



Thank you for expressing interest in The High Road Hotel for your next function. We look forward to providing your event with excellent service and facilities, and creating a wonderful experience that you will remember.

The following package is designed to provide you with the basic & necessary information regarding functions at The High Road Hotel.

If we can be of any further assistance, please do not hesitate to contact us at the venue at any time.

Once again, thank you for considering The High Road Hotel and we look forward to seeing you very soon.

Please note that all pricing is subject to change as of 1st May 2011.

Lisa Bugg

Duty Manager/Function Coordinator

A: 361 High Road, Riverton, WA 6148

T: (08) 9457 0477

F: (08) 9354 2759

E: highroadhotel@spirithotels.com.au

W: www.highroadhotel.com.au

Venue Details

The High Road Hotel is a unique South of the river venue. The Hotel comprises of an Al A Carte Restaurant, lounge bar, band room, function room, private bar and beautifully presented alfresco areas. We have ample free parking and are located next-door to the Riverton forum shopping complex.

At The High Road Hotel, we can cater for many types of functions that include...

- ❖ Birthday Parties
- ❖ Engagement Parties
- ❖ Wedding Receptions
- ❖ Christmas Parties
- ❖ Business or social club meetings
- ❖ Corporate events
- ❖ Training seminars
- ❖ ...And that's just to name a few!

The High Road offers a relaxed atmosphere in a myriad of settings and provides quality food & beverage at competitive prices.

Our friendly team here at The High Road will make every attempt to meet any special requirements you may have for your function... just ask us! We will endeavour to accommodate the needs of you & your guests in every instance.

In preparing for your function, please consider the following questions;

1. What type of function do I want? E.g. *cocktail, sit down, seminar etc*
2. How many people will I be expecting?
3. How much money do I have to spend?
4. Do I have any special requirements that need addressing, whether it be food, beverage, audiovisual, room set up, etc?

We welcome anyone considering a function to come in and view the venue, so that you can get a first hand look at the rooms and areas available. Feel free to contact the function co-ordinator to make an appointment.

Rooms & Areas Available

Room	Table/Dinner	U-Shape	Theatre/Cocktail
Function	10x10 (100)	50	150
Function Bar	N/A	20	70
Rear Alfresco	50	N/A	70

Function Room

Our most popular room, perfect for corporate events & meetings/seminars or used with our function bar for large parties including birthdays, engagements, weddings, & end of year wind ups/Christmas parties. The room can be set-up for all styles of functions & can be decorated to your desire.

- ❖ Accommodates for up to 150 guests cocktail style or 100 guests seated.
- ❖ In house music system, I-pod & mp3 compatible
- ❖ Specific seating & room set-up to suit your function
- ❖ Private toilet facilities
- ❖ Direct access from rear car park
- ❖ Air-conditioning & Open Fire place
- ❖ Includes the benefits of our Fountain Courtyard

Function Bar

This bar is ideal for birthdays & personal functions such as engagements, providing comfortable surroundings & an intermit environment.

- ❖ Fully equipped private bar
- ❖ Accommodates for up to 70 guests cocktail style
- ❖ Premium wine and beverage selection including draught beer
- ❖ Pool table
- ❖ Projector screen (laptop compatible)
- ❖ Specific seating & room set-up to suit your function
- ❖ Private outdoor area with smoking area
- ❖ In house music system, I-pod & mp3 compatible
- ❖ External Entrance
- ❖ Toilet facilities
- ❖ Air-conditioning & Open Fire place

Alfresco Courtyard

A perfect area located at the rear of the hotel surrounded by landscaped gardens and a backdrop of running water from the lovely fountain.

- ❖ Accommodates for up to 70 guests cocktail style or 50 guests seated.
- ❖ Direct access from rear car park
- ❖ In house music system, I-pod & mp3 compatible
- ❖ Portable bar facilities available

Portable Bar

The High Road Hotel has a portable bar which can be setup in the alfresco or function room for service of drinks during events. The use of this bar requires a minimum bar guarantee of \$1,000.

