



# FUNCTIONS PACKAGE



The Terrigal Hotel, a Gallagher Hotels venue, prides itself on being able to manage your function from the start right through to the finish. Our range of versatile spaces, private rooms and menus mean we are able to cater to all your needs; a decadent cocktail style event, a sumptuous sit down dinner, board meetings or something bespoke.

To arrange a viewing of our function rooms and areas or to make an enquiry/booking kindly **call our team on (02) 4384 1033** or email **[terrigal@gallagherhotels.com.au](mailto:terrigal@gallagherhotels.com.au)**





OUR ROOMS & SPACES

# LAGOON DECK

## CAPACITY

Cocktail 220 guests  
Banquet 120 guests

## FREE ROOM HIRE

\*Minimum Spend of \$2000.00 on food & beverage is required to book the entire Deck exclusively

As the largest of our spaces, The Deck boasts a style to suit all occasions, whether it be a conference, party or wedding reception, it is an ideal space for entertaining guests.

This outdoor space, overlooks the beautiful Terrigal Beach & Lagoon.





OUR ROOMS & SPACES

# LAGOON LOUNGE

## CAPACITY

Cocktail 150 guests  
Banquet 100 guests

## FREE ROOM HIRE

\*Minimum Spend of \$2000.00 on food & beverage is required to book the entire Lounge exclusively

A beautifully positioned area that overlooks Terrigal Beach & Lagoon. With a fireplace to provide the ambience make it a cosy and popular choice.

AV facilities including iPod connection and free wireless internet.



OUR ROOMS & SPACES

# LAGOON FUNCTION ROOM

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## **CAPACITY**

Cocktail 40 guests

Banquet 25 guests

## **FREE ROOM HIRE**

\*Minimum Spend of \$1000.00 on food & beverage is required.  
Staffing charges may apply.

The Lagoon Function Room offers a cozy and inviting space, with all the room needed to host your event. Let your guests feel at ease with the light beach colours and wide open spaces.

Featuring long tables, the Lagoon Room can seat up to 25 people, or be used for a standing function with plenty of space for up to 40 guests.





OUR ROOMS & SPACES

# HAVENVIEW PRIVATE ROOM

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## CAPACITY

Cocktail 50 guests

Banquet 40 guests

Boardroom 30 guests

## FREE ROOM HIRE

\*Minimum Spend of \$1000.00 on food & beverage is required.

Staffing charges may apply.

The Havenview Room is the most intimate offering a dynamic and contemporary space for board meetings, intimate dinner parties and client drinks.

The room is fully equipped with iPod connection, data projection and free wireless internet.





# CANAPÉ PACKAGES

**Minimum of 20 guests on all canapé packages**

All packages come with bread and dip stands on arrival

## EVENT PACKAGE ONE | \$25pp

Choose 4 Bronze Canapés

## EVENT PACKAGE TWO | \$28pp

Choose 4 Bronze and 2 Silver Canapés

## EVENT PACKAGE THREE | \$32pp

Choose 2 Bronze, 2 Silver and 2 Gold Canapés

## EVENT PACKAGE FOUR | \$38pp

Choose 2 Bronze, 2 Silver, 2 Gold Canapés and 1 Fork Food Item

## EVENT PACKAGE FIVE | \$42pp

Choose 2 Bronze, 3 Silver, 2 Gold Canapés and 1 Fork Food Item

## EVENT PACKAGE SIX | \$48pp

Choose 2 Bronze, 2 Silver, 3 Gold Canapés and 1 Fork Food Item

## EVENT PACKAGE SEVEN | \$55pp

Choose 3 Bronze, 2 Silver, 3 Gold Canapés, 1 Fork Food and 1 Dessert

# CANAPÉ PACKAGES

## BRONZE



- Baked Ricotta, Pumpkin, Pine Nut Tartlet (v)
- Beetroot & Goats Cheese Tartlet (v)
- Vegetarian Spring Rolls & Poon Chun (v)
- Margarita Wood fired Pizza Square (v)
- Baby Mozzarella, Tomato, Basil & Aged Balsamic (v, gf)
- Corn Fritter, Harissa Puree (vegan)
- Mini Gourmet Beef Pie
- Satay Chicken Skewer (gf)
- Buffalo Wings & Ranch Dressing (gf)
- Mini Homemade Sausage Rolls

