

# PORT OFFICE HOTEL

## SIT DOWN FUNCTION PACKAGE 2010

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

MARBLE BAR

LIBER LOUNGE

FIX RESTAURANT  
& WINE BAR

### NICOLA BRIGGS

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# PORT OFFICE HOTEL

## SET MENU A

GUESTS CHOICE FROM EACH COURSE

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**\$40.00 pp**

FRESHLY BAKED PUMPKIN & SOURDOUGH BREADS  
served w/ olive oil

### ENTRÉE

SALTED CHILLI BABY SQUID  
w/ avocado and vine ripened tomato salad

MARINATED BEEF SALAD  
w/ crispy rice noodles, coriander, peanuts, mint, & chilli jam dressing

SPINACH & PERSIAN FETTA RAVIOLI  
in a tomato caper sauce

### MAIN

VEGETARIAN GNOCCHI  
asparagus, pea and broad beans served w/ spinach gnocchi & shaved grano padano

EYE FILLET  
w/ mash potato, baked field mushroom and red wine jus  
*(please note: your choice of medium rare OR medium well only)*

CHICKEN BREAST  
w/ crushed potato, streaky bacon & swiss chard

***MAINS SERVED WITH BOWLS OF MIXED GREEN SALADS***

### ADD-ONS

DESSERT SELECTION  
\$8.00 per person

CHEESE SELECTION  
\$9.00 per person

TEA & COFFEE  
\$3.30 per person

***SET COURSE MENU'S ARE AVAILABLE EVERYDAY EXCLUDING SPECIAL EVENTS  
GUESTS DINING WILL BE ABLE TO CHOOSE ONE MEAL FROM EACH COURSE***

*Minimum numbers 15 pax apply*

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

# PORT OFFICE HOTEL

## SET MENU B

GUESTS CHOICE FROM EACH COURSE

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**\$50.00 pp**

FRESHLY BAKED PUMPKIN & SOURDOUGH BREADS  
served w/ olive oil

### ENTRÉE

CURED ATLANTIC SALMON  
vanilla & cognac atlantic salmon w/ pickled fennel & verjuice dressing

SALTED CHILLI BABY SQUID  
w/ avocado & vine ripened tomato salad

MARINATED BEEF SALAD  
w/ crispy rice noodles, coriander, peanuts, mint & chilli jam dressing

SPINACH & PERSIAN FETTA RAVIOLI  
in a tomato caper sauce

### MAIN

VEGETARIAN GNOCCHI  
asparagus, pea and broad beans served w/ spinach gnocchi & shaved grano padano

WAGYU RUMP  
w/ mash potato, baked field mushroom and red wine jus  
*(please note: your choice of medium rare OR medium well only)*

PORK SAUSAGE WOOD FIRED PIZZA  
w/ provolone cheese, dried tomatoes and fresh herbs

FRESH FISH OF THE DAY  
served w/ house chips & salad

CHICKEN BREAST  
w/ crushed potato, streaky bacon & swiss chard

***MAINS SERVED WITH BOWLS OF MIXED GREEN SALADS***

### DESSERT

FLOURLESS CHOCOLATE CAKE  
served warm w/ double cream & espresso ice cream

VANILLA CRÈME BRULEE  
w/ orange & lychee salad

### ADD-ONS

TEA & COFFEE  
\$3.30 per person

***SET COURSE MENU'S ARE AVAILABLE EVERYDAY EXCLUDING SPECIAL EVENTS  
GUESTS DINING WILL BE ABLE TO CHOOSE ONE MEAL FROM EACH COURSE***

*Minimum numbers 15 pax apply*

# PORT OFFICE HOTEL

## SET MENU C

GUESTS CHOICE FROM EACH COURSE

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**\$60.00 pp**

FRESHLY BAKED PUMPKIN & SOURDOUGH BREADS  
served w/ olive oil

HOUSE MADE PATE  
w/ balsamic onions, rocket, pistachio salad & orange syrup

### ENTRÉE

½ DOZEN NATURAL OYSTERS  
served w/ a red wine vinaigrette

BEEF CARPACCIO  
w/ shaved parmesan, celeriac remoulade drizzled w/ lemon & olive oil

PAN SEARED SCALLOPS  
served w/ green pea risotto & tarragon butter

SPINACH & PERSIAN FETTA RAVIOLI  
in a tomato caper sauce

CURED ATLANTIC SALMON  
vanilla & cognac atlantic salmon w/ pickled fennel & verjuice dressing

### MAIN

LOCAL BLACK TIGER PRAWN RISOTTO  
w/ chilli, lemon & roasted prawn butter

PORK SAUSAGE WOOD FIRED PIZZA  
w/ provolone cheese, dried tomatoes & fresh herbs

WAGYU RUMP  
w/ mash potato, baked field mushroom and red wine jus  
*(please note: your choice of medium rare OR medium well only)*

VEGETARIAN GNOCCHI  
asparagus, pea and broad beans served w/ spinach gnocchi & shaved grano padano

FRESH FISH OF THE DAY  
served w/ seasonal accompaniments

CHICKEN BREAST  
w/ crushed potato, streaky bacon & swiss chard

### ***MAINS SERVED WITH BOWLS OF MIXED GREEN SALADS***

### DESSERT

FLOURLESS CHOCOLATE CAKE  
served warm w/ double cream & espresso ice cream

VANILLA CRÈME BRULEE  
w/ orange & lychee salad

PREMIUM CHEESE PLATE  
w/ quince paste, muscatels and lavosh

### **ADD-ONS**

TEA & COFFEE  
\$3.30 per person

***SET COURSE MENU'S ARE AVAILABLE EVERYDAY EXCLUDING SPECIAL EVENTS  
GUESTS DINING WILL BE ABLE TO CHOOSE ONE MEAL FROM EACH COURSE***

