

Functions at the Manhattan Hotel

Dear *Sir/Madam*,

We thank you for choosing the Manhattan Hotel for your next special occasion and we look forward to catering for all your needs, ensuring your function is a complete success!

Please find attached, information about our Function Rooms on offer for hire and the Function Room Hire Term and Conditions Contract. Please read all of the information thoroughly and complete the following contract at least 30 days prior to the date of your function.

We are committed to providing exceptional customer service; so please do not hesitate to call us to further discuss how we may meet your requirements.

We look forward to hosting your function!

Yours sincerely,

Martine Halsall
Event Manager

Manhattan Hotel
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ELLIOTTS

Nightclub style cocktail lounge, Elliott's is in a class of its own. The perfect atmosphere for a relaxed party, in a retro environment. With its own courtyard, you can enjoy the warmer nights under the stars. Outside heating provided in winter. Ideal for 21st Birthdays, Engagements and staff parties. Elliott's is situated at the rear of the Manhattan Hotel with plenty of parking available.

Please note that Elliott's courtyard is only licensed until 12 midnight. After this time no drinks are allowed outside.



FUNCTION DETAILS INCLUDE

- ***Room Hire \$400 with a bond of \$200***
- ***Room Hire includes staff and security for the duration of the function***
- ***Room Capacity 150 people cocktail style***
- ***Minimum catering requirement of 80 people***
- ***Cocktail menu options 1, 2 or 3 available***

***Available 7 days a week subject to availability.
Please read the function terms and conditions.***

SOHO

Recently renovated, edgy New York Style Bar. Stylish and sophisticated with modern retro furniture this fashionable function room is ideal for all functions, with its ambient lighting creating soft moods for any special occasion. Soho is situated on the upper level of the hotel entry via the rear of the hotel.



FUNCTION DETAILS INCLUDE

- *Room Hire \$350 with a bond of \$200*
- *Room Hire includes staff and security for the duration of the function*
- *Room Capacity 100 people cocktail style*
- *Minimum catering requirement of 60 people*
- *Cocktail menu options 1, 2 or 3 available*

*Available 7 days a week subject to availability.
Please read the function terms and conditions.*

EMPIRE

Empire is well suited for intimate sit down dinners to corporate meetings. This elegant room is most versatile with sweeping ceilings and full length balcony. Located on the upper level of the hotel with entry via a staircase at the rear of the building, Empire can accommodate any style of function.



FUNCTION DETAILS INCLUDE

- ***Room Hire \$300 with a bond of \$200***
- ***Room Hire includes staff and security for the duration of the function***
- ***Room Capacity – Seated 80, Cocktail 150, Theatre style 150 or Conference 50 people***
- ***All menu options available***
- ***Minimum catering requirement of 60 people***
- ***Tea and Coffee facilities available at an additional cost of \$50***

***Available 7 days a week subject to availability.
Please read the function terms and conditions.***

LIBERTY

The Liberty room features an enormous bar and dance floor that will get you moving. This room is ideal for larger parties, cocktail balls and presentation dinners. Located on the 1st floor, entry is via the main entrance with lift access available.



FUNCTION DETAILS INCLUDE

- ***Room Hire \$300 with a bond of \$200***
- ***Room Hire includes staff and security for the duration of the function***
- ***Room Capacity – Seated 140, Cocktail style 300 - 500 people***
- ***All menu options available***
- ***Minimum catering requirement of 60 people***
- ***Tea and Coffee facilities available at an additional cost of \$50***

***Available 7 days a week subject to availability.
Please read the function terms and conditions.***

BOARDROOM

The Boardroom is ideal for intimate corporate functions, training programs and general meetings. As part of the room, whiteboards and screens are built in for your convenience at no extra costs with options of hiring data projectors, televisions with DVD or video for an additional charge. The Boardroom is located to the side of the hotel via the reception entrance.



