



# **FUNCTION & EVENT**

## *Packages*

*The* **OFFICE★HOTEL**



# 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
- Birthdays
- Social Club Events
- Conference Lunches
- Farewells
- Baby Shower & Gender Reveals
- Team Events
- Reunions
- Bridal Showers
- Christmas Parties
- Engagement Parties
- Sporting Events
- Long Lunches
- Ladies Nights



# OUR SPACES

## THE SPORTS BAR

Located on the ground floor, this open space has access to our large beer garden and is perfect for celebrating big sporting events.

### *Capacity*

- Seats - 40
- Standing/Cocktail - 80



## 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 - 120
- 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 - 40
- Standing/Cocktail - 80



# SHARING BOARDS



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*The Artisan Grazing Board* **\$145**  
(serves 10-15)

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- **Premium cheeses (V, GF):** brie, aged cheddar, edam
- **Charcuterie (GF):** prosciutto, sopressa salami, mortadella
- **Accompaniments (V, GF):** cornichons, mixed olives, hummus
- **Breads (V):** sourdough crostini, grissini

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*Asian Fusion Board* **\$135**  
(serves 8-10)

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- **Dumplings:** chicken and prawn gyoza (steamed)
- **Bao Bun:** sweet chilli chicken
- **Street food:** spring rolls (V), salted edamame (V, GF), crumbed prawn cutlets
- **Dips:** ponzu, sweet chilli soy, chilli mayo

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*Hot Snack Board* **\$115**  
48 mixed pieces

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- Gourmet beef pies with tomato sauce
- Gourmet beef sausage rolls with tomato sauce
- Vegetarian spring rolls with sweet chilli sauce (V)
- Ricotta and spinach filo triangles (V)

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*Taco Board* **\$85**  
12 pieces - choose 1

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- Low and slow lamb
- Braised beef brisket
- Salt & pepper squid

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*Sliders Board* **\$85**  
12 pieces - choose 1

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- **Wagyu cheeseburger sliders:** pickles, ketchup, American mustard
- **Southern fried chicken sliders:** lettuce, pickles, spicy mayo
- **Tennessee whisky pork sliders:** slaw, pickles, BBQ sauce

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*Hot Sando Board* **\$145**  
18 pieces - choose 3 varieties

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- **Buttermilk chicken:** fried chicken, spicy mayo, zesty pickles, lettuce
- **Warm beef brisket:** slow cooked beef brisket, dijon mayo, rocket, grilled onion
- **Caprese (V):** buffalo mozzarella, marinated tomatoes, basil, balsamic glaze
- **Lamb & tzatziki:** slow-cooked lamb, tzatziki, rocket, roasted peppers
- **Prawn & avocado:** tiger prawns, smashed avocado, yuzu mayo, watercress

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*Street Eats Platter* **\$165**  
48 mixed pieces

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- Chicken teriyaki skewers
- Cheeseburger spring rolls with sweet n spicy pickles
- Charred corn ribs with Tajín lime mayo (V, GF)
- Lamb kofta balls with mint yoghurt (GF)

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*Wings & Things Platter* **\$130**  
(serves 8-10)

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- **Crispy fried wings:** 2kg - buffalo, smokey bourbon BBQ, original southern fried
- **Sides:** 1kg loaded fries, 1kg onion rings
- **Dips:** ranch, carrot sticks

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*Party Platter* **\$150**  
(serves 8-10)

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- Chicken tenders with honey mustard dipping sauce
- Chilli squid with yuzu mayo
- Cheeseburger spring rolls with burger dipping sauce
- Prawn tempuras with sweet chilli

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*Seasonal Fruit Platter* **\$80**  
(serves 8-10) (V, GF)

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*Add Ons:*

Hot Chips Platter (V) **\$30**

Potato Wedges Platter (V) **\$35**  
With sweet chilli & sour cream

Garlic Bread Board (V) **\$30**  
24 pieces

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# CANAPÉS

Minimum 30 Guests



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Our canapé packages are designed for flexible catering. Choose a package and mix-and-match your favourite bites from our list of crowd-pleasing canapés below.

We offer vegetarian (V) and vegan (VG) options to cater for dietary needs.

