

A photograph of a white folded napkin on a white tablecloth. A small, rectangular, cream-colored name tag is placed on the napkin. The name tag has the name "Paul M" written in a cursive script. In the background, there are blurred images of glassware and silverware, suggesting a restaurant setting.

*The Abbey and Versatile Restaurant*

*Function Package*

*Paul M*

# The Abbey/ Versatile Restaurant

## Function Package

### *Welcome!*

**The Abbey** is located in scenic Gold Creek Village, just 15 minutes from the city. Featuring the 19th Century Roslyn Organ, soaring chandelier studded ceilings and intricate hand carved oak, The Abbey seamlessly combines luxury and intimacy. A raised stage above the dance floor is ideal for showcasing live music. Outside, a covered courtyard provides the perfect setting pre-dinner drinks and canapés. The Abbey can cater for up to 250 guests for a sit down style event, or 400 guests for a cocktail style event. The minimum guest requirement at The Abbey is 80.

Nestled among the treetops and surrounded by a covered veranda, **Versatile Restaurant** has crisp and contemporary styling and a fireplace. Versatile Restaurant can cater for up to 90 guests for a sit down style function, or 150 guests for a cocktail reception. The minimum guest requirement for Versatile Restaurant is 40.

### *Bookings*

We are happy to hold a date tentatively for you for up to two weeks. To confirm your booking a non-refundable booking fee and a signed copy of our terms and conditions must be provided. After two weeks there is no guarantee that your tentative booking will be held.

### *Room hire*

The payment of a non-refundable room hire fee is required upon confirmation of your booking. Room hire is \$330 for a weekday function, and \$550 for night and weekend functions. Please note a 15% surcharge is applicable for Sunday's and Public Holiday's.

### *Capacity*

Versatile Restaurant can accommodate 90 guests for a seated function, or 150 for a cocktail function. The Abbey can accommodate 250 guests for a seated function, or 400 for a cocktail function.

### *Included in all function packages:*

- Set up/ pack down of function
- Administration by an experienced event coordinator
- Cordless microphone
- Built in PA system
- Black or white linen tablecloths & napkins
- Centrepieces with tea light candles
- Room set to your specifications
- Flexible catering to meet specific dietary requirements
- Service by our experienced and friendly wait staff
- Free onsite parking
- Projector screen

# The Abbey/ Versatile Restaurant

## Function Package

### *Catering Options*

Listed below are our standard food packages. Should you not see what you have in mind, please contact us for an individualised quote.

### *Afternoon tea function - \$32 per person (Event must conclude by 4pm)*

- Venue for 3 hours
- Selection of finger sandwiches
- Anti-pasto platters
- Fresh fruit platters
- Cheese platters
- Chefs selection of 3 hot canapés
- Chefs selection of assorted cakes
- Tea and coffee station

### *Luncheon function - \$50 per person (Event must conclude by 4pm)*

- Venue for 4 hours
- Selection of 3 seasonal canapés served for 30 minutes
- House baked bread rolls with butter
- Two course sit down luncheon – alternate service main followed by a single dessert
- Tea & coffee station to conclude the afternoon

### *Cocktail Function - \$60 per person*

- Venue for 4 hours
- Antipasto platters
- Platters of house-made breads and dips
- Selection of canapés
- Cheese platters
- Seasonal fruit platters
- Your celebration cake cut and plattered
- Tea and coffee station to conclude the event

### *Evening Two Course - \$65 per person*

- Venue for 5 hours
- Selection of 3 seasonal canapés served for 30 minutes
- House baked bread rolls with butter
- Sit-down alternate service main
- Sit-down dessert
- Tea & coffee station to conclude the event

### *Evening Three Course - \$75 per person*

- Venue for 5 hours
- Selection of 3 seasonal canapés served for 30 minutes
- House baked bread rolls with butter

# The Abbey/ Versatile Restaurant

## Function Package

- Sit-down entrée
- Sit-down alternate service main
- Sit-down dessert
- Tea & coffee station to conclude the event

