

A hand with a gold ring is pouring water from a clear glass bottle into a clear glass. The glass has a faint 'UP' logo. To the left of the glass is a bouquet of white flowers and greenery. The background is blurred, showing a person in a white shirt and a white chair. The text 'UNION PLACE HOTEL' is overlaid at the top.

UNION PLACE HOTEL

# FUNCTIONS PACKAGE

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# THE SPACES



## TOP FORECOURT

Capacity: 35 people | Hire Fee: \$500 (up to 5 hours)  
Minimum Spend: \$2.5k



## TOP FORECOURT & INTERNAL BOOTH AREA

Capacity: 50 people | Hire Fee: \$500 (up to 5 hours)  
Minimum Spend: \$3k



# CANAPES

## STARTERS

### CHEESE PLATTER

Seasonal grapes, dried fruits & nuts, lavosh, quince paste, assorted cheeses

Approx.  
6pax

\$80

### ANTIPASTO PLATTER

Cured meats, marinated olives, charred vegetables, grissini, garlic & parmesan brushed baguette

Approx.  
6pax

\$90

### PORK, VEAL & PARMESAN POLPETTE

Napolitano sauce, basil cress

25  
Serves

\$80

### MINI PORK BELLY BITES

Red pepper, agrodolce

50  
Pieces

\$90



# CANAPES

## MINI PIZZA

<b>NAPOLITANO</b> <i>Tomato base, fresh mozzarella, black olives, basil</i>	<b>20 Pieces</b>	<b>\$60</b>
<b>PRAWN</b> <i>Tomato base, fresh mozzarella, garlic prawns, red onion, capsicum</i>	<b>20 Pieces</b>	<b>\$60</b>
<b>PROSCIUTTO</b> <i>Garlic &amp; herb oil base, mozzarella, parmesan, rocket</i>	<b>20 Pieces</b>	<b>\$60</b>

## SUBSTANTIAL

<b>SEASONAL SALAD</b> <i>Butter beans, currants, toasted almonds, peas, watermelon radish, seasonal leaves, goats cheese, lemon vinaigrette</i>	<b>20 Serves</b>	<b>\$100</b>
<b>POTATO GNOCCHI</b> <i>Roasted Pumpkin, burnt sage butter, pine nuts, wilted rocket, goats cheese</i>	<b>20 Serves</b>	<b>\$100</b>
<b>SALT &amp; PEPPER CALAMARI</b> <i>Chilli, garlic, parsley, lime aioli</i>	<b>20 Serves</b>	<b>\$100</b>
<b>POACHED CHICKEN SANDWICH</b> <i>Preserved lemon, walnut, basil mayonnaise, rocket</i>	<b>20 Pieces</b>	<b>\$80</b>
<b>MINI LEMON PEPPER CHICKEN SKEWERS</b> <i>Garlic &amp; mint yoghurt</i>	<b>20 Pieces</b>	<b>\$80</b>
<b>GARLIC PRAWN SKEWERS</b> <i>Coriander, chilli, mint</i>	<b>20 Pieces</b>	<b>\$100</b>
<b>GRILLED LAMB SKEWERS</b> <i>Cumin, fennel tops, minted labneh</i>	<b>20 Pieces</b>	<b>\$80</b>
<b>BEEF SLIDERS</b> <i>12hr smoked Angus brisket, caramelised onion, blue cheese mayonnaise</i>	<b>20 Pieces</b>	<b>\$100</b>
<b>CRUMBED EGGPLANT SLIDERS</b> <i>House-made relish, rocket, dill yoghurt</i>	<b>20 Pieces</b>	<b>\$100</b>
<b>PORK &amp; FENNEL SAUSAGE ROLLS</b> <i>House-made tomato chutney</i>	<b>20 Pieces</b>	<b>\$80</b>
<b>SEASONAL FRUIT PLATTER</b> <i>Assorted seasonal fresh fruits</i>	<b>20 Serves</b>	<b>\$80</b>

\*Vegan options can be catered for on request



# CANAPES





# DRINKS

## CONSUMPTION BAR TAB

Any combination of beer, wine or spirits can be offered on a consumption-based tab. Designated wristbands are supplied to all guests. Minimum spends apply.

## CASH BAR

Pay-as-you-go may be available outside of peak periods.  
Ask the Functions Coordinator for more information.

## AVAILABLE EXTRAS

Additional Staff Member - \$35 per hour (minimum of 3 hours)



# OTHER OFFERINGS

## SIMPLE PARTY PACKAGE

### AVAILABLE FOR

Bistro bookings of 12-20 people

### FOOD

\$35 per head shared banquet menu, including a selection of pizzas and pastas

### DRINKS

No bar minimum spend

This package must be pre-ordered at least 72 hours prior to your booking date. Credit card details must be taken to secure the booking and package.



## BOTTOMLESS BELLINI BRUNCH

### AVAILABLE FOR

Bookings on Saturdays & Sundays from 11am-1pm

### FOOD

Cheese, antipasto and fruit platter to share

### DRINKS

Guests to pick 4 bellini flavours from a menu of 10 options, served bottomless

This package must be pre-ordered at least 72 hours prior to your booking date.



# TERMS & CONDITIONS

## HIRE FEES AND MINIMUM SPENDS

These costs vary and will be discussed with you by the Functions Coordinator. Prices may change depending on high and low seasons, food requirements and final numbers. Please note a 15% surcharge applies to functions occurring on public holidays.

## PRICES

The cost of beverages and food items are subject to change.

