

AVOCA ROOM

COVID 19 SAFE PLAN

Function Pack

2020

SUGARLAND TAVERN



P: (07) 4150 5999 M: 0414 483 862
E: kitchen@sugarlandtavern.com.au

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AVOCA ROOM

FUNCTIONS • PRIVATE DINING • CORPORATE

The Avoca Room is a private function space located in one of the most well established hotels in the town of Bundaberg, The Sugarland Tavern. Our mission statement is 'to consistently deliver the best customer experience possible by serving quality products with exceptional service in a safe, clean and well-presented environment.'

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 Avoca Room has been utilized for a wide array of functions, including Birthday parties, Engagement parties, Cocktail parties, Networking evenings, Graduations, Weddings & Christmas parties. This room currently offers a maximum capacity of 70 guests due to new COVID restrictions. We sanitize all tables regularly to keep you safe. We recommend washing your hands regularly to prevent the spread of Covid-19. We have hand sanitizer available for your use throughout the venue. We are committed to staying Covid Safe therefore all guests must sign in upon arrival to our venue.

Due to the current situation all staff have completed relevant Covid Safe training and are committed to ensuring your safety during your time at our venue.



These measures are in place to ensure we stay up to date with government restrictions, as soon as the legislation is updated we will keep you informed on any restriction changes.

To enquire about our function space availability and to make your booking, please call our Functions Coordinator on (07) 4150 5999 **OR** alternatively email us to find out more at kitchen@sugarlandtavern.com.au.

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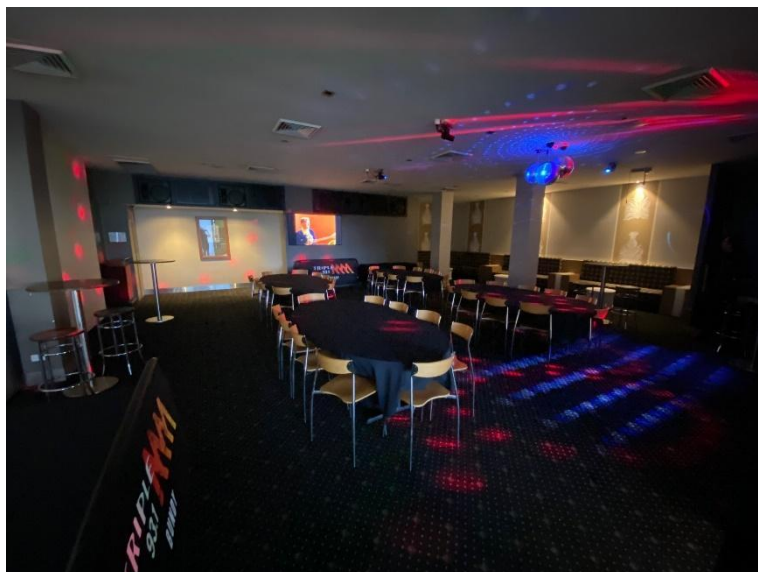
THE AVOCA ROOM

\$150.00

Equipment

The Avoca room is equipped with the following:

- ◆ Plasma screen TV w/
- ◆ HDMI connection
- ◆ Microphone
- ◆ AUX compatible sound system
- ◆ Intelligent disco lighting with mirror ball
- ◆ Air-conditioning
- ◆ Toilets



Our Functions Coordinator will be happy to assist you with your equipment requirements.

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 Coordinator. We have extensive cable television channels, as well as the ability to play DVDs, or show presentations with a laptop or SD card. We recommend that you test any audio & visual 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 Coordinator.

Under no circumstances is any form of adult entertainment permitted in any area of the Hotel.