FUNCTION DETAILS INCLUDE

- ***Room Hire \$150 ½ day or \$200 full day***
- ***Tea and Coffee facilities provided in room hire cost***
- ***Room Capacity – 12 people seated Boardroom style***
- ***Platter packages available***

***Available 7 days a week subject to availability.
Please read the function terms and conditions.***

COCKTAIL MENU

MENU OPTION 1 \$16.50	MENU OPTION 2 \$19.50	MENU OPTION 3 \$23.50
Vegetable Curry Samosa Mini Dim Sims BBQ Beef Meatballs Mini Pizza Cocktail Sausage Rolls Mini Spring Rolls Spicy Potato Wedges Crumbed Calamari Chicken Satay Party Pies	Mini Spring Rolls BBQ Beef Meatballs Party Pies Curry Samosa Cocktail Sausage Rolls Crusty Bruchetta Mini Pizza Mini Dim Sims Quiche Tartlets Salt & Pepper Squid Spinach & Ricotta Pastizzi	Quiche Tartlets Prawn Parcels BBQ Beef Meatballs Chicken Garlic Balls Salt & Pepper Squid Marinated Beef Satay Crusty Bruchetta Tempura Fish Bites Mini Spring Rolls Vol Au Vents Mini Shepherds Pies

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PLATTER PACKAGES

These packages are designed to cater for short breaks when hosting corporate groups, conferences and social events.

<p><u>INTERNATIONAL CHEESE PLATTER</u> Brie, Camembert, Cubed Tasty, Blue Vein, Grissini Sticks & Water Crackers</p>	<p>\$70.00 - Serves 10 people</p>
<p><u>OZ ASIAN PLATTER</u> Party Pies Party Sausage Rolls Assorted Mini Quiches Mini Spring Rolls Mini Dim Sims BBQ Meatballs Chicken Satay Seasoned Potato Wedges Vegetable Curry Samosa Crumbed Calamari</p>	<p>\$79.50 - Serves 10 people</p>
<p><u>FRESH FRUIT PLATTER</u> An assortment of fresh Seasonal Fruit</p>	<p>\$60.00 - Serves 10 people</p>
<p><u>DIPS PLATTER</u> Tzatziki, Spicy Capsicum, Avocado Dips accompanied by Carrot, Celery & Cucumber Sticks, Corn Chips, Grissini Sticks & Water Crackers</p>	<p>\$50.00 - Serves 10 people</p>
<p><u>SANDWICH PLATTER</u> Fresh assorted Gourmet Sandwiches</p>	<p>\$70.00 – Serves 10 people</p>
<p><u>VEGETARIAN PLATTER</u> Falafel, Cheesy Potato Balls, Wedges, Spring Rolls, Samosas, Spinach Pastizzis, Vegetarian Quiche, Marinated Mushrooms, Mini Vegetarian Burgers</p>	<p>\$100.00 – Serves 10 people</p>
<p><u>GLUTEN FREE PLATTER</u> Marinated Mushrooms, Falafel, Chicken Satay, Dip with Vegetable Sticks, Fresh Fruit, Frittata, Smoked Salmon Sticks, Potato Spun Prawns</p>	<p>\$100.00 - Serves 10 people</p>

BUFFET MENU

<p align="center">MENU OPTION 1 <i>\$35 per person</i> <i>{Children 12 & under \$20}</i></p>	<p align="center">MENU OPTION 2 <i>\$45 per person</i> <i>{Children 12 & under \$20}</i></p>
<p><u>SOUP</u> Choice of One Served with bread & butter</p> <ul style="list-style-type: none"> ○ Roasted Pumpkin ○ Potato, Leek ○ Minestrone ○ Tomato & Basil ○ Creamy Tomato ○ Pea & Ham ○ Spring Vegetable & Barley <p><u>HOT CARVERY</u> Two Roast choice of</p> <ul style="list-style-type: none"> ○ Beef ○ Pork ○ Lamb <p><u>HOT BUFFET</u> Roast Pumpkin Roast Potatoes Green Peas Steamed Vegetables</p> <p><u>COLD BUFFET</u> Salads: Beetroot, Coleslaw, Potato, Caesar, Greek</p> <p><u>CONDIMENTS</u> Caesar Dressing, French Dressing, Parmesan, Mustard selection, Horseradish.</p> <p><u>DESSERTS</u> Choice of Two – Served with Cream</p> <ul style="list-style-type: none"> ○ Sticky Date Pudding ○ Apple Crumble ○ Fruit Salad ○ Pavlova 	<p><u>SOUP</u> Choice of One Served with bread & butter</p> <ul style="list-style-type: none"> ○ Roasted Pumpkin ○ Potato, Leek ○ Minestrone ○ Tomato & Basil ○ Creamy Tomato ○ Pea & Ham ○ Spring Vegetable & Barley <p><u>HOT CARVERY</u> Two Roast choice of</p> <ul style="list-style-type: none"> ○ Beef ○ Pork ○ Lamb <p><u>HOT BUFFET</u> Roast Pumpkin Roast Potatoes Baked Fish Pasta with Mushroom Sauce Scallop Potatoes Beef Vindaloo Savoury Rice Stir Fry Noodles Chicken Casserole Green Peas Steamed Vegetables</p> <p><u>COLD BUFFET</u> Salads: Beetroot, Coleslaw, Potato, Caesar, Greek</p> <p><u>COLD MEAT PLATTER</u> Ham, Salami, Kabana, Roasted Chicken</p> <p><u>CONDIMENTS</u> Caesar Dressing, French Dressing, Parmesan, Mustard selection, Horseradish.</p> <p><u>DESSERTS</u> Sticky Date Pudding Apple Crumble Fruit Salad Pavlova Cream</p>

