



# IMPERIAL

*Your new local*

FUNCTION KIT 2020/21

*Book your private function at Imperial. We can cater to large or small groups and are happy to help make your event a memorable experience.*

# FUNCTION SPACES

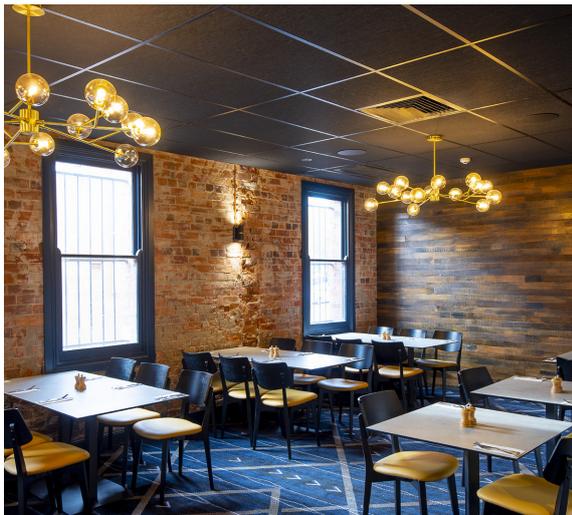


## The Deck

20-30 PEOPLE

At the rear of the Hotel with views over to the Levy and Hunter River.

This area caters for up to 30 People. Minimum of 20 people required to have exclusive access to the Deck.



## Function Room

30-40 PEOPLE

The Function Room is a private room that can cater for up to 40 People. It is secluded so that your function remains private. The Minimum of 30 people required to have exclusive access to the Function Room Thursday to Saturday

## Formal Function Room

60-80 PEOPLE

Located on the First Floor the Function Room can cater for groups of up to 60- 80 people.

The Area can be configured to suit your needs. Some expense will be charged in the case of staff required to run the Bar if Required.



# CORPORATE FUNCTIONS



## Corporate Space

20-80 PEOPLE

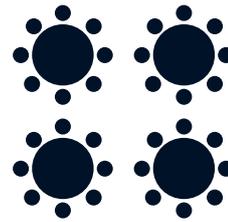
Our Bistro Function Room will comfortably sit anywhere from 20 to 50 people depending on your desired seating style.

Meetings Anytime-Breakfast, Morning teas, Lunches, Afternoon teas & Dinners for corporate functions of over 30 people. Our Meetings Anytime-Breakfast, Morning teas, Lunches, Afternoon teas & Dinners for corporate functions of over 30 people.

Our popular choice for many. Please email us at [bookings@imperialmaitland.com.au](mailto:bookings@imperialmaitland.com.au) for more information. We also have facilities for a larger (over 50) Corporate Function.

We have access to display screens for presentations or displays. Whiteboards, notepads & pens can also be supplied at a cost. Further equipment can be hired if necessary. Access to microphone & sound system can also be provided. Tablecloths are also available upon request at a charge.

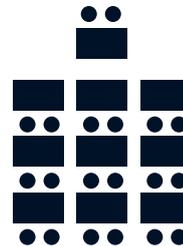
Your perfect Corporate Function or Business meeting will be planned & co-ordinated by our Functions & Events Manager.



BANQUET  
STYLE



THEATRE  
STYLE



CLASSIC  
ROOM STYLE



BOARDROOM  
ROOM STYLE



U-SHAPE  
STYLE



# FOOD PACKAGES



Thank you for considering Imperial Maitland for your function. All orders need to be placed a minimum of 5 days in advance and are subject to availability in our function and dining areas.

