

Grace

The Skance Function Room

Guidelines and Conditions

- C ▶ Payment is expected on the evening by cash or credit card unless prior arrangements have been made.
- O ▶ Payments made with Amex or Diners cards will attract a 5% service fee.
- R ▶ The hotel will take every care, however cannot accept responsibility for damage to or loss of merchandise left in the hotel prior to, during or after an event.
- D ▶ Confirmation of all details of your function will be sent to you by letter, fax or email.
- I ▶ Whilst your guest's happiness and wishes are our priority we are bound always by legislation and our own standards concerning the responsible serving of alcohol.
- T ▶ While we endeavour to maintain prices in this brochure, prices are subject to change.
- I ▶ The bringing in of food or drink to our venue is prohibited except under special circumstances considered only at the time of booking.
- O ▶ Due to the Residential Liquor License Law, last drinks must be called at 11.30 - 11.45pm. All patrons must vacate the hotel premises by 12.15pm.
- R ▶ One account only will be issued for food and drink on the day of the function.
- S ▶ The use of confetti or glitter motifs will incur a \$25.00 cleaning fee.

These Guidelines and Conditions have been tabled to ensure the maximum level of service to you the customer, whilst minimising the potential of loss to our business.

A minimum of 30 guests is required for dining in the Private Room .

An initial \$100.00 deposit is required to confirm your booking.

If booking within 3 weeks of the function date, the initial confirmation deposit requirement will be replaced with the per head deposit - see below.

We do not charge a room hire fee for sit down dinners in the private room, however a function fee applies for organisation etc.

Function fees are:

\$25 for functions held January 2nd - October 31st and

\$30 for functions held November 1st - January 1st

Deposits are NON-REFUNDABLE on cancellation of the function.

In all instances, under no circumstances will deposits or full payments be refunded nor used to offset other costs. Should you proceed with your function the deposit will be deducted from your final food account.

Once your booking has been confirmed, a function co-ordinators will contact you to organise your menu & function details.

- ▶ Full payment is expected on the evening by cash or credit card unless prior arrangements have been made. Full payments not made on the evening (without prior arrangements) will attract a \$15.00 service charge.
- ▶ Cheques are not accepted as payment unless prior arrangements have been made.
- ▶ One week prior to your function, a \$10 per head deposit will be required (less your initial \$100 deposit).
- ▶ Final numbers must be advised 2 days prior to the date of the event. In the instance of any reduction in numbers, your per head deposit will be forfeited.
- ▶ A final confirmation will be sent to you via fax or email.
- ▶ On the day of your function in the instance of any reduction in numbers, your per head deposit will be deducted for 1-2 non attendees. Any further non attendees will be charged the price per head.
- ▶ Should your numbers fall below 30, a minimum of 28 persons at full price per head will be charged for.

FUNCTION CO-ORDINATORS

Tanya Barber (Administration Manager)

Available Monday through Friday

9.00 — 5:00pm

FUNCTION ENQUIRIES

PH: 8271 5700

VIEWING THE PRIVATE FUNCTION ROOM

An appointment must be made with Tanya.

We are happy to show you the Private room before you make a booking.

Please contact one of our Function Co-ordinators for an appointment.

Appropriate times being Monday - Thursday between 9.00am and 3.00pm.

For special circumstances and when possible after hours appointments can be made for a mutually agreeable time:

weekdays between 5.00pm -6.00pm or on weekends 11.30 - 3pm

NO OBLIGATION

You are welcome to make a no obligation tentative booking for your requested day, given it is available. Should you wish to later confirm your booking, a \$100 deposit will be required.

Please choose 2 for your menu:

Should your two choices be from varying price brackets the per head charge will be based on the more expensive option for all guests regardless of their choice on the night.

ENTREE

Saffron & Bocconcini Arancini's with Char-Grilled Chorizo & Tomato
\$12.00

Roast Pumpkin, Honey & Rosemary Soup with Croutons
\$12.00

Spinach, Ricotta, Pinenut Ravioli with Basil Tomato Sauce & shaved Parmesan
\$12.00

Slow Roasted Vegetable with Tomato Puff Pastry, Ricotta & Salsa Verde
\$12.00

Tommy Ruff with Bread Crumbs & Herbs, Rocket Pancetta Salad
\$12.00

Leicester's Salt & Pepper Squid with Lemon Aioli
\$15.00

Creamed Leek & Blue Cheese Tartlet with Crisp Prosciutto
\$15.00

Prosciutto Wrapped Chicken Tenderloins with Apricot & Rocket Salad
\$15.00

Garlic King Prawns with Rocket, Cherry Tomatoes with Charred Lemon
\$18.00

Confit Duck leg Salad with Pear, Walnuts, Rocket & Raspberry Vinaigrette
\$18.00

Lamb Loin with Roast Garlic Potato & Mixed Olive Tapenade
\$18.00

Decorations

Other than Christmas functions The Earl of Leicester cannot supply decorations. However, you may decorate the rooms yourself.

Usually this can be done the day before or earlier the same day as your function. Please be aware that on occasions we may have another function prior to yours, should this occur, the prior function takes priority over your decorating time.

As we allow 90 -120 minutes between functions this time period would then be your decorating time.

For Saturday or Sunday functions, please contact the hotel after 11.30 am to arrange with staff for access to the function room.

Whilst decorating please note:

No pins/staples are permitted and the large white screen must not be used for decorations or posters.

Candles on tables are permissible for sit down dinners however, NOT permissible for cocktail functions.

Glitter Motifs and Confetti are strictly prohibited. Should they be used at your function a \$25.00 cleaning fee will automatically be added to your account.

