



PRETORIA

Functions



Welcome

The Pretoria Hotel takes great pride in its facilities, service, food and the professionalism of its staff. The team at the Pretoria Hotel will strive to ensure that your event is a successful and memorable one.

Our Bistro offers a relaxing atmosphere where you can unwind and enjoy our superb view, food and friendly service. Our function room, bistro and balcony are ideal for a broad range of events, from intimate functions and small seminars or conferences through to cocktail parties, birthdays, anniversaries and wedding receptions.

Our Bistro Bar has live entertainment twice a week.

Saturday Acoustic/Band/DJ from 9pm- late

Sunday Soloist /Duo from 1pm-5pm

Please take the time to read through our full list of terms and conditions at the back of this pack, which highlights important information such as booking confirmation and requirements.

Should you not have the opportunity to view our exceptional facilities, please do not hesitate to contact us on 85691109 to set up an appointment time at your convenience.



Room hire & seating options

seating options

U-SHAPE
Function Room 24
Bistro Available on Request

CLASSROOM STYLE
Function Room 50
Bistro 110

BOARDROOM
Function Room 25
Bistro Available on request

HOLLOW SQUARE
Function Room 30
Bistro Available on request

THEATRE STYLE
Function Room 50
Bistro 220

ROUND TABLES
Function Room 45
Bistro 170

Room Hire

BISTRO Capacity: Dining 220 pax | Cocktail 480 pax

Full Day	Exc GST	10% GST	Total
	\$6000	\$600	\$6600

FUNCTION ROOM Capacity: Dining 50 pax | Cocktail 50 pax

Half Day	Exc GST	10% GST	Total
	\$100	\$10	\$110

Full Day	Exc GST	10% GST	Total
	\$150	\$15	\$165

BALCONY & BEER GARDEN

Balcony Capacity: Dining 80 pax | Cocktail 120 pax

Beer Garden Capacity: Cocktail 180 pax

Full Day (Off Peak)	Exc GST	10% GST	Total
	\$1500	\$150	\$1650

Full Day (Peak)	Exc GST	10% GST	Total
	\$2000	\$200	\$2200

BEER GARDEN Capacity: Cocktail 180 pax

Full Day (Off Peak)	Exc GST	10% GST	Total
	\$950	\$95	\$1045

Full Day (Peak)	Exc GST	10% GST	Total
	\$1400	\$140	\$1540

FACILITIES INCLUDED (Upon Request)

Nightlife Music System | 65" Panel TV | FOXTEL sports channels
Linen tablecloths | White board | Flip chart

ADDITIONAL DECORATING OPTIONS

Helium Balloons per bunch (3) \$5.00
Linen Supplied, included in hire cost



Corporate Packages

Breakfast Packages

CONTINENTAL BREAKFAST BUFFET | 18 PER PERSON

- Orange Juice
- Seasonal Fruit
- Selection of Cereal
- Petit croissant and Danishes
- Toast and selection of condiments
- Freshly brewed tea and coffee

COOKED BREAKFAST BUFFET | 25 PER PERSON

- Orange juice
- Fried bacon rashers
- Scrambled egg
- Grilled Roma tomatoes
- Hash browns
- Chipolatas
- Toast & selection of condiments
- Freshly brewed tea & coffee

For a selection of both continental & cooked breakfast buffet 30 PER PERSON

Morning & Afternoon Tea Selection

Includes tea and coffee

Selection of two items | 12 per person

Selection of three items | 15 per person

- Home-made slices
- Scones with jam and cream
- Selection of fruit
- Selection of assorted cakes/muffins
- Selection of sandwiches with a range of fillings

Light Lunch Selection

Includes tea and coffee

Selection of two items | 20 per person

Selection of three items | 24 per person

- Chefs selection of wraps with range of fillings
- Chefs selection of baguettes with range of fillings
- Home-made assortment of mini quiches
- Home-made cocktail gourmet pies, pasties & sausage rolls
- Chicken & beef satay skewers
- Roast beetroot, feta & spinach salad
- Pumpkin & Haloumi salad
- Garden salad



Cocktail Functions

Should you have a specific dietary requirement, such as vegetarian, vegan, gluten or dairy intolerant or any other allergies/intolerances, please advise our Functions Manager so that alternative options can be tailored to your specific needs.

Please note that a minimum of three platters per function apply.

Cocktail Platter Menu

All platters cater for 20 people (1.5 pieces per person)

HOT / COLD PLATTERS | 60

- Assorted sandwiches or Baguettes
- Canapés (selection of 3 varieties)
- Selection of home-made dips, pita bread and crudities
- Wedges with sweet chilli and sour cream
- BBQ chicken deli meat salad platter

HOT PLATTERS | 75

- Satay chicken and beef skewers
- Party pies, pasties & sausage rolls
- Savoury corn fritters
- House made quiches
- Buffalo spicy wings served with dipping sauce
- Assorted Pizza slices

GOURMET PLATTERS | 85

- Prawn and vermicelli cold rolls
- BBQ pulled pork and coleslaw sliders
- Tempura prawns and garlic prawn twists
- Seasonal fruit platter
- Assorted cheese, dried fruit and crackers



Set Menu

Please note that the set menu can only be used for a booking of 20 or more persons. Should the number of person's attending your function be less than this, please speak to our Functions Manager about a limited à la carte menu.

Menu Option 1

48 PER PERSON
2 COURSE MEAL

With a choice of 1 Entrée and 2 Main course or 2 Mains and 1 Dessert

Menu Option 2

60 PER PERSON
3 COURSE MEAL

With a choice of 1 Entrée, 2 Main and 1 Dessert

ADD EXTRA CHOICE
PER COURSE | 5

Entrée

CRUMBED CAMEMBERT WEDGES

Served atop a mango salsa & accompanied with chefs own orange marmalade

SOUP OF THE DAY

Served with Turkish garlic bread

ASIAN CHICKEN SKEWERS

Grilled chicken skewers served on a rocket salad with chilli vinaigrette

AUSTRALIAN PRAWN TAILS

Poached prawn tails & crispy prosciutto salad drizzled with a zesty seafood sauce.

Mains

CHICKEN BREAST

Oven baked chicken breast pocketed with a cheese, chive & bacon farce topped with a white wine sauce, baked potato & herb oiled brocolini

ATLANTIC SALMON

Seared Atlantic salmon served on Scordalia mash topped with asparagus and dill aioli

PORTERHOUSE

Slow cooked porterhouse steak served on soft potatoes accompanied by roasted cherry tomatoes and finished with a red wine glaze

BAROSSA VALLEY PORK CUTLET

Smoked pork cutlet served on seeded mustard infused sweet potato puree topped with a garlic and thyme jus and brocolini

HALOUMI AND VEGETABLE STACK

Grilled haloumi and vegetables drizzled with an Italian balsamic glaze.

Desserts

STICKY DATE PUDDING

Served with butterscotch sauce and vanilla ice cream

MINI PAVLOVA

Served with fresh berries and Chantilly cream.

CHOCOLATE AND HAZELNUT BROWNIE

Served with vanilla ice cream and drizzled with Baileys fudge sauce.



Beverage Package

Standard Drink Package

3 HOURS	38 PER PERSON
4 HOURS	42 PER PERSON
5 HOURS	52 PER PERSON
AFTER 5 HOURS	7 PER PERSON PER HOUR

- Willow Point – Sauvignon Blanc, Shiraz and Moscato
- Jock’s Block Sparkling
- Hahn Super Dry
- Hahn Premium Light
- Soft drink
- Orange juice

Premium Package

3 HOURS	45 PER PERSON
4 HOURS	58 PER PERSON
5 HOUR	68 PER PERSON
AFTER 5 HOURS	9 PER PERSON PER HOUR

- Wicks Sauvignon Blanc
- St Hallett Black Clay Shiraz
- Grant Burge Petite Bubbles
- Hahn Super Dry
- Coopers Pale Ale
- Hahn Premium Light
- Soft Drink
- Orange Juice

Bar Tab

On consumption



Terms And Conditions Tentative Bookings

We will hold a tentative booking for a maximum of 10 days.

CONFIRMATION

You are requested to confirm a booking in writing.

SECURITY DEPOSIT

Seminar/conference deposits equal the room hire.

COMPANY CHEQUES

Only accepted by pre-arrangement with management.

CANCELLATIONS

Cancellation of function by you must be advised in writing. If the event is cancelled with less than 60 days' notice, deposits may be refunded at the discretion of Hotel Management.

PAYMENT

The payment of your account is required two full working days prior to the event unless other arrangements have been approved by the Pretoria Hotel Management. All incidental charges are to be paid at the conclusion of your function.

MENU SELECTION

The greatest pleasure we have is in providing superb cuisine and service. In order to provide such a quality experience, we require your food and beverage selection to be confirmed in writing no later than 14 days prior to your event.

INSURANCE

We cannot take responsibility for damage to, or loss of, your personal items before, during and after an event, and recommend that you arrange appropriate insurance cover.

DAMAGE

Please note that you are financially responsible for damage sustained to hotel property and fittings during the event. No attachments are to be used on the walls without prior permission from the Functions Manager.

EXTENDED HOURS

Any event continuing beyond the confirmed departure time may incur an additional charge.

CLIENT RESPONSIBILITY

It is your responsibility to ensure that all attendees adhere to our dress code and behave in an orderly manner during the event.

PARKING

Parking is free, but please note is subject to availability.

FOOD & BEVERGAE

No food or beverage may be brought onto the hotel premises for consumption during the event without prior notice. A corkage fee will apply for any beverages brought on site, as well as a cakeage fee for any cake brought on site may apply.

MINORS

Under the Liquor Licensing Act section 113, minors must be accompanied by an adult at all times and must leave the premises by 12 midnight. It is house policy that after 10pm all minors are to stay in the function.

FUNCTIONS ROOM

We reserve the right to re-allocate functions due to circumstances beyond our control. If your numbers increase or decrease significantly from those advised at time of reservation, we may substitute a more appropriate space for your function. We will discuss any changes with you prior to your event.

ADVERTISING

Prior permission is required to use the hotel name/logo in print and/or audio-visual display. All proposed artwork must be approved by The Pretoria Hotel management prior to publication.

CLEANING

General and normal cleaning is included in the cost of the room hire. Additional charges may be incurred by you in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning.

RESPONSIBILITY

Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a full refund with any deposits paid may be made. We will endeavour to provide you with reasonable notice.

ADDITIONAL SERVICES

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment etc. However please not a charge may be incurred for some services. If the event is cancelled, such service charge will be your responsibility.

FINAL NUMBERS

We require written notification of final number of expected guests five days prior to your event. Charges will be made based on the final number, or the attendance number, whichever is the greater.

WEDDINGS

Wedding costings and enquiries will be considered on a function by function basis.

SIGNED ACCEPTANCE

I acknowledge that I have read & understood the above terms & conditions

Name: _____ Date of Function: _____

Company/Organisation (if applicable) _____

Signature: _____ Date: _____

PRETORIA

H O T E L

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 /PretoriaHotel

pretoriahotel.com.au

