

# **FUNCTIONS RELATED INFORMATION**

**GENERAL INFORMATION**

**ROOM & EQUIPMENT HIRE**

**PAYMENT POLICY**

**TERMS & CONDITIONS**

**BOOKING CONFIRMATION / SIGN OFF**

**CATERING SELECTION**



# QUALITY HOTEL BAYSWATER

## FUNCTIONS KIT

### INTRODUCTION

We offer tailored solutions to suit your function requirements and we try to be as flexible as possible whilst working with you.

We offer diverse areas within our venue from the Heritage Room to the Alfresco Courtyard.

***Please find enclosed the following;***

- Venue Options
- Room and Equipment Hire
- All Food Selections including platters, pizza & buffet.
- Booking form
- Terms & Conditions

**PLEASE NOTE:** All information contained in this kit is subject to change without notice.

<b>Opening hours;</b>	Monday & Tuesday	10:00am – 11:00pm
	Wednesday to Saturday	10:00am – 12:00pm
	Sunday	10:00am – 10:00pm
	Anzac Day trading from	12.00pm

**Closed Good Friday & Christmas Day**

Please contact our Functions Co-ordinator for any further help to organise your function requirements and details on (08) 9271 7111 or email [info@bayswaterhotel.com.au](mailto:info@bayswaterhotel.com.au)

# QUALITY HOTEL BAYSWATER

## FUNCTIONS KIT

### ROOM & EQUIPMENT HIRE

**MINIMUM SPEND APPLIES FOR EXCLUSIVE USE**



#### **HERITAGE ROOM**      60 delegates

With its original interior treatments, including a pressed metal decorative ceiling and ornate timber mantels, this intimate heritage dining room is perfect for small functions or family gatherings. The privacy of the room also makes it the ideal venue for meetings and seminars.

**Room Hire: A\$ 150**



#### **DOME ROOM**      170 delegates

Our spacious dome function room boasts extras such as a fully stocked private bar, lighting and staging facilities, big screen TV, disabled conveniences and easy access to the outdoor area and playground. The room caters for maximum of 170 guests. This room also has a 28sqm fixed dance floor.

**Room Hire: A\$ 350**



#### **1898 BAR**      200 delegates

1898 Bar is a modern and popular venue for private celebrations and corporate functions. 1898 offers a variety of flexible functions with an easy one stop approach including catering, event coordinating, entertainment and in-house accommodation. Other features include a state of the art sound system and DJ booth, 6 large TV screens featuring Fox Sports and Sky Racing, huge projector screen, pool tables, outdoor seating and plenty of free parking. Not forgetting our 21 local and international tap beers and ciders, plus our extensive wine range.

**Room Hire: A\$ 350**

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**QUALITY HOTEL BAYSWATER** | FUNCTIONS ENQUIRY FORM  
80 RAILWAY PDE, BAYSWATER, WA 6053

# QUALITY HOTEL BAYSWATER

## FUNCTIONS KIT

Items	Heritage Room	Dome Room	1898 Bar
Capacity	50-60	110-170	60-80
External Access	YES	YES	YES
Wheelchair Access	YES	YES	N/A
Access to Disabled Toilets	YES	YES	YES
T.V. FOX. SKY	YES	YES	YES
Background Music	YES	YES	YES
Wireless Broadband	YES	YES	YES
Own Buffet	YES	YES	NO
A-la-carte Options	YES	YES	YES
Micro-Phone	YES	YES	NO
Whiteboards	YES	YES	YES
Lecture	YES	YES	YES
C.D. Player	YES	YES	YES

### Item Incurring Costs;

- Helium Balloons **A\$ 3.50 each**
- Table Cloths **A\$ included in room hire**
- Plastic T/Clothing **A\$ included in room hire**

We allow our guests to organise outside equipment hire with prior approval from management on what you are intending. The hotel does not accept any liability for loss or damage of any such equipment. We do not arrange outside hire of equipment.