***Minimum numbers of 15 pax apply***

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

# PORT OFFICE HOTEL

## DEGUSTATION MENUS

FIVE OR SEVEN COURSE DINNERS WITH MATCHING WINES

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### 5 COURSE DEGUSTATION DINNER

**\$110.00 pp**

#### APPETISER

SHUCKED NATURAL OYSTER  
sourced locally, served w/ a red wine vinaigrette

#### STARTER

HOUSE MADE PATE  
w/ balsamic onions, rocket, pistachio salad & orange syrup

#### ENTRÉE

PAN SEARED SCALLOPS  
served w/ green pea risotto & tarragon butter

#### MAIN

CAPE GRIM RIB-EYE FILLET  
served w/ crushed potatoes, baked field mushroom & red wine jus

#### DESSERT

PASSIONFRUIT TART  
served w/ white chocolate mousse & passionfruit fool

**FINISHED WITH FRESHLY BREWED COFFEE & FRIANDS**

### 7 COURSE DEGUSTATION DINNER

**\$145.00**

#### APPETISER

SHUCKED NATURAL OYSTER  
sourced locally, served w/ a red wine vinaigrette

#### STARTER

BEEF CARPACCIO  
w/ shaved parmesan, celeriac remoulade drizzled with lemon & olive oil

#### ENTRÉE

PAN SEARED SCALLOPS  
served w/ green pea risotto & tarragon butter

#### PALATE CLEANSER

APPLE SORBET  
w/ vodka liqueur

#### MAIN 1

FRESH FISH FILLET  
served w/ seasonal accompaniments

#### MAIN 2

CAPE GRIM RIB-EYE FILLET  
Served w/ crushed potatoes, baked field mushroom & red wine jus

#### DESSERT

VANILLA CRÈME BRULÉE  
w/ orange & lychee salad

**FINISHED WITH FRESHLY BREWED COFFEE & FRIANDS**

#### ADD-ONS

CHEESE SELECTION  
\$9.00 per person

**DEGUSTATION DINNERS ARE AVAILABLE EVERY DAY EXCLUDING SPECIAL EVENTS. EACH COURSE IS PRESENTED WITH MATCHING WINE & A SOMMELIER TO EXPLAIN THE MENU**

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

# PORT OFFICE HOTEL

## BREAKFAST MENU

SERVED BUFFET STYLE

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### EARLY RISER BREAKFAST

\$17.50 pp – 80 pax or more / \$19.50 pp – less than 80 pax

**Chilled fresh Juice including following:**

Orange, Pineapple, Tomato & Apple

**Selection of:**

Popular cereals

Platters of sliced seasonal fruits

Danish pastries

Croissants

Homebaked muffins

Crusty toast

Preserves & honey

**Served with:**

Tea & Coffee

### CLASSIC HOT BREAKFAST

\$27.50 pp – 80 pax or more / \$30.50 pp – less than 80 pax

**Chilled fresh Juice including following:**

Orange, Pineapple, Tomato & Apple

**Selection of:**

Egg

Bacon

Breakfast sausages

Mushrooms

Tomato

Hash brown

Two slices of buttered toast

**Served with:**

Tea & Coffee

*Whole group booking orders eggs either fried OR scrambled*

### SATISFIER HOT BREAKFAST

\$32.50 pp – 80 pax or more / \$35.50 pp – less than 80 pax

**Chilled fresh Juice including following:**

Orange, Pineapple, Tomato & Apple

**Selection of:**

Platters of sliced seasonal fruits

Danish pastries

Croissants

Homemade muffins

Crusty toast

Preserves & honey

Egg

Bacon

Breakfast sausages

Mushrooms

Tomato

Hash brown

Two slices of buttered toast

**Served with:**

Tea & Coffee

*Whole group booking orders eggs either fried OR scrambled*

*Minimum numbers and spend applies for all breakfast events – please ask your function Manager*

# PORT OFFICE HOTEL

## CONFERENCE CATERING

SELECTION AS FOLLOWS

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### **MORNING TEA**

**\$15.00 pp**

*Chef's Selection:*

Fresh Fruit

Pastries

Muffins – Sweet and Savoury

### **AFTERNOON TEA**

**\$15.00 pp**

*Chef's Selection:*

Mixed Danishes

Pastries

Fresh Fruit

## **WORKING LUNCHES**

### **OPTION A @ \$33.00 pp**

*Includes the following:*

MORNING TEA

as above

LUNCH

chef's selection of assorted gourmet sandwiches

COFFEE & TEA

unlimited tea & coffee station

BEVERAGES

orange juice served with lunch

### **OPTION B @ \$48.00 pp**

*Includes the following:*

MORNING TEA

as above

LUNCH

chef's selection of assorted gourmet sandwiches

AFTERNOON TEA

as above

COFFEE & TEA

unlimited tea & coffee station

BEVERAGES

orange juice served with lunch

### **OPTION C @ \$53.00 pp**

*Includes the following:*

MORNING TEA

as above

LUNCH

banquet style lunch including antipasto platters, woodfired pizza platters & assorted sandwich platters

AFTERNOON TEA

as above

COFFEE & TEA

unlimited tea & coffee station

BEVERAGES

unlimited softdrink

*Minimum numbers of 20 pax apply*

# 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

#### **STANDARD BEVERAGE PACKAGE**

\$25.00 pp = 2 HOURS

Wolfblass Bilyara Sparkling  
Rothbury Chardonnay NSW  
Rothbury Cab Merlot NSW  
Local Beer on Tap  
Softdrink

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

#### **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

#### **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

#### **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.\*

*Minimum numbers 30 pax apply for all beverage packages*

# 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: \_\_\_\_\_