



*more than just your local...*

P (02) 9955 5844 F (02) 9922 5944  
E [functions@unionhotel.com.au](mailto:functions@unionhotel.com.au)  
Cnr of Pacific Hwy & West St  
North Sydney 2060

## UNION HOTEL EVENTS PACKAGE

Located on the corner of the Pacific Highway and West Street North Sydney, The Union 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 and much more.

To arrange a time for a site inspection or to make a booking, Call our Events Co-Coordinator Angela Gallagher on 0405 100 752 or email [functions@unionhotel.com.au](mailto:functions@unionhotel.com.au)

We look forward to working with you to create an event that is truly memorable!

### The Easy Guide to booking your function.

- Choose your preferred room and date then check availability with coordinator
- Email the last 3 pages of your package or fax to 9922 5944
- Fax back a signed copy of the run sheet we will send you
- Relax & enjoy your event!

### STAFFING CHARGE

In order to have adequate staff for your event, staff labor is charged at \$30.00 per hour. There is a minimum of 4 hours per staff member. The total staff charge will be quoted by your event manager

Please note that certain events may require security @ \$30 per hour  
Tentative dates are not bookings unless a deposit has been paid



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## The **TERRACE**

The largest and most popular of our rooms, The Terrace is located on the 1<sup>st</sup> floor of the hotel and is ideal for board meetings, conferences, parties, weddings, banquets and much more. This room boasts a large verandah with an automatic vergola, overlooking onto the internal courtyard downstairs.  
Audio visual facilities are available including iPod connection & presentation projector.  
FREE wireless access

### **Capacity**

Cocktail 120 guests Theatre 70 guests Boardroom 30 guests  
Classroom 30 guests Banquet 100 guests U- Shape 26 guests

### **Room Rates**

Day Rate \$300.00 Night Rate \$400.00

### **THE TERRACE FREE ROOM HIRE**

\*Minimum Spend of \$2000.00 on food & beverage is required.  
This does not include staffing charges

## The Private **DINING ROOM**

The smallest of our function rooms, the Private Dining is located on the 1<sup>st</sup> floor of the hotel and is ideal for intimate dinner parties, corporate meetings or client drinks.  
The Private Dining Room boasts an adjoining private courtyard, and a fireplace  
Audio visual facilities are available including iPod connection & presentation projector.  
FREE wireless access

### **Capacity**

Cocktail 30 guests Banquet 20 guests Boardroom 15 guests

### **Room Rates**

Day Rate \$150.00 Night Rate \$200.00

**PRIVATE DINING ROOM FREE ROOM HIRE**\*Minimum Spend of \$1000.00 on food & beverage is required.  
This does not include staffing charges



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**All packages come with  
Bread & Dip Stands on  
arrival**

**EVENT PACKAGE ONE** \$20pp  
Choose 4 from Bronze

**EVENT PACKAGE TWO** \$26pp  
Choose 4 from Bronze  
& 2 from Silver

**EVENT PACKAGE THREE**  
\$30pp  
Choose 3 from Bronze  
2 from Silver, 2 from Gold

**EVENT PACKAGE FOUR** \$36pp  
Choose 3 from Bronze  
3 from Silver, 2 from Gold & 1  
Fork Food Item

**EVENT PACKAGE FIVE** \$42pp  
Choose 2 from Bronze, 4 from  
Silver, 2 from Gold & 1 Fork food  
Item

**EVENT PACKAGE SIX** \$48pp  
Choose 2 from Bronze, 3 from  
Silver, 3 from Gold & 1 Fork food  
Item

**EVENT PACKAGE SEVEN**  
\$55pp  
Choose 2 from Bronze, 3 from  
Silver, 3 from Gold, 1 Fork food  
Item & 1 Dessert Item

**Minimum of 20 guests on all  
packages**

#### **BRONZE**

Avocado, Tomato & Spanish Onion Tarts  
Vegetarian Spring Rolls with Poon Chun  
Porcini Frittata with Shaved Parmesan  
Mini Gourmet Beef Pie  
Satay Chicken Skewers  
Marinated Chicken Drumettes  
Veal Arancini with Truffle Pecorino  
Roast Pumpkin, Pine Nut & Chevre Tarts  
Eggplant, Eshallot & Marinated Feta Tarts  
Wood fired Pizza, Tomato, Buffalo Mozzarella & Basil

#### **SILVER**

Lamb & Char Grilled Vegetable Brochettes  
Steamed Prawn & Water Chestnut Won Ton  
Chilli Salt & Pepper Prawns with Rouille  
Natural Oysters  
Salt & Pepper Squid  
Rare Beef & Horseradish Cream Tarts  
Wood fired Pizza, Prosciutto, Buffalo Mozzarella & Basil  
Wood fired Pizza, Pepperoni, Buffalo Mozzarella & Basil  
Potato Rosti with Smoked Rainbow Trout, Fennel & Lime  
Crème Fraiche

