



Welcome to the Sugarland Tavern

The Sugarland Tavern is one of the most well established hotels in the town of Bundaberg. Founded in the early 1980's and extensively renovated in 2007, the Sugarland Tavern is the ideal place for any occasion. With our dining area and new function room, 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 Sugarland Tavern is easily accessible by public transport and close to accommodation with ample parking spaces making it the perfect location for your next event.

Our experienced team understands the importance of a well organised function that reflects your personality without you having to lift a finger. The recently refurbished Sugarland Tavern offers enormous flexibility ensuring your event will be a resounding success.

We are confident that you will find the Sugarland Tavern the perfect location to accommodate your next celebration or event.

The Sugarland Tavern functions team strives to provide friendly service, professionalism and understanding as we plan and organise your event to exceed your expectations and those of your guests.



For information and bookings, please contact our Functions Manager
on 07 4150 5999 or enquiries@sugarlandtavern.com.au



Event Planning

If you are considering a special family celebration, a private dinner, a surprise birthday, anniversary, or perhaps a festive gathering for your workplace, our experienced team will assist you to develop and organise your event.

Our team at the Sugarland Tavern understands that organising a function or party can be a rather daunting prospect with so many details to take care of. Thorough planning and research is the key to organising a successful function or party.

Start planning your event as early as possible to establish what services your function or party will need. Our team realises that planning any type of event requires a great deal of commitment and personal effort, and our Functions Manager will ensure that all event details are thoroughly taken care of. A stylish venue, innovative cuisine and attentive service will ensure a memorable event whatever the occasion.

Menus

The Sugarland Tavern offers an extensive range of food options for functions. With a team of experienced chefs and kitchen staff, the Sugarland Tavern guarantees that we can satisfy any appetite.

We are proud to offer succulent food, quality beverages and friendly service in our bars and dining areas. The Sugarland Tavern caters for all dietary requirements and we are more than accommodating should you have a special request for a specific menu and/or meal.

Please be aware that the Sugarland Tavern requires your final menu selections, as well as confirmed attendance numbers seven (7) days prior to your function to ensure we are able to prepare your preferred food option.

Equipment

Our Functions Manager will be pleased to assist you with your equipment requirements, such as:

- 50 inch plasma screen TV
- Microphone
- Whiteboard
- Dance floor
- Intelligent disco lighting with mirror ball
- Helium balloons available for a fee of \$1.00 per balloon



Function Spaces

The Sugarland Tavern's elegant and spacious facilities provide a premium alternative for a corporate meeting, presentation, dinner or special event. From our private and elegant function room to our large and spacious dining room, there is a venue to suit your every need and want.

Function Room

Our new and unique function room is the latest addition to Sugarland Tavern's event facilities. This function space has been utilised for a wide array of functions, including birthday parties, engagement parties, cocktail networking evenings and Christmas parties. This room offers a maximum capacity of 200 guests for an elaborate cocktail party style event, and can accommodate up to 120 guests for a sit down function.

Dining Room

Our dining room is a larger alternative for a more significant sized event. This room offers a maximum capacity of 450 guests for a cocktail style event and can accommodate 200 seated guests.

Individually styled for each function, our Functions Manager will only be too happy to assist you in a decorating package specifically designed to meet your needs, taste and budget.

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. We recommend that you test your DVD 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.



PLATTER MENU

Minimum 10 people per platter

Oriental Platter

Battered Chicken, Mini Dim Sims, Cocktail Spring Rolls, Wontons, Chips & Choice of two dipping sauces (Tomato, BBQ or Sweet Chilli)

\$30

Seafood Platter

Crumbed Fish Pieces, Crumbed Prawns, Salt & Pepper Calamari, Crumbed Scallops, Chips, Lemon Wedges and Tartare Sauce

\$40

Antipasto Platter

Assorted Cheeses, Assorted Crackers, Assorted Fresh Seasonal Fruits, Salami, Sun-dried Tomatoes & Olives, etc

