

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 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 or email enquiries@sugarlandtavern.com.au

Equipment

The Avoca room is equipped with the following:

- 50 inch plasma screen TV
- Microphone
- Whiteboard
- Intelligent disco lighting with mirror ball
- Wifi access
- 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.

Morning Tea

Tea & Coffee

\$5.5pp

A selection of twinings tea & filter coffee

Morning Tea

\$8.5pp

Choose one item from the list to accompany your tea & coffee

Carrot cake

Chocolate mud cake

Lamingtons

Freshly baked scones w jam & cream

Fruit Platter

\$45

Selection of local seasonal fruit (10)

Cheese Platter

\$75

Selection of cheese served w biscuits & chutney

Sandwich Platter

\$55

A variety of freshly made sandwiches cut in 4. 20% vegetarian (10 sandwiches)

Set Menu

\$35 per person

Choose 2 mains & a dessert

Entree

Breads

a selection of garlic & herb breads

Main

Grilled 250g Slow Roast Rib Eye of Prime Rib (served medium)

w rosemary chats, greens & a mild pepper cream sauce

Chicken Kiev

w pilaf rice, greens & tomato ragout

Atlantic Salmon

served over escalivada of chunky roasted eggplant, capsicum & tomato

Dessert

Chocolate Mud Cake

Raspberry Compote & Vanilla Cream

Alternate Drop Menu

\$45 per person

Choose 2 entrees, 2 mains & 2 desserts

Entree

Grilled Hervey Bay Scallops

w parsley crumble, citrus aioli & a petite green salad

Thai Beef Salad

beef strips w crispy vegetables, coriander, mint & toasted sesame

Moroccan Chicken Kebabs

w spanish onion, rocket salad & lemon zested yoghurt

Main

Macadamia and Coconut Crusted Barramundi

w crisp asian greens

300g Roasted Pork Cutlet

w sliced apple sauce and cashew nut crumble w roasted potato & greens

Crispy Skinned herb stuffed Chicken Breast

w pilaf rice & seasonal greens

Dessert

Sticky Date Pudding

w rich butterscotch sauce & ice-cream

Cookies and Cream Cheesecake

w strawberry cream

Gluten Free Peach and Passionfruit Cheesecake

w sweetened chantilly cream

Platter Menu

platters serve approximately 10 people

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 chilli & lime mayo, thai style vegetable spring rolls w sweet chilli sauce, crispy wontons

Seafood Platter \$60

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.

Final numbers, menu, beverage details and room setup are required a minimum of seven (7) 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 & Minimum Spend

The Functions Room incurs a room hire fee of \$250 throughout the year, however, this charge will be waived when the minimum spend is reached on Food and Beverage.

The minimum spend is \$1,000 between January-October and a minimum spend of \$1,500 during November-December. Sole use of the room is \$100 half day (4hours) & \$200 full day (9 hours). Includes Tea & Coffee. Excluding weekends.

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 5 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 and nails, staples or tape attachment to floors or ceiling 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.

Prices

All prices are inclusive of GST and are valid to 31st December 2014. 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 : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

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