
THE OFFICE

HOTEL

*Function
Packages*

Perfect for

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

Our Spaces

THE BALCONY

Located on Level 1 | Capacity: 150

THE SPORTS BAR

Located on Ground Floor | Capacity: 90

THE POOL ROOM

Located on Ground Floor | Capacity: 30

Cocktail Canape Options

MINIMUM 20 PEOPLE | *Additional items charged at \$7 per head*

PACKAGE 1 | \$27 PER PERSON

Select 4 from Party Favourites & 1 from Substantial

PACKAGE 2 | \$33 PER PERSON

Select 4 from Party Favourites & 2 from Substantial

PACKAGE 3 | \$39 PER PERSON

Select 4 from Party Favourites & 3 from Substantial

Party Favourites

- 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)
- Prawn twisters
- Pulled beef & caramelised onion crostini
- Eggplant dip & goats cheese crostini (v)
- Signature popcorn chicken with honey mustard aioli

Substantial

- Cheeseburger sliders
- Southern fried chicken burger sliders
- Mini dagwood dogs with tomato sauce & american mustard
- Beer battered flathead & chips with lemon & tartare
- Signature buffalo wings
- Mini chicken schnitzel pieces with aioli
- Szechuan dusted calamari with lemon & lime aioli
- Halloumi sticks with sriracha aioli (v)
- Mini burrito bowl (brisket or vege*) (v*,gf)
- Thai beef salad box (gf)

Additional Extras

COLD GRAZING BOARD | \$85 per board

Salamanca salami, sliced leg ham, aged vintage cheddar, australian brie, marinated olives, tzatziki, hummus, toasted sourdough, water crackers

KIDS BOARD | \$10 per child

- Chicken nuggets
- Battered flathead
- Chips
- Dipping sauce

FRUIT PLATTER | Market Price

Seasonal fruit served

HOT CHIPS | \$22 per platter

HOT WEDGES | \$25 per platter

GARLIC BREAD BOARD | \$29 per board

ADD ON PIZZAS | \$20 to \$23 each (subject to pizza selection)

Bottomless Pizza & Garlic Bread

\$26 PER PERSON | MINIMUM 25 PEOPLE | 2 hour limit!

MAIN PIZZAS

- Classic pepperoni
- Office supreme
- Meatlovers
- Vegetarian

SERVED WITH

- Garlic bread
- Fries
- Wedges

Buffet Options

MEXICAN FIESTA | \$27 per person

MINIMUM 20 PEOPLE | *Build your own Tacos, Nachos & Burrito Bowls*

PROTEINS

- Slow cooked beer braised beef brisket
- Pulled marinated chicken
- Mexican black beans (v,gf)

SIDES

- Warm flour tortillas
- Corn chips
- Jalapenos

TOPPINGS

- Fresh chopped mexican salsa
- Shredded lettuce
- Grated cheese
- Guacamole
- Sour cream
- Corn

AMERICAN BBQ | \$44 per person

MINIMUM 20 PEOPLE | *Served with mini slider buns, gravy and condiments*

PROTEINS (CHOOSE 2)

- Slow cooked dry rub beef brisket (gf)
- Cider braised pulled pork (gf)
- Whole roast chicken (gf)
- Southern fried wings with ranch, bourbon bbq & buffalo dipping sauces

SALADS & SIDES

- Mac & cheese (v)
- Potato salad (gf)
- Green salad (v,gf)
- Southern style slaw (v,gf)
- Roasted corn (v,gf)
- Pickles (v,gf)

Beverage Packages

MINIMUM 20 PEOPLE | 2 HOUR LIMIT

**Products/brands may be subject to change*

STANDARD BEVERAGE PACKAGE

\$39 per person

- Draught beer – VB, Carlton Draught, Great Northern Super Crisp, Tooheys New, Carlton Dry
- Draught cider – Bulmers Apple Cider
- Bottled beer – Cascade Light, Heineken Zero, Hahn Super Dry
- Wine & Bubbles – Chain of Fire Brut, Chain of Fire Cabernet Merlot, Chain of Fire Chardonnay
- Soft drink & juices
- Barista coffee & teas

For 3 hours additional \$15 per person

PREMIUM BEVERAGE PACKAGE

\$49 per person

- Draught beer – VB, Carlton Draught, Great Northern, Tooheys NEW, Balter XPA, Asahi, Carlton Dry, Resches, Young Henrys Newtowner, Brookvale Union Ginger Beer
- Draught cider – Bulmers Apple Cider
- Bottled beer – Cascade Light, Heineken Zero, Corona, Budweiser, Hahn Super Dry, Stone & Wood
- Wine & Bubbles – Aurelio Prosecco, Chain of Fire Brut, Pocketwatch Sauvignon Blanc, Chain of Fire Chardonnay, Wildflower Pinot Grigio, Pocketwatch Cabernet Sauvignon, Chain of Fire Shiraz Cabernet, Sea Urchin Cabernet Merlot, Wildflower Rose
- Soft drink & juices
- Barista coffee & teas

For 3 hours additional \$20 per person

The Office Hotel promotes the Responsible Service of Alcohol

Beverage Packages

MINIMUM 20 PEOPLE | 2 HOUR LIMIT

**Products/brands may be subject to change*

Add Arrival Cocktail

\$12 per person

Treat your guests to a cocktail on arrival

- Aperol Spritz
- Margarita
- Mojito
- French Martini
- Espresso Martini

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.

The Office Hotel promotes the Responsible Service of Alcohol

General Information, Terms & Conditions

CONTACT INFORMATION

T: (02) 9279 3133

E: officehotel@falgroup.com.au

W: theofficehotel.com.au

A: Cnr Kent & Erskine St's,
Sydney NSW 2000

FREE ROOM HIRE CONDITIONS

Free room hire is for a maximum of 6 hours. Food must be ordered from the function menu or a minimum spend of \$800 if ordering off the normal menu. Minimum 20 people.

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 and 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 and 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 manager 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 and offensive behavior. 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.

COMPLIANCE

If management has reason to believe that the behavior 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 & 21st BIRTHDAYS

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

General Information, Terms & Conditions

CONTACT INFORMATION

T: (02) 9279 3133

E: officehotel@falgroup.com.au

W: theofficehotel.com.au

A: Cnr Kent & Erskine St's,
Sydney NSW 2000

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 by 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 & nuts. 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 for the time of purchase. Any cancellations must be made in writing to the hotel a minimum of 14 days prior to the function date will receive a full refund. Any cancellations made within 7 days of the function date will be charged for catering.

THE OFFICE

HOTEL

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

Signature _____ Date ____/____/____

Venue Acceptance _____ Date ____/____/____

Thank you for taking the time to complete this form. We look forward to hosting your event.

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 _____