PRICES

ROOM HIRE

Function Room only	\$250
Function Room & Rear Alfresco	\$350
Function Bar	\$150
Alfresco Courtyard	\$100
Function Room & Function bar	\$350

* Minimum bar spend of \$1000 will be required for all functions requiring the use of bar facilities.

DAY MEETINGS (Minimum 2 hours) – Function Room Only

Day Corporate meetings – 1 st Hour	\$50
Per hour after initial 1 hour	\$25
Maximum Cost \$150.00	

Day meetings are from 10.00am – 4.30pm inclusive

DEPOSIT/BOOKINGS

Tentative bookings will be held for a maximum of **10 days**. For a function date to be confirmed after this time a deposit of your total room hire cost will be required and a signed copy of the terms and conditions needs to be returned. This will secure the date of the pending function.

PAYMENT

Total function payment (food and beverage) must be received 7 days prior to the function date. Payment can be made by credit card (phone/personally) or Cash (personally).

If paying in person an appointment needs to be arranged with the Functions Coordinator. Should you require a tax invoice please request this from the Functions Coordinator.

Pricing listed throughout this document and in the attached food and beverage menus is subject to change without notice.

FUNCTION HOURS

Sunday – Thursday – 10.00am – 9.45pm
Friday & Saturday – 10.00am – 11.45pm
All beverage service will finish 15 minutes prior to our function end times

All functions prior to this time will incur an additional cost of \$35 per hour for having a staff member on duty to service any requests from the function.

The room hire covers setting up & cleaning of the room. Additional fees may occur if your function requires extra staff members or other services such as security.

CANCELLATIONS

The deposit paid is non-refundable however it is transferable to another date should you give at least 1 month notice. Should your function be cancelled within 1 week from the function date, full payment of catering and room hire will be required.

AUDIO VISUAL

Please see below for selection and prices of the audio visual equipment that the High Road Hotel has to offer. The High Road Hotel takes no responsibility for technical difficulties on the day of your function and cannot guarantee that all equipment will be available for use on the date of your function. We suggest you ask the functions coordinator a week prior to your event to confirm what is available and to arrange a time to come in and test the equipment to avoid disappointment.

Data projector Function Bar only (laptop compatible)	\$10 per day
Projector Screen	\$10 per day
Wireless Microphone	\$10 per day

MUSIC/ENTERTAINMENT

You may choose to use our house music system. This can cater for a variety of music genres to suit all occasions & is mp3 & I-pod compatible. Alternatively, you can arrange your own music/entertainment such as a DJ, Juke Box or acoustic band to play for the duration of the event. Please be aware that we have in-house bands Friday – Sunday that will be heard from the function rooms and we can not guarantee that this noise will not intrude on your function.

LINEN

Table cloths are included in the room hire charge, however if special requirement cloths are needed an extra cost will incur of \$8 each table cloth.

TEA & COFFEE STATION

Caters unlimited Tea & Coffee for your function	10-50 guests	\$50
	50-100 guests	\$100
Include biscuits additional	10-50 guests	\$25
	50-100 guests	\$50

PATRON CARE

Under the Liquor Licensing Act the following rules must be adhered to when holding a function:

Responsible Service of Alcohol:

As a licensed premise we are not permitted by law to serve any patron that we believe to be intoxicated or acting in a disorderly manner. Management reserves the right to refuse service to a customer in these circumstances, and the customer will be asked to leave the premises.

Minors:

It is a hotel policy that all guests under the age of 18 must be accompanied by their parental guardian at all times throughout the function. This does not provide access for the minor (even when accompanied by an adult) to other areas of the hotel so that bar staff can readily identify them. Minors under the age of 15 are permitted to stay for the duration of the function however minors 15yrs to 17yrs must leave the venue by 10:00pm.