Cakes

Unfortunately we cannot supply/arrange celebratory cakes for you, however you may bring in your own cake.

You will appreciate that as our staff supply and clean the crockery and cutlery a BYO service fee is appropriate. We will supply cutlery, napkins and sideplates. Fees will apply as listed.

BYO cake service fees for Private Room

30-40 guests - \$25.00 40 -50 guests - \$30.00 50-70 guests- \$35.00

Alternatively we can provide chef service.

You may bring in your own cake and our chef will cut, garnish and present individual serves as dessert.

Each serve will be garnished with Cream, Mint, Fruit Coulis and a Strawberry
Fee - \$3.00 per head + Appropriate BYO cake service fee



Beverage Choices

Beverages for Set Menus can be purchased in any of the following ways:

- ▶ Tab format
- ▶ Subsidised drinks
- ▶ Cash basis

Instant or percolated Coffee stations are also available, please discuss this option with your function co-ordinator (prices will be advised on application.)



We do not offer BYO

Finishing Touches.....

When organising any function, there are always the "little extras" that must be considered!

Depending on the nature of your function, you may need to consider such things as decorations, music, or a cake for your special event.



Music

Unfortunately due to being in a residential area, live bands, karaoke or DJ's are not permissible.

The Upstairs Room(s) provides the following:

A 5 stacker C.D. sound system (provide your own CD's, iPod connection for your personal iPod

These systems are complimentary, operated by hotel staff & play through speakers throughout the room(s).



PC/Video Presentations



Should you wish to show funny home videos or a PC photo display on the big screen, we have the facilities for you to do so!

Our input and projector system includes full picture & sound, video & DVD capabilities or should you have photos on a CD or a CD/DVD presentation these can be projected through your laptop onto our screen, however this facility does not include sound.

Use of the input & projector equipment is \$50 for all social functions (time is not a factor in this charge).

While we strongly recommend previewing your presentation prior to your function, this can only be done Monday to Friday.

Please arrange a suitable time with your function co-ordinator.



Please choose 3 for your menu:

Should your three choices be from varying price brackets the per head charge will be based on the more expensive option for all guests regardless of their choice on the night.

MAIN

Main courses are accompanied by bowls of Garden Salads

Chicken Breast with Potato, Asparagus Gallette & a Tomato & Basil Cream Sauce
\$22.00

Atlantic Salmon with Panzanella Salad and Char grilled Lemon
\$22.00

Herb & Mustard Crust Scotch Fillet, cooked medium, served with Crushed Potatoes, Green Beans & Shiraz Jus
\$22.00

Spinach, Ricotta, Pinenut Ravioli with Basil Tomato Sauce & shaved Parmesan
\$22.00

Slow Roasted Vegetable with Tomato Puff Pastry, Ricotta & Salsa Verde
\$22.00

Chicken Breast wrapped in Prosciutto with Potato & Mushroom Gallette & Thyme Cream Sauce
\$25.00

Atlantic Salmon with Asparagus, Lemon Crushed Potatoes & White Wine Sauce
\$25.00

Lamb Cutlets with Roasted New Potatoes, Sauteed Spinach & Rosemary Jus
\$25.00

Char Grilled Eye Fillet with Green Beans, Roast Garlic Mash & Shiraz Jus
\$28.00

Lemon Herb King George Whiting oven roasted with Thick Cut Chips & Sauce Gribiche
\$28.00

Pan fried Duck Breast with Crushed Kipfler Potatoes & Orange Sauce
\$28.00



D

Please choose 2 for your menu:
Should your two choices be from varying price brackets the per head charge will be based on the more expensive option for all guests regardless of their choice on the night.

E

DESSERT

Crème Caramel with Raspberries & Vanilla Almond Wafer
\$9.50

S

Chocolate Steamed Pudding with Chocolate Sauce & Double Cream
\$9.50

S

Sticky Date Pudding with Butterscotch sauce & Vanilla Ice Cream
\$9.50

E

Apple & Cinnamon Bread & Butter Pudding with Custard (& a choice of) Ice Cream or Double Cream
\$9.50

R

Lemon Tart with Double Cream & Raspberry Coulis
\$9.50

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ABOUT THE "SKASE" ROOM

The upstairs private room is a tastefully decorated function area consisting of one large room which can be closed by the use of bi-fold doors into 3 smaller rooms. With it's own bar and toilet facilities our private Room is the ideal venue for your next gathering! A minimum of 30 guests is required, however we can cater for up to 70 guests.

Viewing the "SKASE" ROOM

We are happy to show you the Private room before you make a booking. Please contact one of our Function Co-ordinators for an appointment. Appointments can be made Monday - Thursday between 9.00am and 5.00pm or between midday and 3.00pm on Fridays. For special circumstances and when possible after hours appointments can be made for a mutually agreeable time: weekdays between 5.00pm-6pm or on weekends 11.30am - 3pm

Set Menus

Please note: A la Carte menus are not available in the private room. Our Set Menus have been designed to offer you flexibility in choice, quantity and price. A minimum of two courses is required. (BYO cakes are not considered as one of these courses).
All guests on the evening will be offered the menu chosen by the organiser.
The price per head will be as stated for the chosen menu, regardless of how many courses individual guests select on the day.

Vegetarians

Vegetarian dishes have been included in the dish options. There are 2 methods for catering for Vegetarians, these are as follows:
1) Include a vegetarian dish on your menu as one of your selections (ie it will be available to all guests at your function) or
2) Prior to your function ensure your Vegetarian guests make a selection from the dishes available & advise your function co-ordinator of their selection.