



CROWN HOTEL

Function Pack

WITH FREE
ROOM HIRE

OUR *Rooms*



THE CROWN JEWEL



THE CROWN TERRACE

THE CROWN JEWEL



LOCATED ON LEVEL 3, THE CROWN JEWEL FUNCTION ROOM IS A FULLY PRIVATE AREA WITH IT'S OWN BAR AND REST ROOMS.

COCKTAIL- 80 PAX
THEATRE STYLE- 30 PAX
U-SHAPE- 20 PAX

THIS FUNCTION ROOM IS AVAILABLE BETWEEN 7AM AND 1AM. MAXIMUM DURATION OF 5 HOURS.

PLEASE NOTE: THIS ROOM DOES NOT CATER FOR WHEELCHAIR ACCESS.

THE CROWN TERRACE



LOCATED ON LEVEL 2, THE CROWN JEWEL
FUNCTION ROOM IS A SEMI PRIVATE AREA
WITH IT'S OWN BALCONY OVERLOOKING MELBA
PARK

COCKTAIL- 70 PAX

SIT DOWN- 45 PAX

THIS FUNCTION ROOM IS AVAILABLE BETWEEN
HOURS OF
12PM - 5PM OR 8PM - 1AM

PLEASE NOTE: THIS FUNCTION ROOM FORMS PART OF
OUR BISTRO AREA. TIME RESTRICTIONS MAY APPLY.

Cocktail

MENUS



CROWN CLASSIC \$14 PER HEAD

PLEASE CHOOSE 6 OPTIONS:

PORK DIM SIMS

VEGETABLE SPRING ROLLS

BBQ MEATBALLS

COCKTAIL MEAT PIES

COCKTAIL SAUSAGE ROLLS

MINI QUICHE

PANKO CALAMARI RINGS

CHICKEN KIEV BALLS

TEMPURA FISH BITES



VEGETARIAN/ VEGAN OPTIONS
AVAILABLE EXTRA CHARGE PER HEAD



Cocktail

MENUS



CROWN JEWEL \$18 PER HEAD

PLEASE CHOOSE 6 OPTIONS:

HONEY SOY CHICKEN SKEWERS

TANDOORI LAMB SKEWERS

PORK OR VEGETABLE

DUMPLINGS

HOUSE MADE SPINACH &

CHEESE ARANCINI BALLS

HOUSE MADE BATTERED HONEY

PRAWNS

HOUSEMADE MEATBALLS

PULLED PORK SLIDERS

MINI ANGUS BEEF BURGERS

GOURMET PARTY PIES

GOURMET SAUSAGE ROLLS



VEGETARIAN/ VEGAN OPTIONS
AVAILABLE EXTRA CHARGE PER HEAD

platter

OPTIONS



DIPS & CHEESE \$50

MIXED SANDWICHES \$55

SEASONAL FRUIT \$55

ANTIPASTO \$60

HOT FINGER FOOD \$55

SCONES/MUFFINS \$50



EACH PLATTER CATERS FOR
ROUGHLY 10 PEOPLE AND ARE
AVAILABLE TO BE PURCHASED
FOR WAKES, CONFERENCES &
MEETINGS



THEY MAY ALSO BE ADDED TO A
FUNCTION PACKAGE AS AN
EXTRA.



VEGETARIAN/ VEGAN OPTIONS
AVAILABLE EXTRA CHARGE PER HEAD

TERMS AND *Conditions*

BOOKINGS & CONFIRMATION

A BOOKING IS CONSIDERED CONFIRMED UPON RECEIPT OF THIS SIGNED TERMS & CONDITIONS AND A DEPOSIT OF \$250 IS PAID. MANAGEMENT RESERVES THE RIGHT TO CANCEL THE BOOKING & ALLOCATE THE ROOM TO ANOTHER CLIENT IF A DEPOSIT IS NOT RECEIVED WITHIN ONE WEEK OF BOOKING YOUR FUNCTION.

PAYMENTS

FINAL PAYMENT IS REQUIRED 7 DAYS PRIOR TO THE FUNCTION DATE. PAYMENTS CAN BE MADE BY CASH OR CARD (PHONE PAYMENTS ACCEPTED). CHEQUES WILL BE ACCEPTED WITH PRIOR ARRANGEMENT WITH MANAGEMENT.

ROOM HIRE

CONFERENCE OR CORPORATE BOOKINGS MINIMUM ROOM HIRE
\$200

CATERING

THE VENUE REQUIRES CONFIRMATION OF NUMBERS 7 DAYS PRIOR TO THE EVENT. ALL FOOD ORDERS MUST BE DECIDED UPON 7 DAYS BEFORE THE EVENT DATE. THIS INCLUDES NOTIFYING THE HOTEL OF ANY DIETARY REQUIREMENTS OR TOLERANCES/ALLERGIES. IN ACCORDANCE WITH HEALTH & SAFETY REGULATIONS ANY FOOD PROVIDED AT THE EVENT IS NOT PERMITTED TO BE TAKEN AWAY FROM THE VENUE.

