
THE OFFICE

HOTEL

Functions Packages

GRAZING BOARDS

COLD GRAZING BOARD

(SERVES APPROXIMATELY 8-10)

95 PER BOARD

prosciutto | sliced leg ham | rodriguez bros salami
aged vintage cheddar | creamy australian brie
marinated olives | tzatziki | hummus
toasted sour dough | water crackers

HOT GRAZING BOARD

(SERVES APPROXIMATELY 8-10)

115 PER BOARD

vegetarian spring rolls | salt & pepper squid
gourmet beef pastry pies | gourmet pastry sausage rolls
mozzarella sticks | dipping sauces

THE OFFICE

HOTEL

Functions Packages

COCKTAIL/CANAPES

MEXICAN FIESTA

(MINIMUM 15 PEOPLE)

35 PP

PERFECT FOR GROUPS, WE SET YOU UP WITH A BUILD YOUR OWN TACO STATION WITH ALL THE FIXINGS

beer braised beef brisket | low & slow cooked chipotle lamb shoulder
pulled marinated chicken | mexican black bean

MEXICAN TOPPINGS

fresh chopped tomato salsa | shredded iceberg lettuce | grated cheese

SIDES

warm flour tortillas | corn chips | guacamole | sour cream

SPORTS PACKAGE

(MINIMUM 15 PEOPLE)

45 PP

*NEED SOMETHING TO FEED YOU AND YOUR CREW ON GAME DAY?
TRY THE SPORTS FAN PACKAGE. INCLUDES ALL THE CLASSICS AND SOME OF OUR OWN SIGNATURE DISHES*

wedges | battered onion rings with ranch sauce | chicken schnitzel sliders
southern fried chicken wings with buffalo & smoky bourbon bbq sauce
mini hot dogs | popcorn chicken

THE OFFICE

HOTEL

Functions Packages

COCKTAIL/CANAPES

AMERICAN BBQ

(MINIMUM 15 PEOPLE)

55 PP

CAN'T GO WRONG WITH THIS STACK OF AMERICAN BBQ FAVOURITES!

southern fried wings with dipping sauce

dry rub slow cooked brisket | cider braised pulled pork

mac & cheese | potato salad | green salad

garlic bread | maple & cider slaw | corn

BOTTOMLESS PIZZA & GARLIC BREAD PACK

(MINIMUM 15 PEOPLE) (2 HR LIMIT)

25 PP

*ALL YOU CAN EAT FOR 2 HOURS!
ORDER FROM OUR RANGE OF HAND-MADE PIZZAS AND
KEEP ON GOING TILL YOU POP!*

classic pepperoni | office supreme | meatlovers

vegetarian | southern bbq chicken

THE OFFICE

HOTEL

Functions Packages

ADD ONS

ADD ON PLATTERS

crispy fried chips, with gravy & aioli side sauces **25**

seasoned wedges, with sour cream & sweet chilli **27**

garlic bread **40**

ADD ON BEVERAGE PACKAGES

(MINIMUM 15 PEOPLE) (2 HR LIMIT)

HOUSE PACKAGE 35PP

selection of tap beer and house wine by the glass,
soft drink tea & coffee

PREMIUM PACKAGE 49PP

Includes all tap beer, wine by the glass, soft drink,
juices, tea & coffee

CONTACT INFORMATION

PH: (02) 9279 3133

E: officehotel@falgroup.com.au

W: www.theofficehotel.com.au

Address: CNR of Kent & Erskine Street Sydney NSW 2000

FREE ROOM HIRE CONDITIONS

Free space hire is for a maximum of 6 hours with the following conditions:

- Food must be ordered from the function's menu | or a minimum spend of \$800 if ordering off the normal menu
- Minimum numbers 15

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 function is to be paid in full at least 48 hours prior to function. Minimum food spend is \$500.

DEPOSITS

In order to secure your booking a \$200 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 any 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 14 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.

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 birthday parties up to the age of 21 will incur a fixed compulsory security fee of \$300.

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.

18TH BIRTHDAYS

We currently do not host 18th birthdays.

BAR & BEVERAGE

The bar will be opened free of charge 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 via cash or card. A credit card will need to be provided and held as security for the bar tab. Please be advised that the bar will close at 11:30pm.

PRE-AUTHORISATION - CREDIT CARD DETAILS

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.

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.

WHAT YOU CAN BRING

Cakes & lollies. NO CHEESE, MEATS OR DIPS.

ENTERTAINMENT

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

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.

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.

I _____ have read and accept the terms and conditions outlined above.

Signed

Date

Manager Witnessed

Date

Thank you for taking the time to fill out these forms.

We look forward to hosting your event soon.

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

EXP CCV