



TOM'S
TAVERN

CORPORATE

Catering & Room Hire information

Tom's Tavern

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Corporate Information

ROOM HIRE

Tom's Tavern's function room has been designed especially with corporate function in mind. We are able to provide you with a range of conveniences for meeting, workshop, seminar or sales event including: Data projector and screen, whiteboards and flipcharts, lectern, microphone, adjustable lighting, ipod/audio connectivity, multiple general power outlets, closed data networking available.

Hire of our function room includes setup and packdown of furniture, with white linen table clothes, water point and sweets, basic stationery (pens and paper), air-conditioner and use of any above listed facilities.

CAPACITY INFORMATION

ROOM		
With Catering	\$100.00	\$150.00
Without Catering	\$150.00	\$200.00

FLOOR PLAN

ROOM CAPACITY

Theatre Style	80
Rectangular tables	70
Classroom Style	40
U-shape	30

(All setups are recommended capacity and can be altered in some cases)



Corporate Information

COFFEE BREAKS

Coffee Break Catering

TEA & COFFEE ON CONSUMPTION

(only available for groups of 20 guests or more)

Pot of Tea \$15.50 per pot

Pot of Freshly Brewed Coffee \$28.50 per pot

(Approx 10 cups per pot)

CATERING BREAKS (INCLUDES TEA & COFFEE)

Fresh Fruit Platter..... \$5.50 per person

An Assortment of Freshly baked Biscuits..... \$5.50 per person

Freshly Baked Scones with Jam & Cream..... \$5.95 per person

Assorted Large Muffins (1 per person) \$6.95 per person

Assorted Freshly baked Danishes \$6.95 per person

Corporate Information

COCKTAIL FINGER FOODS

Finger food Catering

FRESH BREADS & DIPS PLATTER..... \$60 per platter

Chef's selection of baked breads, tortilla chips, crudities and freshly made dips
(vegetarian)

FRUIT & CHEESE PLATTER \$60 per platter

Chef's selection of 2 hard & 2 soft cheese, strawberries, grapes, dried fruits, nuts & water crackers enough for 10 people.

ASIAN PLATTER \$70 per platter

Vegetable samosas, Thai prawn spring rolls, vegetable spring rolls, curry puffs, chicken dim sim, served with light soy & sweet chilli sauce.
(50 pieces per platter)

BAKED AUSSIE PLATTER \$80 per platter

Mixed cocktail pies, spinach & ricotta triangles, mini sausage roll & mini pasties served with tomato & BBQ sauce.
(40 pieces per platter)

ANTIPASTO PLATTER \$90 per platter

A selection of Continental Deli Meats, Gourmet Cheeses, Char grilled Vegetables, Crackers, Fresh Vegetable Sticks & Fresh Guacamole.
(Caters 15 to 20 per platter)

Cocktail Food Catering

FRESH SANDWICH PLATTER \$60 per platter

Chef's selection of 10 classic style sandwiches.

PIZZA SELECTION PLATTER \$70 per platter

A selection of our Roadhouse Grill hand stretched pizza's; Margarita, Hawaiian, Italiano and Roadhouse Meat Lovers.
(50 pieces per platter)

WINGS WINGS WINGS PLATTER \$60 per platter

Our Famous Buffalo Wings served with our very own Roadhouse Grill BBQ Sauce.
(40 pieces per platter)

SEAFOOD PLATTER..... \$100 per platter

Tempura Prawns, Crumbed Scallop, Salt & Pepper Squid and fish goujons served with seafood sauce & lemon wedges.
(40 pieces per platter)

GOURMET SKEWERS PLATTER \$90 per platter

A Selection of Beef, Vegetable, Chicken and Lamb Skewers all served with assorted flavours.
(40 skewers per platter)

Corporate Information

LUNCH OPTIONS

Jugs of Juice or Soft drink can be added on to any catering break and charged on a consumption basis.



Classic Sandwich Buffet: \$18.00 per person

- Sandwiches with a selection of standard fillings egg & lettuce, ham cheese & tomato, salad, tuna, served on a variety of breads such as wholemeal, white and multigrain. *(caters one whole sandwich per person)*
- Chef's selection of fresh salad bowls
- Fresh Fruit Platter
- Tea & Coffee

Gourmet Sandwich Buffet: \$22.50 per person

- A Selection of Gourmet style sandwiches on a variety of breads such as Panini, Foccacia, tortilla wraps, Turkish and sourdough breads. Served with a variety of freshly sliced meat and salad fillings.
- Chef's selection of fresh salad bowls
- Fresh fruit platter
- Tea & Coffee

Ploughmans Buffet: \$25.50 per person

- A large array of freshly sliced meats, served with fresh chargrilled vegetables and salad items for your guests to build their own.
- Served with Chef's selection of freshly made salads
- Fresh Fruit Platter
- Tea & Coffee.

Roadhouse Grill Restaurant Pre-Order

You and your guests are welcome to order from our Pre-order Menu and dine next door in our Roadhouse Grill Restaurant at your designated lunch break. Lunch operating hours 11.30am - 230pm Monday – Friday & All Day dining 11.30am - 9.00pm Saturday & Sunday

We are more than happy to accommodate any dietary requirements that you or your guests may have. We do however ask that we be notified of these requirements prior to your function to ensure all specific catering can be accommodated.

Corporate Information

LUNCH OPTIONS

Jugs of Juice or Soft drink can be added on to any catering break and charged on a consumption basis.

BBQ Buffet #1

CLASSIC BBQ \$21.00 PER PERSON

Your Selection of 2 options below to be freshly cooked for your group

- Beef Sausage
- Wagyu Steak Sandwich
- Tandoori Chicken Skewers
- Vegetarian Burgers
- Homemade Beef Burgers
- Bacon & Egg

Served with fresh burger buns, potato salad, Tossed Salad, Pasta Salad and Coleslaw.

Served with Tea & Coffee

SELECT ANOTHER OPTION TO ADD TO THE BUFFET \$3.00 PER PERSON

ADD ON A FRESH FRUIT PLATTER - \$2.00 PER PERSON

(Only available for groups of 30 guests or more)

BBQ Buffet #2

MAKE YOUR OWN BURGER BAR: \$25.00 PER PERSON

Your selection of 2 options below for your guests to build their own freshly made burger

- Tandoori Chicken Fillet
- Wagyu Steak Sandwich
- Homemade Beef Burgers
- Bacon & Egg
- Vegetarian Burgers

Served with fresh burger buns, iceberg lettuce, tomato, sautéed onions, cheese, cucumber, pineapple and beetroot.

Served with Tea & Coffee

SELECT ANOTHER OPTION TO ADD TO THE BUFFET \$3.00 PER PERSON

We are more than happy to accommodate any dietary requirements that you or your guests may have. We do however ask that we be notified of these requirements prior to your function to ensure all specific catering can be accommodated.



Corporate Information

BREAKFAST CATERING

PLATED BREAKFAST \$20.00 PER PERSON

Scrambled Eggs, Bacon, Sausage, roasted tomato, pan fried mushroom, hash brown and a side of thick cut toast.

All served with Tea & Coffee and Fresh Juices

(Minimum of 20 Guests)

BREAKFAST BUFFET \$25.00 PER PERSON

A Hot buffet including:

- Smoked Bacon
- Pork Chipolata
- Roasted tomatoes
- Scrambled Eggs
- Hash Browns
- Baked beans
- Mushrooms
- Fresh Fruit Platter
- Croissants & a variety of filled mini Danishes

Also included a toast selection of wholemeal, grain, white and fruit bread served with various spreads. Tea, Coffee & Juices.

(Minimum of 40 Guests)

We are more than happy to accommodate any dietary requirements that you or your guests may have. We do however ask that we be notified of these requirements prior to your function to ensure all specific catering can be accommodated.

FUNCTION BOOKING TERMS AND CONDITIONS

BOOKINGS:

We are happy to place and hold a tentative booking for a period of no more than 7 days. At the end of this time this booking must be confirmed or cancelled. Failure to confirm the booking or availability of our staff to make phone or email contact will result in the booking being released.

CANCELLATION:

We do understand that sometimes plans have to be changed. Full refund of your deposit will be made where 30 days notice is given in writing. Functions cancelled within this 30 days time period, deposit will only be re-funded if the space can be re-sold.

CONFIRMING A BOOKING:

To confirm a booking the room hire of the function is required to be paid in advance as a deposit to secure the booking. A tax invoice for this amount can be issued by the function centre staff and is required to be paid no more than 2 weeks from the date of confirmation.

PAYMENT:

Final payment of all function charges are required to be pre-paid or settled on the day. No charges can be invoiced after the event.

CONFIRMATION OF NUMBERS:

Reconfirmation of the guest numbers and catering selections are requested one week prior to the function date. Final changes to numbers can be made up to 3 working days prior to your event date. THIS WILL CONSTITUTE THE MINIMUM NUMBER TO BE CHARGED FOR CATERING.

ROOM ALLOCATION:

Tom's Tavern Function Centre reserves the right to make changes to room allocation based on anticipated final numbers and room availability.

SELF CATERING:

Tom's Tavern does not allow self-catered functions. No food or beverages of any kind are permitted to be brought in for consumption, selling or distribution at a function by the organiser or the organiser's guests. No food or drinks are permitted to be taken off the premise at the conclusion of an event.

LOSS & DAMAGE:

Our staff will naturally take every care when looking after your belongings. The centre cannot however, take responsibility for loss or damage to items before, during or after your function. Any damage to the hotel or its property sustained during an event is the responsibility of the organiser.

I

ON BEHALF OF

UNDERSTAND AND ACCEPT THE ABOVE MENTIONED TERMS AND CONDITIONS SUPPLIED.

FUNCTION DATE : / / 2016

FUNCTION BOOKING FORM

A tentative booking will be held for 14 days from the booking date.

If not confirmed within 14 days we reserve the right to release the date.

Contact person:

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Contact phone:

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Contact email:

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Date of event:

booking date:

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Number of guests:

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Start time:

finish time:

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Function room:

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Catering required:

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Package selection:

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Menu choices:

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Additional beverages required:

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Av equipment required:

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Notes/ special requests:

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How did you hear about Tom's Tavern Function's?

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I have read and understood the terms and conditions given to me in these attached packages.

Please note that your event will only be confirmed once this booking form alongside your deposit has been returned.