé Platter – 30 items minimum per Pizza Platter*

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*Please note: Conditions Apply for all function menu's - Contact your function manager for further information*

# PORT OFFICE HOTEL

## DESIGNER COCKTAIL MENU

EXECUTIVE CANAPES AT A PRICE PER HEAD

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### EXECUTIVE CANAPES

#### OPTION 1

**\$22.00 pp**

9 pieces per person - selection of 8 items

#### OPTION 2

**\$34.00 pp**

14 pieces per person - selection of 9 items

#### OPTION 3

**\$44.00 pp**

18 pieces per person - selection of 10 items

### MENU

Assorted sushi pieces  
Prawn dumplings  
Tempura honey prawns  
Chicken & avocado salsa en croute  
Natural OR kilpatrick Oysters  
Cape Grim rib eye fillet slices w/ horseradish mascarpone  
Roasted pumpkin & soft curd Risotto spoons  
Beef mignons w/ dijon mustard  
Homemade chicken & preserved lemon sausage rolls  
Cured salmon & crème friache en croute  
½ Shell scallops w/ lime & ginger glaze  
Duck pate w/ green tomato chutney  
Chicken spring rolls  
Vegetarian antipasto tartlets  
Lamb skewers marinated w/ lemon, garlic & oregano  
Mushroom arancini balls  
Caesar salad cups  
Salted chilli baby squid

### MINIATURE DESSERTS

**\$8.00 pp OR \$100.00 Platter**

*Chef's selection*

Please refer to Function Managers for seasonal dessert options

*Minimum numbers for Designer Cocktail Menu is 20 pax  
40 items per Miniature Dessert Platter*

# PORT OFFICE HOTEL

## NOODLE BOXES

A LIGHT MEAL REPLACEMENT

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**\$11.00 per person**

*Choice of two OR three flavours from the following (depending on final numbers):*

### BUTTER CHICKEN

Served with steamed rice, poppadom and riata

### VEGETARIAN SINGAPORE NOODLES

Spiced noodles, ginger, vegetables & green shallots served with thin rice noodles

### BEEF STIR FRY W/ FRIED RICE

Strips of beef served with a vegetable fried rice

### BACON & MUSHROOM PENNE PASTA

Bacon, mushroom penne served in a creamy tomato sauce

### CRUMBED REEF FISH

Served with hot chips, fresh lemon wedges and tartare sauce

*Minimum numbers for Noodle Boxes is 20 pax*

*20 pax = choice of 2 varieties*

*30 pax+ = choice of 3 varieties*

# PORT OFFICE HOTEL

## OUTSIDE CATERING

SELECTION AS FOLLOWS

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### **\$100.00 Per Platter**

#### **ANTIPASTO PLATTER**

*Chef's selection:*

Cheese

Roasted eggplant & capsicum

Marinated red onion

Chorizo sausage

Lavosh crisp bread

Olives

Roasted eggplant & capsicum

Marinated mushrooms

Fresh dips

#### **SUSHI PLATTER**

*Chef's selection:*

Chicken, beef vegetarian & seafood

#### **PREMIUM CHEESE PLATTER**

*Chef's selection:*

Hard, soft & blue cheese portions

Fresh Fruit

Assorted nuts & muscatels

Lavosh crisp bread

#### **GOURMET SANDWICH PLATTER**

*Chef's selection:*

Smoked salmon, cream cheese & chives

Egg, lettuce & chives

Roasted chicken, avocado & cheese

Leg ham, salad and Tasmanian mustard

Roast beef, cheese, lettuce & horseradish cream

Rocket, tomato, cheese, grated carrot, cucumber & onion

#### **CUSTOMISED COLD PLATTER**

*Chef's selection from the following:*

Caesar salad cups

Cured Salmon & crème fraiche en croute

Duck pate w/ green tomato chutney

Piccolo Peppers stuffed w/ goats cheese

Beef mignons w/ dijon mustard

Roast vegetable frittata

Rare roast beef & horseradish en croute

#### **WORKING LUNCH PACKAGE**

**\$35.00 per person**

Hot roast chicken platter

Bacon & mushroom penne pasta

Butternut pumpkin, thyme & meredith soft curd risotto

Caesar salad OR Greek salad

Asian marinated beef salad

Salted chilli baby squid

*Minimum numbers of 20 pax applies for Working Package*

*Delivery charges apply for all Outcater events*

*HOT & COLD PLATTERS ALSO AVAILABLE - PLEASE REFER TO CANAPE PLATTER MENU'S*

# PORT OFFICE HOTEL

## BEVERAGE PACKAGES

YOUR CHOICE FROM THE FOLLOWING BEVERAGE OPTIONS

The Port Office Hotel offers a variety of beverage packages for you to select from. If you have any questions regarding the package best suited to your needs, please do not hesitate to call.

