



Function room hire information sheet

Room hire fee: \$150 with \$50 deposit

• **Function room layout:**

- The room itself is self-contained
- Separate toilets
- Doors to separate function space from the rest of the Tavern offering privacy
- Courtyard available with doors opening onto private courtyard and paddock (weather permitting)
- Smoking is allowed outside the entrance/in courtyard

• **Decorations:**

- The room is yours from 2pm on the day of booking so you are welcome to decorate it from then
- Any decorations are welcome, but please no confetti

• **No BYO:**

- You are welcome to bring along celebration cakes
- Chips, dip & Peanuts type nibbles are also allowed to be bought along but all other food/catering must be supplied by the Tavern- Buffet and Finger food menus available

• **Bar tab options available:**

- Subsidized bar tab (recommended)- you select drinks ie) beer and wine, that you would like to subsidize to reduce the cost for your guests
- Open tab- you can have an amount of money behind the bar for your guests to use until it has run out
 - Note: A subsidized tab usually works better as it lasts longer and guests respect this more so drink more responsibly. An open tab often results in guests leaving full drinks etc around the venue/drinking quickly early in the night and gets used up a lot faster

• **Buffet catering options:**

- Finger food menu at \$10 or \$15 per head
- Buffet meal option at \$35 per head including dessert
- If you want to create your own menu or have a different idea, we are happy to do this and give you a price per head

• **Music:**

- We have a sound system to play your own music through. It plays anything that uses an AUX cord or you are more than welcome to organize entertainment. You can also come in prior to the event and check the setup works for you.
 - The new iPhones will require you to bring a suitable connection.