### *Beverage Packages*

You are welcome to arrange an on-consumption bar tab for your guests. We also offer the following beverage packages:

|   |  |
|---|--|
| Soft drinks and juices                          | \$9 per person for 2 hours<br>\$15 per person for 4 hours  |
| Standard wines and beers, soft drinks and juice | \$22 per person for 2 hours<br>\$32 per person for 4 hours |

### *Sample Menu*

*We change our menu with the seasons, so the choices may vary from when you book to the actual date of your function. This menu provides an example of the type of food we provide.*

#### **Canapés**

- Five spiced Calamari with rocket salad on lime and coriander aioli (GF)
- Tomato and avocado salsa on fried haloumi (GF & V)
- Herb crusted Chicken tenderloins with a Smokey barbecue sauce

#### **To Start**

- Freshly baked bread with butter

#### **Entrée**

- Roasted pork belly with pineapple salsa, salsa fresca and a herb salad (GF)

#### **Main**

- Marinated Chicken Kiev, on Paris mash with a garlic thyme jus (GF)
- Prosciutto wrapped beef fillet, mashed potato, onion jam, spinach puree and red wine jus (GF)

#### **Dessert**

- Triple chocolate brownie, vanilla gelato, and crème anglaise
- Freshly brewed tea and coffee

### *Additions*

- Chef's selection of side dishes served with mains: \$4 per person
- Chef's selection of canapés served for 30 minutes at the beginning of your event: \$12 per person
- Additional entrée choice - \$8 per person
- Antipasto platters: \$60 each
- House made breads with dips: \$30 per platter
- Cheese platters: \$60 each
- Fruit platters: \$45 each

# The Abbey/ Versatile Restaurant

## Function Package

### *Children's Meals -*

- \$25 per child. A main meal served with chips & salad, and a bowl of ice-cream for dessert

### *Cakeage*

You are welcome to bring in a celebratory cake. If not included in your catering package, there is a nominal charge for cakeage. Plated and served with whipped cream and berry compote, cakeage is \$3.00 per person. Alternatively, you may have your cake pattered and placed next to the tea and coffee station for \$1.50 per person. If you plan on saving a portion of your cake, please arrange an appropriate box or container in which to transport it and notify your coordinator.

# The Abbey/ Versatile Restaurant

## Function Package

### TERMS AND CONDITIONS

#### Booking:

1. Tentative bookings are held for two weeks, by which time confirmation must be made in writing and the room hire fee received. If a confirmation has not been received, then 2617 Group reserves the right to cancel the booking and allocate the venue to another client.
2. To confirm a reservation, please return these terms and conditions signed and pay a non-refundable room hire fee within two weeks of making your tentative booking.
3. Minimum guest requirements apply for both venues. If guest numbers fall below this number, the minimum requirement will be charged.

#### Payment:

4. A payment of 25% of the total quoted cost of the event must be made at your menu meeting.
5. A final payment representing the balance of the account is to be made one week prior to the event.
6. If these payments are not made within the above terms, then 2617 Group reserves the right to cancel the event at any time.
7. If payment is made via credit card, a 1% surcharge will apply.
8. Late payments will incur a surcharge of 15% per month.

#### Overtime Surcharges:

9. A surcharge of 15% to the total bill applies on Sunday and Public Holidays.
10. Organisers agree to commence and vacate function rooms at the times agreed with Management. Early access to the function area is to be pre arranged with Management. A venue hire charge of \$350.00 per hour will apply for any functions that continue past the agreed finishing time.
11. Any additional cleaning, setup or packing down of clients' equipment or goods may incur overtime surcharge. This must be pre arranged with management prior to the commencement of the event, at which time the amount of the charge will be determined.

