

SOUTHERN
LIGHTS HOTEL

Special Events



Weddings
Parties
Trade Shows
Cocktail Gatherings
Training Sessions



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Thank you for your recent enquiry. Our friendly and professional staff look forward to making your event a success. Our **Summerleas Room** seats 40 people comfortably buffet or sit down formal style and 100 people for a cocktail style function. The room offers private bathroom, bar & heating facilities with direct access to our outdoor courtyard.

Our **Kings View Room** seats 120 people comfortably buffet or sit down formal style and 180 people cocktail style. The room is surrounded by windows with water views by day and at night the lights of Kingston. Kings View also has private toilet, bar and heating facilities.

Room hire for our Summerleas Room is \$130. Room hire for our Kings View Room is \$280. The room hire includes 5 hours of hire (extra hours are available at \$50 per hour), tablecloths, staff, setup and reasonable clean up of the function, serviettes, cutlery & crockery (additional cleaning fees may be incurred where function guests display poor conduct resulting in excessive mess and/or damage) Our function rooms close at Midnight.

21st Birthday Parties will require security – this is a necessity, not an option. Security is charged at \$50 per guard / per hour. 1 guard is required for less than 50 guest, 2 guards required if more than 50 guests are invited. A detailed guest list will also need to be supplied 5 days prior.

Any guest under the age of 18 years attending a function must be accompanied by their actual parent or guardian (a friend or family member acting as guardian is not sufficient)

OUR FUNCTION CENTRE CLOSSES AT MIDNIGHT

Please ensure your guests vacate the premises, including the exterior grounds in a safe and orderly and quiet manner by 12.15am.

CATERING

Our catering menus are attached for your perusal. For all buffet and set menus there is a minimum of 30 guests required. For cocktail functions we require you to cater with sufficient platters for the expected guest numbers. We are also happy to tailor a menu to your special requirements where possible.

There is a 15% surcharge on all catering for Sunday functions and a 25% surcharge for functions held on a public holiday.

The **menu choices** are required **4 weeks prior** to your function and final numbers, special dietary requirements and **payment** are required no later than **5 days prior** to the event.

Please make sure when sending out your invitations that you ask for special dietary requirements to be advised when your guests RSVP. We will do our best on the night to cater for last minute notices of special dietary requirements, however we cannot guarantee this and any extra meals made up will be charged.

White Linen Serviettes are available at \$2.00 extra per person
Black or White chair covers are \$4.50 each inc. supply & fitting
Coloured Chair Sash in Satin or Organza \$2.00 each inc. supply & fitting

There is a \$20.00 cake charge if you would like your cake cut up and presented to your guests on a platter, alternately we can cut garnish and serve to each guest for \$3.00 per person



BEVERAGES

The bar can be run to your request with either your guests purchasing their own drinks, a TAB or Dry Till with your requested drink restrictions served on the TAB

If you wish to have any special wines brought in that are not on our list, please inform us at least 2 weeks prior to your event.

Due to the Hotel Policy and State Licensing Laws, beverages are not to be brought into the Hotel at any time. All Southern Lights Hotel staff practise the responsible service of alcohol.

Please note that beer on tap is not available in our Summerleas Room.

ENTERTAINMENT

You may choose to hire a DJ, Band, other performers or create your own playlist for your event.

Please note that all entertainment must be kept to a minimum noise level until around 9:30pm. Please advise us on the type of entertainment you will be having once booked, It may be necessary to schedule set-up time for your entertainment; this can be done on an individual basis.

We do have an audio system with MP3, CD & USB capabilities to play your own music, however please note that the sound system is in a staff only area and can only be operated by a staff member, please have your play list set as there won't be any changes made during the event.

PAYMENT

A tentative booking must be confirmed within 14 days; otherwise this date may become open to other possible functions for this date.

A deposit of \$200.00 is required to confirm your booking. The deposit can be paid either in person, over the phone with a credit card or via direct deposit. The attached terms and conditions must also be signed and returned along with your deposit and a credit card number as guarantee also.

Cancellations must be made in writing and your deposit will be refunded if the function is cancelled at least 2 months prior to your function.

All monies due must be paid 5 days prior to the date of your function and the bar TAB if applicable must be paid for at the end of the event.

ACCOMMODATION

We have 20 quality motel rooms available onsite with 4 of them being semi-self contained deluxe suites with a microwave, toaster, fridge and freezer. All rooms have en-suites, reverse cycle air conditioners. And all guests have free on-site car parking and free internet access available to them. A special rate is offered to all your guests who book a room for the night of your event when they book direct with Southern Lights Hotel.



INFORMATION REQUIRED WHEN BOOKING:-

- Date
- The access time you require to the room for decorating if applicable
- Type of function you will be having
- Time for your event to start and finish
- Contact Name, Phone Number and Email Address
- Approximate number of people expected
- Type of catering required (Finger Food/Sit-down Formal/Buffer)
- If you will require any special coloured serviettes
- Chair Covers
- Chair Sash
- \$200.00 deposit together with a signed copy of the terms and conditions
- Type of entertainment

INFORMATION REQUIRED 2 WEEKS PRIOR TO YOUR EVENT:-

- Menu selection
- Chair Covers / Chair Sashes
- Service times for your meals
- If you require the use of any of our equipment

INFORMATION REQUIRED 5 DAYS PRIOR TO THE FUNCTION

- Final Number of guests
- Any special dietary requirements. If you have selected a sit-down/buffet menu we will also require their name and table location
- Confirmed Service times for your meals
- How the bar is to be run (the TAB amount and restrictions on beverages served)
- Confirmed Equipment Hire
- Any further special requests



SPECIAL EVENTS TERMS & CONDITIONS:

1. The client acknowledges and will advise their guests, that car parking will be restricted to the car parks and not in guest accommodation, curb side parking is available in Kingston View Drive if the need arises.
2. The client will ensure that all guests will respect and ensure the peaceful enjoyment of the local residents and in particular the privacy of the hotel guests.
3. Our function centre closes at Midnight.
4. The Client will ensure that all guests vacate the premises, including the exterior grounds in an orderly and quiet manner by 12.15am.
5. Every endeavour is made to maintain prices originally quoted to you, but they are subject to alteration, particularly where a booking is made well in advance. You will be notified of any unavoidable price changes for your event no longer than thirty days prior to your function, or upon confirmation of Food and Beverage requirements at earlier dates.
6. Confirmation of an event must be made by returning the signed copy of this confirmation advice, together with the required deposit within fourteen days of a tentative booking being made.
7. \$200.00 is the required deposit and will be deducted from your final account.
8. To ensure our maximum efficiency, final numbers, details and payment (*except for bar TAB*) is required 5 days prior to the date of your function. Once final numbers and payment has been received a refund will not be given for a decrease in guest numbers.
9. All cancellations must be made in writing. Your deposit will be refunded if the cancellation is made at least 2 months prior to your event.
10. Sunday functions will incur a 15% surcharge on food costs and Public Holidays will incur a 25% surcharge on food costs.
11. Payment of the bar TAB is to be paid at the conclusion of the function.
12. Confirmation of the menu selection is required at least fourteen (14) days prior to the function.
13. Unless otherwise instructed in writing, the client will be liable for all charges of food, beverage and other services incurred by the client or his/her agent during the course of the function.
14. The Southern Lights Hotel will take all necessary care, but accepts no responsibility for injury to guests and damage or loss of personal items left on the premises prior to, during and after the function. The client is financially responsible for any damage sustained to the Hotels property by them or by their guests, invitees or other persons attending the function.
15. Should the Southern Lights Hotel be unable to provide the facilities reserved due to circumstances beyond our control, no other claim other than the entitlement of full refund of any deposit paid may be made. If such an event occurs we will endeavour to provide you with reasonable notice.
16. Due to the Hotel policy and State Licensing Laws, no beverages may be brought onto the Premise by any party. All Southern Lights staff practice Responsible Serving of Alcohol and accordingly will not serve guests who appear intoxicated and are underage.
17. Music and bands playing cannot turn up the volume until around 9:30pm.
18. All 21st Birthday Parties require security at \$50.00 per hour, paid directly to Southern Lights Hotel. Payment for security is required 5 days prior to the event. A detailed guest list will also need to be provided on the night.
19. All guests under the age of 18 years attending a function must be accompanied by their parent or guardian

Signed on confirmation and acceptance:

DATE OF FUNCTION: _____

NAME OF CLIENT: _____

SIGNATURE OF CLIENT: _____

Credit Card Number: _____ Exp Date: _____ Authorisation Number: _____

TODAYS DATE:/...../.....



