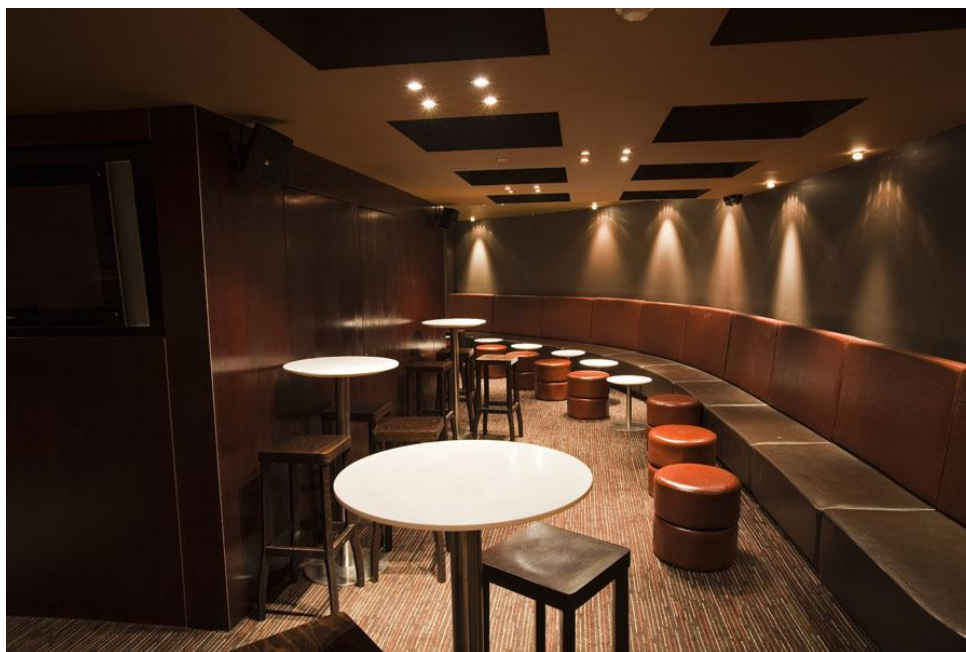




**P:** (02) 9264 3093  
**E:** [info@pjscriterion.com.au](mailto:info@pjscriterion.com.au)  
**W:** [www.pjscriterion.com.au](http://www.pjscriterion.com.au)  
**A:** 260 Pitt Street (Cnr Park St)  
Sydney NSW 2000

## THE CRITERION HOTEL



Located on the corner of the Park and Pitt Streets Sydney CBD, The Criterion Hotel is more than simply a venue for functions- we can manage every aspect of your event. We take pride in taking the work off your hands and working with you to ensure your function is truly an event to remember. We can arrange all AV equipment, decorations, food and beverage packages.

Why not stay the night too, in our newly renovated 2 floors of accommodation facilities!

To arrange a time for a site inspection or to make a booking,  
Call our team on (02) 9264 3093 or email  
[info@pjscriterion.com.au](mailto:info@pjscriterion.com.au)

### **STAFFING & ROOM CHARGES\*negotiable**

In order to have adequate staff for your event, staff labour is charged at \$35.00 per hour for events Monday to Friday. Staff labour is charged at \$40 per hour for events on Saturdays.

*\*Labour charges may be higher on Sundays and Public Holiday Events.*

There is a minimum of 4 hours per staff member. The total staff charge will be quoted by your Functions coordinator. For some events security staff may be required and charged at \$45.00 per hour.

Room hire rates apply Monday to Sunday and are negotiable.



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**READY MADE COCKTAIL PACKAGES - minimum of 20 guests**

**All served with Wood Fired Breads with Marinated Olives & Dips on arrival**

**EVENT PACKAGE ONE \$22.00 pp**

Vegetarian Spring Rolls V  
Sticky BBQ & Maple Chicken Wings GF  
Gourmet Beef Mini Pies  
Wood Fired Roast Tomato, Bocconcini & Basil Pizza GF\*

**EVENT PACKAGE TWO \$26.00 pp**

Roast Beetroot, Goats Cheese & Caramelised Onion Tarts V  
Satay Chicken Skewers  
Vegetarian Spring Rolls V  
Chilli Salt & Pepper Prawns  
Gourmet Beef Mini Pies  
Wood Fired Roast Tomato, Bocconcini & Basil Pizza GF\*

**EVENT PACKAGE THREE \$32.00 pp**

Vegetarian Spring Rolls V  
Baked Ricotta, Pumpkin, Pine Nut & Thyme Tartlet V  
Arancini with Truffle Pecorino V  
Mini Beef Burgers  
Chilli Salt & Pepper Prawns  
Gourmet Beef Mini Pies  
Wood Fired Roast Tomato, Bocconcini & Basil Pizza GF\*  
**Meal In A Box-** Fish & Chips

**EVENT PACKAGE FOUR \$38.00 pp**

Gourmet Beef Mini Pies  
Vegetarian Spring Rolls V  
Chicken Satay Skewers GF  
Salt & Pepper Squid  
Chilli & Prawn Spring Rolls  
Seared Alaskan Scallops with Cauliflower Puree & Baby Herbs GF  
Mini Beef Burgers  
Wood Fired Roast Tomato, Bocconcini & Basil Pizza GF\*  
**Meal In A Box-** Fish & Chips





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## BEVERAGE OPTIONS

- 1. Bar Tab** - Nominate the amount you wish to spend, and the beverages you would like made available to your guests
- 2. Cash Bar** - Guests pay for their own beverages
- 3. Beverage Package** - All guests are on a per person package for unlimited alcohol for the designated time

