

FUNCTIONS & SPECIAL EVENTS AT THE ALBION

Ideally located on the edge of Parramatta CBD, the Albion can cater for groups large and small. With numerous areas available from 20 to 500 people we can tailor a package to suit your needs. The Albion bistro offers fantastic catering packages from simple platters and sophisticated canapés to full buffet menus.

Pavilion

The pavilion is a raised area on the edge of the beer garden that is sectioned off from the crowd below, yet still makes you feel like you are part of the action. Set out with day beds and ottomans that make it perfect for any occasion for up to 150 people.

This area is available at all times with minimum numbers of 20 people. Minimum spend for booking is \$200.

Beer Garden

Set amongst trees and shade umbrellas the beer garden has seating for smaller groups in a range of different locations to suit your needs. Areas will be reserved depending on function size.

Groups of up to 100 people can be catered for at all times, but get in early as it fills up fast! A minimum spend may be required subject to the size of the reservation.

The Gasworks bar

The Gasworks bar can cater for up to 500 people in style. With big screen TV and a sound system to rival all others it may be just what you are after for your corporate function, special event party or other occasion.

Ideal for groups over 100 people. A minimum spend May be required subject to the size of the reservation.



FUNCTION CATERING

The Albion Bistro offers a great range of platters for groups of 12 or more people. The prices listed below are per platter.

Canapés

Assorted dips & breads Suitable for 10-15 guests	\$60
Antipasto platter; cured meats, melon, pickled vegetables, marinated olives, assorted cheese, bread Suitable for 10 – 15 guests	\$90
Crispy risotto balls w spinach & goats cheese 20 pieces per platter	\$60
Spring rolls, samosas, wedges 20 of each per platter	\$65
Assorted mini cocktail quiches 40 pieces per platter	\$60
Rare roasted beef rolls, seeded mustard mayo, rocket 20 of each per platter	\$65
Mini beef burgers, caramelised onion, tomato relish, mayo Selection of above	\$60
Assorted sushi rolls 40 pieces per platter	\$70
Mini gourmet pies, pea mash 20 pieces per platter	\$60
Cocktail sausage rolls, homemade ketchup 20 pieces per platter	\$60
Peking duck spring rolls, chilli plum sauce 20 of each per platter	\$70
Cumin & yoghurt marinated lamb cutlets, tzatziki 20 pieces per platter	\$80

Grilled skewers

Lime & lemongrass king prawns, aioli 20 pieces per platter	\$70
Tandoori chicken, mint yoghurt 1 dozen per platter	\$65
Satay beef, peanut sauce 20 pieces per platter	\$65

Mini Pizzas

Roasted pumpkin & feta 20 pieces per platter	\$60
Tomato, basil & bocconcini 20 pieces per platter	\$60
King prawn, avocado tapenade 20 pieces per platter	\$70

Please ask the kitchen as toppings are flexible

Light Meal Platters

Beer battered fish & chips, tartare, lemon 20 pieces per platter	\$70
Salt & pepper calamari, harissa, aioli 40 pieces per platter	\$70
Salt & pepper king prawns, chilli relish 20 pieces per platter	\$80
Stirfried beef, ginger, shallots, oyster sauce, hokkein noodle Suitable for 10-15 guests	\$70
African chicken, aromatic cous cous Suitable for 10-15 guests	\$70
Beef stroganoff, steamed rice Suitable for 10-15 guests	\$70

Petit Fours

Lemon curd tart 20 pieces per platter	\$60
Chocolate peanut brownie 20 pieces per platter	\$60
Caramel kiss 20 pieces per platter	\$60
Platter of Australian cheeses, fruit & biscuits Suitable for 10-15 guests	\$80

The kitchen requires a minimum 3 days notice for the confirmed menu, final payment must be made 24hrs prior to the commencement of the function.

The minimum booking is for 12 people and the platters are placed on tables not offered to guests by our wait staff. All platters to be served by 9.30pm

All minors must be under supervision of a legal parent/guardian and must vacate the premise by 9pm.