- ✚ Day Functions are those that end by 4.30pm
- ✚ Night sessions are those starts after 5.00pm and end by midnight.
- ✚ Maximum capacity will vary according to the room setup which can be for any style of function including Cocktail, Private Dining, Dinner, Dance and Buffet Dinner.

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# QUALITY HOTEL BAYSWATER

## FUNCTIONS KIT

### PAYMENT POLICY

We accept: Cash, Eftpos, Visa, MasterCard, Diners, American Express and JCB.

Refer to Credit Card Surcharge for relevant details. The credit card must be under your name. It is illegal to carry someone else's card. A third-party payment must fill out our credit card application form in full for it to be accepted.

Direct Debit: Funds must clear in our bank account 24 hours prior to the guest arrival.

A receipt or remittance advice can be sent to: [info@bayswaterhotel.com.au](mailto:info@bayswaterhotel.com.au)

Bank: ANZ Bank

Account Name: Orestes Pty Ltd

BSB# 016 359

Account # 489 992 403

ABN 92 245 635 951

ACN 008 991 768

T/AS Bayswater Hotel

### CREDIT CARD SURCHARGE

Payments made by using a credit card attracts a bank fee recovery surcharge averaged out to be:

1.5% on Visa and MasterCard

2.5% on American Express, JCB, China Union and Diners Club Card

**Please refer to the enclosed Terms & Conditions for more information.**

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## FUNCTIONS KIT

### TERMS & CONDITIONS

#### SMOKING

The Bayswater Hotel is a **non-smoking** venue.

#### DAMAGES

Any unforeseen damage done to the Hotel and/or its property during an event becomes the financial responsibility of the organiser. At no time, will the organiser or its guests, commit to any act that is illegal, noisome or offensive to staff or other patrons, otherwise they will be removed from the premises.

#### OUTSIDE SUPPLIERS

Any outside services must have hotel approval from the manager in writing. No verbal arrangements are entertained. The hotel does not accept any liability for loss or damage of any such equipment.

#### CONFIRMATION

Your Function booking will be confirmed upon receipt of your deposit. We cannot confirm your room booking until payment has been received. Exact numbers will also need to be supplied no later than 7 business days prior to function. The hotel must get the full payment 7 days prior to the function for all arrangements to be honoured.

#### PAYMENT

The Deposit (room hire fee) must be paid upon initial booking of the function. (See confirmation as above). The total payment of the function arrangements must be paid in full 7 business days prior to function date.

**A credit card must be presented at the time of arrival to begin a bar tab. We will pre-authorize the anticipated amount on this card to hold the funds. Bar tabs are to be paid in full at the conclusion of the functions.**

#### DRINKS PAYMENT

All drinks consumed can either be purchased individually or can be placed on an account, should

you wish to run a tab for the evening credit card details will need to be supplied prior to commencement of the function or a tab will not be implemented.

#### CANCELLATION

Cancellations must be made a full 7 days before the date of the function otherwise a full refund is not guaranteed. Refunds will be subject to the specific conditions regarding refunds for each function item or service that has already been ordered (balloons, cake etc.).

#### B.Y.O.

Strictly **NO** food or beverages are to be brought onto the premises for any reason what-so-ever. We do allow cakes to be brought in with prior permission from management.

#### MINORS & LICENCE RESRTICTIONS

Children under the age of 18-year-old are permitted to attend a function in the company of a parent or guardian. If you have minors attending your function, please discuss with management prior to the event.

#### BEHAVIOUR

Management reserves the right to refuse entry or service to any function guest. We adhere to strict Responsible Service of Alcohol rules and require all guests to respect and adhere to these laws in relation to intoxication and responsible behaviour.

#### DRESS CODE

Smart casual dress code rules do apply. Management reserves the right to refuse entry if it deems necessary.

#### ROOM ALLOCATION

This hotel reserves the right to reassign the function to another room should the numbers significantly change.

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## QUALITY HOTEL BAYSWATER FUNCTIONS KIT

### BOOKING CONFIRMATION / SIGN OFF

Please complete all details and return to our functions co-ordinator:

Email: [info@bayswaterhotel.com.au](mailto:info@bayswaterhotel.com.au) or fax (08) 9272 5204

Company name:

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Contact name:

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Date of function:

Time:

---

Function type:

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Function room:

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No. of guests:

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Contact No:

---

Email:

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Credit card Authorisation: VISA / MASTERCARD / AMEX / DINERS

Credit Card Number:

Exp: /

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Name on card:

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Signature:

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I hereby authorise the Bayswater Hotel to deduct the amount of \$ \_\_\_\_\_ from the credit card details provided above for the purpose of a function deposit.

Function deposits of 50% of total function value must be paid 14 days prior to function. Payment for food and confirmation on final numbers is required 7 days prior to function.

This credit card will be ultimately liable for any and all unpaid charges, damages and un-settled accounts for the booked function.

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# **CATERING SELECTION**



## QUALITY HOTEL BAYSWATER

### FUNCTIONS KIT

### **MORNING AND AFTERNOON TEA**

<b><u>MORNING / AFTERNOON TEA</u></b>	<b><u>PER PERSON</u></b>
All day tea & coffee station	\$3.50
Assorted biscuit, tea & coffee	\$5.00
Fresh fruit platter, tea & coffee	\$8.00
Assorted muffins, Danish pastries, tea & coffee	\$10.00
Assorted sandwiches, fresh fruit platter, tea & coffee	\$12.00
Soft drinks & orange jugs	\$10.00

*Minimum of 15 people for morning and afternoon tea.*

# QUALITY HOTEL BAYSWATER

## FUNCTIONS KIT

### BUFFET MENU

#### PLEASE SELECT YOUR CHOICE OF ONE SOUP

Chicken soup	Potato & Leek soup	Cream of Chicken soup
Vegetable soup	Minestrone soup	Pumpkin soup
Pea & Ham soup		

#### PLEASE SELECT YOUR CHOICE OF ONE MEAT

Roast Beef	Roast Pork	Roast Chicken
Meat Loaf	Roast Lamb	

#### PLEASE SELECT YOUR CHOICE OF TWO WET DISHES

Stir fry Beef	Stir fry Chicken
Beef & Mushroom Casserole	Beef Curry
Chicken Curry	Crumbed Chicken drumstick
Beef Dijon	Chicken a la king
Marinated Chicken wings	Pork spare ribs in BBQ sauce
Chilli Beef	Tandoori Chicken
Peppered Beef	Apricot Chicken
Stir Fry Pork	Sweet & sour Chicken
Sweet & sour Pork	Italian Meatballs
Chilli Mussels	Baysie Beer Battered Fish
Pork spare ribs in BBQ sauce	

#### PLEASE SELECT YOUR CHOICE OF TWO VEGETABLES

Roast Potato/Pumpkin	Creamed Potatoes
Seasonal mixed Vegetables	Garlic Potatoes
Cauliflower Cheese	Stir fry Vegetables

#### PLEASE SELECT YOUR CHOICE OF ONE PASTA DISH

Fried Rice	Ravioli in Tomato or Creamy Sauce
Lasagne (Meat or Spinach & Ricotta)	Cannelloni (Meat or Ricotta)
Tortellini (Tomato or Creamy Sauce)	Steamed Rice

#### PLEASE SELECT YOUR CHOICE OF TWO DESSERTS

Cheesecake	Apple Pie	Pavlova
Fruit salad	Tiramisu	Black forest cake
Chocolate mud cake		(All desserts served with fresh cream)

**Included with the buffet is our salad bar, which has an assortment of salads, continental meats, cheeses and fresh fruit.**