Identification:

The only acceptable means of proof of age in Western Australia are a current driver's license, a current passport, an 18+ Card, or a Victorian Key Pass. We reserve the right to refuse service to any patron unable to provide identification upon request.

If any of the above conditions are breached management reserves the right to refuse entry or request that a patron leave the premises immediately and may result in the cancellation of your function.

SUGGESTED PROVIDERS

Florist

Riverton Forum Florist - Shop. 29, Stockland Riverton Shopping Complex. Ph: 9354 1922

Balloons & Decorations

Lombard's. - Shop 1490, Albany Hwy, Cannington. Ph: 9258 9100

10% discount for all confirmed functions at The High Road Hotel.

Cakes & Desserts

Simply Divine. – Shop 4, 30 Burrendah Blvd, Willetton. Ph: 9313 7700

CATERING

The High Road Hotel offers a range of menu options, as displayed on the following pages. All catering required for an event needs to be confirmed with the function coordinator no later than one week prior to the date of the function.

Final numbers must be confirmed two weeks prior to the function for catering purposes.

Variations in the number of guests can be catered for if notification is given no later than 1 week prior to the function commencement.

In the event of public holiday functions, a \$100 surcharge will be added to the Room Hire Charge.

If any of the menus are not exactly what you are looking for please don't hesitate to contact the functions coordinator to discuss alternatives for your particular event. We will do our best to amend the menus to suit your needs.

We welcome our customers to bring cakes into the hotel for their special celebration. There is no cake charge however we do ask that you advise the function coordinator if you are intending to bring a cake so that a cutting knife, cake plates and any other extras may be prearranged for your use at the event.

No other food items, eg. Chips, nuts, or lollies are allowed to be brought in.

Function Platters

Dips & Bits

\$60.00

chef's selection of two homemade dips, grilled cacciatore, marinated olives,
woodfired pizza bread, toasted Turkish bread
serves 10

Party Platter

\$55.00

party pies, mini sausage rolls, mini dim sims, samosas, vegetarian spring rolls,
beef satay, sweet chilli sauce, tomato sauce, soy sauce
serves 10

Vego Platter

\$60.00

vegetarian quiche, mini spinach & fetta "sausage" rolls, sweet potato & leek
fritters, samosas, vegetarian spring rolls, sweet chilli, tomato sauce, soy sauce
serves 10

Antipasto Platter

\$90.00

grilled cacciatore, marinated labneh, roast capsicum, sun dried tomato
tapenade, hommus, marinated olives, prosciutto, frittata, pizza bianca, herbed
Turkish bread, lamb koftas
serves 10

Function Platters

Cont.

Asian Platter

\$75.00

pork & prawn chau mai, vegetable moneybags, chicken dim sims, vegetable
spring rolls, sweet chilli, soy sauce
serves 10

Pizza platter

\$70.00

selection of home made wood fired pizzas
roast pumpkin, goats cheese, pinenuts, sundried tomato
cacciatore, bacon, red onion, bocconcini
ham, cheese & pineapple
serves 10

Sushi platter

\$85.00

variety of chicken & vegetable sushi, wasabi, pickled ginger, soy sauce
approx 60 pieces
serves 10

Seafood Platter

\$125.00

salt & pepper baby squid, barramundi goujons, tempura prawns, Thai fish
cakes, marinated octopus, lemon grass & chilli prawn skewers, chilli mussels,
tartare sauce, nam jin
serves 10

Set Menu

\$38 per head

Min. 30 pax

Olive Tapenade, hommus, extra virgin olive oil,
Balsamic vinegar, toasted Turkish bread
(for the table – 4 persons)

grilled barramundi, feta & garlic confit mash,
roma tomato, red onion & basil salsa

or

whole grilled beef sirloin,
new potato, bacon & spring onion crush,
mushroom & shiraz jus

or

oven baked marinated chicken breast,
roast orange vegetables,
pesto hollandaise

mango macadamia cheesecake,
thickened cream,
strawberry salsa

Set Menu

\$45 per head

Min. 30 pax

Thai beef salad, spring onion, red onion, sprouts,
pickled carrot, fresh chilli, tamarind dressing

