



# Functions & Events

watergardens  
HOTEL



*Take a seat and be a guest at your own event.*

# The Lineal Room



Comfortably catering for up to 100 guests cocktail style or 50 guests seated, the architecturally designed function space is perfect for your event. From intimate celebrations to larger evening events, conferences or meetings, the contemporary and open plan room offers you the flexibility to create a bespoke space for your event. Additionally, the Lineal Room features a projector, audio visual facilities and an exclusive heated alfresco area for your guests to enjoy.

Room dimensions: 5.7 square metres by 15.2 square metres.



*The space to create a memorable experience.*



# Special Occasions



## **Wood Fire Pizza \$16 | Gluten Free \$22**

10 slices

Americana

Tomato & Basil

The Lot

Hawaiian

Gluten free option (specify your toppings)

## **Canapés \$ 40**

Your choice of assorted or any one kind

40 pieces

Mini gourmet bruschetta

Tuna pepper mayonnaise on toast bites

## **Assorted Sandwiches \$50**

Your choice of assorted or any one kind

40 pieces

Tomato & tasty cheese

Smoked ham & tasty cheese

Chicken salad in mini baguette roll

Roast beef in mini baguette roll

## **Antipasto Platter \$75**

Serves 5 people

Cured salami, smoked ham, cheddar cheese, sundried tomatoes, marinated olives, pepper bells with feta.

## **Vegetarian \$80**

Your choice of assorted or any one kind

40 pieces

Crumbed mozzarella sticks with pesto aioli

Mini vegetable dim sums with sweet chilli sauce

Mini vegetable samosas with tomato sauce

Vegetable spring rolls with sweet chilli sauce

# Special Occasions



## **Non Vegetarian Option 1 \$95**

Your choice of assorted or any one kind

40 pieces

- BBQ Chicken wings with BBQ Sauce
- Mini beef or pulled pork sliders
- Mini dagwood dogs with tomato sauce
- Crumbed calamari rings with tartare sauce

## **Non Vegetarian Option 2 \$90**

Your choice of assorted or any one kind

40 pieces served with tomato sauce

- Sausage rolls
- Mini assorted party pies (beef & pepper, lamb & rosemary, chicken curry)
- Mini assorted quiche (spinach & ricotta, lorraine, cheesy chorizo)

## **Sweet Temptations \$90**

Your choice of assorted mini cake slice or any one kind

40 pieces

- Black Forrest Cake
- Baked Passion Fruit Cheese Cake
- Caramel Mac Toffee Cheese Cake
- Chocolate Chip Cheese Cake
- Tiramisu
- Flour-less Orange Milk Chocolate Cake \*GF

# Corporate Events



## **Wood Fire Pizza \$16 | Gluten Free \$22**

10 slices

Americana

Tomato & Basil

The Lot

Hawaiian

Gluten free option (specify your toppings)

## **Canapés \$ 40**

Your choice of assorted or any one kind

40 pieces

Mini gourmet bruschetta

Tuna pepper mayonnaise on toast bites

## **Assorted Sandwiches \$50**

Your choice of assorted or any one kind

40 pieces

Tomato & tasty cheese

Smoked ham & tasty cheese

Chicken salad in mini baguette roll

Roast beef in mini baguette roll

## **Antipasto Platter \$75**

Serves 5 people

Cured salami, smoked ham, cheddar cheese, sundried tomatoes, marinated olives, pepper bells with feta.

## **Vegetarian \$80**

Your choice of assorted or any one kind

40 pieces

Crumbed mozzarella sticks with pesto aioli

Mini vegetable dim sums with sweet chilli sauce

Mini vegetable samosas with tomato sauce

Vegetable spring rolls with sweet chilli sauce.

# Corporate Events



## **Non Vegetarian Option 1 \$95**

Your choice of assorted or any one kind

40 pieces

BBQ Chicken wings with BBQ Sauce

Mini beef or pulled pork sliders

Mini dogwood dogs with tomato sauce

Crumbed calamari rings with tartare sauce

## **Non Vegetarian Option 2 \$90**

Your choice of assorted or any one kind

40 pieces served with tomato sauce

Sausage rolls

Mini assorted party pies (beef & pepper, lamb & rosemary, chicken curry)

Mini assorted quiche

(spinach & ricotta, lorraine, cheesy chorizo)

Mini assorted pizzas (meat lovers, hawaiian, supreme)

## **Sweet Temptations \$90**

Your choice of assorted mini cake slice or any one kind

40 pieces

Black Forrest Cake

Baked Passion Fruit Cheese Cake

Caramel Mac Toffee Cheese Cake

Chocolate Chip Cheese Cake

Tiramisu

Flour-less Orange Milk Chocolate Cake \*GF

## **Alternative Option \$15**

20 pieces served with jam and whipped cream

Platter of freshly house baked scones



# Wakes



## Wood Fire Pizza \$16 | Gluten Free \$22

10 slices

Americana

Tomato & Basil

The Lot

Hawaiian

Gluten free option (specify your toppings)

## Canapés \$ 40

Your choice of assorted or any one kind

40 pieces

Mini gourmet bruschetta

Tuna pepper mayonnaise on toast bites

## Assorted Sandwiches \$50

Your choice of assorted or any one kind

40 pieces

Tomato & tasty cheese

Smoked ham & tasty cheese

Chicken salad in mini baguette roll

Roast beef in mini baguette roll

## Antipasto Platter \$75

Serves 5 people

Cured salami, smoked ham, cheddar cheese, sundried tomatoes, marinated olives, pepper bells with feta.

## Vegetarian \$80

Your choice of assorted or any one kind

40 pieces

Crumbed mozzarella sticks with pesto aioli

Mini vegetable dim sums with sweet chilli sauce

Mini vegetable samosas with tomato sauce

Vegetable spring rolls with sweet chilli sauce.

# Wakes



## **Non Vegetarian Option 1 \$95**

Your choice of assorted or any one kind

40 pieces

BBQ Chicken wings with BBQ Sauce

Mini beef or pulled pork sliders

Mini dagwood dogs with tomato sauce

Crumbed calamari rings with tartare sauce

## **Non Vegetarian Option 2 \$90**

Your choice of assorted or any one kind

40 pieces served with tomato sauce

Sausage rolls

Mini assorted party pies (beef & pepper, lamb & rosemary, chicken curry)

Mini assorted quiche

(spinach & ricotta, lorraine, cheesy chorizo)

Mini assorted pizzas (meat lovers, hawaiian, supreme)

## **Sweet Temptations \$90**

Your choice of assorted mini cake slice or any one kind

40 pieces

Black Forrest Cake

Baked Passion Fruit Cheese Cake

Caramel Mac Toffee Cheese Cake

Chocolate Chip Cheese Cake

Tiramisu

Flour-less Orange Milk Chocolate Cake \*GF

## **Alternative Option \$15**

20 pieces served with jam and whipped cream

Platter of freshly house baked scones

# Booking

## CLIENT DETAILS

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## EVENT DETAILS

**Occasion:** \_\_\_\_\_

**Guests expected:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Room set-up:** \_\_\_\_\_

**Room decorations:** Yes / No

**Audio visual requirements:**

---

---

## CATERING

**Menu option(s):**

**Special dietary requirements:**

---

---

---

---

---

---

---

---

## OTHER COMMENTS

---

---

**CLIENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

By signing this form, you confirm that you have read, understand and accept the terms and conditions set by the Watergardens Hotel as outlined in the Function Pack provided.

**FUNCTION COORDINATOR:** \_\_\_\_\_

# Food Waiver

## FOOD ALLERGY STATEMENT

Here at Watergardens Hotel we take allergies and intolerances seriously. If you suffer from any food allergies and tolerances, please speak to your function co-ordinator before consuming food from our menu. We do our best to accommodate specific requests, however we cannot guarantee that our meals are entirely allergy free due to traces of allergens in every day ingredients

## CLIENT WAIVER FORM

Although candy/sweet/lolly bars are welcome, they are purchased from sources other than Watergardens Hotel. The Client therefor waives any and all claims of any nature what so ever and releases the Hotel from any and all responsibility arising from the purchase of food from sources other than the Hotel. Any food items are strictly for candy bars only. Any other items will not be approved.

Your signature is required on this statement as confirmation that you have read and understood this statement.

I acknowledge that any food purchased from Watergardens Hotel is unable to be taken out of the venue.

**EVENT DATE:** \_\_\_\_\_

**CLIENT PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CLIENT SIGNATURE:** \_\_\_\_\_

*By signing this form, you confirm that you have read, understand and accept the terms and conditions set by the Watergardens Hotel as outlined in the Function Pack provided.*

**COORDINATOR PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COORDINATOR SIGNATURE:** \_\_\_\_\_

OTHER COMMENTS

\_\_\_\_\_  
\_\_\_\_\_

# Terms & Conditions

## **Dietary Requirements & Food:**

All dietary requirements are to be submitted and confirmed at the time of the final food payment, 14 days prior to the event. If special Dietary requirements are not notified to your functions coordinator during your final appointment, it is not guaranteed that we will be able to cater the request. Food licensing, prohibits food produced on premise to be taken off the premises. Kitchen closing time is 9.00pm, the last hot food platter must be served by 9.00pm. Candy bars and celebration cakes are welcome however all food products brought externally must be approved by the functions manager and you may be required to sign a disclaimer. Stock from functions left behind must be collected within 10 days of function date or communication must be made with the functions manager directly in regards to pick up. After the 10 day period has expired, management will consider the stock as abandoned and reserve the right to dispose or remove the stock from the premises.

