



# LOOKING FOR A FABULOUS FUNCTION SPACE

**\* Free function room hire \***

## **RESERVOIR ROOM**

The Reservoir Room caters for any function up to 200 guests. We can accommodate sit down functions for up to 80 guests or Fingerfood and cocktail style for up to 200 guests. It has been recently renovated and can be arranged for any style function. You have access to both inside and outside areas so perfect for any occasion. Private Bar can be set up on request.

Have a minimum of 50 guests and spend a minimum of \$500 and room hire is free.

## **THE LOUNGE**

The Lounge is perfect for smaller cocktail style functions for up to 50 guests. It offers a fabulous lounge and couch area within close proximity to the bar.

Have a minimum of 25 guests and spend a minimum of \$250 and room hire is free.

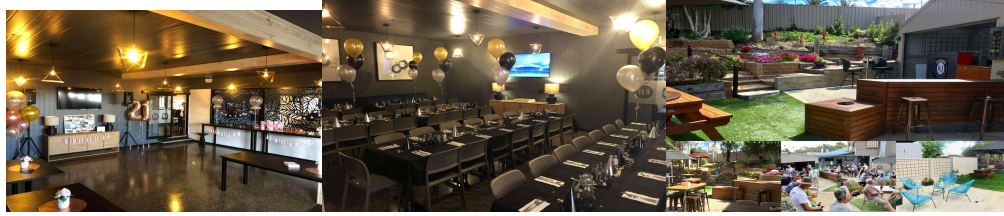
## **THE COURTYARD**

The hidden secret of the Reservoir Hotel is out the back offering a fabulous outdoor courtyard and relaxed seated area. Perfect for outdoor parties up to 100 guests. Private Bar is available on request.

Have a minimum of 50 guests and spend a minimum of \$500 and room hire is free.

**Please Note:** An additional fee of \$40p/hour will be applicable if the Private Courtyard bar is utilised

**Please see venue staff for more information.**



# FUNCTION ORDER FORM

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

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

Contact Person:  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other Contacts & Phone:  
\_\_\_\_\_

No. of Guests: \_\_\_\_\_ Drink Tab Limit \_\_\_\_\_

Other Requests:  
\_\_\_\_\_  
\_\_\_\_\_

Deposit Paid : \_\_\_\_\_ Date Paid: \_\_\_\_\_

Staff Member: \_\_\_\_\_ Function Time: \_\_\_\_\_

**Please ensure a copy of receipt is attached when function is complete and paid in full.**

<b>COSTS:</b>	<b>TOTAL:</b>	<b>COMMENT:</b>	<b>TOTAL PAID:</b>
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Booking Fee Bond:			
Food Costs:			
Bar Tab:			
<b>TOTAL COSTS:</b>			

# PLATTERS

<b>PLATTER OPTIONS:</b>	<b>NO. OF PLATTERS</b>	<b>COST</b>
<b>Seafood Platter \$250</b> Selection of seafood including oysters, prawns, scallops, octopus, calamari and fish		
<b>Cheese and Fruit \$170</b> Selection of Australian cheeses, fruit, nuts and crackers		
<b>Dips Platter \$100</b> selection of homemade dips, Turkish bread and crackers		
<b>Antipasto \$170</b> Selection of gourmet meats, vegetable, olives, dips and crackers		
<b>Hot Selection \$160</b> Selection of pies, dim sims, spring rolls, samosa, sausage rolls		
<b>Gourmet Hot Selection \$200</b> Selection of beef and chicken skewers, varietal pastries, mini mignons, spicy meatballs, salt & pepper calamari plus other seasonal treats.		
<b>Sweet Platter \$160</b> A selection of sweets & Chocolates		
<b>Pizza Selection \$160</b> A variety of bite size pizzas		
<b>Optional Extras</b> Tea and Coffee - \$50 (up to 30 people)		
<b>Special Requirements:</b>		

ONE, TWO & THREE COURSE MEALS ARE ALSO AVAILABLE  
PLEASE SPEAK WITH OUR FUNCTION CO-ORDINATOR

For all functions, please return completed forms to the Reservoir  
Hotel  
160 Condon Street, Kennington

Email to [info@reservoirhotel.com.au](mailto:info@reservoirhotel.com.au)  
**PLEASE PHONE ON 54414408 TO CONFIRM EMAIL HAS BEEN RECEIVED.**

## VENUE BOOKING FORM

VENUE SELECTION	Tick	Office Use Only	Date
Main Function Room		Room Deposit Paid	
Courtyard			
Lounge Area			

NOTES:

### Booking Agreement

Booking Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ M: \_\_\_\_\_ H: \_\_\_\_\_

### Function Details:

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Type / Occasion: \_\_\_\_\_

Time: \_\_\_\_\_

No. of Guests: \_\_\_\_\_

No. of Children: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Food Option: \_\_\_\_\_

Drink Options: TAB: YES: Limit \_\_\_\_\_ / NO

Food Booking Selection: YES / NO

I, \_\_\_\_\_ agree to pay a bond of \$200 as confirmation of the above function. The bond will be refunded the following day if all guidelines are met.

Card Name: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

Card Number: \_\_\_\_\_

CCV: \_\_\_\_\_

**Final Details must be confirmed 14 days prior to the day of the Function.**

**A minimum number of guests must be confirmed 5 working days prior to the function.**

If the booking is cancelled, the client may be liable to pay up to 50% of the minimum charge (See further terms and conditions)

The minimum spend does not include DJ's, bands, audio equipment or any other equipment hired in on behalf of the client. Any underage guests must be off the premises by 10.30pm approved by Management.

**Agreement: I, \_\_\_\_\_ have read understood and agree to the above details and the terms and conditions attached.**

SIGNED ON BEHALF OF CLIENT:	NAME:	DATE:
SIGNED ON BEHALF OF VENUE:	NAME:	DATE:

## **ADDITIONAL BOND INFORMATION**

**An additional deposit of \$200.00 for your Bond will be required as a security for your booking.**

**This will cover any expenses in connection with repairs, breakages, loss of equipment, improper use of equipment and/or cleaning (above what is normally required) which may become necessary as a consequence of the booking. The Owners of the Rezzie Hotel reserves the right to hold this amount should any of the above become an issue.**

**Your \$200 bond will be returned to you the day after your function should the terms of the agreement be adhered to.**

**Please Sign**

SIGNED ON BEHALF OF CLIENT:	NAME:	DATE:
SIGNED ON BEHALF OF VENUE:	NAME:	DATE: