



FUNCTIONS
AT THE COLONIST



CELEBRATE YOUR FUNCTION WITH FRIENDS, FAMILY OR COLLEAGUES AT THE COLONIST.

The hotel can cater for various sized functions and the staff will work with you to create an ideal event, tailoring to your needs.

We can cater for casual stand up to more formal sit-down functions, keeping things simple so you have a stress free, memorable event. We are located close to the central business district and many hotels for accommodation options for you and your guests.



FIREPLACE ROOM*

Our team of chefs can create canape style food for stand up functions, to buffet or family style sit down, or a tailored set menu.

The bar manager can work with you to create a selection of drinks for your celebration.

CANAPÉ PLATTERS

\$60 PER PLATTER | 30 PORTIONS PER PLATTER
SUITABLE FOR 10-12 PEOPLE

CHICKEN SATAYS (25P) • GF

spicy peanut sauce

CARAMEL SOY PORK (25P) • GF

crispy shallots, sesame seeds + herbs

ASSORTED PASTRIES (24P)

King Island beef pies, spinach + ricotta puffs, sausage rolls + pasties with beerenberg tomato sauce

ORIENTAL BITES (30P)

pork dumpling, spring rolls, samosas with sticky soy + candied chili sauce

PANKO CRUMBED

HALOUMI (30P) • V + GFO (GRILLED)

chilli, ginger + soy dipping sauce

SWEET POTATO WEDGES • V + GFO

candied chilli sauce + sour cream

CHEESE PLATTER • V + GFO

a selection of local cheese from around the country, brie, gruyère + blue, fig jam, crackers, dried fruits + nuts

GFO GLUTEN FREE OPTION • GF GLUTEN FREE • V VEGETARIAN • VG VEGAN

Special requests for cocktail platters are available, please speak with our friendly staff. To secure your platters a minimum \$100 deposit is required 14 days prior to the event. Please give at least 7 days notice prior to event for platter orders

Our food may contain nuts + other products. Gluten free dishes may contain traces of gluten transferred from cooking utensils. Please speak to our staff if you have any concerns or need to make us aware of your specific dietary needs.



DINING ROOM*

Beer?

SCAN ME WITH YOUR
SMARTPHONE CAMERA TO
SEE OUR REAL TIME TAP LIST

*Now
Tapped!*



Wine?

SCAN ME WITH YOUR
SMARTPHONE CAMERA TO
SEE OUR CURRENT WINE LIST



FRONT BAR*

BOOK A TIME TO SPEAK
WITH OUR FUNCTIONS
MANAGER, OR COME IN FOR
A DRINK AND MEAL.

*exclusive use of areas cannot be guaranteed and depends on
party size and minimum spend