Cocktail Finger Food Platters

Gourmet Choice Platters

(As an estimate Small platters will cater for 5 to 7 people, Medium platters 7 to 10 people, and Large 10 to 15 people)

Antipasto

Small \$59

Medium \$79

Large \$99

Cured meats, smoked salmon, Tasmanian brie, warm olives, roasted red peppers, artichokes, crusty bread and crackers

Tasmanian Cheese and Fruit

Small \$49

Large \$89

Chef's selection of Tasmanian Cheeses, with crackers, quince paste, seasoned mixed nuts, and dried fruit

Hot Vegetarian Platter

Medium \$65

Large \$75

Roasted vegetable frittata, zucchini & corn fritters & spring rolls

Individual Thai Beef Salad

Small \$42

Medium \$62

Large \$82

Asian inspired marinated beef with coriander, rice noodles & chilli in individual salad cups

Mini Chicken Caesar Salad Cups

Small \$42

Medium \$62

Large \$82

Tender chicken pieces, Cos lettuce, bacon, croutons and Caesar dressing served in individual salad cups

Bruschetta 2 Ways

Small \$39

Medium \$59

Large \$79

Crusty artisan style toasted breads brushed with garlic & olive oil and topped with (1) Italian inspired diced tomato, red onion & basil (2) bacon, olives and feta

French Stick Platter

Large \$79

Topped with smoked ham & cheese: rocket & cherry tomato: salami and cheddar cheese: cucumber & smoked salmon: brie & cranberry

Cold Gluten Free* Platter

Large \$89

Cucumber topped with salmon mousse and dill, Vegetable frittata, radish slices with egg salad & parsley, GF bruschetta

Indulgent Desserts Platter

Large \$109

Brandy snaps, salted caramel slice, passionfruit cheesecake, assorted cakes & gateaux

*our kitchen is not a gluten free environment, therefore 100% gluten free cannot be guaranteed



Cold Platters

(As an estimate Small platters will cater for 5 to 7 people, Medium platters 7 to 10 people, and Large 10 to 15 people)

Assorted Cakes Platter **Small \$38** **Medium \$48** **Large \$58**
Chef's selection of bite sized cake varieties

Fruit Platter **Small \$38** **Medium \$48** **Large \$58**
fresh sliced seasonal fruit

Sandwich Platter **Small \$42** **Medium \$55** **Large \$70**
Assorted sandwiches with meat & salad, chicken & lettuce, curried egg & salad and vegetarian

Mini Salad Rolls Platter **Small \$48** **Medium \$60** **Large \$75**
Mini salad rolls with a variety of fillings

Corn Chips **Small \$38** **Medium \$48** **Large \$58**
Gluten Free* corn chips with salsa, guacamole & sour cream

Hot Platters

(As an estimate Small platters will cater for 5 to 7 people, Medium platters 7 to 10 people, and Large 10 to 15 people)

Oriental Platter **Medium \$61** **Large \$73**
With Mini dim sims, meat balls, cocktail spring rolls and samosa triangles

Aussie Pub Platter **Small \$48** **Medium \$61** **Large \$73**
With party pies, party sausage rolls, seasoned potato wedges and tender barbecued chicken skewers. All served with tomato and BBQ dipping sauces

Seafood Basket Platter **Small \$53** **Medium \$68** **Large \$82**
Crumbed and battered seafood including fish pieces, calamari, prawns and seafood mini bites served with tartare and lemon wedges

Sweet Scones **Small \$32** **Medium \$46** **Large \$58**
Warm homemade scones with whipped cream and raspberry jam

Savoury Scones **Medium \$46** **Large \$58**
Homemade scones straight from the oven served with sundried tomato butter, chive butter and regular butter.

Hot Gluten Free* Platter **Large \$83**
Thai fish cakes with chili-soy dipping sauce, vegetable fritters and arancini balls

*our kitchen is not a gluten free environment, therefore 100% gluten free cannot be guaranteed



SET MENUS...

Set Menu Prices (minimum 30 guests)

Huon Package*

1 Shared Starter or Soup + 1 Main course A + 1 Dessert
\$36.50 per person

Kingston Package*

1 Shared Starter or 1 Entree + Main course 1 A & 1 B ** + 1 Dessert
\$42.50 per person

Channel Package*

1 Entrée + Main courses 1 A & 1 B ** + 2 Desserts **
\$43.00 per person

Wellington Package*

1 Shared Starter + 1 Entree + Main course 1 A & 1 B ** + 1 Dessert
\$44.90 per person

Southern Trove Package*

(create your own package)