## TRILOGY MENU \$55pp Minimum 20 people

*A crowd favourite! Our Trilogy menu will keep all guest satisfied with a tasty petit selection served to each guest along with a varied selection of shared sides.*

### Entrée

Blistered cherry tomato bruschetta  
Baked brie with honey toffee  
Crumbed asparagus spears with roast capsicum dip

### Main

Beef Tenderloin, Salt Baked Pork Belly and Barramundi Fillet *plus*  
Share plates on table of: Lemon Zested sugar snap peas/ paprika sweet potato mash/sea salt flaked steak cut chips/ roquette and parmesan salad

### Sorbet lemon

### Dessert

Caramel and Roasted Macadamia Tartlet, Warm Fudge Brownie and Strawberries and Cream Panacotta

## SET COURSE MENUS Minimum 20 people

**OPTION 1 \$24 pp**  
all served with chips and salad

### Alternate Drop

**Chicken Schnitzel**

**200gm Rump Steak**

**Beer battered barramundi**

All mains are gluten free  
and vegetarian options are  
available upon request

**OPTION 2 \$28 pp**  
Choose 2 Alternate Drop

- Pork Cutlet**  
with roquette, parmesan, pear salad with apple chutney
- Crispy Skin Atlantic Salmon**  
with roasted raddish and dutch carrots
- Chicken Breast**  
with lemon sage butter, chips and Greek salad
- Mushroom Risotto**  
with parmesan cheese and spinach V GF

## FINGER FOOD price per 30 pieces unless stated

- Lemon pepper squid \$45**
- Chicken satay skewers \$66**
- Cherry tomato bruschetta V \$45**
- Beef Sliders \$90**
- Stuffed mushrooms GF VE DF \$60**
- Garlic Prawn skewers GF DF \$90**
- Mini beef and Guinness pies \$90**
- Spring rolls (36) V \$35**

- Mixed Snacks Platter (12 of each) \$50**  
meatballs, money bags, samosa, chicken dim sim
- Wings 3kg \$45 choice of:**
  - Buffalo  BBQ & Red Wine  Chilli & Lime
  - Asian Sticky  mixed
- Pork belly bites with apple chutney GF \$60**

**CHARCUTERIE \$12pp**  
includes cheeses, smoked meats,  
roasted vegetables and seasonal fruits.

**DESSERT PLATTER \$60**  
includes a delicious selection of assorted tarts,  
brownie bites and sticky date bites

# BEVERAGE PACKAGES



The Imperial Hotel offers a range of options when organising beverages for your special function. Choose one of our beverage plans and packages catering for your individual occasion.

## Options

### SET PACKAGE

You purchase a beverage package for unlimited items per person over a set period of time. N.B. Minimum of 25 guests applies.

### CASH BAR

Guests pay for their own beverages.

### BAR TAB

Simply nominate the dollar amount you wish to spend and which beverage package you wish to be available.

We can also price a individually catered package if required.

## SET PRICE DRINKS PACKAGES

### STANDARD BEVERAGE PACKAGE

Arrival Drinks \$7  
 4 Hours \$39  
 5 Hours \$44  
 PRICES PER PERSON

#### LOCAL PACKAGE BEERS ON TAP

XXXX Gold, Iron Jack Mid Tooheys New, Tooheys Old, Hahn Super Dry, James Squires 150 Lashes, Great Northern Original, Reshes Draught

Please note the Formal Function Room has 4 Draught Taps Available

#### WINES

Standard Drinks Package includes our House Pour Wines including; Sparkling, Chardonnay, Semillon Sauvignon Blanc Sauvignon Blanc, Moscato Shiraz, Cabernet Sauvignon, Merlot

#### NON-ALCOHOLIC

Juices, mineral water and Post Mix soft drinks.

Sprits and RTD's available for purchase at the Bar

### PREMIUM BEVERAGE PACKAGE

Arrival Drinks \$10  
 4 Hours \$45  
 5 Hours \$50  
 PRICES PER PERSON

#### PREMIUM BEERS INCLUDING ANY OF OUR TAP BEERS

XXXX Gold, Iron Jack Mid Tooheys New, Tooheys Old, Hahn Super Dry, James Squires 150 Lashes, Great Northern Original, Reshes Draught

If we don't have the beer of your choice we will get it in (price may vary and minimum 2 weeks' notice required)

#### HOUSE SPIRITS

Bacardi, Bourbon, Gin, Vodka, Rum and Scotch

#### WINES

Premium Range from Our Wine List Choice of 5

#### NON-ALCOHOLIC

Juice, mineral water, Post Mix soft drinks.