Morning Tea

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Tea & Coffee

\$5.50pp

A selection of twinning's tea & filter coffee

Morning Tea

\$8.50pp

Choose one option from

the list to accompany

your tea & coffee

station

A Selection of bite size cakes and muffins

Freshly baked scones w jam & cream

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Set Menu

\$20 per person

(When selecting Main Meals please select TWO out of the THREE options)

(When selecting Desserts please select ONE out of the TWO options)

Advise Staff of any Dietary Requirements 7 days PRIOR to Function

Main

Crumbed, Battered or Grilled Fish (Choose ONE way of Serving)

Served w. Chips, Salad & a side of Tartare Sauce

Pork Roast

Served w. a selection of Roasted and Steamed Veg & Gravy

Crumbed Chicken Breast Fillet

Served w. Chips, Salad & Hollandaise Sauce

Dessert

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Vanilla Panna Cotta

Served w. Coffee Syrup

Pavlova

Served w. Freshly Whipped Cream & Passionfruit Pulp

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Alternate Drop Menu

\$35 per person for TWO COURSE

(When selecting Main Meals please select TWO out of the THREE options)

(When selecting Desserts please select ONE out of the TWO options)

\$40 per person for THREE COURSE

(When selecting Main Meals please select TWO out of the THREE options)

Advise Staff of any Dietary Requirements 7 days PRIOR to Function

Entree

Toasted Garlic Bread

Main

Grilled 250g Slow Roast Rib (Served Medium) w. Gravy

Served w. Garlic roasted chats & green beans

Sticky Plum Pork Loin

Served w. Roasted Potatoes, wilted spinach & beans

Baked Barra

Served w. Potato bake, Broccoli & Hollandaise

Dessert

House made Mango & Macadamia Cheesecake

Served w. Berry Compote

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Chocolate Mousse

Served w. Fresh Cream & Berries

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Alternate Drop Menu

\$55 per person for THREE COURSE

(When selecting Entrée's please select TWO out of the THREE options)

(When selecting Main Meals please select TWO out of the THREE options)

Advise Staff of any Dietary Requirements 7 days PRIOR to Function

Entree

Stuffed Mushroom Cups

Served w. Rocket Salad

Cajun Fried Prawns

Served w. Kewpie Mayo & Sriracha

Buffalo Chicken Wings

served w. Ranch Dipping Sauce

Main

Barramundi Fillet

Served w. Macadamia Crumble & Medley of Char Grilled Vegetables

Lamb Rump (Cooked MEDIUM)

Served w. Sweet Potato Mash, Charred Broccoli & Red Wine Rosemary Jus

Red Wine & Thyme Braised Beef Cheeks

Served w. Parmesan Mash, Broccolini & Port Jus

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Dessert

House Made Chocolate Brownies

Served w. Ice-Cream

Tiramisu

Served w. Coffee & Tia Maria infused sponge in layers of mascarpone & Chocolate

Platter Menu

Platters serve approximately 10 people

All Food is required to be ordered

(with dietary requirements noted) a minimum 14 days prior to function date)

Bread & Dips

\$40

Selection of crisp breads, garlic & pizza bread served w homemade dips.

Sandwich Platter

\$45

Standard white bread sandwiches with variations of ham, chicken, egg, salami, and salad.

Aussie Platter

\$55

Assorted mini quiches, beef party pies, sausage rolls & Pastries.

Afternoon Tea Platter

\$60

Scones, Muffins, Biscuits & Cake.

Oriental Platter

\$60

Crispy chicken wings, fried prawns, vegetable spring rolls w sweet chili sauce, crispy wontons & fried beef strips.

Seafood Platter

\$80

Beer battered fish bites, garlic butter prawns, Kilpatrick oysters & Smoked Salmon, salt & pepper calamari, Torpedo Prawns.

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Pizzas

\$12-\$20

Smoked Chicken. Meatlovers, Margherita, Supreme, Garlic & 3 Cheese (gluten free bases available)

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FUNCTION & EVENT TERMS AND CONDITIONS

Confirmation & Payment (if applicable)

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 for another function.

A deposit of \$50 is to be paid to confirm your date and the function space. For functions held in November and December, 50% of the estimated function charge is required as a deposit.

