

HOTEL SOHO

bar and grill

Thank you for your enquiry about Hotel SOHO's Function Rooms.

Please find attached our Function Package with the relevant information requested.

The function rooms are a fantastic place to hold functions of all kinds. With its classic hotel décor and warm feel there ideal for birthday celebrations, engagements, work & corporate functions or meetings.

If you haven't already viewed the rooms, we strongly recommend you come in and have a look at a suitable time. We're sure you will not be disappointed.

Please do not hesitate to contact us on (03) 62 249494 or grant@hotelsoho.com.au if you have further queries or wish to organise an inspection.

You may also like to visit our website where you will find menus as well as photographs of the Hotel.

Yours sincerely
Management
Hotel SOHO
www.hotelsoho.com.au

UPSTAIRS FUNCTION ROOM

SOHO's upstairs function room offers modern décor, it's own separate bar, a CD stacker, 50 inch Plasma TV, male & female toilets, stage & dance floor making it ideal for many functions. It is licensed until 3am.

Room Hire: Mon – Thursday **negotiable***
Friday **\$150***
Sat & Sunday **\$200***

Minimum 40 people required for bookings

Minimum number for Friday 70 people

Minimum number for Saturday is 80 people

***Surcharges apply if numbers are not reached. Hotel SOHO reserves the right to end a function early if the function is deemed to be "un-safe" or falling short in numbers (less than 60% of what was confirmed).**

Maximum number booked cocktail style is 320 people

A selection of our platter Menu options (attached) is required for each booking.

During December special Room Hire rates apply. Please check with Management

Conditions apply on Public holidays. Please check with Management

No Shopper Dockets, Hot Dockets, Entertainment Cards or loyalty discounts can be used in the function room.

DOWNSTAIRS FUNCTION ROOM

SOHO's downstairs function room offers a more intimate atmosphere. Recommended for bookings less than 60 people. The room has its own stage & dance floor. Wrist bands and stamps can be organised for identification for bar account purposes.

This room is perfect for sit down functions as well seating up to 80 comfortably.

Room Hire: Mon – Thursday **free of charge**
Friday - Sunday **free of charge when food is purchased (including platter menu).**

During December a special Room Hire rate may apply depending on the booking. Please check with Management

***Surcharges apply if numbers are not reached. Hotel SOHO reserves the right to end a function early after discussion with client to whether a function is to be continued with lesser than booked numbers.**

Conditions apply on Public holidays. Please check with Management

No Shopper Dockets, Hot Dockets, Entertainment Cards or loyalty discount cards can be used in conjunction with the function.

DOWNSTAIRS FRONT BAR

SOHO's front bar area is perfect for those wanting to be close to the bar. Free entertainment is available on request, 40 inch plasma and with booth seating up to 30 people and a stand up area catering up to a further 50 (max 120 people). Perfect for 21st & 18th birthdays.

Room Hire: 7 Days Free of Charge*

*Minimum 40 people. Conditions apply.

BEVERAGES

Beer (on tap): Heavy – Boags Draught Pot 285ml @ \$4.10
Heineken Pot 285ml @ \$4.50
Light – Boags Prem-Light Pot 285ml @ \$3.80

Wine (House): Yalumba Chardonnay Glass @ \$6.50
Yalumba Sauvignon Blanc Glass @ \$6.50
Yalumba Shiraz Glass @ \$6.50

Sparkling Wine (House): Yalumba Angus Brut Glass @ \$6.50

Soft drinks & Fruit juice Pots 340ml @ \$3.50

A full range of Premium Beers, table & Sparkling Wines, Spirits, Liqueurs & Cocktails are available at bar prices.

Under NO CIRCUMSTANCES is there to be alcohol brought on to the premises. Persons found consuming alcohol not purchased from SOHO will be asked to leave.

ALL LIQUOR PRICES ARE "AT BAR PRICES" AND QUOTED HERE TO BE VIEWED AS A CURRENT GUIDE ONLY
LIQUOR WILL BE CHARGED ACCORDING TO "THE BAR PRICE" AT THE DATE OF YOUR FUNCTION

PLATTER OPTIONS

Delicatessen Platter

An assortment of Cold Meats, Pates, Tasmanian Cheeses, Antipasto Vegetables and Smoked Salmon with a variety of Condiments.