### **ON ACCOUNT**

Your guests consume, over a nominated period, the liquor to be served of your choice, with the account being finalised at the conclusion of the function.

### **FIXED LIMIT BAR TAB**

Your own set dollar limit with selection of beverage inclusions. The Port Office Hotel will provide coloured identification wristbands for each of your guests receiving access to your bar tab.

### **CASH ON CONSUMPTION**

Your guests purchase their own beverages from the bar for cash on an individual consumption basis.

### **SET PACKAGES**

A Beverage Package elected for a period of time and charged upon a price per head, with your selection from the following 'all-inclusive' options

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### **STANDARD BEVERAGE PACKAGE**

\$25.00 pp = 2 HOURS

Wolfblass Bilyara Sparkling  
Rothbury Estate Chardonnay  
Rothbury Estate Sem Sav Blanc  
Rothbury Estate Cab Merlot  
Local Beer on Tap  
Softdrink

\$7.00 pp per hour thereafter  
Add \$7.00 pp hour for basic spirits

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### **PREMIUM BEVERAGE PACKAGE**

\$42.00 pp = 2 HOURS / \$32.00 pp = 2 HOURS w/o spirits\*

Les Petites Vignette French Sparkling, Burgundy, France  
Angel Cove Sauvignon Blanc  
Penfolds Private Release Shiraz Cabernet  
Basic Spirits  
Local & Premium Beers on Tap  
Softdrink

\$15.00 pp per hour thereafter  
\*\$10.00 pp per hour thereafter w/o spirits

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### **DELUXE BEVERAGE PACKAGE**

\$45.00 pp = 2 HOURS / \$35.00 pp = 2 HOURS w/o spirits\*

Les Petites Vignette French Sparkling, Burgundy, France  
Vasse Felix Chardonnay & Secret Stone Sauvignon Blanc  
Vasse Felix Cabernet Merlot  
Basic Spirits  
Local, Premium & Imported Beers on Tap (excludes Asahi)  
Softdrink

\$15.00 pp every hour thereafter  
\*\$10.00 pp per hour thereafter w/o spirits

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**STANDARD PACKAGE BONUS:** Guests can purchase Basic spirits for **\$4.00** each on a cash bar or bar tab for the duration of the package.\* (Not available in the Fix Restaurant)

**Minimum number for all beverage packages is 30 pax**

# PORT OFFICE HOTEL

Terms & Conditions as at January 2009 Port Office Hotel - Abney Ltd, A.C.N. 010 891 148 A.B.N. 31 010 891 148

Please read carefully.

To ensure the smooth running of your function, it is necessary to adhere to certain policies.

## Confirmed Details

Tentative bookings will be held for five (5) days only. To confirm your booking, the nominated deposit and a signed copy of the Terms & Conditions is required to be lodged with us. Confirmed menu and beverage details are requested five (5) days prior to the event, and we ask that confirmed guest attendance numbers and details be advised to our Function Manager a minimum of five (5) days prior to the event. Please note that you will be charged for confirmed numbers or actual attendance whichever is greater. In the event of your details, ie guest numbers changing significantly, please note we reserve the right to amend quoted prices, conditions or your nominated room or area prior to the event.

## Cancellations

In the event that a confirmed function must be cancelled with more than sixty (60) days notice given prior to the event (excluding November/December events – ninety (90) days notice is required), 100% of the booking fee is refundable. If less than sixty (60) days, ninety (90) for November/December events, NO refund of the booking fee will apply. Functions and Function Food cannot be cancelled or changed within five (5) days of the function date and full payment for all services will be required after this time if major changes or cancellations occur. If due to unforeseen circumstances a function cannot be held on the specified date, and the time frame for a deposit refund has passed, it is possible to roll over the deposit and hold it towards a future upcoming function – this option is only available at the Functions Managers discretion.

