

# THE CRITERION HOTEL

# FUNCTIONS PACKAGE

Located on the corner of the Park and Pitt Street 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 Functions Coordinator on **02 9264 3093** or email **[enquiries@criterionhotel.net.au](mailto:enquiries@criterionhotel.net.au)**





# THE SNUG

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## CAPACITY

Cocktail and Sit-Down 150 guests

## STAFFING & ROOM CHARGES

In order to have adequate staffing for your event, a charge of \$35 per hour is allocated for events Monday through to Friday. A charge of \$40 per hour is allocated for events on a Saturday. It is for a minimum of 4 hours per staff member. This will be quoted for by your co-ordinator.

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

Please note that certain events may require security @ \$45 per hour.

Room hire rates apply Monday to Sunday and are negotiable.





# MAIN BAR

## CAPACITY

Cocktail 30 guests

Sit-Down 55 guests

## STAFFING & ROOM CHARGES

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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 1 | \$22PP

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

### EVENT PACKAGE 2 | \$26PP

- 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 3 | \$32PP

- 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**
- Fork Food- Fish & Chips

### EVENT PACKAGE 4 | \$38PP

- 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**
- Fork Food – Fish & Chips

# BEVERAGES

There are three options for beverage service at your function.

## 1. BAR TAB

Nominate the amount you wish to spend on drinks, & let us know what 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.

Specials requests welcome and all packages can be tailored to suit your wishes.

## PREMIUM PACKAGE

### Beers

Hahn Premium Light, Tooheys New, Tooheys Extra Dry

### Wine

Austin Chardonnay, Sophia Sauvignon Blanc, Jacks Cabernet Merlot, Bubbly & Sparkling Wine

### Non Alcoholic

Fresh Juices, Mineral Water & Post Mix Soft Drinks

\*Conditions apply

### \$ Prices

2 hours | \$48pp  
3 hours | \$60pp  
4 hours | \$80pp

## DELUXE PACKAGE

### Beers

All Local Beers + Hahn Super Dry

### Wine

Austin Chardonnay, Sophia Sauvignon Blanc, Jacks Cabernet Merlot, Bubbly & Sparkling Wine

### Non Alcoholic

Fresh Juices, Mineral Water & Post Mix Soft Drinks

\*Conditions apply

### \$ Prices

2 hours | \$52pp  
3 hours | \$68pp  
4 hours | \$84pp

## 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 us. Once it has been received, we will prepare a running sheet that outlines all details & costs for the event & send it back for your approval.

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

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

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

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

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

Room (Tick): ☐ Snug ☐ Main Bar

Canapé Selections: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Deposit will be paid via (Tick): ☐ Credit Card Form (see next page) ☐ Pay by Link\*

\*Pay by link is a straightforward and secure way to get paid through a simple payment link. We generate this payment link through our back-office and then send it to you via email. When you click on that link, you are redirected to a secure payment page where the payment amount is predefined, and you only need to enter your card details to complete the transaction. This generates the payment link to you & your sensitive card details are safe.



# CREDIT CARD AUTHORISATION

TODAY'S DATE: \_\_\_\_\_

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 (Please circle): AMEX DINERS M/C B/C VISA CARD EXPIRY DATE: \_\_\_\_\_

CARD NUMBER 

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

## TERMS & CONDITIONS

### Deposit, Prepayment & Confirmation of Bookings

- To confirm a function booking, a standard fee of \$500.00 is required as deposit along with the credit card authorisation and terms and conditions forms completed and signed. (Credit authorisation forms should be completed with the c/card details of the person responsible for the entire payment or balance.
- All booking deposits in the November to December period are \$1000.00.
- Should the above mentioned forms and deposit not be received by the due dates, the Criterion Hotel 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 AT THE DURATION OF YOUR EVENT. Invoicing is only permitted if credit facilities have been established with the Criterion Hotel.

### End of Function procedures

- All amplified music must cease at 11:30pm and all guests must have left the premises by 11:50pm.
- 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 professional cleaning is needed.

### Cancellation

- If cancellation occurs within 4 weeks prior to the event date, the deposit is forfeit.
- If cancellation occurs within 14 days prior to the event date, the client will be charged 100% of the food costs.
- November to December period- If cancellation occurs the deposit is forfeit.

### Entertainment

- The Criterion Hotel is happy to quote for and arrange any equipment that may be required for your function, e.g. audio visual, decorations, flowers etc. The cost of these will be added to the total function bill plus a 15% service fee.
- Bands, DJ's or other live entertainment will have to be confirmed with the venue prior to the event.

### 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 and invitees.
- Please note no decorations are to be placed on walls or wallpaper furnishings.
- 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 Hotel policies and will be liable for any breach of these.
- The management of the Criterion Hotel reserves the right to remove patrons attending functions from the premises for unruly behaviour and/or showing signs of intoxication as determined at management's discretion or by RSA regulations.
- Bucks parties and similar functions are at the sole discretion of management and the Criterion Hotel reserves the right to cancel any bookings for bucks parties

### Children

- The client also undertakes to ensure that children are supervised by a legal parent or guardian at all times. It is illegal to serve alcoholic beverages to any person less than 18 years of age and the Criterion Hotel reserves the right to request suitable identification.

### 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.

Name & Signature: \_\_\_\_\_ Function Date: \_\_\_\_\_