

Berwick Inn Hotel

The Berwick Inn Hotel offers excellent function facilities.

Located at 1 High Street, Berwick our reputation has allowed us to expand our function options. Our function room is extremely popular, for your next celebration, a 21st, 30th, 40th birthday, engagement or corporate function we can assist.

The Hotel offers various function packages or we can design a function package that will cater to your requirements.

Special dietary requirements can be catered for.

Please contact the Hotel to discuss your function requirements.



Est. 1856

1 High Street, Berwick 3806 **Phone: 03 9707 1166**

Function Packages

Saturday Night package \$2,900

- Room Hire from 7pm to midnight or 8pm till 1am
- 6 trays of Standard finger food
- DJ (offering a huge musical range and full lighting)
- Security personnel
- Host and Bar Staff
- Cleaning
- \$1,000 bar tab
- Minimum of 100 guests – maximum of 200 guests

FINGER FOOD

Finger food consists of party pies, mini pizzas and dim sims, sausage rolls, spring rolls and quiches. Finger food selection may vary. Vegetarian food platters can be organized upon request. Additional selection of platters available, refer attached for detailed options.

Finger food is not served until after 9:00pm.

Payment

Deposit \$500 payable on function booking.

Balance to be paid in full one-month prior to function

Minimum of 100 guests maximum of 200 guests

Hot and Cold Finger Food Options

Additional hot and cold finger food platters are available, refer attached.

Please speak with the Manager regarding this option.

The room will be available 1hour prior to function commencing, decorations can be hung at this time while staff clean and set up the room.

Please note that the bar is not open until nominated function start time

Function Packages

Week Day Packages

Available Monday to Wednesday evening & Monday to Friday 11am – 5pm

- **DJ available**, at an additional cost.
- **Security**, functions booked after 5pm may require security personnel at an additional cost

Package Option 1

- Room Hire - \$250 minimum of 3hrs
- Maximum of 50 guests
- Bar Tab \$300
- Minimum of 3 trays finger food, your choice from the options available

Package Option 2

- Room Hire - \$250 minimum of 3hrs, extra hours incur a charge of \$100 per hour, or part thereof. Maximum duration is 5hours
- Minimum of 50 guests to maximum 200 guests
- Bar Tab \$500
- Minimum of 6 trays finger food, your choice from the options available

Finger Food Available

Listed below are our finger food options available for your choice. All special dietary requirements can be catered for.

Mixed Hot Platter

- Platters consisting of party pies, mini pizzas and dim sims, sausage rolls, spring rolls and quiches \$60
- Mini brushetta on Turkish bread \$70
- Mushroom & Romano cheese arancini balls \$70
- Chicken skewers with peanut satay sauce \$95
- Asian yum cha selection \$60
- Sweet chilli chicken strips with Moroccan yoghurt \$70
- Tandoori chicken drummettes with minted yoghurt \$80
- Fish Goujons with lemon mayonnaise \$70
- Club finger sandwiches \$75
- Assorted Sushi platter \$80
- Dip and Antipasto platter \$75

- Chips & Mixed Nuts \$60

- Tea & Coffee Station \$50

Function Terms & Conditions

Thank you for booking your function at the Berwick Inn Hotel.

The following booking sheet must be completed and signed at the time of booking your function.

Name of Function: _____

Phone Number: (H) _____

(M) _____

(W) _____

Function Date: ____ / ____ / ____

Type of Function: _____

No. of Guests: _____

ROOM HIRE

Room Hire is from 8:00pm until 1am or 7pm to midnight for night function.

Room set up is 1hour prior to commencement of your night function.

FOOD & BEVERAGES

Under no circumstances is any food or beverages allowed to be brought onto the premises for consumption, with the only exception being a **celebration cake**.

All menus/beverages prices are current but may change without prior notice, due to industry price increase.

BAR TAB

Bar Tab is part of the function package; it is up to the function organizer to decide what drinks they would like to be served over the bar.

DEPOSIT

The Berwick Inn Hotel will require a deposit of \$500.00 for a Saturday night function or \$300 for all other function options. Deposit is payable at the time of booking your function, as no tentative function bookings are taken.

Cash, EFT and credit cards are accepted. Cheque's accepted only on payment of deposit.

PAYMENT

The balance is to be paid 1 month prior to the function for Saturday night functions. Balance of other function options is payable prior to function being held.

CANCELLATION

- The deposit will only be refunded in full if the function is cancelled at least 30days prior to the date of the function.
- Should your function be cancelled within 30days of the function date then 50% of your deposit will be retained by the Berwick Inn Hotel.

- 100% of the deposit paid will be retained by the Berwick Inn Hotel if your function booking is cancelled 7 days or less prior to the confirmed date.

RESPONSIBILITIES

The organizer of the function assumes responsibility for any and all damages caused by themselves or any guest or invitee or any other person attending the function, whether in the room reserved or any other part of the Hotel.

RESPONSIBLE SERVICE OF ALCOHOL & LICENSING

The Berwick Inn Hotel staff are trained in the Liquor Licensing Accredited "Responsible Service of Alcohol", and by law must refuse to serve alcohol to any person that appears intoxicated.

Note: Any person under the age of 18 years must be accompanied by their parent or legal guardian for the duration of the function.

Note: Under no circumstances are underage guests permitted to consume alcohol.

Note: ID is required for guests attending any private function at the Berwick Inn Hotel. Anyone unable to provide proof of 18+ years of age with **(key pass, proof of age card, driver's licence and/or passport)** or who is not accompanied by a parent/legal guardian will not be permitted entry.

Note: It is the host's responsibility to ensure that the above conditions relating to underage guests are adhered to. Failure to do so will cause the private booking to be cancelled immediately.

CUSTOMER PROPERTY LOST/DAMAGED

Management of the Berwick Inn Hotel accepts no responsibility for any lost or damaged property whilst on or left on the Hotel premises. All reasonable care is taken at all times.

SECURITY

Security is mandatory at the Berwick Inn Hotel for private bookings where alcohol is being consumed. The Berwick Inn Hotel reserves the right without liability to refuse or disallow any or all intimidating/disagreeable persons from the venue.

ENTERTAINMENT

The DJ is provided as part of your function package. A large musical range and full lighting equipment is provided; DJ music list available on request.

The Berwick Inn reserves the right to use contracted DJ's for function bookings.

SIGNAGE

Decorations can be hung prior to your function commencing while staff clean and set up the room, decorations can not be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Decorations put up by the organizer are to be removed by the organizer, upon completion of the function, or all decorations will be dispersed of.

DRESS REGULATIONS

The dress code of the Berwick Inn Hotel is neat casual attire and all function guests must abide by this regulation.

Management reserves the right to refuse entry.

Berwick Inn Hotel

Terms & Conditions

I/We hereby understand and agree to all the above terms and conditions at the Berwick Inn Hotel

Name: _____

Date: ____ / ____ / ____

Function Date: ____ / ____ / ____

Customer Signature: _____

**Duty Manager's
Name:** _____

**Duty Manager's
Signature:** _____