FUNCTION BOOKING FORM

The Albion Hotel would like to take this opportunity to thank you for choosing us as your function venue and we will endeavour to make this night an enjoyable experience for you and your guests. To help us do this we require the following form to be completed and returned by either post, scanned email or fax. Bookings will be held for 5 working days from receipt of the completed Albion Hotel Function Form. Functions bookings are only confirmed with the receipt of the deposit. Thank you.

Name		Address	
		Suburb	
Function Area		Post Code	
		Contact (MB)	
Function Date / Time		Contact (HM)	
		Contact (WK)	
Number Guests		Contact (FX)	
		Contact (Email)	
Occasion		Office Use Only	

FOOD INFORMATION

Catering Requested Yes / No	Yes / No	Food Service Times Requested Between	
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Menu Item	Quantity	Cost
Total		\$

* Final catering requests must be received 4 days prior to the function date

NB: BOOKINGS ARE ONLY CONFIRMED ONCE DEPOSIT IS RECEIVED

FUNCTION BOOKING FORM

BAR INFORMATION

Minimum Bar Spend	\$
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** On the evening the tab limit may be increased pending written authorisation*

Bar Tab Requested Yes / No	Yes / No	Bar Tab Drinks: For example: house wine, bubbles, house tap beer, soft drink	*
Bar TAB Limit Requested	\$		*
Comments:			*
			*
			*
			*
			*
<i>* On the evening the bar tab drinks may be varied pending written authorisation</i>			

OTHER REQUESTS

DEPOSIT INFORMATION		ACCOUNT DETAILS	
Deposit Amount	\$	Minimum Bar Spend	Office Use Only
Date Paid		Deposit Amount	Office Use Only
Name on Credit Card		Actual Bar Spend	Office Use Only
Credit Card Number		Food Spend	Office Use Only
Credit card Expiry		Other	Office Use Only
Deposit Refund Request (Tick Option) <input type="checkbox"/> Refund to the Above Card OR <input type="checkbox"/> Deduct from the final bill		Deposit Refund	Office Use Only
		Bill Total (GST Incl)	Office Use Only

NB: BOOKINGS ARE ONLY CONFIRMED ONCE DEPOSIT IS RECEIVED

TERMS AND CONDITIONS

Booking, Confirmation and Payment

To book a function please fill in the Albion Hotel Function Form, upon receipt of this form (by fax, post, or email please) bookings will be held for 5 working days. Functions bookings are only then confirmed with the receipt of the complete deposit. The function deposit is refundable on a minimum bar spend. All function accounts are to be settled in full by the end of the function.

Decorations

Decorations may not be fixed with tape, glue or staples. All decorations left at the end of the function will be disposed of unless otherwise stated in writing. Decorations are at the manager's discretion and only for specific areas.

Cancellations

Cancellations within 7 days prior to the function date may incur a fee of 100% of the initial deposit. Cancellations less than 21 days prior to the function date may incur a fee of 50% of the initial deposit. Cancellation notice should be made in writing.

Trading Hours

The Hotel closing times and the closing times of different bars varies from day to day. Please enquire in regards to any specific requests for extended function times. Please respect our neighbours by leaving the hotel quickly and quietly.

Licensing

Guests are required to adhere to all Hotel licensing laws and regulations. Minors (anyone under 18) are not allowed by law in some parts of the hotel and other restrictions apply with minors in the evening. Minors will be asked to leave the premises if these restrictions apply. Functions are not allowed to bring their own food or drinks into the Albion Hotel. The Albion Hotel practices the Responsible Service of Alcohol and requires that guests respect and adhere to the laws relating to intoxication and responsible behaviour.

Security

The Albion Hotel will take all due care, but does not accept responsibility for any items brought into the Hotel by the client or their guests. It is the clients' responsibility to ensure the security of their equipment and their guest's possessions.

I UNDERSTAND THAT MY DEPOSIT IS REFUNDABLE BASED ON THE MINIMUM BAR SPEND. I HAVE READ, UNDERSTOOD AND ACCEPT ALL OF THE ABOVE TERMS AND CONDITIONS.

Name: _____

Signature _____

NB: BOOKINGS ARE ONLY CONFIRMED ONCE DEPOSIT IS RECEIVED

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