Shared Starters @ \$6 p/p

Soup (inc. dinner roll) @ \$6 p/p

Entrée @ \$8.50 p/p

Main A @ \$26.00 p/p

Main B @ \$29.00 p/p

Dessert @ \$8.00 p/p

Add a hot dinner roll to your menu @ \$1.30 p/p

- ~ *select from set menu options on following page
- ~ **served to alternate guests
- ~ allocated seating is required for set menu's, tables seating 8 – 10 guests each
- ~ guests with dietary requirements can be catered for with a 'chef's selection dish' to meet their dietary requirements
- ~ (GF/V) our kitchen is not a gluten free, nut free (etc) environment, therefore 100% 'free from' cannot be guaranteed

Choose from these Items for your Set Menu

Shared Starters (platters served to the table for you to share among friends)

- Assorted Breads with flavoured butters
- Nachos (GF)
- Crusty Bread & Antipasto Selection
- Oriental Platter

Soups (GF) (served with dinner roll)

- Chicken & Sweet Corn
- Potato & Bacon
- Hearty Beef & Vegetable
- Potato & Leek (V)
- Creamy Pumpkin (V)

Entrée

- Salt & Pepper Squid
- Bruschetta
- Meat Balls (GF)
- Garlic Prawns on steamed rice (GF)
- Caesar Salad

Main A

- Chicken Schnitzel with mushroom sauce, garden salad & potato chips
- Vegetable Risotto (GF/V)
- Chef's Pot-Pie with garden salad & potato chips
- Chicken Carbonara
- Scotch Fillet Steak served medium with either pepper or mushroom sauce, garden salad & potato chips (GF)

Main B

- Braised Lamb Shanks, mashed potato & green beans (GF)
- Oven Baked Fish, premium market fresh fish with gremolata, saffron rice and lemon butter sauce (GF)
- Eye Fillet Steak, served medium with either pepper or mushroom sauce, potato rosti & steamed vegetables (GF)
- Chicken Saltimbocca, Chicken breast wrapped with prosciutto & sage, served on charred sweet corn risotto with capsicum sauce and sweet potato crisps (GF)
- House made Gnocchi with spinach and cracked pepper cream sauce (V)

Desserts

- Sticky Date Pudding, butterscotch sauce and whipped cream
- Granny's Apple Pie, served hot with ice cream
- Lemon Curd Tart
- Fresh Fruit Pavlova (GF)
- Crème Brule (GF)
- Individual Cheese Platter ... Brie, Quince Paste, Crackers & Dried Fruit

Tea & Coffee

with all set menus a self serve tea and coffee station is made available with dessert

***** All children will be served the same meal**

*****Children's meals are served at the same time as starters or entrée**

*****Vanilla Ice Cream with Chocolate topping is served as dessert for all children**

Additional Gluten Free and vegetarian options can be offered on request



BUFFET MENU OPTIONS

Menu A	Menu B	Menu C	<u>Soup Selection</u> Potato & Leek Hearty Pumpkin Chicken & Sweet corn Creamy Seafood Chowder Farm House Vegetables <u>Entrée Selection</u> Tempura Prawns Meatballs Crispy Spring Rolls Soup of the Day Oriental Platter Caesar Salad	<u>Salad Selection</u> Greek Salad Garden Salad Caesar Salad Potato Salad Pasta Salad Coleslaw Salad Couscous Salad
\$48.00 Per Person \$24.00 Per Child under 12 Selection of 2 Entrée Served to Table Alternate Drop Selection of 2 Hot Roast Selection of 2 Salad Selection of 3 Vegetables Chef's Dessert Selection Served Buffet Style Served with chef's condiments and sauces Coffee & Tea Station Bread Rolls	\$39.50 Per Person \$19.75 Per Child under 12 Selection of 2 Soups Served on Buffet Selection of 2 Hot Roast Selection of 2 Salad Selection of 3 Vegetables Selection of 2 Dessert Alternate Drop Desserts Served with chef's condiments and sauces Coffee & Tea Station Bread Rolls	\$34.50 Per Person \$17.25 Per Child under 12 No Entree Selection of 2 Hot Roast Selection of 1 Salad Selection of 2 Vegetables Selection of 2 Dessert Alternate Drop Desserts Served with chef's condiments and sauces Coffee & Tea Station Bread Rolls		<u>Hot Roast Selection</u> Roast Beef Roast Leg of Pork Tender Roast Lamb Marinated Chicken Pieces <u>Vegetable Selection</u> Roast Pumpkin Roast Potato Steamed Seasonal Vegetables
Add to your buffet...		per person		
	Pasta Carbonara	\$2.50		
	Oven Baked Fish of the day	\$5.00		
	Shepherd's Pie	\$2.50		