## BOOKINGS, CONFIRMATION AND FINAL PAYMENT

Bookings will be considered tentative and held for a maximum of 7 days until the booking form is completed, signed and returned in person or by email. A deposit of \$200 and credit card details must also be provided to secure the booking. This credit card may be charged if any costs remain unpaid after the conclusion of the event. Union Place Hotel will accept cash, credit card or EFTPOS payments in advance or on the day of the event. All payments on food will need to be paid 14 days prior to the function. Please note all payments made by credit or debit card will incur a payment processing fee of 1.2% for EFTPOS, Mastercard and VISA and 1.5% for AMEX and Diners Club.

## FOOD SELECTIONS AND FINAL NUMBERS

Functions held in the function spaces are to be a minimum of 20 people. Food selections and final numbers are to be confirmed no later than 14 days prior to the event. No food is to leave the premise at the close of the function. No outside catering is allowed at Union Place Hotel. All food must be provided by the hotel with the exception of one birthday cake, which we will store and take care of, however we do not accept responsibility of any damage that may occur. Cakeage – a cake knife, serviettes and side plates are provided free of charge. A cakeage fee of \$2 per head occurs if you'd like your cake cut and served.

## DECORATIONS

Decorations and theming are at the Function Coordinators discretion. When decorating, no hooks, screws or tape are to be used anywhere on the premises. We do not allow glitter or small tinsel pieces. Please note any decorations left at the end of the function will be disposed of unless otherwise stated in writing prior to the event. Decorations can be supplied by the hotel which may incur an additional charge.

## DRESS REGULATIONS

Guests must comply with Union Place Hotel's dress regulations. Minimum requirements are smart casual wear.

## 18TH BIRTHDAY PARTIES

Union Place Hotel does not accept bookings for 18th birthday parties.

## 21ST BIRTHDAY PARTIES

Union Place Hotel will accept 21st birthday parties, which require one security guard for the duration of the function at a flat rate of \$250. Yard glasses, or large glasses of another kind, are not permitted.

## MINORS

Minors are only permitted in certain areas of the hotel until 10pm. They must be accompanied by and in the immediate presence of a responsible parent or guardian at all times. This may include parents or a legal guardian. Any guest found supplying alcohol to a minor will be referred to the police and asked to leave the premises.



# TERMS & CONDITIONS

## **CANCELLATIONS**

Cancellations that are made 4 weeks in advance will receive a full refund. Cancellations made less than 4 weeks prior will forfeit the \$200 deposit and receive a refund on all other payments made. Cancellations made less than 14 days prior will be charged 50% of the total minimum spend required. If the customers do not present themselves on the date of the function without prior notification of cancellation, 100% of the total minimum spend required will be charged to the credit card on file. Cancellations must be made with the Functions Coordinator and are only valid upon reply. Please note special consideration in cancellations will be reviewed by the Hotel Licensee.

## **LENGTH OF ALL FUNCTIONS**

All functions at Union Place Hotel are for up to 5 hours and will be determined in conjunction with the hotel's trading hours. Any extension of these hours will incur an additional hire feed and staff charge. All functions are to close by 10pm unless otherwise authorised by the Hotel Licensee. Day functions: 12pm-5pm. Night functions: 5pm-10pm.

## **STAFFING**

Function hire includes base levels of staff. Additional staff can be provided at the cost of \$35 per hour.

## **SECURITY GUARDS**

Security guards will be required for some functions at a flat rate of \$250.

## **CLAUSE**

When booking a function, it is the hosts responsibility to give accurate details in relation to the type of function and its guests. If a customer falsifies information or a function is booked on false pretenses, Union Place Hotel reserves the right to cancel that function without notice and at the expense of the customer.

## **RESPONSIBLE SERVICE OF ALCOHOL**

Union Place Hotel is committed to the Responsible Service of Alcohol. Union Place Hotel and its Licensee assume responsibility for all persons in the venue and reserves the right to refuse entry, refuse service or remove a person that management feels is in anyway behaving contrary to what is deemed acceptable to the appropriate Government bodies or house policy. If a person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately. Any person involved in criminal activity such as violence, sale or use of prohibited drugs or in possession of a weapon will be turned over to the police immediately without hesitation. No compensation will be offered to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.



# BOOKING FORM

Name of Function \_\_\_\_\_

Date of Function \_\_\_\_\_

## Contact Details

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date Of Birth \_\_\_\_\_

## Function Details

Function Type \_\_\_\_\_

Function Area \_\_\_\_\_

Start and Finish Times \_\_\_\_\_

Number of Guests \_\_\_\_\_

Menu Chosen \_\_\_\_\_

Preferred Food Service Time \_\_\_\_\_

Entertainment/Music \_\_\_\_\_

AV Equipment \_\_\_\_\_

Bar Tab \_\_\_\_\_

## Credit Card Details

Cardholder \_\_\_\_\_

Card Type \_\_\_\_\_

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

Expiry \_\_\_\_\_

CVV \_\_\_\_\_

Card Signature \_\_\_\_\_

This credit card is used to secure your function booking, and as security should any damage occur during your function. You will be notified prior to any charges being processed.

## Terms and Conditions

I have read and understood the terms and conditions stated above and understand that it is a legally binding contract and that the venue reserves the right to refuse entry without exception. I understand the responsibility the venue and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

### OFFICE USE ONLY

☐

ROOM  
HIRE

☐

FOOD  
MINIMUM

☐

BAR  
MINIMUM

☐

EXTRA  
STAFF

☐

SECURITY

☐

AV  
HIRE

☐

EXTRAS

☐

DEPOSIT

☐

MANAGER