## FORK FOOD



- Mexican Bean & Tortilla Salad
- Caesar Salad
- Watermelon & Avocado Salad
- Pumpkin, Pine nut, Chèvre & Rocket Salad (v)
- Vegan Curry & Jasmine Rice Vegan
- Beef Bourguignon Pies & Truffle Mash (gf)
- Orzo, Ratatouille & Lamb Ragu (gf)
- Battered Fish & Chips

## SILVER



- Mushroom & Porcini Arancini (v)
- Eggplant Tacos (vegan)
- Zartaar Haloumi & Honey (v, gf)
- Chilli Prawn & Coriander Twists
- Salt & Pepper Squid (gf)
- Pico De Galo Chicken Tacos on Corn Chips (gf)
- Pork Belly Bites, Lime & Lemongrass (gf)
- Lamb Kafta with Tzatziki Dip (gf)
- Home Made Meat Ball & Provencal Sauce

## DESSERT



- Mini Tartlet Selection
- Mini Iced Donut Selection
- Cinnamon Donut
- Berry & Chocolate Cheesecake
- Flourless Chocolate Cake Square (gf)
- Banoffee Pot
- Chocolate Pots De Crème
- Vanilla Brûlée

## GOLD



- Gruyere & Corn Croquettes (v)
- Salt & Pepper Silken Tofu (vegan)
- Haloumi Burger, relish & pesto (gf)
- Little Crab Finger Sandwiches
- Natural Oysters (gf)
- Salmon Tartlet, Crème Fraiche, Roe & Chive
- Peking Duck Pancake
- Tempura Prawn, Wasabi Mayo
- Beef Tataki Roll, Daikon & Carrot
- Shepherds Beef Pie
- Southern Fried Chicken Slider
- Mini Beef & Cheese Slider





# PRIVATE DINING & EVENTS

## PRIVATE DINING & BANQUETS

### 2 COURSE SET MENU - 2 CHOICES

from \$45 PER PERSON  
(Entree & Main or Main & Dessert)

### 3 COURSE SET MENU - 2 CHOICES

from \$52 PER PERSON

\*For all events over 20 people, guests are served alternately

Our set menu changes seasonally so please ask your Events Co Ordinator for this season's menu

## FAMILY GATHERINGS, CELEBRATIONS & CASUAL AFFAIRS

Perfect for Kitchen Teas, Hens Parties, Birthday Parties, Baptisms, Christenings and Sunday Lunch with the girls.

**All packages are minimum 20 guests.**

### CELEBRATIONS PACKAGE- \$40pp

Served on 2 Tiered Stands- 1 per 4 guests

#### On Arrival

Glass of Bubbly Sparkling

#### Fresh Cut Finger Sandwiches

Roast Chicken with Cucumber & Mayonnaise  
Ham, Cheese & Tomato  
King Crab & Mayo

#### OPTIONAL EXTRAS

**Tea & Coffee Station - \$3.50 per person\***

*\*Complimentary Tea & Coffee Station with an assortment of biscuits for all events over 40 people.*



# CONFERENCE PACKAGES

The Terrigal Hotel is also an ideal venue for corporate events such as:  
**Training Days | Meetings | Launches | Lectures | Workshops | Presentations**

## MORNING/AFTERNOON PACKAGE

**\$30pp per day**

### Room Hire

Price depends on the Function Room booked

### Audio Visual

Projector & Screen\* / Microphone /  
Complimentary Wi-Fi

### Available All Day

Mints, Chilled Water, Freshly Brewed Coffee &  
Tea Selection

### Morning / Afternoon Tea

Please choose: Assortment of Mini Muffins or  
Pastries

## FULL DAY PACKAGE 1

**\$55pp per day**

### Room Hire

Price depends on the Function Room booked

### Audio Visual

Projector & Screen\* / Microphone /  
Complimentary Wi-Fi

### Available All Day

Mints, Chilled Water, Freshly Brewed Coffee &  
Tea Selection

### Morning Tea

Assortment of Pastries with Butter & Jam

### Lunch

Fresh Mini Gourmet Baguettes:  
Char Grilled Vegetables with Creamy Goats  
Cheese & a Pesto Sauce  
Grilled Chicken & Celery with Mayo  
Leg Ham, Cheddar Cheese, Avocado, Fresh  
Tomato & Grained Mustard

### Lunch Beverages

Fresh Orange Juice & Soft Drinks

### Afternoon Tea

Biscuit Selection

## FULL DAY PACKAGE 2

**\$65pp per day**

### Room Hire

Price depends on the Function Room booked

### Audio Visual

Projector & Screen\* / Microphone /  
Complimentary Wi-Fi

### Available All Day

Mints, Chilled Water, Freshly Brewed Coffee &  
Tea Selection

### Morning Tea

Assortment of Pastries with Butter & Jam

### Lunch

A selection of 3 Choices from our Seasonal  
Menu. Please ask your Function Coordinator for  
the current menu options.