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### *Canapé Package 1*

Choice of 4 canapé selections

**\$29 per person**

### *Canapé Package 2*

Choice of 6 canapé selections

**\$39 per person**

\*Additional items charged at \$8 per person, per item

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## CANAPÉ SELECTIONS

### *Party Favourites*

Each item below is a bite-sized hit with guests, combining classic pub comfort with contemporary flavours. Choose any 4 or 6 (depending on your package) to create the perfect menu for your event:

- **Gourmet beef pies:** served with tomato sauce
- **Gourmet beef sausage rolls:** served with tomato sauce
- **Ricotta & spinach filo triangles (V):** flaky pastry with creamy ricotta-spinach filling
- **Vegetable spring rolls (VG):** crispy rolls with sweet chilli dipping sauce
- **Mac & cheese croquettes (V):** golden-fried, with parmesan cheese sprinkle
- **Crumbed prawn cutlets:** crunchy prawns served with zesty yuzu aioli
- **Cheeseburger sliders:** mini beef burgers with pickles, ketchup & American mustard
- **Southern fried chicken sliders:** with lettuce, pickles & spicy mayo
- **Chilli squid:** tender spiced squid bites with yuzu aioli
- **Signature popcorn chicken:** our house specialty, served with honey mustard
- **Cheeseburger spring rolls:** the best of both worlds, with tangy burger sauce
- **Lamb kofta skewers (GF):** Middle Eastern spices, with hummus & pickled onions
- **Mini chipolata hot dogs:** bite sized hot dogs with American mustard & ketchup
- **Charred corn ribs (V, GF):** grilled corn segments with Tajín-lime mayo (a smoky, tangy kick)
- **Hot honey chicken tenderloins:** crispy tenders glazed in a sweet-spicy hot honey
- **Sourdough crostini (V):** topped with buffalo mozzarella, fresh basil, roasted capsicum & balsamic glaze
- **Sweet chilli chicken bao buns:** fluffy bao filled with chicken in a sweet chilli sauce
- **Chicken teriyaki skewers:** marinated chicken with a sweet soy glaze on skewers

Note: (v) = vegetarian, (vg) = vegan. Gluten-free options can be arranged on request. All canapés are crafted fresh and served hot, where applicable, to ensure the best taste and quality.

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# BOTTOMLESS PIZZA

Minimum 25 Guests - 2 Hour Limit



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# BOTTOMLESS PIZZA FEAST

Served with garlic bread & fries

**\$26 per person**

Choice 4 options:

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- **CLASSIC PEPPERONI**  
napolitana sauce | pepperoni | mozzarella
  - **POTATO & SAUSAGE**  
pork & fennel sausage | potato | confit garlic | rosemary | white sauce | mozzarella | herb oil
  - **WILD MUSHROOM (V)**  
roasted mushroom | thyme | caramelised onion | mozzarella | white sauce | fresh parmesan | herb oil
  - **HOT HONEY**  
LP's smoked pepperoni | LP's smoked salami | piquillo peppers | vodka sauce | olives | mozzarella | hot honey
  - **BUFFALO CHICKEN**  
buffalo sauce | roast chicken breast | roasted red capsicum | red onion | mozzarella
  - **TEXAS BRISKET**  
slow cooked brisket | bourbon BBQ sauce | mozzarella | red onion | jalapenos
  - **MARGHERITA**  
napolitana sauce | basil | mozzarella
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# SPORTS PACKAGE