Serves 10 people \$60

Asian Treats Platter

An assortment of Spring Rolls, Wontons, Dim Sims and Samosas with a variety of condiments.

Serves 20 people \$55

Antipasto Platter

A Combination of hot and cold combining Chorizo Sausage, Marinated Mushrooms, Calamari, Stuffed Roast Capsicum and Char-Grilled Vegetables with a variety of traditional condiments

Serves 15 people \$65

Dip Platter

A Trio of freshly made Dips with Char-Grilled Breads

Serves 20 people \$45

Gourmet Platter

A selection of Scallops wrapped in Prosciutto, Marinated Chicken & Beef Skewers, Smoked Salmon and Riata Rosettes, Oysters with Thai Dressing, Chicken Medallions with Pesto and Wasabi Cheese and Beef Medallions with Roasted Tomato, Prosciutto and Camembert.

Serves 10 people \$70

Classic Platter

Spinach & Feta Triangles, Mini Quiches, Tempura Garlic Prawns, Mini Beef Wellingtons, Thai Fish Cakes, with a variety of condiments

Serves 10 people \$60

Sandwich Platter

An assortment of open Sandwiches

Serves 10 people \$45

Bowls of Wedges & Hot chips are available in addition to any of the above selections @ \$8.00 ea

Under NO CIRCUMSTANCES is there to be food brought on to the premises. Persons found consuming food not purchased from SOHO will be asked to leave.

ALL FOOD PRICES ARE SUBJECT TO OCCASIONAL HOTEL INCREASES THAT WILL APPLY TO YOUR FUNCTION UNLESS PRE-PAID IN FULL (30 DAYS NOTICE WILL BE GIVEN OF ANY INCREASE)

GENERAL BOOKING INFORMATION

Deposit and Bond

To confirm a booking we require at least the room hire cost as a deposit. Management reserves the right to charge a refundable bond for damages that may occur.

Bookings cannot be confirmed unless a deposit is paid

A credit card is required to be held for security for the duration of your function and will be returned at the conclusion once all outstanding payments have been finalised.

Cancellations

In the event of a cancellation the following will apply:

8 weeks prior to the event – Full deposit refunded

Less than 8 Weeks of the event – No refund of deposit*

(*The full deposit will be refunded if we are able to re-book the venue for that date)

Confirmation

Confirmation of your menu choices is required 1 week prior to your function.

Decorations

You are free to decorate the Function Room as you please. We recommend some helium balloons and maybe some streamers. **We do ask that you do not use any sort of tape on the walls at all.** Blue tack is fine. We also ask that you **refrain from the use of glitter.**

Flower Arrangements

You are free to make your own flower arrangements. If you wish we could obtain quotes or refer you to specialists in the area.

Smoking

Smoking is outside only

Payment

Your account must be settled in full at the conclusion of the function. You will be billed for the confirmed number of guests (for sit down functions only).

Account holders at the Hotel will be given a tax invoice on payment or the invoice will be sent out to them the next working day for payment within 7 days.

All accounts paid will be issued with a receipt.

Time Frames

The function room is hired out in five (5) hour blocks. If you require the room for longer there will be a \$50 surcharge per hour. Hotel SOHO reserves the right to end a function early if the function is deemed to be "un-safe" or falling short in numbers (less than 60% of what was confirmed).

Underage Guests

Underage guests are most welcome at Hotel SOHO but must be accompanied by a parent of their own or legal guardian. A friends parent or legal guardian does not apply. If any underage guests are found to have consumed or suspected to have consumed alcohol or arrive under the influence of alcohol, they will be denied entry and asked to leave.

Identification

As Hotel SOHO is a licensed premises. We require legal proof of identification upon entry. If identification can not be produced when asked, management reserves the right to refuse entry.

Other Requirements

Music

SOHO offers a CD stacker with an attachment for an iPod. This gives you the option to bring your own CDs or iPod. Alternatively we have a range of CDs we can play as background music.

Juke Boxes & DJs are permitted, however, it is up to you to organise this and advise us of the details – ie when the juke box will be delivered or when the DJ will want to set up.

Solo singers, duos and bands are also permitted but must provide their own PA. system.

Cakes

You may bring your own cake. There is also a \$20 cake fee, this gets you plates & serviettes etc. Please advise the hotel if and when you will be bringing your cake in. We are happy to refrigerate it until required.