## COCKTAIL PARTY - MINIMUM 15 PEOPLE

Arrival Cocktail \$12  
 Choice of 3 Cocktails from our cocktail list.  
 PRICES PER PERSON

We can make arrangements for cocktail set price package on request.

# BOOKING FORM



To confirm your booking, we require this form to be filled out, signed and returned to [bookings@imperialmaitland.com.au](mailto:bookings@imperialmaitland.com.au), we will process full payment with the credit card details provided below. If you prefer to pay via bank transfer, please complete the form below excluding the credit card details and email through requesting a tax invoice.

FULL NAME

FUNCTION DATE

EMAIL ADDRESS

PHONE NUMBER

COMPANY

FUNCTION NAME

START TIME

FINISH TIME

NUMBER OF GUESTS

PREFERRED AREA

CATERING ORDER (IF ANY)

BEVERAGE PACKAGE (IF ANY)

CREDIT CARD NUMBER

CREDIT CARD NAME

CCV

EXPIRY DATE

TODAYS DATE

CARD TYPE (VISA / MASTERCARD / AMEX)

CARD HOLDERS SIGNATURE

DATE

DEPOSIT AMOUNT

# TERMS & CONDITIONS



## PAYMENT TERMS & CONFIRMATION OF BOOKINGS

In order to confirm a function booking, a deposit to the value of 10% of the total function value is required, as well as credit authorization slip completed (for security purposes only). The Terms & Conditions form also needs to be read, signed and emailed to [bookings@imperialmaitland.com.au](mailto:bookings@imperialmaitland.com.au). Until these requirements are met, it is not a confirmed booking. Minimum numbers must be confirmed 7 days prior to the function. Management may request full payment 7 days prior to the function if circumstances are warranted.

## CANCELLATION

In the event of a confirmed function being cancelled within 7 days or less of the function date the client will be charged 100% of the food costs. Any cancellations made within 21 days or less of the function date will result in a non-refundable deposit. (Initially paid upon booking the function.)

## HIRING OF EQUIPMENT

The Imperial Hotel will be pleased to quote for and arrange any equipment that may be required for your function, e.g. decorations, flowers, DJ, etc. These charges will be added on to the total function bill plus a 15% service fee.

## LOSS OR DAMAGE TO PROPERTY

1. The client shall remain responsible at all times for any loss or damage to the property of the Hotel caused by the client, guests and invitees.
2. We are extremely careful when looking after guests and their property. Unfortunately, we cannot take responsibility for the damage, or loss of items, before, during and after a function. We therefore suggest the client considers either removing all personal items or obtaining insurance cover.

## SUB LETTING

Functions found to be Sub letting the Upper Deck for a Promoted event will be cancelled and removed from the venue.

## UNACCEPTABLE BEHAVIOUR

The management of the Imperial Hotel reserves the right to remove patrons attending functions from the premises for unruly behaviour and showing signs of intoxication as determined at managements discretion. Bucks parties and similar functions as determined by the management are not allowed on the premises and the Imperial Hotel reserves the right to cancel any bookings for bucks parties up to and including the time of commencement of the event.

## PROVISIONS OF GOODS AND SERVICES SUPPLIED BY THE CLIENT

Delivery of hired equipment supplied by the client to the Hotel must be advised to the Event Coordinator prior to the delivery and must be delivered to a designated area. The Hotel will not be held responsible for the security, set-up or transportation of this equipment and will not be responsible for any damage or loss sustained. The client agrees to begin the function at the scheduled time and agrees to have exclusivity of the venue until 11:30pm. Exclusivity after this time is at managements discretion.

## CHILDREN ON PREMISES

Children are allowed on the premises; however the client undertakes to ensure that children will be kept under the strict supervision and remain the responsibility of the client. Any minors found to be consuming alcohol will be removed from the premise and the remainder of the function will be cancelled.

## UNFORESEEN CIRCUMSTANCEs

1. In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food items, other unforeseen contingency or accident the Hotel reserves the right to cancel any booking or refund any deposit without notice.
2. Due to unforeseen circumstances, should the room/s reserved be unavailable, we reserve the right to substitute similar venues. Every effort will be made to advise you in advance.

## AGREEMENT

I hereby agree to the terms and conditions outlined above

Signed \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_