\$35

Pastry Platter

Assorted Mini Quiches, Petite Pies & Gourmet Pastries

\$35



BUFFET MENU \$25 per person

All Buffets are served with bread rolls, rice, roast potato and pumpkin, garden salad, steamed vegetables, gravy and dressings
Minimum 100 people

MAINS Choice of three

Trio of Roast Meats choice of beef, lamb or pork

Beef Casserole choice of stroganoff, beef & vegetable or beef & mushroom

Chicken choice of honey, sesame, satay or honey soy

Beef Lasagna

Spaghetti Bolognaise

DESSERTS

Chocolate Cake

Lemon Meringue

TEA & COFFEE

A selection of teas and coffee is included



SET MENU 2 Courses \$25 per person or 3 Courses \$35 per person

All set menus include garlic bread (1 slice per person), chips, salad or veg, tea & coffee
Minimum 20 people. Meals are 'alternate serve'

ENTREES Choice of two

Garlic Prawn Skewers served over rice

Caesar Salad

Crumbed Camembert with plum dipping sauce

Salt & Pepper Calamari

MAINS Choice of three

250g T-Bone served with mushroom or dienne sauce

Chicken Cordon Bleu in a garlic cream sauce

Crumbed or Battered Fish served with tartare sauce

Beef Lasagne

DESSERTS

Chocolate Cake served with ice-cream

Lemon Meringue served with ice-cream



SET MENU 2 Courses \$30 per person or 3 Courses \$40 per person

All set menus include garlic bread (1 slice per person), chips, salad or veg, tea & coffee
Minimum 20 people. Meals are 'alternate serve'

ENTREES Choice of two

Garlic Prawn Skewers served over rice

Caesar Salad

Crumbed Camembert with plum dipping sauce

Salt & Pepper Calamari

MAINS Choice of three

350g Rump served with mushroom or dienne sauce

Macadamia Barramundi with honey cream

Chicken Kiev with creamy garlic prawns

Chicken and Bacon Fettuccine

DESSERTS Choice of two

Pavlova with passionfruit, mixed berries and served with ice-cream

Tiramisu served with ice-cream



SET MENU 2 Courses \$35 per person or 3 Courses \$45 per person

All set menus include garlic bread (1 slice per person), chips, salad or veg, tea & coffee
Minimum 20 people. Meals are 'alternate serve'

ENTREES Choice of two

Thai Green Prawns served over rice

Duck Shanks served over balsamic feta salad

Natural Oysters

Chicken and Mushroom Crepe

MAINS Choice of three

350g Rib Fillet with garlic prawns

Pork Cutlet Smokey Honey BBQ Glaze

Grilled Reef Fish with lemon caperberry butter

Chicken Mignon with avocado and chilli hollandaise sauce

Seafood Medley prawns, scallops, squid sautéed in a ginger cream

DESSERTS Choice of two

Pavlova with passionfruit, mixed berries and served with ice-cream

Tiramisu served with ice-cream

Function & Event Terms and Conditions

Confirmation & Payment

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 to another client.

A deposit is calculated at \$100.00 or 20% of the estimated function charge, whichever is greater. For functions held in November and December, 50% of the estimated function charge is required.

Deposits can be paid by credit card, cash, EFTPOS or cheque (pending approval).

Final numbers, menu, beverage details and room setup are required a minimum of seven (7) days prior to the function. Function organisers are 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.

Half of the estimated value of the function must be paid a minimum of two (2) days prior to the function. Full payment for the function must be 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.

All 18th and 21st birthday parties may incur a \$200 charge to cover extra security requirements. We also have the right to request additional security to be paid by clients for other functions, should Management deem it necessary.

Room Hire & Minimum Spend

The Functions Room incurs a room hire fee of \$200 throughout the year, however this charge will be waived when the minimum spend is reached.

The minimum spend is \$1,500 between January-October and a minimum spend of \$2,000 during November-December.

The dining area incurs a room hire fee of \$500 for the use of this space and a minimum spend of \$4,000 is applicable year round.

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 48 hours 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 6pm 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 behavior 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 30th June 2011. 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 on __ / ____ / ____.

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 : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____