

# AVOCA ROOM & NIGHT CLUB

*Function Pack  
2019*

# SUGARLAND TAVERN

W: (07) 4150 5999

E: [kitchen@sugarlandtavern.com.au](mailto:kitchen@sugarlandtavern.com.au)

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# AVOCA ROOM

**FUNCTIONS • PRIVATE DINING • CORPORATE**

The Avoca Room is a private function space located in one of the most well established hotels in the town of Bundaberg, The Sugarland Tavern. Our mission statement is 'to consistently deliver the best customer experience possible by serving quality products with exceptional service in a safe, clean and well-presented environment.'

We pride ourselves in providing exceptional function facilities in a family friendly hotel where you can be guaranteed a good time and a smiling face.

The Avoca Room has been utilised for a wide array of functions, including Birthday parties, Engagement parties, Cocktail networking evenings, Weddings and Christmas parties. This room offers a maximum capacity of 120 guests for an elaborate cocktail party style event, and can accommodate up to 70 guests maximum for a sit down function.

To enquire about our function space availability and to make your booking, please call our Functions Manager on (07) 4150 5999, alternatively email us to find out more at [kitchen@sugarlandtavern.com.au](mailto:kitchen@sugarlandtavern.com.au).

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# THE AVOCA ROOM

## Equipment

*The Avoca room is equipped with the following:*

50inch plasma screen TV  
Microphone  
Intelligent disco lighting with mirror ball  
Air-conditioning  
Toilets

Our Functions Manager will be pleased to assist you with your equipment requirements.

## Music & Entertainment

The audio system in the Sugarland Tavern is set to the Nightlife Music System. We can arrange a specific playlist with prior approval from Management. External entertainment, such as your own DJ, band, karaoke or jukebox, is permitted in the Function Room, however, pre-approval by Management prior to the date of your function is essential. This is dependent on other entertainment arrangements the Sugarland Tavern has already made for the general public.

Our plasma screen will have Nightlife video clips playing or if you would like to screen something other than Nightlife, please inform our Functions Manager. We have extensive cable television channels, as well as the ability to play DVDs, or show presentations with a laptop or SD card. We recommend that you test any audio visual on our system before the date of your function to ensure it is compatible.

We are able to provide you with a cordless microphone and should you require any other audio visual or multimedia equipment, please discuss this with our Functions Manager.

Under no circumstances is any form of adult entertainment permitted in any area of the Hotel.

*All Food is required to be ordered  
(with dietary requirements noted) a minimum 14 days prior to function date)*

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One Entertainment Centre is a multi-level venue that was renovated and refurbished in late 2011 with the sole purpose for entertaining.

One Entertainment Centre has a dance floor central to the two levels – walk up to the dance floor from the ground level or walk down to the dance floor from the first floor.

An upper dance floor can be used as a stage and has been used for large acts, such as the Potbelleez, & Presentations for a variety of companies and groups.

A DJ Booth is to one side of the Upper level, overlooking the Dance floor with views to the whole venue.

The Venue Consists of Two (2) Bars, an Outdoor Smoking Area, Male & Female Toilets (on First / Ground Level)

It is an Ideal venue for hosting, Hens, Bucks, Engagement Parties, Birthdays, Staff Parties, Christmas Parties, Wedding Receptions & Cocktail themed parties.

*All drinks poured are served in plastic with the exceptions of premix cans and stubbys of any kind and wine.*

*All Food is required to be ordered  
(with dietary requirements noted) a minimum 14 days prior to function date)*

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# ONE NIGHT CLUB

## Venue Hire Package - \$750

### Hire Includes:

- Two (2) Bars w. Two (2) Staff Members ea. Bar
- DJ (Our In House DJ must be present at ALL times)
  - Security
  - Dance Floor

## Downstairs Hire Package - \$500

### Hire Includes:

- One (1) Bar w. Two (2) Staff Members
- DJ (Our In House DJ must be present at ALL times)
  - Security
  - Dance Floor

## Corporate Meetings - \$250 per day

*Between 8am – 5.00pm*

### Hire Includes:

- Up Stairs OR Down Stairs
- Free Tea/Coffee Station

# Morning Tea

## Tea & Coffee

**\$5.50pp**

A selection of twinings tea & filter coffee

## Morning Tea

**\$8.50pp**

*Choose one option from the list to accompany your tea & coffee station*

A Selection of bite size cakes and muffins

Freshly baked scones w jam & cream

***Each Platter Serves Approx. 10 People – Please discuss any and all dietary requirements***

## Fruit Platter

**\$45**

Selection of local seasonal fruit

## Cheese Platter

**\$60**

Selection of cheese served w biscuits & chutney

## Sandwich Platter

**\$55**

A variety of freshly made sandwiches

# Set Menu

\$20 per person

Choose 2 mains & 1 dessert

*Advise Staff of any Dietary Requirements 7 days PRIOR to Function*

## Entree

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**Toasted Garlic Bread**

## Main

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**Crumbed, Battered or Grilled Fish (Choose ONE way of Serving)**

Served w. Chips, Salad & a side of Tartare Sauce

**Pork Roast**

Served w. a selection of Roasted and Steamed Veg & Gravy

**Pecan Crumbed Chicken Breast Fillet**

Served w. Chips, Salad & Hollandaise Sauce

## Dessert

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**Vanilla Panna Cotta**

Served w. Coffee Syrup

**Pavlova**

Served w. Freshly Whipped Cream & Passionfruit Pulp

# Alternate Drop Menu

\$30 per person for TWO COURSE

\$35 per person for THREE COURSE

*Advise Staff of any Dietary Requirements 7 days PRIOR to Function*

## Entree

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**Toasted Garlic Bread**

## Main

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**Grilled 250g Slow Roast Rib (Served Medium) w. Red Wine Jus**

Served w. Garlic roasted chats & green beans

**Pork Loin**

Served w. Roasted Kipfler Potatoes & Asian Green

**Atlantic Salmon**

Served w. Confit Sweet Potato, , Lemon Preserve, asparagus and Pernod Cream

## Dessert

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**Deconstructed Apple Crumble**

Served w. Brandy Custard

**Toasted Sugar Waffles**

Served w. Berries & Vanilla Ice Cream



# Alternate Drop Menu

\$50 per person for THREE COURSE

*Advise Staff of any Dietary Requirements 7 days PRIOR to Function*

## Entree

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### **Goats Cheese Bruschetta**

Served w. Basil & Roasted Cherry Tomatoes

### **Pan Fried Prawn Dumplings**

Served w. Thai Chili Jam

### **Arancini**

served w. Truffle Aioli

## Main

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### **NQ Barramundi Fillet**

Served w. Cauliflower Puree, Lemon Butter & Broccolini

### **Middle Eastern Lamb Backstrap w. Pomegranate & Jus**

Served w. Garlic Chats & Greens

### **Braised Angus Beef Cheeks**

Served w. Confit Sweet Potato, Broccolini and Roast Garlic Jus

## Dessert

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### **Top Deck Cheese Cake**

*(Chocolate Base w. House made caramel, topped with strawberry cream cheese)*

Served w. Pistachio Praline

### **Tiramisu**

Served w. Coffee & Tia Maria infused sponge in layers of mascarpone & Chocolate

# Platter Menu

*Platters serve approximately 10 people*

*Advise Staff of any Dietary Requirements 7 days PRIOR to Function*

## **Bread & Dips**

**\$40**

Selection of crisp breads, garlic & pizza bread served w homemade dips

## **Aussie Platter**

**\$50**

Assorted mini quiches, pepper beef party pies, rosemary & lamb homemade sausage rolls, marinated chicken skewers

## **Oriental Platter**

**\$55**

Fried chicken wings w honey, soy & spring onion glaze, fried prawn w chili & lime mayo, thai style vegetable spring rolls w sweet chili sauce, crispy wontons

## **Seafood Platter**

**\$80**

Beer battered fish & tartare sauce, panko crumbed prawns w wasabi mayo, baked half shell scallops w mango chilli & lime salsa, salt & pepper calamari w dipping sauce

## **Gourmet Canapé Selection**

**\$10pp**

Marinated roast beef w pickled shallots, salmon tartare w salted cucumber & dill, peppered lamb fillet w blistered tomato & radish cream, grilled local scallop w fresh ginger & chilli, chargrilled chicken breast w avocado puree & rocket

## **Substantial Canapé**

**\$6.50 each**

A cone of beer battered fish & chips w lemon mayo, miniature burgers w tomato relish & cheese, thai chicken salad w sesame & roasted peanuts

# **FUNCTION & EVENT TERMS AND CONDITIONS**

## **Confirmation & Payment (if applicable)**

A booking is confirmed by signing the Terms & Conditions Form and forwarding the requested deposit within three (3) days of receiving this documentation. If the Terms & Conditions Form and requested deposit are not received within this timeframe, management reserves the right to cancel the booking and allocate the space for another function.

A deposit of \$250 is to be paid to confirm your date and the function space. For functions held in November and December, 50% of the estimated function charge is required as a deposit.

Deposits can be paid by credit card, cash, EFTPOS or Cheque (pending approval). A 1% surcharge applies to all credit card transactions. ***We do NOT accept American Express, we apologise for any inconvenience this may cause.***

Final numbers, menu, beverage details and room setup are required a minimum of fourteen (14) days prior to the function. The Sugarland Tavern is required to purchase catering for the confirmed attendance numbers and/or minimum numbers specified. Please note, you will be charged for the confirmed numbers or actual attendance, whichever is greater.