Deposits can be paid by credit card, cash, EFTPOS or Cheque (pending approval). A 1% surcharge applies to all credit card transactions.

Final numbers, menu, beverage details and room setup are required a minimum of fourteen (14) days prior to the function. The Sugarland Tavern is 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.

The balance of the estimated value of the function must be paid a minimum of two (2) days prior to the function. Full payment for the bar tab maybe 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.

Avoca Room Hire

The Avoca Function Room incurs a room hire fee of \$150. This includes, table cloths (Black or White), Tea & Coffee table, standard furniture set up, Access to the Features of the room (i.e. DJ Booth, TV etc). Larger functions however where furniture is required to be sourced will be responsible for the payment of said hired furniture – Quotes will be obtained prior to ensure all parties understand what is being charged.

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 Coordinator. 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 Coordinator at least 7 days 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 9pm each night.

Entertainment & Equipment

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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 Coordinator 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 is okay however NO nails, staples, pins/tacs or tape attachment to floors or ceiling, this 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 Coordinator 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 behaviour 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.

We require a full guest list 24 hours prior to the event. Clearly stating if a "Plus One" is allowed by each guest's name.

Prices

All prices are inclusive of GST and are valid to 31st December 2020. 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.

Conditions for 18th & 21st Birthday Parties

Please be advised that we **DO NOT** host 18th birthday parties in the One Nightclub.

Please be advised that we do have the following conditions for hosting 21st Birthdays in our venue:

*When hiring out The Avoca Room the client must pay for **one** additional security guard for the duration of their function.*

Note: We subsidise the cost of security to \$45 per hour, per guard with a minimum shift of 4 hours (at a minimum additional cost of \$180).

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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 Coordinator 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. 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 : _____

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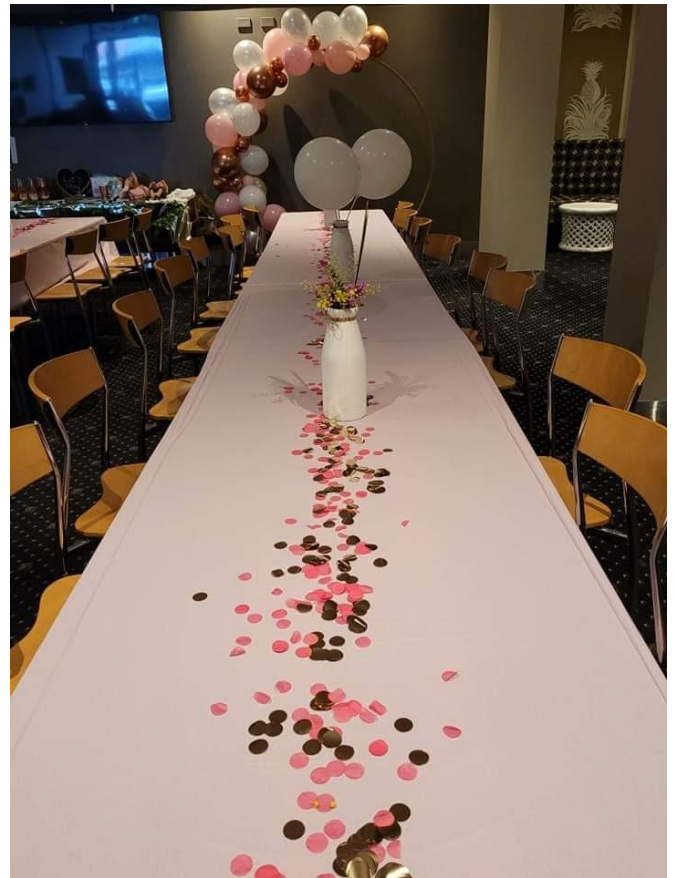
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I, the undersigned, confirm that I have read and understood the terms and conditions for holding a function at the Sugarland Tavern. I acknowledge the conditions and accept full responsibility for the function.

Client Name (please print) _____ Date _____

Client Signature _____ Function Date _____



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