Minimum 25 Guests



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# SPORTS PACKAGE

Served with garlic bread & fries

**\$29 per person**

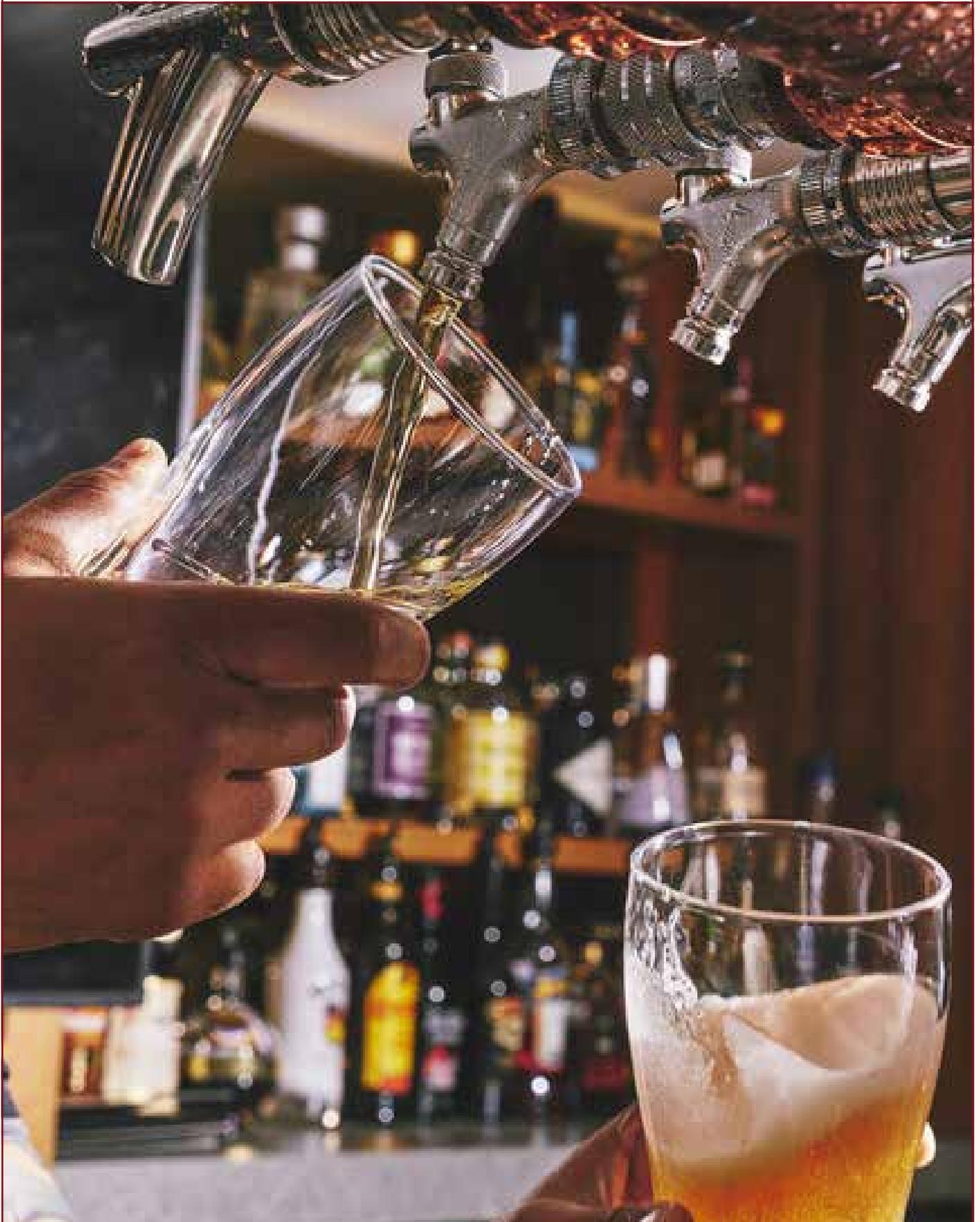
Includes the following:

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- **Crispy fried wings**  
Buffalo, smoky bourbon BBQ, original southern fried
  - **Cheeseburger sliders**  
Mini beef burgers with pickles, ketchup & American mustard
  - **Southern fried chicken sliders**  
with lettuce, pickles & spicy mayo
  - **Cheeseburger spring rolls**  
the best of both worlds, with tangy burger sauce
  - **Pizzas - Choose from 2:**  
Pepperoni, Texas Brisket, Buffalo Chicken, Margherita
  - **Crispy fries (V)**  
with aioli
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# BEVERAGE PACKAGES

Minimum 25 Guests



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# STANDARD BEVERAGE PACKAGE

2 hours - \$49 per person

3 hours - \$59 per person

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- **Bubbles**  
Woodbrook Farm Brut
  - **White**  
Woodbrook Farm Chardonnay  
Annais Organic Sauvignon Blanc
  - **Red**  
Woodbrook Farm Shiraz  
Quilty & Gransden Cabernet Merlot
  - **Beer**  
Local Tap Beers  
Local Bottled Beer  
Zero Beer
  - **Non-Alcoholic**  
Selection of soft drink, juices & sparkling water  
Barista coffee & teas
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# BEVERAGE PACKAGE UPGRADES