#### **GOLD**

Mini Chicken Burgers with a Smoked Relish  
Mini Beef Burgers with Caramelsied Onions & Cheddar  
Peking Duck Pancakes with Hoi Sin & Cucumber  
Steamed BBQ Pork Buns  
Snapper Pie Tartlets  
Salmon Sashimi with Pickled Ginger  
Prime Beef fillet wrapped in bacon  
Smoked Salmon on a Potato Rosti with Crème Fraiche

#### **FORK FOOD**

Orrechiette with Tomato, Fresh Ricotta & Basil  
Gnocchi with Peas & Gorgonzola  
Battered Flathead & Fries  
Green Curry Chicken with Jasmine Rice  
Rainbow Trout Salad of Witlof, Apple, Tarragon &  
Hazelnuts  
Roast Pumpkin, Pine nut, Chevre & Rocket Salad

#### **DESSERT ITEMS**

Vanilla or Chocolate Cupcakes  
Citrus Tartlets  
Pannacotta Cup with Fresh Berries  
Apple Sorbet Shots  
Flourless Chocolate Cake Squares  
Strawberry Brochettes with Milk Chocolate Sauce



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## PRIVATE DINING & BANQUETS

### Menu Options

2 choice 2 courses (Entree & Main or Main & Dessert) @ \$48.0 pp

2 choices, 3 course @ \$64.0pp with sides (choice of 2) \$70.0 pp

### For all events over 20 people, guests are served alternately.

Special requests & substitutions are available to meet dietary & allergy requirements

Our Set Menu changes each month like our restaurant menu to ensure that only the season's best produce is on offer- a current menu will be provided by your Event Manager

### BUFFETS

We have tailored & standard barbecue or buffet packages available. Minimum of 40 guests is required

### BEVERAGE

There are three options for beverage service at your function.

**1. Bar Tab** - Nominate the amount you wish to spend on drinks, and 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 (see below for prices).

#### Premium Package

**\*Conditions apply**

**Beers-** Tooheys Extra Dry, Hahn light, Tooheys New. Tooheys Super dry

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

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

#### Deluxe Package

**\*Conditions apply**

**Beers-** All local beers plus James Squires, Coopers Sparkling, Hahn Premium, Boags, Heineken, & Birra Moretti.

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

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

#### Premium Package Prices

1 Hour pp	\$30.00
2 Hours pp	\$33.00
3 Hours pp	\$36.00
4 Hours pp	\$39.00
5 Hours pp	\$42.00

#### Deluxe Package Prices

1 Hour pp	\$32.00
2 Hours pp	\$35.00
3 Hours pp	\$38.00
4 hours pp	\$41.00
5 hours pp	\$44.00



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### **CONFERENCE PACKAGES- FREE wireless access!**

The Union Hotel is also an ideal venue for corporate;  
Training, \*Meetings \*Launches \* Lectures \* Workshops \* Presentations

We can provide all equipment needed for your conference.

The costs of essential presentation items are:

Screen	\$55.00	Flipchart	\$55.00
Microphone	\$55.00	Whiteboard	\$55.00
Data Projector	\$110.00		

**\*Room hire rates are applicable to all conference bookings.**

#### **Standard Package \$45.00 per person per day**

- Lipton Teas and Coffee
- Banana Bread with Morning Tea
- Fresh Assortment of Gourmet rolls
- Fries with tomato sauce
- Orange Juice and Soft Drink with lunch
- Biscuit Selection

#### **Executive Package \$55pp per day**

- Lipton Teas and Coffee
- Biscuit Selection with Morning Tea
- 1 Course from our current set menu (pre order)
- Orange Juice and Soft Drink with Lunch
- Petit Fours with Afternoon Tea

#### **Deluxe Package \$65.00 per day**

- Lipton Teas and Coffee
- Premium Biscuit Selection with Morning Tea
- 2 Courses from our current set menu (pre order)
- Seasonal Fruit platter
- Orange Juice and Soft Drink with Lunch
- Petit Fours & Mini Tartlet Selection





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## TERMS & CONDITIONS

### 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 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 Union 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 Union 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 Union 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 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 and 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 Union Hotels policies and will be liable for any breach of these.
- The management of the Union Hotel reserves the right to remove patrons attending functions from the premises for unruly behavior 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 Union 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 Union 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: \_\_\_\_\_



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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, email or fax it back to **(02) 9922 5944**. 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.

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

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

Start & Finish Times: \_\_\_\_\_

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

Room (circle):            TERRACE                            PRIVATE DINING ROOM  
                                 LE BISTRO BAR        UNCORKED            COURTYARD

Numbers attending: \_\_\_\_\_

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

Canape Selections \_\_\_\_\_  
\_\_\_\_\_

Beverages:                    Cash bar            Tab                    Beverage Package

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

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

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

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

Please send my run sheet by email/ fax/ post to me at:  
\_\_\_\_\_

**Please Circle Requests**