Oven baked Tasmanian Salmon, macadamia crust
pumpkin, rocket & fetta salad,
lime butter

or

rosemary & garlic marinated lamb rump,
new potato, bacon & spring onion crush,
green pepper & shiraz jus

or

Roast chicken breast, mushroom & bacon stuffing,
sweet potato mash,
garlic cream sauce

mango macadamia cheesecake,
thickened cream,
strawberry salsa

Buffet Menu

\$45 per head
Min. 40 pax

All buffet options are served with steamed vegetables, baked chat potatoes with rosemary & sea salt, steamed jasmine rice, fresh baked dinner rolls and garden salad

Hot selection

Red wine and seeded mustard crusted beef roast
(Hot English mustard, horseradish, red wine sauce)
Please see below for different roast choices

Fish Provencale

Sweet & Sour Pork

Thai Green Chicken Curry

Lamb, Red Wine, Thyme & Mushroom Ragout

Pumpkin & Caramelised Onion Cannelloni

Singapore Noodle Stir-fry

Please see below for different wet dish choices

Dessert

Pavlova Roulade

Apple & Sultana Crumble

Buffet Menu Alternate Options

Please feel free to mix and match your buffet menu with the following choices listed below:

Roast Choices: Sage and Garlic Seasoned Lamb
(mint jelly & pan juices)

Rolled Roast Pork
(apple sauce, pan juices)

Wet Dish Choices: Lamb Korma
Chicken Chasseur
Ravioli with Basil Tomato Sauce
Stir-fry Mixed Vegetables & Tofu

BEVERAGES

Available to your function is an extensive range of beverages including bottled & draught beers, wines premixed drinks, spirits & soft drinks. Due to Responsible Service of Alcohol laws & restrictions The High Road is unable to offer any discount beverages. All drinks are charged on a consumption basis with the choice of unlimited or limited bar tabs designed to suit your budget & function, as well as "pay as you go" arrangements. (i.e. normal bar service)

BEERS ON TAP

Stella Artois
Heineken
Carlsberg
Guinness
Kilkenny
Tooheys New White Stag
Tooheys Extra Dry
Swan Draught
Carlton Draught
Carlton Dry
Carlton Mid strength
Hahn Premium Light
XXXX Gold
Becks
Hahn Super Dry
James Squire Golden Ale
James Squire Sundowner

BOTTLED BEER

Corona
Millers Chill
Becks
Heineken
Pure Blonde
Carlton Cold
Tooheys Extra Dry
Coopers Pale Ale
Crown Lager
James Squire Pilsner
James Squire Amber Ale
Little Creatures Pale Ale
Little Creatures Bright Ale

PREMIX

Jack Daniels & Cola
Jim Beam & Cola
Jim Beam & Coke Zero
Bundaberg Rum & Cola
Bundaberg Red & Cola
Wild Turkey & Cola
Canadian Club & Dry
Johnnie Walker & Cola
Smirnoff Red Ice
Smirnoff Double Black
Bacardi Breezer Orange
Bacardi Breezer Watermelon

SPARKLING WINE

In Season Sparkling white
Yellowglen Yellow Piccolo
Redbank Long Paddock
Emily Cuvee
Bella Donna Zibbibo White
Jacobs Creek Sparkling
Moscato
Greyrock Sparkling Sauv
Blanc
Grant Burge Pinot chard
Sparkling

WHITE WINE

In Season Semillon Sauv
Blanc
DeBortoli Willowglen
Chardonnay
Pebble Creek Marlborough
Sav Blanc
Jacobs Creek Riesling
Lindermans Bin 95 Sav Blanc
Brown Brothers Chrouchen
Riesling
Houghton's Quills classic dry
White
Nova Moscato
Pebble Creek Marlborough
Pinot Gris
Tulloch Hunter Valley
Verdelho
Wolfblass Founders
Chardonnay

RED WINE

In Season Cabernet Merlot
Jacobs Creek Pinot Noir
DeBortoli Willowglen Shiraz
Cabernet
Tyrrell's Moores Creek Shiraz
Grant Burge Hillcot Merlot
Hardy's Chronicle Shiraz
Cabernet Rose
Koonunga Hill 76 Shiraz
Cabernet
Pensilva Malaren Vale Shiraz
Wolfblass Founders Cabernet
Sauvignon
Oyster Bay Marlborough Pinot
Noir
Wirra Wirra Church Block Red
Blend

All beverages are subject to change.

TERMS & CONDITIONS

Office of Racing, Gaming & Liquor and the High Road Hotel House Management Policy

- 1.1 Only beverages purchased on the premises may be consumed on these premises. You are not permitted to bring beverages on the property, nor consume beverages purchased through our on-site retail outlet.
- 1.2 No food may be brought on site without the prior consent of the Venue Manager.
- 1.3 In order to comply with our in house Responsible Service of Alcohol standards, it is a requirement that a minimum order of 1 platter per 15 guests are purchased with any function booked in the Venue except in the case where a buffet or set menu has been booked.
- 1.4 Food & beverages purchased at The High Road are strictly for consumption on the premises. No food or beverage may be taken home for consumption.
- 1.5 The High Road and its staff are responsible servers of alcohol. If, in the opinion of the venue, you or any of your guests are deemed to be intoxicated, argumentative and/or aggressive, they can be refused service and asked to leave the venue immediately.
- 1.6 All persons attending the venue must be able to provide adequate identification or proof of age on request at any time. A current passport, proof of age card or Australian drivers licence is the only acceptable form of identification in Western Australia.
- 1.7 The High Road has conditions in our hotel tavern licence that prohibits anyone to be immodestly or indecently dressed, take part in, undertake or perform any activity or entertainment on licensed premises that is of a lewd or indecent manner. This includes 'R' rated moving pictures, contractors, employees or any patrons. Any breach of this condition will result in the immediate conclusion of the event/function and no refunds of room hire, foods or beverage will be applicable. The below credit card will be charged for any outstanding monies. All guests of our venue including functions are to wear neat casual attire. This prohibits thongs, singlets, hooded jumpers, work wear hats or beanies.
- 1.8 Coles Team Member discount Cards can not be used in conjunction with functions.
- 1.9 On Friday and Saturday the bar will close at 11:45pm and entertainment must cease at 11.45pm to comply with our liquor license. All other days bar and entertainment must cease at 9:45pm.
- 1.10 Please note the service or supplying of alcohol to minors is not permitted and carries large fines for those guests caught doing so. All guests under 18yrs of age must have their legal guardian, who at all times must not be intoxicated, with them while on hotel premises and must vacate the premises by 10.00pm. Children under 15 are permitted to stay until function end, as long as the above conditions are met.
- 1.11 Organisers and guests must vacate the premises and surrounding car parks within 30 minutes of the listed times.
- 1.12 Earlier function hours can be altered at the discretion of Management and subject to licensed hours. Times quoted are subject to government legislation changes.

2. Deposit and Payment Policy

- 2.1 Confirmation of your booking will be deemed complete upon the return of a signed copy of the Terms & Conditions along with a valid credit card number, or cash deposit. Tentative bookings will be held for 10 days.
- 2.2 Payment of full function fees are due seven (7) days prior to the event. Full function fees include food, minimum bar spend (where applicable), catering and other costs.
- 2.3 Cash and all credit cards are accepted. Unfortunately we do not accept cheques.
- 2.4 You, the undersigned, will be deemed responsible and held liable for the costs of repairs for any damage caused by yourself or your guests during the function.
- 2.5 All prices are subject to change at any time.

3. Cancellation Policy

3.1 Whilst we would share in your disappointment if your function was cancelled, all cancellations will result in your function deposit being held. All function deposits once paid are non-refundable; however it is transferable to another date if at least 1 months notice is given to the previous booked date.

4. Smoking Policy

4.1 The High Road Hotel has allocated smoking areas we ask you kindly to please abide by these.

5. Best Service Policy

5.1 The High Road will endeavour to provide your required services, contingent on being able to do so. We will not accept any liability in the case of business interruption, including, not but limited to, labour disputes, major mechanical failure or any other circumstances that may inhibit the trading capacity of the venue.

6. Final numbers:

6.1 Two (2) weeks prior to the function date an approx number is required for catering purposes.

6.2 Final numbers and full catering payment is required seven (7) days prior to the function date.

7. Catering

7.1 All catering is to be supplied by The High Road Hotel to remain within the boundaries of our Food Safety Programs Accreditation. Any catering not supplied by The High Road Hotel will be charged to the organiser at full retail pricing eg. Bringing own soft drinks into the hotel will be charged at our full retail sale price.

7.2 Celebration and specialty cakes are exempt from this condition. Charges apply if the Hotel is to cut cake and platter or serve as dessert.

7.3 Food and/or beverages are not to be removed from the premises under our Food Safety Program Accreditation.

8. Security

8.1 Should extra security staff be required for the event, the cost of the extra staff will be passed on to the organiser at the same rate that the hotel pays.

8.2 All 18th to 21st birthday parties will require 2 security officers at all times paid for by the function holder. Our function co-ordinator will discuss this with you at the time of booking your function.

9. Surcharges

9.1 A public holiday surcharge of \$100 will apply to all functions on public holidays.

10. GST

10.1 All prices quoted are inclusive of the Goods and Services Tax.

11. Content

11.1 If The High Road Hotel has reason to believe that any event/function will affect the smooth running of the hotel, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability.

12. Damages/ Bond

12.1 For some functions a bond may be required at the discretion of the Functions Manager. Any damage will be assessed and the cost of repair deducted from the bond or charged to the organisers credit card.

12.2 Other conditions may apply please ask the Function Manager for details.

12.3 Organisers are financially responsible for any damage sustained to the hotel by the organizer, organizers guests, invitees or other persons attending the function.

12.4 Our Function Department will take all necessary care in organizing and storing of events property, but does not except responsibility for damage or loss of client's property, before, during and after event.

13. Signage/Theming

13.1 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or part of the building without Managements permission. Any damage regardless of management permission will be charged to the organiser.

13.2 All signage and theming must be removed at the conclusion of the event to allow cleaning of the function area.

14. Entertainment

14.1 The Hotel reserves the right to control the quality and volume of all entertainment.

15. Smoke Machines

15.1 Under no circumstances are smoke machines to be used in the Hotel. If they are and smoke alarms are set off; the cost of the Fire Brigade call out fee will be charged to the organizer.

16. General

16.1 Fire Exits are to be kept clear at all times and are not to be obstructed for any reason.

16.2 Obstructions of Fire Exits can accrue fines; in this event these will be passed on to the function organizers.

Workplace Health and Safety standards and requirements must be adhered to at all times before, during and after the event.

**I have read the terms and conditions provided and understand that these and all relevant Liquor Licensing laws will bind our function group.
I also understand that we will be charged for final numbers given, or actual attendance, whichever is greater.**

Signature _____
Phone _____

Name _____ **Today's**
Date _____

Date of Function _____ Function Area _____ Function
Start Time _____

Credit Card Type: Visa MasterCard Amex Diners

Card Number:

Expiry Date:
___ / ___

Card Holders Name: _____ Card Holders Signature:
