



FUNCTIONS

Thanks for enquiring about holding your function at the CBD Hotel.

We have a variety of spaces available that can cater for small, intimate gatherings to large celebrations for over 300 guests. We have an experienced team available to discuss your needs and can tailor a package to make your event special.

SPACES.

All of our function spaces are available for up to 4 hours from Monday - Saturday.

Garden Bar

- Suitable for cocktail-style event from 60 to 200 guests.
- Direct access to bar, garden courtyard and children's playground.
- Use of own decorations and music allowed.
- No minimum spend or area hire required.

Garden Courtyard

- Perfect for outdoor functions from 50 guests (seated) to 100 guests (cocktail-style).
- Easy access to bar and children's playground.
- Water fountain feature.
- No minimum spend or area hire required.

Please note that this area is not undercover. In the case of wet weather you will be relocated to another area of the hotel.

Bistro

- Ideal for casual dinners or seated functions, small and large (up to 150 guests).
- Direct access to bar.
- Choice of seating layouts and menus available.
- No minimum spend or area hire required.

Nightclub

- Perfect for cocktail-style celebrations with a party atmosphere for up to 300 guests.
- Direct access to front bar, pool table and dance floor.
- Nightclub lighting.
- No minimum spend or area hire required.

The Alley

- Great for cocktail-style gatherings for up to 50 guests in your own private space.
- Option for private bar or DJ booth.
- Use of own decorations and music allowed.
- No minimum spend or area hire required.

TRANSPORT.

The CBD Hotel is centrally located and easy to access by car or public transport. Limited parking is available in our private carpark off King Street, otherwise on-street parking is available on Hunter and King Streets. We are 300m from Civic Train Station and buses travel frequently from the stops on Hunter Street.

Our courtesy bus is also available by request to transport you and your guests safely home after your event.

DRINKS.

Hosts can choose to set up a bar tab or allow guests to pay for their drinks individually. If you organise a pre-paid bar tab the amount can be increased throughout the function as needed. Bar staff will regularly update you of the tally on request. If you would like tray service for drinks throughout your event, it will be charged at \$38.50p/h per staff member for a minimum 2 hours (1 service attendant per 30 people). If a RSA Marshall is required, it will be charged at \$55p/h (based on manager's discretion).

WEDDINGS • ENGAGEMENTS • BIRTHDAYS • FAREWELLS • FAMILIES • CORPORATE • COMMUNITY





FUNCTIONS

ENTERTAINMENT.

We have easy access to a wide range of DJs, soloists and bands through our booking agents. If you'd like us to arrange your music, you can discuss your specific requirements with our functions team.

Alternatively, you can supply an iPod to be played in your designated function space (to the management's discretion).

CAKES.

We allow hosts to bring their own cake for their special occasion. We are happy to store this for you and supply a knife and side plates.

If you would like one of our chefs to cut and plate your cake for you, a service charge will be applied.

FOOD.

Our experienced chefs prepare our food in-house and use only the best ingredients when catering for your event. If you or your guests have any dietary requirements, please discuss this with our functions team.

All food selections need to be made with a minimum of 14 days notice.

If you wish to create a custom menu for your event, our functions team are happy to work with you.

Cold Mixed Platters

- Cheese – a selection of hard & soft cheeses with water crackers, quince paste & dried fruit **80**
- Antipasto & dips – thinly sliced salami and prosciutto with olives, semi-dried tomatoes, pesto & hummus **90**
- Sandwiches & wraps – classic or gourmet options available **from 4.50 each**
- Tomato, feta & basil bruschetta **65**
- Fresh seasonal fruit **70**
- Cakes & slices – large selection to choose from

Hot Mixed Platters

- Seafood Favourites – salt & pepper squid, prawn cutlets, tempura fish pieces plus sauce (qty: 75) **110**
- Meatlovers – satay beef skewers, King Island beef pies, honey soy chicken skewers (qty: 65) **90**
- Party Classics – mini pizzas, spring rolls, chicken leek & camembert pies plus sauce (qty: 75) **75**

Pick Your Own Platters

- Smoked salmon, lemon cream cheese & chives crostini (qty: 30) **75**
- Sydney rock oysters with Bloody Mary shooters (qty:20) **75**
- Mixed nori rolls with soy dipping sauce (qty:30) **75**
- Caramelised onion & feta tarts (qty:30) **75**
- Mini prosciutto & cherry tomato frittatas (qty: 30) **65**
- Roasted butternut pumpkin soup shooters (qty:30) **65**
- Satay chicken skewers with sweet chilli sauce (qty:30) **75**
- Roasted vegetable & pesto tarts (qty:30) **65**
- Meatball sliders with cheese in a rich tomato sauce (qty:20) **80**
- Mini King Island beef pies with tomato chutney (qty:30) **60**
- Mini chicken, leek & camembert pies with tomato chutney (qty:30) **60**
- Pumpkin & pea arancini balls with basil aioli (qty:30) **70**

Mini Noodle Boxes – 7 each, min. order of 6

- Salt & pepper squid, chips and sweet chilli sauce
- Beer-battered fish, chips and tartare sauce
- Chicken caesar salad
- Thai beef salad





FUNCTIONS

ACCOMMODATION.

The CBD Hotel has 20 pub-style guest rooms, each with brand new beds, a 32-inch flat screen television, split system air conditioning, a bar fridge, tea and coffee making facilities, and a hand basin in all non-ensuite rooms. There are three ensuite rooms available, and the pub-style rooms are serviced by separate, good quality men's and women's bathroom amenities.

TERMS & CONDITIONS.

Bookings and Confirmations

Bookings are only confirmed with the payment of a minimum \$200 deposit.

Deposits

A non-refundable deposit must be paid prior to the event/party or function. The booking and required date is not confirmed until the deposit is paid. The deposit will be deducted from the total amount of the account. The deposit can be paid over the phone using credit card details or you are welcome to call in to the hotel to pay using cash or EFTPOS at your earliest convenience.

Cancellations

If you need to cancel your function, a minimum of 14 days notice is required. If less notice is given, 100% of the deposit is charged as cancellation fee.

Confirmation of Final Details

Food selections are required as soon as possible, the latest being 2 weeks prior to the event. Final numbers, which will equate to final cost, are required 1 week prior to the function. You will be charge and catered for this number of guests.

Payment

Full payment is to be settled on the day/night of your function.

Function Duration

Functions are booked for a four hour period.

Decorations

The CBD Hotel welcomes decorations and balloons. However, we do not allow on table sparkles or confetti or pins/staples in walls. Please consult with our functions team or manager before bringing your own decorations.

Cleaning

General cleaning is included in your use of the room for hire, however if management deems the cleaning to be excessive, additional fees may be incurred. This relates to excessive alcohol spillage, food walked into carpets and/or decorations.

WEDDINGS.

For those wishing to use the CBD Hotel as a wedding reception venue, private use of the hotel is available all day Sunday.

Please call our functions team to discuss availability and the options for our unique wedding venue.

Children and Underage

Any children within a party or function must be under the direct supervision of a responsible parent at all times and are to depart the hotel by 9pm.

Responsible Service of Alcohol

All rules and regulations pertaining to RSA apply to any individual or group as a guest or guests attending a function held on the premises of the CBD Hotel. Based on the number of guests, a RSA Marshall may be required.

Responsibility and Liability

The CBD Hotel will not take any responsibility for injury, damage to or loss of equipment, merchandise or personal property of guests left on the premises prior to, during or after a function. The CBD Hotel reserves the right to refuse service or to remove patrons for inappropriate or offensive behaviour.

Damages

Organisers are financially responsible for any damages or breakages sustained by the hotel, and are wholly responsible for the actions of their guests during the function. The CBD Hotel reserves the right to terminate a function at any time if the organisers or guests behaviour is inappropriate or offensive.

Alcohol

No alcohol from off the premises can be consumed at any time inside the CBD Hotel.

Food

No food from off the premises can be consumed at any time inside the CBD Hotel. We do allow guests to provide cakes.

Dress Code

All guests attending the function must comply with the hotels dress code. Management can refuse entry to those that do not comply with the dress code.

18 Year Old Parties

Due to the potential for people under the age of 18 attending such events and other responsible service of alcohol issues, the CBD Hotel will not hold any 18 year old parties.

