



THE OFFICE

HOTEL

FUNCTION PACKAGES



ABOUT US

The Office Hotel, located close to Wynyard station and King Street Wharf, is the venue that can cater for all of your needs. Downstairs has a versatile large open planned area encasing a newly renovated TAB, intimate function room and an outside area suitable for groups of all sizes. Upstairs enjoy a large outside balcony along with a comfortable inside area too.

PERFECT FOR

- CORPORATE EVENTS
- REUNIONS
- CONFERENCE LUNCHES
- ENGAGEMENT PARTIES
- TEAM EVENTS
- LADIES NIGHTS
- CHRISTMAS PARTIES
- SOCIAL CLUB EVENTS
- LONG LUNCHES
- BABY SHOWER & GENDER REVEALS
- BIRTHDAYS
- BRIDAL SHOWERS
- FAREWELLS
- SPORTING EVENTS

SPORTS BAR

THE SPORTS BAR

Located on the ground floor, this open space is perfect for celebrating big sporting events

Capacity:

- Standing/Cocktail - 80
- Seats - 40

THE COCKTAIL BAR

Located on level 1, the Cocktail Bar also has access to our popular balcony, making this the perfect space for any event.

Facilities Include: TV's, lift access, bar

Capacity:

- Seats - 100
- Standing/Cocktail - 200





THE POOL ROOM

Conveniently located beside the bar, this is a perfect space for smaller events and has something for everyone.

Facilities Include: TV, pool table, dart boards

Capacity:

- Seats - 20
- Standing/Cocktail - 30



CANAPE PACKAGES

min. 20 guests

Package 1

\$28 per person

Choice of 4 party favourites

Package 2

\$34 per person

Choice of 4 party favourites + 1 premium

Package 3

\$40 per person

Choice of 4 party favourites + 2 premium

**Additional items charged at \$7 per person*

PARTY FAVOURITES CANAPES

- Mini angus beef pies with tomato sauce
- Mini sausage rolls with tomato sauce
- Ricotta & spinach triangles (V)
- Vegetable spring rolls with sweet chilli sauce (VG)
- Pumpkin & spinach arancini (V, GF)
- Mac & cheese croquettes (V)
- Garlic prawn twists
- Pulled beef, pico de gallo & guacamole crostini
- Salami, fetta & cherry tomato crostini

PREMIUM CANAPES

- Cheeseburger sliders with pickles, ketchup & american mustard
- Grilled chicken slider with lettuce, tomato relish, spanish onion & aioli
- Beer battered flathead & chips with lemon & tartare
- Szechuan dusted calamari with sriracha
- Greek style lamb kofta skewers with tzatziki (GF)
- Signature popcorn chicken with honey mustard aioli
- Mini burrito bowl - brisket or vegetarian* (V*, GF*)
- Thai chicken salad box (GF, Halal)



SHARING BOARDS

GRAZING BOARD **\$110**

A carefully selected array of cured meats & fine cheeses served with marinated olives | giardiniera pickles | house made dips | toasted crostini | water crackers.

HOT SNACK BOARD **\$110**

- a. Mini beef pies with tomato sauce
- b. Mini beef sausage rolls with tomato sauce
- c. Ricotta & spinach triangles
- d. Mini spring rolls with sweet chilli dipping sauce

SLIDERS BOARD **\$140** 20 Pieces

- a. Cheeseburger sliders with pickles | ketchup | american mustard
- b. Grilled chicken slider | shredded lettuce | tomato relish | aioli | spanish onion

HOT CHIPS **\$30**

GARLIC BREAD BOARD **\$30**

WINGS PLATTER **\$35**

A 1kg of Big Jon's signature crispy fried chicken wings, choose from original crispy southern fried or tossed in a choice of buffalo or smokey bourbon bbq sauce.



BOTTOMLESS PIZZA & GARLIC BREAD PACKAGE

\$27 per person min. 25 guests

2 hour limit | Choose from 4 of the following:

BBQ Meatlovers

Ham | beef brisket | bacon | bourbon BBQ sauce | blended mozzarella

Tropicana

Ham | pineapple | napolitana sauce

Office Supreme

Ham | pepperoni | mushroom | capsicum | spanish onion | olives | pineapple | blended mozzarella | napolitana sauce

BBQ Chicken

Chicken breast | spanish onion | mushrooms | smokey bbq sauce

Vegetarian

Napolitana sauce | grilled vegetable medley | spanish onion | chilli flakes | fetta | blended mozzarella

Classic Pepperoni

Napolitana sauce | pepperoni | blended mozzarella

Margarita

Napolitana sauce | blended mozzarella | buffalo mozzarella | basil

All served with Garlic bread & fries



BUFFET PACKAGES

AMERICAN COOKOUT

\$44 per person min. 25 guests

- Oven smoked sliced brisket
- Sweet & spicy pulled pork
- Tender Barrero style roasted chicken
- Twice cooked smoked kransky

Includes sides: Toasted slider buns
| Southern style cabbage slaw |
Crispy house fries in signature salt
blend | Giardiniera pickles

Add on Sides \$4pp ea

- Garlic & herb roasted potatoes
- Garlic bread
- Roasted corn on the cob
- Mixed steamed vegetables
- Garden salad
- Mac & cheese

TACO STATON

\$20 per person min. 20 guests

Build your own tacos - Choice of two proteins

PROTEINS

- Beer braised slow cooked beef brisket
- Sweet & spicy pulled pork shoulder (GF)
- Pulled marinated chicken (GF)
- Mexican style fried black beans (V, GF)

TOPPINGS

- Tomato salsa
- Shredded lettuce
- Shredded cheese
- Guacamole
- Spanish onion
- Toasted soft flour tortillas



BAR TAB ON CONSUMPTION

A bar tab can be set up with a nominated limit and selection of beverages available for your guests. The limit can be reviewed regularly and increased if requested

BEVERAGE PACKAGES

** brands may be subject to change*

min. 20 guests

Premium package

2 Hours | \$50 per person

3 Hours | \$65 per person

- Select Tap beer - VB | Carlton Draught | Great Northern | Tooheys New | Carlton Dry
- Select Bottled beer - Cascade Light | Heineken Zero | Asahi Zero
- House White - Woodbrook Farm Chardonnay | Quilty & Grandson Sauvignon Blanc
- House Red - Woodbrook Farm Shiraz
- House Rose - Killibinbin Sweet Lips Rose
- House Sparkling - Woodbrook Farm Brut Cuvee
- Soft drink & juices
- Barista coffee & teas
- ADD a cocktail on arrival for \$15pp

Platinum package

2 Hours | \$70 per person

3 Hours | \$85 per person

Selection of

- All Tap beer - VB | Carlton Draught | Great Northern | Tooheys New | Balter XPA | Asahi Super Dry | Young Henrys Newtowner | Resches | Stone & Wood Pacific Ale | Carlton Dry | 4 Pines Japanese Lager
- All Tap Cider & RTD - Brookvale Union Ginger Beer
- Premium Bottled beer - Cascade Light | Heineken Zero | Asahi Zero | Budweiser | Corona | Peroni | Hahn Superdry
- Premium Whites - Woodbrook Farm Chardonnay | Quilty & Grandson Sauvignon Blanc | Wildflower Pinot Grigio | Phillip Shaw Pinot Gris
- Premium Reds - Woodbrook Farm Shiraz | Quilty & Grandson Cabernet Sauvignon Blanc | Ziegler GSM | Four in Hand Shiraz | Phillip Shaw Pinot Noir
- Premium Rose - Killibinbin Sweet Lips Rose | Marqui De Pennautier French Rose
- Premium Sparkling - Woodbrook Farm Brut Cuvee | Aurelia Prosecco
- Soft drink & juices
- Barista coffee & teas
- ADD a cocktail on arrival for \$15pp

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TERMS & CONDITIONS

MINIMUM SPEND CONDITIONS

Function room space hire is free. Duration of function space hire is maximum 6 hours with the following conditions:

- Food must be ordered from the function menu. Minimum spend is required for all exclusive bookings of function spaces:
Balcony \$1000 | Sports Bar \$800 | Poolroom \$600
- Exclusive hire of the Cocktail bar & Balcony, minimum spend is required:
Sun & Mon \$5000 | Wed and Thurs \$8000 | Sat \$5000
- Bookings for function spaces will only be taken for guest numbers with a minimum number 20.