The balance of the estimated value of the function must be paid a minimum of two (2) days prior to the function. Full payment for the bar tab maybe made prior to or upon immediate conclusion of the function or by prior arrangement with Management. Company or personal cheques will not be accepted without approval from Management.

## **Room Hire**

The Functions Room incurs a room hire fee of \$250. This includes, table cloths (Black or White), Tea & Coffee table, standard furniture set up, Access to the Features of the room (i.e. DJ Booth, TV etc). Larger functions however where furniture is required to be sourced will be responsible for the payment of said hired furniture – Quotes will be obtained prior to ensure all parties understand what is being charged.

## **Cancellations**

Notification of a cancellation must be in writing to receive a refund of any prior monies paid. If you decide to cancel your function, the following conditions apply:

- Thirty (30) days or more, deposit refunded in full.
- Between thirty (30) and eight (8) days, 25% deposit is forfeited.
- Seven (7) days or less, 100% deposit is forfeited.
- No refund will be given for function cancellations during November and December.

## **Decoration & Theming**

If you would like to undertake your own decorating, access to the function room can be arranged with our Functions Manager. Table scatters and glitter need prior approval before use. The client is liable for any damages incurred during your function and set up period.

Theme nights and dress up parties are to be approved by our Functions Manager at least 7 days before the function to ensure costumes meet the required dress code standards.

## **Dress Code**

A strict dress code policy applies and is to be followed by clients and their respective guests. Failure to comply with this policy may result in being evicted from specific areas of the Hotel. No thongs, singlets or industrial work wear are permitted after 9pm each night.

## **Entertainment & Equipment**

All entertainment requested is at the cost of the client.

Management does not accept responsibility for damage or loss of any property left on the premises prior to, during or after a function. Please advise our Functions Manager of any deliveries being made for your function and safe storage will be arranged.

Any damage caused to the hotel property of fittings during a function is the financial responsibility of the client. Use of walls for display material is okay however NO nails, staples, pins/tacs or tape attachment to floors or ceiling, this is not permitted.

**Venue Access & Curfew**

All functions will be issued with a curfew time for guests to leave the function area. The venue hire allows you access to the function room prior to your function, depending on other functions booked. It is the responsibility of the client to advise our Functions Manager of any additional access requirements in writing prior to the function.

**Responsible Service of Alcohol**

All guests must adhere to the current laws of the Queensland Liquor Licensing Act. The Sugarland Tavern management and staff, including our contracted crowd controllers, support the responsible service of alcohol. Licensing Laws prohibit liquor supply to disorderly, unduly intoxicated and underage persons. Patrons showing signs of undue intoxication or disorderly behaviour will be refused service and will be asked to leave the premises. Management will not tolerate any harassment of patrons or staff of any kind and offending patrons will be asked to leave the premises. Management supports staff refusing service for unduly intoxicated patrons.

**Minors**

It is Hotel policy that minors are allowed to attend a function until 10pm, or prior to the start of live entertainment. We require notification at the time of booking of any minors attending your function. Clients are to complete and return to us a Minors Agreement Form prior to the function date.

Minors must be accompanied by their parent or legal guardian at all times. Minors will not be served alcohol and service of alcohol will be refused to any person who cannot produce appropriate ID where there is any doubt that a person is under 18. Management will support staff that practice and enforce ID checking. Acceptable ID:

- A current Australian or International driver’s licence or learner’s permit (valid with photo)
- A current passport (from any country, valid with photo)
- An Australian Government issued Proof of Age card (18+ card)
- Victorian Key Pass

Anyone found obtaining alcoholic beverages for consumption by minors will be asked to leave the venue immediately.

***We require a full guest list 24 hours prior to the event. Clearly stating if a “Plus One” is allowed by each guest’s name.***

**Prices**

All prices are inclusive of GST and are valid to 31st December 2019. Every possible effort is taken to maintain prices, but these are subject to change at the Management’s discretion to allow for market cost variations and the introduction of any statutory taxes.

I, the undersigned, confirm that I have read and understood the terms and conditions for holding a function at the Sugarland Tavern. I acknowledge the conditions and accept full responsibility for the function.

Client Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_ Function Date \_\_\_\_\_

## **MINORS AGREEMENT**

If Management are not notified of any minors attending a function, the Sugarland Tavern can refuse entry even if the minor is with their parent(s) or legal guardian(s). To allow a minor to attend a function, please complete and return this form to the Functions Manager at least 48 hours prior to your function. The Sugarland Tavern has the final right of refusal in any situation.

I understand and agree with the above policy and will provide the names and ages of all minors attending our function. I agree to the policy that all minors are not allowed to consume alcohol. If a minor is caught consuming alcohol or entering a prohibited area of the Hotel, I agree that he/she and their parent(s)/legal guardian(s) will be asked to leave the premises.

### **Minors Details**

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

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

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