**Tea and coffee are included.**

**\*ADULTS - \$39.95 CHILDREN - \$17.95\***

**NB: Prices are subject to change without notification**

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## FUNCTIONS KIT

### **PLATTERS**

**SERVES: Small for 4-6 people Large for 8-10 people**

#### **CONTINENTAL PLATTER**

Ham, salami, Italian sausage, Chicken pieces, assortment of cheese & assorted crackers

**Sml \$50.00**

**Lge \$75.00**

#### **SEAFOOD PLATTER**

Beer battered fish, Crumbed Calamari, Crumbed prawns, Crab sticks & Golden fries, Tartare & Lemon wedges

**Sml \$75.00**

**Lge \$95.00**

#### **MEDITERRANEAN PLATTER**

Toasted Turkish bread, Homemade dips, crackers, Olives, Feta, Sundried tomatoes & Grilled Italian

**Sml \$40.00**

**Lge \$65.00**

#### **HOT PARTY PLATTER**

Spring rolls, Sausage rolls, Gourmet pizzas, Party pies and Wedges with Sweet chilli & Sour cream

**Sml \$40.00**

**Lge \$65.00**

#### **FRESH FRUIT PLATTER**

A tropical creation of watermelon, Rockmelon, Pineapple, Orange, Strawberries & Kiwifruit

**Sml \$38.00**

**Lge \$50.00**

#### **ASSORTED SANDWICH PLATTER**

An assortment of 8-10 rounds of fresh sandwiches made by our chef's includes a variety of fresh meats and salads using white bread

**Each \$45.00**

#### **CHOOSE YOUR OWN PLATTER**

**Select 4 choices from below:**

Samosas

Cheese & spinach triangles

Spring rolls

Sausage rolls

Spicy meatballs

Mini pizzas

Dim Sims

Party pies

Chicken wings

Vol Au Vents

Mini quiche

**Sml \$45.00**

**Lge \$65.00**

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### PIZZA MENU

#### **MARGHARITA (V)**

Tomato sauce, mozzarella & fresh basil \$14

#### **HAWAIIAN**

Tomato sauce, mozzarella, leg ham & pineapple \$14

#### **PEPPERONI PIZZA**

Tomato sauce, mozzarella, salami, pepperoni and oregano \$16

#### **KING JAMES PIZZA**

Tomato Sauce, mozzarella, mushroom, pepperoni, hot sausage, fresh basil and oregano \$16

#### **CAPRICCIOSA**

Tomato sauce, mozzarella, mushrooms, hot sausage, olive, capsicum & chilli \$17

#### **VEGETARIAN SUPREME (V)**

Tomato sauce, mozzarella, garlic, mushrooms, eggplant, zucchini, sliced tomato, roast capsicum, olives & fresh basil \$17

#### **BBQ CHICKEN**

BBQ sauce, mozzarella, red onion, BBQ chicken and coriander \$18

#### **INDONESIAN BBQ CHICKEN**

Coriander, chilli sauce, mozzarella, marinated chicken, fried shallots, peanuts, garlic & ginger \$18

#### **CAESER'S PALACE**

Cream sauce, rocket, bacon, mozzarella, Cajun chicken, croutons, parmesan & Caesar dressing \$18

#### **PEPPER STEAK**

Garlic cream sauce, mozzarella, pepper steak, caramelised onion & pepper sauce \$21

#### **SICILIAN**

Spicy marinara sauce, tasty cheese, mozzarella, hot salami, hot sausage  
Parmesan & Mediterranean herbs \$20

#### **PORTOFINO**

Tomato sauce, mozzarella, garlic prawns, marinated octopus, roast red capsicum \$20

#### **JOHNNY CASH**

Tomato sauce, mozzarella, hot sausage, sun dried tomato, sliced tomato, jalapenos, red onion, olives & chilli sauce \$21

#### **THE WORKS**

Tomato sauce, mozzarella, mushroom, hot sausage, shaved ham, bacon, sliced tomato, roasts red capsicum, pineapple and olives \$21

**\*Gluten Free pizza bases available on request\***

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