REMEMBRANCE PACKAGES

- All remembrance functions have a maximum duration of 4 hours and must comply with our house policy of intoxication and offensive behaviour.
- The balance of remembrance functions is to be paid in full at least 48 hours prior to function. Minimum food spend is \$500.

DEPOSITS

- To secure your booking a \$5pp deposit is required at the time of the booking; no tentative bookings will be taken.
- Your booking is not confirmed until your deposit is received & you have returned a signed copy of the acceptance of the terms & conditions.
- All deposits are non-refundable once paid.

DECORATIONS

- Please feel free to put decorations up for your function. Limitations do apply to avoid damage to the function room. Feel free to discuss options with your event manager

PAYMENT & FINAL NUMBERS

- Final numbers & full payment of your function must be made 7 days prior to your event. Payment methods include amex, visa, mastercard, cash or bank transfer.
- Credit card details are required in the case of property damage, theft or additional expenses that occur on the night. You will be notified prior to any expenses being charged to your credit card. Credit card details will be destroyed upon successful completion of your function.

18TH & 21ST BIRTHDAYS

- We currently do not host 18th or 21st birthdays.

MINORS

- Please let your event organiser know if any minors will be present at your function as strict regulations are in place for any person under 18.
- All minors must be accompanied into and around the venue by a parent or guardian over the age of 25

INTOXICATION & OFFENSIVE BEHAVIOUR

- The venue has a strict policy on intoxication & offensive behaviour. Any person deemed to be intoxicated or behaving in an offensive manner will be asked to leave the premises. Please work with us in preventing this from happening.

SECURITY CHARGES

- Any function over 150 guests will require a security guard for the duration at a fixed fee of \$150

WHAT YOU CAN BRING

- Cakes & lollies. NO CHEESE, MEATS OR DIPS.

COMPLIANCE

- If management has reason to believe that the behaviour of your guest(s) affects the smooth running of our venues business or reputation, we reserve the right to remove the individual(s) from the premises at any point before, during or after your function. We also reserve the right to shut down the function if the above is believed to be true.

BAR & BEVERAGE

- The bar will be opened free of any charges for any bookings of 40 or more. Bar tabs may be arranged on the night of the event.
- Bar tabs can be paid for either cash or card. A credit card will need to be provided and held as security for the bar tab. Please be advised the bar will close at 11:30pm.

DAMAGES

- You will be responsible for any damages caused by your guests and will be expected to pay for them promptly. Compensation from all third-party property damage will be your responsibility to pay for

ALARMS - SMOKE DETECTORS

- All areas of the hotel are fitted with smoke alarms including the function spaces. If a person causes activation to the fire alarm and the fire brigade attends the hotel the current call out fee is \$2,000.00 charged by the NSW fire brigade and they will not reverse their decision.
- The fee is the whole responsibility of the person who books the function and the fee will automatically be deducted off the credit card pre-authorisation.

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FORCE MAJURE

- Where matters beyond the reasonable control of the hotel prevent the venue and its staff from fulfilling their obligations under this contract, the client agrees to release the hotel from any liability or loss whether incidental or consequential to such matters.

ENTERTAINMENT

- Own entertainment may be organised at the venue's discretion. The venue reserves the right to control volume of all entertainment

CANCELLATIONS

- Deposits are non-refundable from time of purchase. Any cancellations must be made in writing, to the hotel, a minimum of 14 days prior the function date. Any cancellations made within 7 days of the function date will be charged for room hire and catering.

PRE-AUTHORISATION CREDIT CARD

The person booking and in charge of the function will be required to sign a credit card pre-authorisation. This is solely for the purpose of paying for any damages incurred to the hotel property during the course of the function or if a smoke alarm is activated due to a person or equipment used during the function.

Card Holder Name _____

Card Number ____ / ____ / ____ / ____ Expiry date ____ / ____ CVV ____

ACCEPTANCE OF TERMS & CONDITIONS

I, _____ being the function organiser, have read, understand and accept the terms and conditions outlined above.

Signature _____ Date ____/____/____

Manager Witnessed _____ Date ____/____/____

Thank you for taking the time to fill out these forms. We look forward to hosting your event soon

YOU KNOW WHEN YOU WALK
INTO A FALCONE VENUE

