



Function Pack

Sylvania Hotel

Sports Bar is available for private functions. Room Hire includes a staff member for the duration of your function. (5 Hours).

*Minimum Food and Beverage Spend of \$1000 to receive FREE Room hire.

Accommodates approximately 50-60 people.

Security Guard will need to be Hired at \$50per hour

Music Options: B.Y.O Ipod and Dock, Free Juke Box or we can help you organise a DJ.

Menus

Finger Food Platters are attached.

Beverage Options

Cash Bar or Bar Tab

To make your function memorable, come in and see our management team and we can help you design a party that will be a sensation& the envy of all your friends.

Function Booking Request Form

Name:	
Contact Number:	
Number of People:	
Day and Date:	
Time:	
Deposit \$200 date:	
Signature:	

Please be advised that you will be phoned by a Manager to confirm that the date, time and room specified on this Function Request are available

The Sylvania Hotel
 1631 Sydney Rd Campbellfield Vic 3061
 PH: 9359 4099
 FAX: 9357 3594

TERMS AND CONDITIONS

Please note when you sign above you are agreeing to our terms and conditions.
The terms and conditions have been set for both you and The Sylvania Hotel to ensure your function runs smoothly and according to plan

Deposits/Cancellations- To secure your booking, a **deposit of \$200** is payable on the day of making the booking. If you decide to cancel your booking, anything under two weeks notice will not be refunded.

Personal Belongings/Delivery of Goods- All care is taken with goods and equipment (including presents) belonging to the client. However, the Sylvania Hotel cannot take responsibility for the damage or loss of items before, during or after the event. If you are having anything delivered to the hotel, please advise us of all details so your delivery can be received and secured for you.

Security- The Sylvania Hotel reserves the right to cancel the function at anytime or eject disruptive individuals if the safety of our staff and the smooth running of the business is at all affected. **Strictly no under-age drinking will be tolerated.**

Guaranteed Numbers- You are required to confirm numbers for your function at least a week prior, this is the number you will be billed for. If we don't receive a confirmation within this time frame, the original tentative number will be charged for.

Menu - The menu selection for your function should be finalised a least 14 days prior to the date of your function.

Food Allergies – Please be aware that whilst all care is taken when catering for special requirements. It must be noted that within the premises we handle nuts, seafood, shellfish, sesame seeds, etc. Customer requests will be catered for to the best of our ability, but the decision to consume a meal is the responsibility of the diner.

Payment of Account - We are unable to provide customer account facilities, therefore the final account is payable 2 weeks prior of your functions. We accept most major credit cards.
(GST – is included on all prices)

Function Times –

All Functions will be a maximum of 5 hours duration, **concluding by 12 midnight.** Access to function room will be from 6pm or can be negotiated.

The Sylvania Hotel is a Non Smoking venue in compliance with government legislation. (There is a designated smoking area provided).

Management reserves the right to exclude or eject any and all objectionable persons from the hotel premises without liability.

No food or beverage of any kind (other than a celebration cake), is permitted to be brought in for consumption at the function by the organizer or guests.

The Sylvania Hotel does not have a B.Y.O license. Any B.Y.O alcohol found during the function will be confiscated and/or management reserves the right to close the bar and stop the function.

I (name).....have read and understand these terms and conditions.

Signature Date:

Manager Signature Date:

Finger Food Platters

Aussie Platter - \$65 per platter

Served with tomato sauce

- party pies
- party sausage rolls
- party pasties
- mini quiches

Asian Inspiration Platter - \$65 per platter

Served with sweet chilli & soy sauce

- mini dim sims (fried)
- mini spring rolls
- mini samosas

Sandwich platter \$75 per platter

- chicken mayo
- egg mayo
- ham and cheese