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A LA CARTE MENU

\$40 per head – 2 Course - Soup or Dessert & Main
\$45 per head – 3 Course - Soup, Main & Dessert
\$50 per head – 3 Course - Entree, Main & Dessert

{Please select two items from each course. This will be served on a 50/50 basis}

SOUPS

Served with bread & butter

- Potato & Leek
- Minestrone
- Tomato, Basil & Lentil Soup
- Creamy Tomato
- Roasted Pumpkin
- Pea & Ham
- Spring Vegetable & Barley

ENTREE

- Beef Satay on Coconut Rice with Watercress & Cherry Tomato Salad
- Gnocchi with Creamy Mushroom & Garlic Sauce
- Lime & Chilli Calamari Salad
- Smoked Chicken & Walnut Salad with Honey Mustard Aioli
- Chicken Caesar Salad
- Roast Pumpkin, Pine nut & Spinach Risotto

MAINS

- Roasted Sirloin served with Baked Vegetables & Béarnaise Sauce
- Chicken Camembert - Breast of Chicken filled with Camembert wrapped in Prosciutto topped with Hollandaise sauce
- Lamb Noisettes served on Sweet Potato Mash with Red Currant Jus
- Barramundi Fillets served on a Mixed Salad with Avocado Salsa
- Asian Duck Risotto - Duck marinated in Asian spices tossed with Wild Mushroom & Arborio Rice
- 250gm Eye Fillet topped with a Red Wine & Mushroom Jus served with Gratin Potato & Seasonal Vegetables

DESSERTS

- Fresh Seasonal Fruit Salad served with a Passionfruit Coulis & Whipped Cream
- Sticky Date Pudding coated with Butterscotch Sauce
- Brandy Snaps – marinated Strawberries served in a Brandy Snap Basket
- Chocolate Mousse

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WEDDING COCKTAIL MENU



MENU OPTION 1 \$19.50	MENU OPTION 2 \$24.50	MENU OPTION 3 \$26.50
Mini Dim Sims Vegetable Curry Samosa Cocktail Sausage Rolls Mini Spring Rolls Spicy Potato Wedges Crumbed Calamari Panko Prawns Falafel	Cocktail Sausage Rolls Party Pies Chicken Drumettes Seafood Sui Mai Chicken Satay Crumbed Calamari Mini Pizzas Salt & Pepper Squid Falafel Smoky Bacon & Jalapeno Potato Balls	Quiche Tartlets Mini Sheppard's Pie Falafel Crumbed Whiting Tandoori Chicken Drumettes Marinated Beef Satay Panko Prawns Mini Pizzas Crusty Bruchetta Smoky Bacon & Jalapeno Potato Balls Salt & Pepper Squid

WEDDINGS WILL INCUR A \$500 SURCHARGE.

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BBQ PACKAGES

These packages are designed to be catered for in Elliott’s courtyard and are available every day except Friday & Saturday. * Conditions may apply.

<p align="center">BBQ OPTION 1 <i>\$19.50 per person</i></p>	<p align="center">BBQ OPTION 2 <i>\$26.50 per person</i></p>
<p><u>SALADS</u> Garden Salad Potato Salad {Bread Rolls included}</p> <p><u>FROM THE BBQ</u> Sausages Onions Marinated Chicken Skewers Hamburgers</p> <p><u>DESSERTS</u> Strawberry Pavlova Fruit Salad</p>	<p><u>SALADS</u> Greek Salad Potato Salad {Bread Rolls included} Caesar Salad Coleslaw</p> <p><u>FROM THE BBQ</u> Sausages Onions Marinated Chicken Skewers Hamburgers Scotch Fillet Minute Steaks</p> <p><u>DESSERTS</u> Chocolate Mousse Strawberry Pavlova Fruit Salad</p>

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Manhattan Hotel - Terms and Conditions

Room Hire

1. This fee covers room setup, linen, staffing and security for the duration of your function.

Deposit

2. Manhattan Hotel requires a deposit being the room hire component to secure your function date. Tentative bookings will not be taken.

Cancellations

3. Should you cancel your function 60 days prior to the function date any moneys paid will be refunded. Should your function be cancelled within 60 days of the function date you will forfeit your deposit.

Payment of Accounts

4. Unless otherwise agreed, full payment for total function costs is required 14 days prior to the function commencing. If you require a bar tab, this money must be paid at the start of the function by cash or credit card. Personal bank cheques will not be accepted.

Entertainment

5. The Manhattan Hotel can organise with a reliable agency for the arrangements of Jukeboxes, DJs or Karaoke Systems. If entertainment is arranged through the Hotel the payment for entertainment will be required 30 days prior to the function. Under no circumstances is outside entertainment allowed such as strippers, telegrams etc. Entertainment organisations arranged by the hirer must adhere to Hotel policies and no smoke machines are permitted.
6. On request, we can organise any additional services such as balloons for \$190 for 100 standard or metallic in your choice of colours.

Function Duration

7. The duration times for the function rooms on offer are **any 5 hour duration agreed to by Management. Latest finish time being 1am.**

Damage or Theft

8. The hirer (you) will be responsible for any damage that may occur in relation to your function. In addition the hirer indemnifies Manhattan Hotel against any claim for any loss, damage or theft of goods belonging to the hirer or their guests. The Manhattan Hotel strictly adheres to Health, Liquor & Safety Acts and all Federal and State Regulations. The hirer and their guests also undertake to conform to these regulations. Failure to do so may result in the function being shut down early.

Bond

9. All function rooms require a \$200 bond. This must be paid with all payments 14 days prior to the function and providing no damage has been done, the bond will be returned to the hirer 24 hours after function has ceased.

Dress Code

10. All function guests must generally meet the required standard of the hotel otherwise entry may be refused. Neat casual including denim and t-shirts are acceptable; thongs, work boots and scuffs are not permitted.

HIRER TO INITIAL PAGE: _____

Licensed premise

11. The Manhattan Hotel is a licensed premise and practices responsible service of alcohol (RSA), and we ask that patrons understand and aid us in this legal requirement and remind all guests to drink responsibly. It is recommended by the hotel to have a nominated RSA representative for the function in case any issues do arise. It may be necessary to ask intoxicated or argumentative patrons to leave the licensed premise and subsequently may be refused entry and service in other areas of the hotel. All patrons must carry approved personal identification and must be willing to present to hotel staff and security upon request. **The Bar will close thirty minutes before scheduled ending time.**

Parental Supervision

12. Providing there is strict legal parental/guardian supervision at all times minors are welcome to attend all private functions but must not consume alcohol. However, minors will not be permitted to stay on the premise after 11pm.

Function Food

13. Finger food items are subject to change without notice. Chips and nuts can be brought into the venue as long as they are within their use-by date, unopened and sealed in their original packaging. Unless otherwise discussed, the hirer organises the cutting and serving of the cake. Please inform us if you would like one of our Food Attendants to cut and serve the cake.
14. Due to liquor license requirements food has to be provided when alcohol is being served, no private catering is allowed, the Hotel must cater for your function.

Decorations

15. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other section of the building. Signage must be approved by management and must be kept to a minimum unless otherwise arranged. Strictly no confetti or glitter is permitted inside the venue or car park. Photo boards may be propped up on the present table.

Unforeseen circumstances

16. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance which does not enable the event to proceed, the Manhattan Hotel or management will not be held liable.

I hereby declare that I, (Hirer's full name) _____ have read and understand the Manhattan Hotel Function Terms and Conditions.

Function Room: (Please tick)

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|--------------------------|------------------|----------------------------|-------|
| <input type="checkbox"/> | Boardroom | Date of Function: | _____ |
| <input type="checkbox"/> | Elliott's | | |
| <input type="checkbox"/> | Soho | Nature of Function: | _____ |
| <input type="checkbox"/> | Empire | | |
| <input type="checkbox"/> | Liberty | | |

Hirer's Full Name: _____

Hirer's Signature: _____

Date: _____