## Room Assignment

Management reserves the right to assign another room or area for the organised function in the event that the room or area originally booked for the function becomes unavailable, due to circumstances outside of the Hotel's control, or should your guest numbers reduce below our minimum threshold, which will be advised, without compensation.

## Patron Care

With regards to the care of our patrons, our obligations under the Liquor Act and the penalties involved, we are unable to serve or continue service to persons, who in our opinion are unduly intoxicated. Management has the right to exercise regulatory conditions at any time during a function if it is believed that the alcohol consumption rate is excessive. Note: a limit of two (2) drinks per order will apply for any drink package deals or discounted drink periods. Accumulation of drinks such as stock piling during such periods is not allowed and will be dealt with harshly.

## Identification Regulations

Government regulations state that a current Australian State or Territory issued Drivers Licence (with a photograph), current Australian or International Passport or 18 Plus Card, are the only valid documents to be shown to allow guests to enter the licensed premises and purchase liquor. This requirement applies for all functions.

## Outside Catering

The Terms & Conditions detailed will also apply to any functions to which the Establishment supplies catering and beverage requirements to private/business facilities. An outside cater waiver will need to be filled out and signed for all out cater events.

## Dress Standards

Please note that dress regulations and style standards do apply. Please refer to the Official Dress Standards paragraph in your initial quote letter for detailed information.

## Responsible Adults and Minors

Please be aware that minors (any person below 18 years of age) are **NOT** permitted to attend any events or functions held in the Marble Bar or Liber Lounge or Fix Courtyard & Bar areas. Exceptions may be made for private functions held in the Fix Restaurant. Please note that Government regulations state that in the majority of cases, persons under the age of 18 are only permitted to be on licensed premises when an accountable adult is responsibly supervising them. The Liquor Act 1992 defines an accountable adult as a parent, step-parent, legal guardian or other adult who has parental responsibilities for the minor whilst they are on licensed premises. In regards to minors attending FIX Restaurant private functions, we require notification **at the time of booking** should minors be attending your function. We also require all minor consent paperwork to be filled out accordingly and lodged with the venue **prior** to the function date. If minors attending a private function are found consuming alcohol or in areas other than their allocated private function area, they will be asked to leave the venue immediately and will be reported to Liquor Licensing. Minors must stay in the function area at all times and are obliged by law to leave the premises by 10:00PM at the latest.

## Property Damage

Please note if property loss or damage occurs whilst a function is taking place, and the loss or damage has been caused by one of the function attendees, then it is the full responsibility of the function client to compensate the venue for any damage incurred. Damage to property includes all inside fixtures as well as all outside areas including courtyards, verandas and the footpath area. If decorations are brought in to the venue without prior knowledge and extra cleaning costs are involved in removing these decorations then a **\$100.00** cleaning fee will apply.

## Indemnity

The Establishment, whilst taking every precaution, will not be held responsible or accountable for the damage or loss of personal or company belongings/goods left or stored on the premises during or after functions. If expensive equipment needs to be left on premise, notification must be given to the Function Manager on the day of the function, and all equipment must be picked up the following business working day. Again, the Establishment, whilst taking every precaution, will not be held accountable for the damage or loss of any personal or company belongings.

## GST

Please note that unless otherwise stated, all prices quoted are inclusive of GST.

## General

Payment is to be made at the conclusion of the function unless prior and alternative arrangements have been made. All prices and details are correct and available at the time of printing but are subject to change. If specific menu items are unavailable, the Establishment will substitute those items with items of a similar value and quality.

## Acceptance of Quotation and Terms & Conditions

Port Office Hotel - Abney Ltd, A.C.N. 010 891 148 A.B.N. 31 010 891 148

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Tel. #: \_\_\_\_\_ Fax No: \_\_\_\_\_

Postal Address: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Function Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Commencement Time: \_\_\_\_\_

Please find attached our cash/cheque deposit of \$ \_\_\_\_\_ or alternatively  METHOD OF PAYMENT

Please deduct \$ \_\_\_\_\_ from our nominated card  Cash  Cheque

Cardholders Name: \_\_\_\_\_  Amex  Visacard Card No: \_\_\_\_\_

Mastercard  Bankcard Expiry: \_\_\_\_\_

I/we have read the Function Summary of Hospitality to be provided and the above Terms & Conditions and understand that our function group will be bound by these and all relevant Liquor Licensing Laws.

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_