#### Catering Requirements:

12. Selected menus are required at least 28 days prior to the event.
13. For catering and billing purposes, dietary requirements and final confirmation of guests attending is required 14 days prior to the event. No reduction in numbers can be catered for past 14 days prior and no refunds will be given should your number decrease.
14. Should numbers increase on the day of the event, we will do our best to accommodate your catering requirements but cannot guarantee availability of catering supplies.
15. No food or beverage may be brought to, or taken from the premises. Your celebratory cake is the only exception.
16. An extreme level of care is taken to ensure guests with dietary requirements and allergies are catered for. Each meal prepared in-house is done so with the utmost care, though some pre-packaged produce may contain trace elements of allergens (ie nuts, gluten etc). As such, 2617 Group is neither responsible nor liable for any allergic reactions to catering. We request that any guest with a severe allergy come with an EPI-Pen or similar medical device.

# The Abbey/ Versatile Restaurant

## Function Package

### **Prices:**

17. Prices remain the same as the time of booking, yet in rare circumstances prices may be subject to increases. The client will be notified of any changes to the quoted price as soon as possible.

### **Cancellation:**

18. Should the function or event be cancelled for any reason the room hire fee will not be refunded.

19. If the event is cancelled for any reason between 30 and 7 working days of the event - 50% of the total estimated cost for the event will be payable within 5 working days of your notification of cancellation.

20. If the event is cancelled for any reason less than 7 working days of the event - 75% of the total estimated cost for the event will be payable within 5 working days of your notification of cancellation.

### **Loss or Damage of Goods:**

21. 2617 Group does not accept any responsibility for damage or loss of goods or materials prior to, during, or after a function.

22. Organisers of the function are financially responsible for any charges incurred or damages sustained to the fittings, property or equipment of Functions @ Federation or The Abbey by client, guests or contractors prior to, during or after the function.

23. Guests are requested to not use or throw glitter, confetti or similar products during their events. A cleaning fee of \$150.00 will be charged to the final invoice should these products be used during the event.

### **Availability:**

24. Should the venue booked become unavailable due to causes beyond the control of the provider, we reserve the right to substitute another venue.

### **Guest Conduct:**

25. Organisers are responsible for the behavior of their guests and will assist management in resolving any situations including the harassment of staff or other guests.

26. 2617 Group reserve the right to refuse service, eject guests or close functions where guests are found behaving inappropriately.

27. 2617 Group practice Responsible service of Alcohol and reserve the right to refuse service to any guest that we believe to be intoxicated.

28. The Liquor Licensing Act prohibits the licensed person from serving alcohol to persons under age or persons staff believe to be intoxicated. In the event of a function being closed, the Federal Police will be contacted to escort guests from the premises.

29. Refunds will not be issued if your function has been closed down due to misconduct.

# The Abbey/ Versatile Restaurant

## Function Package

In paying the non-refundable booking fee we (both names if applicable):

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Acknowledge that we have read, understood and agree to the above Terms and Conditions of 2617 Group Pty Ltd trading as Versatile Restaurant and The Abbey.

Signatures: \_\_\_\_\_

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

Event Type: \_\_\_\_\_

Event Date: \_\_\_\_\_

### Booking Fee Payment Options:

1) Direct Credit (EFT) to our bank account:

2617 Hospitality Group Pty Ltd

BSB: 032778

Account: 531925

Using Reference: Date of Function & Name

2) By credit card (which attracts a 1% surcharge)

In person, By phone: 02 6230 9333 (Versatile Restaurant) or 6230 2905 (The Abbey) OR please sign the authorisation below:

Name of cardholder: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_ \_\_ / \_\_ \_\_

Signature: \_\_\_\_\_



# The Abbey/ Versatile Restaurant

## Function Package

### Contact Details:

#### Contact 1

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

Phone Number: (m) \_\_\_\_\_ (h) \_\_\_\_\_

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

Address: \_\_\_\_\_

#### Contact 2:

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

Phone Number: (m) \_\_\_\_\_ (h) \_\_\_\_\_

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

Address: \_\_\_\_\_