- **Premium Package**  
Add Premium Beers, Wines, Sparkling & Bottled Beer
  - 2 hour + \$10 per person
  - 3 hour + \$20 per person
- **Cocktail On Arrival**  
Margarita, Spritz, Espresso Martini
  - \$15 per person
- **Spirits Package**  
Add House Spirits
  - 2 hour + \$15 per person
  - 3 hour + \$20 per person

## *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.

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# GENERAL INFORMATION, TERMS & CONDITIONS

## To confirm a function booking the following is required:

- A \$250 deposit is required at the time of booking to secure your date. Tentative bookings are not accepted.
- A complete and signed Client Information Booking Form acknowledging these terms and conditions must be returned.
- Your booking is confirmed only when the deposit has been received and the signed booking form returned.
- Please note: All deposits are non-refundable.

## Payments & final numbers

- Menu selection, final guest numbers, and full payment are required at least 7 days prior to your event.
- Payments via bank transfer must be cleared no later than 2 days before your event.
- Bar tabs or additional accounts must be settled in full at the conclusion of your event.

## Cancellations

- Deposits are non-refundable from the time of payment.
- Cancellations within 7 days of your event will incur charges for room hire and catering.

## Function duration & minimum spend

- Function space hire is for a maximum of 6 hours.
- All catering must be ordered from the function's menu.
- Exclusive hire of certain areas of the venue may be available, subject to availability and a minimum spend. Please discuss this with your function manager.

## Decorations

- Guests are welcome to bring and set up decorations for their functions.
- Some restrictions apply to prevent damage to the venue. Please discuss decoration plans with your Event Manager before your event.

## Expected conduct & responsible service of alcohol

- The client is responsible for ensuring their event is conducted in an orderly manner, complying with venue rules and all applicable laws.
- This is a licensed venue and strict Responsible Service of Alcohol laws apply to any part of the venue. **Venue management reserves the right to remove any guest who is intoxicated, behaving offensively, or disrupting other patrons, in accordance with Responsible Service of Alcohol (RSA) regulations.**
- If management believes guest behaviour is impacting the venue's operation, compliance or reputation, we reserve the right to end the function without refund.
- Gifted alcohol cannot be consumed on the premises.

## Insurance & damages

- The client is liable for any loss or damage to venue property caused by themselves, their guests, or invitees.
- While we take great care of guests and their belongings, the venue accepts no responsibility for loss or damage to personal property before, during, or after the event.
- All food and beverage must be consumed on the premises.

## Minors

- Please advise your Event Manager if minors (under 18) will be attending, as strict licensing regulations apply.
- All minors must be accompanied at all times by a parent or guardian over the age of 25.

## Entertainment & additional services

- **Security charges:** functions with more than 100 guests require security. A compulsory security fee of \$60 per hour (minimum 4 hours) applies.
- **Entertainment:** you may arrange your own entertainment with prior approval from the venue.
  - The venue reserves the right to control entertainment volume at all times.
  - We are not responsible for the cost, security, setup, or transportation of any entertainment equipment.
  - All equipment and goods must be collected at the conclusion of your event, unless otherwise arranged with your Function Coordinator.

## Unforeseen circumstances

- If unforeseen circumstances (e.g. power or gas interruptions, industrial disputes, equipment failure, food shortages, or accidents) prevent the venue from fulfilling any part of this agreement, we reserve the right to cancel bookings or refund deposits without any notice.
- If the reserved space becomes unavailable due to unforeseen circumstances, we may substitute a similar space and will make every effort to notify you in advance.

## 18th & 21st birthdays

- **Please note:** We generally do not host 18th or 21st birthday functions.
- In specific circumstances, these events may be considered; however, strict conditions apply and must be approved in advance by the Function Manager at the venue's discretion.

## Alarms & smoke detectors

- All function spaces are fitted with smoke alarms.
- If an alarm is triggered and the NSW Fire Brigade attends, a call-out fee of \$1,750 will apply. This fee is the responsibility of the event organiser and is non-negotiable.
- Vaping or Smoking in bathrooms or anywhere indoors that causes an alarm activation will also result in this call-out fee being applied.

## What you can bring

- Guests may bring cakes, lollies, basic nuts, and chips.
  - Cheese, cold meats, and dips or any other form of food or snacks are not permitted.
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