TERMS AND CONDITIONS

1. Tentative Bookings
We will hold a tentative booking for a maximum of 7 days
2. Security Deposit
Your booking is secured by payment of the security deposit. Payment of the deposit also confirms your agreement to the Hotel's terms and conditions.
3. Cancellations
Cancellations must be advised to us in writing. If your event is cancelled with less than 30 days' notice all deposits will be forfeited. For bookings made within the 60-day cancellation period, the deposit is automatically non-refundable unless negotiated otherwise. Should your booking be cancelled within 72 hours of the function date, all deposits shall be forfeited and you will also be required to pay the full value of the agreed cost of the function per your function quote.
4. Payment Terms
CHEQUES- will not be accepted
DEPOSIT- Required within 7 days of making your tentative booking. The required payment amount will be provided on your function quote.
FINAL PAYMENT- 14 days prior to the event. Payment of all anticipated food, beverage and extra charges
DAY OF EVENT- Any miscellaneous charges from the day of the event such as your bar tab.
Our preferred method of payment is EFT for your security deposit and final payment. Our preferred method of payment for miscellaneous charges on the day of your event is credit card.
5. Accounts
We do not offer credit accounts for functions. Payment must be made, in full, at the completion of your function by credit card (preferred), cash or bank transfer. Cheques will not be accepted.
6. Final Guest Numbers
You must provide us with your final guest number at least 14 days prior to your function. We will calculate charges on the greater of this final number or the attendance number. The floor plan and seating arrangements for your function will also be agreed at the time of confirming your final guest number.
The ability for you to increase guest numbers after confirming the final number will be dependent on the availability of space and food preparation.
7. Food and Beverage Selections
Your final food and beverage selections, including any special dietary requirements, must be provided to us in writing at least 14 days prior to your function. Any dietary requirements that are not disclosed to us until the day of the event will be charged in addition to the meals ordered. Scheduled service times will also be agreed with you at the time of finalising your food and beverage selections.
8. Food and Beverage
You may not bring in any food or beverages for consumption with the exception of celebration cakes, to which cakeage fees will apply.
9. Audio Visual Equipment
If you have reserved an area for your function where we have audio visual (AV) equipment, you will have complimentary use of our AV equipment in that area. However, we ask that you provide us with your video file at least 48 hours prior to your event so we can test its compatibility with our equipment. We may refuse to play your video file if we do not have opportunity to test prior to your event.
10. Music & Entertainment
If you have preferred music selections for your function, we must approve your music selection and / or live entertainment at least 7 days prior to your event. We will not approve any selections that may be considered offensive or interrupt the enjoyment of our Hotel by other patrons. Live entertainment that has not been approved will be refused entry to our Hotel. We reserve the right to control volume levels of entertainment.
11. Security
Should you request it, we can arrange security for your function. An additional charge will apply for this service.
Alternatively, if we deem that security is required for your event, the cost of this service will be charged to you. We will discuss this requirement with you prior to finalising the details of your function.
Functions with over 80pax will automatically be allocated security.
12. Extending Hours
Any event continuing beyond the confirmed departure time may incur an additional charge.
13. Insurance & Disclaimer
We cannot take responsibility for damage to or loss of items before, during and after an event, and recommend that you arrange appropriate insurance cover.
We will not be liable for and you shall indemnify us against any loss, injury, theft or damage of personal goods brought to the venue by you or your guests.
Should we be unable to provide facilities reserved due to

circumstances beyond our control, no further claim other than entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

14. Damage

You are financially responsible for the cost of repairing any damage or breakage of hotel property by your guests.

15. Decorations

We welcome decorations for your function, however no attachments are to be used on the walls without prior approval by us.

You are responsible for the set up and pack down of the function room if you are bringing in your own decorations. Activities must be undertaken in accordance with our health and safety policies.

Confetti, scatters or similar are not permitted anywhere in the venue, including the grounds. If these items are used, a cleaning fee of \$200 + GST will be charged to you.

16. Cleaning

General cleaning is included in the cost of your function. However, cleaning requirements which we deem to be over and above normal circumstance may incur an additional charge.

17. Enjoyment for all

It is your responsibility to ensure that all guests adhere to our dress code and behave in an appropriate manner that does not impact on the enjoyment of our Hotel by other patrons.

We reserve the right to exclude or eject any objectional persons from the venue.

We reserve the right to shut down any function if you have supplied misleading information when booking.

No refunds will be provided as a result of exclusion

18. Responsible Service of Alcohol

Our Hotel practices the responsible service of alcohol. Any person deemed intoxicated may be refused the service of alcohol, and asked to leave the venue.

19. Regulations

All functions must comply with liquor licensing regulations. It is a condition of our licence that all evening entertainment finishes at 12:00am with all guests to depart the venue prior to 1:00am. The location in our venue, of entertainment, is also governed by these regulations. All persons under the age of eighteen (18) is not allowed on the venues premise after 12:00am, unless accompanied by a responsible adult.

20. Minors

Minors must be off the premises no later than midnight.

21. Smoking

Our Hotel is a non-smoking venue. There are limited outdoor

smoking areas where ashtrays are provided.

22. Surcharge

A surcharge of 10% applies to food and beverage prices on Public Holidays

23. Weather

Whilst we will do our best to make a suitable alternative area available to you in the case of inclement weather, this cannot be guaranteed. We will not provide a refund because inclement weather has impacted your function.

24. Database

We will add you to our customer database to keep you up to date with offers and events. You may opt out of this communication database at any time.

25. Advertising

Prior permission is required for you to use the hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by hotel management prior to publication.



COLONIST | P: 8362 3736
44 THE PARADE, NORWOOD | COLONIST.COM.AU
f /THECOLNORWOOD @ /THECOLONISTTAVERN