## **Room Hire & Minimum Requirements:**

All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices, these are subject to change.

Room Hire Rates:

Monday - Friday: \$200  
Saturday - Sunday: \$400

Minimum Spend Fri - Sun:

20-50 guests: \$300 food | \$450 drinks.  
51-100 guests: \$500 food | \$600 drinks.

Weekend functions are required to have a minimum number of 50 guests or more.

For day-use bookings, there is a minimum spend required for the function room.

\$450 for food | \$400 for drinks.

This price is set regardless of however many people are confirmed to attend the event. Prices can be negotiated for smaller functions of 15 guests or less. Drink packages are subject to change due to seasonal menu or promotional drinks

## **Final Payment:**

All catering requirements are to be made at least fourteen (14) days prior to the date of your function. Final numbers are required seven (7) working days prior to the event. Please note this number will form the basis for final charging. If payment is not received, the venue reserves the right to cancel the function.

Any drink tab must be paid in full upon conclusion of function. 15% surcharge on food and beverages applies to all bookings placed on public holidays.

## **Confirmation of Bookings:**

To confirm a booking, a minimum deposit of \$200 is required. This payment should be made within seven (7) days of booking to secure the date; this can be made using a credit card, eftpos or cash. A driver's license is also required to confirm the booking and is photocopied as security. The \$200 deposit will be used as the bond.

## **Guest Entry:**

Guest entry to the function will only be permitted in accordance with agreed start and finish times. The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Minors are welcome to attend functions only when accompanied by a Legal Guardian. ID is required for every guest attending any private function at Watergardens Hotel. Anyone unable to provide proof of age - 18+ years with the approved forms of ID (Key Pass, Driver's License or Passport) or who is NOT accompanied by a parent/legal guardian may not be permitted entry.

## **Decorations:**

Any additional equipment/ decorations or props required, other than those supplied by the venue, must be confirmed with the function coordinator a minimum of two weeks prior to the date of the function. Venue must approve all equipment or decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure additional equipment and or decorations are removed from the venue at the completion of the function.

Unauthorized decorations include: Glitter, scattered foil, confetti, confetti-balloons, wax candles, and sparklers. All balloons must be weighted. No adhesive is to be used on the walls of the venue. Additional services such as linen hire is available for \$5 (large) and \$3.50 (small), this is to be confirmed on final appointment date.

## **Damage:**

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The

venue does not accept responsibility for damage or loss of personal property of function guests left at the venue prior to or after the function. It is recommended that all client goods be removed from the venue immediately after the function. The bond will be refunded within a 48 hour period after the function, if it has not been forfeited. The bond will also be forfeited if there is any damage to the hotel caused by any guests of the function

## **Music & Entertainment:**

Strict conditions apply to entertainment volume, in consideration of the hotel's patrons. Solo, duo or trio acts along with DJ's and Juke Boxes are permitted. All entertainment must be authorized by the hotel Functions Coordinator and equipment inductions are welcome prior to the function date. Should the venue request the volume of the music be reduced it is expected that this will be changed immediately.

## **Equipment & Audio Visual:**

A large projector and screen which is Apple and Windows products compatible with HDMI and USB ports is available. Flip chart and microphone is also available upon request. Public liability may be required for use of external equipment.

## **Security:**

Security will be required at client cost. Please see below:  
40 guests = 1 guard  
60 guests = 2 guards  
90 guests = 3 guards  
130 guests = 4 guards  
This payment is to be made with final food payment, 2 weeks before and is non-refundable. Additional staff member is available at \$35 per hour. This payment is to be made with final food payment, 2 weeks before and is non-refundable. Additional staff member is available at \$35 per hour.

## **Cancellations:**

Cancelling a function after the deposit has been paid can only be done by consulting directly with the function coordinator, and only the person who paid the initial deposit. In the event of a cancellation the following terms will apply regarding refunds:

4 weeks prior: Full refund  
Within 14 days: 50% refund  
Within 7 days: No refund