MINIMUM REQUIREMENTS

MINIMUM NUMBER OF GUEST FOR CATERING IS 30. MINIMUM BEVERAGE SPEND IS \$400

CANCELLATIONS

CANCELLATIONS WITHIN 14 DAYS OF THE SCHEDULED FUNCTION DATE WILL RESULT IN THE FOREFIT OF YOUR DEPOSIT.

ENTERTAINMENT

THE VENUE PROVIDES FREE USE OF A BLUETOOTH SPEAKER. YOU ARE WELCOME TO ORGANISE EXTERNAL ENTERTAINMENT, ANY ENTERTAINMENT BOOKED REQUIRES MANAGEMENT APPROVAL.

TERMS AND *Conditions* CONT.

DECORATIONS & EXTERNAL SUPPLIERS

ANY ADDITIONAL EQUIPMENT OR DECORATIONS MUST BE CONFIRMED WITH A MANAGER 7 DAYS PRIOR TO EVENT DATE. NO ITEMS ARE TO BE ATTACHED WITHIN THE SURFACE OF THE VENUE BY MEANS OF THUMBTRACKS, GLUE, NAILS, SCREWS OR STICKY TAPE. MANAGEMENT MUST APPROVE ANY AND ALL ITEMS, MAY IT BE EQUIPMENT OR DECORATIONS AND RESERVES THE RIGHT TO DISALLOW ANY MATERIAL CONSIDERED OFFENSIVE AND/OR DANGEROUS. IT IS THE HIRER'S RESPONSIBILITY TO MAKE SURE ANY ADDITIONAL DECORATIONS, EQUIPMENT ETC. IS REMOVED AFTER THE DURATION OF THE EVENT. IF ANY ITEM/S ARE LEFT AFTER THE DURATION OF YOUR FUNCTION THE HOTEL IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR DAMAGED.

SECURITY

ALL BIRTHDAY AND CORPORATE FUNCTIONS REQUIRE A SECURITY GUARD MAXIMUM COST FOR SECURITY IS \$250

CONDUCT & CLIENT RESPONSIBILITY

THE CROWN HOTEL HAS THE RIGHT TO REFUSE ENTRY OR SERVICE AND REMOVE ANY PERSON FROM THE PREMISES WE DEEM TO BE BEHAVING IMPROPER, ABUSIVE, ANTI-SOCIAL OR IN A DISORDERLY MANNER. THE VENUE PRACTICES THE RESPONSIBLE SERVICE OF ALCOHOL AND ALL GUEST ARE REQUIRED TO ADHERE TO THESE REGULATIONS. FAILURE TO ABIDE BY THESE REGULATIONS MAY RESULT IN YOUR FUNCTION BEING SHUT DOWN EARLY OR PATRONS BEING ASKED TO VACATE THE PREMISES. PLEASE NOTE: THE BAR WILL CLOSE 30 MINUTES PRIOR TO FUNCTION FINISHING TIME. MINORS WILL ONLY BE PERMITTED UNDER THE SUPERVISION OF A PARENT OR GUARDIAN. IN ADDITION, PLEASE NOTE WE DO NOT CATER FOR 18TH BIRTHDAY FUNCTIONS.

DAMAGES & THEFT

PLEASE BE ADVISED THAT THE ORGANISER OF YOUR FUNCTION WILL BE RESPONSIBLE FOR ANY DAMAGE, THEFT, BREAKAGE OR VANDALISM INCURRED TO THE FUNCTION ROOM OR VENUE PREMISES BY GUESTS, INVITEE OR OTHER PERSON ATTENDING SUCH EVENT. IN ADDITION THE HOST INDEMNIFIES THE CROWN HOTEL AGAINST ANY CLAIM FOR LOSS, DAMAGE OR THEFT OF GOODS/BELONGINGS FROM THE HOST AND THEIR GUESTS.

Contract

THANK YOU FOR CHOOSING THE CROWN HOTEL FOR
YOUR NEXT FUNCTION. WE LOOK FORWARD TO
HOSTING YOUR SPECIAL EVENT.

TO SECURE YOUR BOOKING, PLEASE FILL OUT AND
SIGN THIS FORM. PAYMENT OF THE \$250 DEPOSIT WILL
ALSO BE REQUIRED AT THE TIME OF COMPLETING THIS
DOCUMENT. UNTIL WE RECEIVE THIS COMPLETED
FORM AND DEPOSIT YOUR BOOKING IS NOT
CONFIRMED.

EVENT DETAILS

NAME:
.....

COMPANY NAME:
.....

CONTACT NUMBER:
.....

ADDRESS:
.....

FUNCTION DATE: / / FUNCTION TIME: : AM/PM
.....

FUNCTION AREA: **CROWN TERRACE** OR **CROWN JEWEL**

OCCASION
.....

NO. OF GUESTS
.....

Contract

CONT.

PACKAGE OPTION:

- ☐ CROWN CLASSIC
- ☐ CROWN JEWEL
- ☐ PLATTERS
- ☐ OTHER

I HEREBY AGREE THAT I HAVE READ AND
UNDERSTAND THE TERMS AND CONDITIONS
AS OUTLINED IN THIS DOCUMENT.

SIGNATURE:

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DATE: / /

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