### Lunch Beverages

Fresh Orange Juice & Soft Drinks

### Afternoon Tea

Cheese & Biscuits & Petit Fours

## UPGRADE YOUR PACKAGES

- Fresh Seasonal Fruit Platter  
\$5pp Bread & Dip Stand - 3 x  
Homemade Dips & Toasted Bread \$8pp
- Cheese Board - 2 x Cheeses, Quince &  
Crisp Bread \$10pp

## ADDITIONAL AV AVAILABLE

- Flip Charts: \$55
- 75" LED Plasma: \$165

\*Please supply your own cabling &  
adapters. Venue has both HDMI & VGA  
inputs.

# PLATTERS

## SHARE PLATTERS | \$175

Perfect for groups of smaller gatherings to enjoy a tasty nibble! Each platter serves 8 – 10 guests only

### **PLOUGHMAN**

Chorizo, Smoked Ham, Beef Pies, Pickled Onions, Vintage Cheddar, Chutney & Baked Breads

### **FISHERMAN**

Fish Goujons, Smoked Trout, Remoulade, Blinis, Baked Breads, Horseradish Crème Fraiche & Herbs

### **ANTIPASTO**

Prosciutto, Salami, Chorizo, Char Grilled Veggies, Chilli & Feta, Caper Berries & Baked Breads

### **ORIENTAL**

Vegetarian Spring Rolls, Steamed Prawn Gow Gees, Korean Fried Chicken, Asian Slaw, Poon Chun & Soy Sauces

## WOODFIRED PIZZA SLABS | \$45

Each pizza serves approximately 20 pcs per slab

### **MARGARITA**

Buffalo Mozzarella, Basil & Tomato

### **HALOUMI**

Roasted Vegetables, Oregano, Pine nuts, Baby Rocket, & Pesto

### **CHIPOTLE CHICKEN**

Chipotle Chicken, Roast Peppers, Corn & Sour Cream

### **PEPPERONI**

Pepperoni, Buffalo Mozzarella & Tomato

### **HAWAIIAN**

Ham, Pineapple & Buffalo Mozzarella

Vegan Pizza upon Request

## KIDS PLATTERS

Serves approximately 5 Children. 12 years and under.

### **GOOD FAIRY | \$35**

Fairy Bread Platter

### **KIDS SANDWICHES | \$50**

Assorted Finger Sandwiches, Sausage Rolls & Mini Pies

### **LITTLE H's HOT PLATTER | \$65**

Assorted Mini Pizza, Chicken Tenders & Fries



# 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 (see below for prices).

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

## Premium Package

### Bottled Beers

Local Tap Beers

### Wine

Austin Chardonnay, PJ's SSB, Sophia Sauvignon Blanc, Patrizio Pinot Gris, Aingeal Tears Moscato, Maximus Shiraz, Jacks Cabernet Merlot & Bubbly Sparkling.

### Non Alcoholic

Fresh Juices, Mineral Water & Post Mix Soft Drinks

\*Conditions apply

#### \$ Prices

2 hours | \$48pp

3 hours | \$60pp

4 hours | \$80pp

## Deluxe Package

### Bottled Beers

Local & Premium Tap Beers

### Wine

Austin Chardonnay, JJ's SSB, Sophia Sauvignon Blanc, Patrizio Pinot Gris, Aingeal Tears Moscato, Maximus Shiraz, Jacks Cabernet Merlot & Bubbly Sparkling.

### 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

Kindly fill out the form below with the details of your function, scan & email 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): ☐ LAGOON DECK ☐ LAGOON LOUNGE ☐ HAVENVIEW

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

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

Canapé Selections: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_



# 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 Terrigal 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 Terrigal Hotel
- All card payments are subject to a 1.5% surcharge, this relates to deposits & final bill payments

### 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 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
- Please note no decorations are to be placed on walls or wallpaper furnishings
- Clients 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 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 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 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.

I hereby authorise Terrigal Hotel to charge my deposit & the Outstanding amount as agreed on the Event Sheet & in the

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