## BEVERAGE PACKAGES

### Premium Package

**Beers** - Hahn Premium Light, Tooheys New, Tooheys Extra Dry

**Wine** - Austin Chardonnay, PJ's SSB, Sophia Sauvignon Blanc, Jacks Cabernet Merlot, & Bubbly, Sparkling Wine

**Non Alcoholic** - Fresh Juices, Mineral Water & Post Mix Soft Drinks

### Deluxe Package

**Beers** - All local beers plus Hahn Super dry & Heineken

**Wine** - Austin Chardonnay, PJ's SSB, Sophia Sauvignon Blanc, Jacks Cabernet Merlot & Bubbly Sparkling Wine

**Non Alcoholic** - Fresh Juices, Mineral Water & Post Mix Soft Drinks

### Deluxe Package

**1 Hour pp** \$29.00

**2 Hours pp** \$33.00

**3 Hours pp** \$37.00

**4 Hours pp** \$43.00

**5 Hours pp** \$47.00

### Premium Package

**1 Hour pp** \$25.00

**2 Hours pp** \$29.00

**3 Hours pp** \$33.00

**4 Hours pp** \$39.00

**5 Hours pp** \$43.00





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## FUNCTION DETAILS FORM

In order to make the organisation of your function a little easier, you can fill out the form below with the details of your function, scan & email to [info@pjscriterion.com.au](mailto:info@pjscriterion.com.au) Once it has been received, we will prepare a running sheet that outlines all details and costs for the event and send it back for your approval.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Function Name/Occasion: \_\_\_\_\_ Guests: \_\_\_\_\_

Function Date: \_\_\_\_\_ Start: \_\_\_\_:\_\_\_\_ Finish: \_\_\_\_:\_\_\_\_

Type of Function: \_\_\_\_\_

Room (Tick):  MAIN BAR  THE SNUG

Preferred Room set up: \_\_\_\_\_

Menu choice: \_\_\_\_\_

Canapé Selections: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

Beverages (Tick):  Cash bar  Tab  Beverage Pack # \_\_\_\_\_

Beverage Restrictions: \_\_\_\_\_

Beverage Limit: \_\_\_\_\_

Special requests: \_\_\_\_\_



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## CREDIT CARD AUTHORISATION

TODAY'S DATE:            /            / 2016

FUNCTION NAME: \_\_\_\_\_

DATE:    /    /

PREFERRED MAILING ADDRESS: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ROOM BOOKED: \_\_\_\_\_

TIMES: AM    PM    NO'S ATTENDING: \_\_\_\_\_

CARDHOLDERS NAME \_\_\_\_\_

CARD TYPE: AMEX DINERS M/C B/C VISA            (Please circle)

CARD EXPIRY DATE: \_\_\_\_\_

AUTHORISED SIGNATURE: \_\_\_\_\_

I hereby authorize the Criterion Hotel to charge my deposit & the  
Outstanding amount as agreed on the run sheet and in the  
Terms & Conditions



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## TERMS & CONDITIONS CRITERION HOTEL

### Deposit, prepayment and Confirmation of Bookings

- To confirm a function booking, a standard fee of \$500.00 is required as deposit along with the credit card authorization and terms and conditions forms completed and signed. (Credit authorization forms should be completed with the c/card details of the person responsible for the entire payment or balance)
- Should the above mentioned forms and deposit not be received by the due dates, The Criterion reserves the rights to cancel all reservations held on the client's behalf.
- Minimum numbers of guests must be confirmed 7 days prior to the function.
- PAYMENT IS REQUIRED PRIOR OR AT THE DURATION OF YOUR EVENT.

Invoicing is only permitted if credit facilities have been established with The Criterion Hotel.

### End of Function procedures

- If the function extends beyond designated times, an additional late fee plus extra staff costs will be charged to the final bill.
- All decorations & goods must be taken down at the conclusion of an event.
- A cleaning levy will apply if the room is left in need for professional cleaning.

### Cancellation

- If cancellation occurs within 2 weeks prior to the event date, 25% of the deposit will be refunded.
- If cancellation occurs within 7 days prior to the event date, the client will be charged 100% of the food Costs. If cancellation occurs in November or December the \$500.00 deposit is forfeited.

### Entertainment

- Bands, DJ's or other live entertainment are not permitted at any time anywhere within the Hotel. Breach of this will result in the cancellation of the function with no monetary compensation

### Loss or Damage to Property

- The client shall remain responsible at all times for any loss or damage to the property of the Hotel caused by the client, guests & invitees
- We are extremely careful when looking after guests and their property. Unfortunately, we cannot take responsibility for the damage, or loss of items belonging to guests before, during and after a function.

### Disorderly Conduct

- The client shall conform to the requirements of Local Government Acts & The Criterion policies and will be liable for any breach of these.
- The management of The Criterion reserves the right to remove patrons attending functions from the premises for unruly behavior/ dress regulations and/or showing signs of intoxication as determined at managements discretion or by RSA regulations.
- Bucks parties and similar functions are at the sole discretion of management and the Hotel reserves the right to cancel any such bookings

### Children

- Are not allowed entry as a notation on our license.

### Unforeseen Circumstances

- In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruption of electricity or gas supplies, plant or equipment failure, unavailability of food items, other unforeseen contingency or accident, the Hotel reserves the right to cancel any booking or refund any deposit without notice.
- Should the room/s reserved be unavailable, we reserve the right to substitute similar venues. Every effort will be made to advise you in advance.

### Agreement

I hereby agree to the terms and conditions outlined above and I am aware the information supplied may be used in follow up communications.

Signed: \_\_\_\_\_

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

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