

### **CASUAL GATHERINGS:**

Patrons are welcome to telephone and request an area to be set aside for any casual gathering, where individuals will be purchasing their own food and drinks. There are no hire costs involved.

### **VENUE DEPOSIT:**

To secure an area exclusively for a particular date, a \$200\* venue deposit fee is payable. This is refunded at the time of the payment of the food component.

If the function is cancelled after the payment of the deposit, the deposit is not refunded.

\*At peak times such as in November and December, the deposit is \$500.

### **SET MENUS:**

A set menu can be designed for your group. Our Functions Manager can organise a menu consisting of our regular menu items or can discuss your preferences with our Head Chef to provide you with a unique menu.

All we require from you is an email detailing your requirements ie advising the date, the number of guests, the reason for the function, the food budget, any dietary restrictions, the number of courses (to:

enquiries@osborneparkhotel.com.au) and our staff will get back to you with the options we can make available to make your function a success. We recommend that you have a look at our web site for information regarding our platters and our extensive regular menu in order to gain a feel for what we do. Our Chefs prepare weekly specials in addition to our regular menu which extend the menu further.

Set menu functions must be paid for and numbers confirmed a week in advance. There is no refund following confirmation of numbers.

### **COCKTAIL FUNCTIONS:**

If you are keen to have platters circulated for the duration of the function in The Main areas, an additional fee of up to \$50 an hour may be applicable for the services of one wait staff.

**TESTIMONIALS:** We request your approval to use any future testimonial that you may wish to provide for our website and multi media advertising. Should you not be willing to have your comments included please just advise us on the bottom of any communication you may have with us after the event.

### **PLATTERS:**

The OPH prides itself on providing one of the widest selections of cocktail style food of any suburban hotel in Perth, suitable for any gathering.

Platters must be ordered and paid for a week\* before the event. This is because we make most items in house and they don't all appear on our regular menu, so we're making them especially for your event.

\*At peak times such as November and December, we require platters to be ordered and paid for no later than two weeks before the event.

### **VENUE HIRE:**

We do not charge a venue hire fee when an area has been set aside for guests, within The Main, which still allows for the easy flow of other traffic to the bar area.

We do not charge a hire fee for either The Main Garden –West or Eastern side for booked events.

Hiring of The Function Bar does however require dedicated staff and as such does accrue the cost of two staff members for the duration of the function and includes any set up or close down time.

The Function Bar is available for hire anytime for a set menu function or for a platter function. On weekends, there may be a minimum number of guests required, or a minimum spend, for the Function Bar to be made available. Please discuss your requirements with our Functions Manager who can assist.

### **FURNITURE REMOVAL:**

Events which require the removal or reconfiguration of furniture in an area, accrue a fee of \$200.

### **DURATION OF FUNCTION:**

Last drinks are normally called at 11.40 pm. We are licensed until midnight on most nights.

## **SECURITY:**

If, in the view of the Management of the OPH, a private function warrants the presence of security, the hirer shall be responsible for the payment of the security allotted to the function by the OPH for the duration of the function and thirty minutes on either end of those times.

You will be required to provide a guest list at least 3 days before the event that will be made available to the Security Guard.

The cost of Security is to be paid for at the time of confirming a booking.

## **MUSIC:**

In hiring The Function Bar, it is possible to have a DJ or acoustic solo or duo act perform as long as the performer/s are not overly loud and respond to the OPH Duty Manager's request to maintain sound levels to ensure that neighbouring sections of the hotel, and neighbours, are not inconvenienced.

A Spotify playlist can be played in the Main. Simply email the OPH the playlist name and identify the 1<sup>st</sup> 3 songs (to confirm that we have the right playlist). Please note that we are not able to DJ your playlist.

## **BIRTHDAY CAKE:**

Please advise us of your intention to bring in a birthday cake prior to the function, in this case we allow you to bring in your own cake without charge. On this basis, however, we do require you to attend to the service of the cake, including the supply of crockery, cutlery and serviettes.

We do have a great selection of mini desserts available in our Platter Menu which are all made in house, if arranging a cake is too much hassle.

## **DRINKS:**

You are able to set up a bar tab to be run for a function. All we need is for you to advise us of:

- the drinks you would like included in the bar tab; and
- the maximum spend.

Our staff will advise you just before you have reached your maximum spend.

## **SCHOOL REUNIONS:**

We're happy to advertise school reunions organised at the OPH on our web site.

**TESTIMONIALS:** We request your approval to use any future testimonial that you may wish to provide for our website and multi media advertising. Should you not be willing to have your comments included please just advise us on the bottom of any communication you may have with us after the event.

## **WRISTBANDS:**

Wrist bands are provided to you to dispense to your guests. (We charge the price we pay for these to your account, at present they are .15c each.) We are able to provide different coloured wrist bands if you wish to provide some distinguished guests with a more extensive drinks list.

## **PHOTOS:**

If you would like photos to display on one of our TV's throughout your function, we are able to insert an SD card in each of the TVs, which we require you to supply to us, which has the JPEGs saved directly on it (ie not in a program such as power point as this won't work on our TVs). This adds a really personal touch to an event.

There is no charge for this service.

## **DECORATIONS:**

Helium balloons can be left with our Duty Manager on the morning of the function if that assists your planning. As can any bon bonier or non-perishables. If you have a cake for a booked function, we can store it in our cool room for you up to a day before. Balloons connected to weights are welcome. You are welcome to display flowers.

*Please note that we don't accept:*

- balloons being tied to any fixtures;
- the small shiny cut-out table decorations;
- anything being sticky taped to painted walls.

Any decorations are required to be taken away by the hirer at the conclusion of the function. This includes all event staging and sound equipment.

## **COVID IMPACTING GUEST NUMBERS:**

Due to everchanging government regulations with respect to COVID, we are happy to avail rescheduling of any bookings or refund of any items the cost of which has not already been incurred.

## **ANYTHING ELSE:**

**Don't hesitate to request any further information or to call (9349 3311) or email us (enquiries@osborneparkhotel.com.au) to discuss any requirements that you may have which haven't been covered here.**