

— THE —
PEAKHURST

Corporate Package

705 FOREST ROAD PEAKHURST NSW 2210
PH. (02) 9534 6251 | E: FUNCTIONS@THEPEAKHURST.COM.AU
W: THEPEAKHURST.COM.AU



Panorama Room

DAYS:

Monday to Friday

HIRE TIMES:

8am access for a 9am start to 4pm

CAPACITY:

Seated up to 70

*Room can be configured however required

INCLUSIONS:

- Coffee station
- TV with USB & HDMI inputs
- AUX connectivity
- DJ connectivity
- Smoker friendly conditions apply
- Accommodation discounted rates enquire for more information

ADD ON:

- Private Bar
- Coffee Bar
- Fruit Platters/Breakfast station



Team Building



Kick your event up a gear with a team experience that packs a punch.

Hidden Door together with The Peakhurst have put together some options which will certainly add some spice to your next function event.



GAME SHOW

Battle it out in rounds from your favourite TV game shows including Family Feud, The Price is Right and Don't Forget The Lyrics.



BIKES 4 TYKES

Teams compete in quirky, fast-paced, bike-themed challenges before building kids' bikes that are donated to a local charity.



GRAFFITI

Working with renowned street artists, teams design and paint their own piece of graffiti art that you can take home or hang on your office wall.



WIN IT IN A MINUTE

Can you move a cookie from your forehead to your face with no hands? Teams complete a series of mini games in 60 seconds to earn points for their team.



SPORTS DAY

Take on your colleagues in a series of mini sports challenges such as Spikeball, Olympic Fencing, Archery and more as you battle for first place.

Terms AND Conditions

Room Hire & Minimum Spends

Vary and will be discussed with you by the Functions Coordinator. Prices may change depending on high/low season, food requirements and final numbers. Please note that a 10% surcharge applies to functions occurring on Public Holidays.

Bookings, Confirmation & Payment

Bookings will be considered tentative & held for a maximum of 7 days until the booking form is completed, signed and returned in person/by email, \$200 deposit is made and credit card details are given.

Cancellations

that are made 6 weeks in advance will receive a full refund. Any cancellations made less than 6 weeks in advance will forfeit the \$200 deposit and will receive a refund on all other payments made. Cancellations made less than 14 days in advance will be charged 50% of the final food bill. If the group booked does not present themselves on the confirmed date, without prior notification of cancellation, 100% of the total food bill will be deducted from the client's credit card. Cancellations must be made with the Functions Coordinator and are only valid upon reply.

Final Payment

The Peakhurst will accept cash, credit card or EFTPOS payments in advance or on the day of the event. Funds must clear in our account prior to function start. No personal cheques will be accepted. A credit card will need to

be provided when booking the function and kept until the account is paid in full. This card may be charged if any costs remain after the conclusion of the event.

Food Selection and Final Numbers

are to be confirmed no later than 14 days prior to the event. No food is to leave the premises at close of function. We are bound by law to not provide takeaway function food. No outside catering is allowed at The Peakhurst; all food must be provided by the hotel with the exception of one birthday cake. All functions are a minimum of 50 people

Length of Functions

All functions at The Peakhurst are for a 5 hour period and will be determined in conjunction with the hotel's trading hours. Any extension of these hours will incur an additional room/staff charge of \$100 per hour. All functions are to close by 2am.

Damage

The client will be accountable for any loss or damage which is caused to the premises by any guest at your function.

Music

Depending on the area booked for the function there may be a variety of music options available. The volume of the music is at the manager's discretion.

Dress Regulations

Guests must comply with The Peakhurst's

dress regulations. Minimum requirements are smart casual wear.

Prices

and selection of beverages and food menus are subject to change.

Staffing

Function hire includes base levels of staff. Additional staffing (at a cost of \$35 per hour) will be determined and discussed upon confirmation of your final numbers. The Functions Coordinator will discuss this with you.

Entertainment

The Peakhurst has a strict entertainment policy. Please check with the Functions Coordinator before you book your entertainment. DJs are available for hire at \$150 per hour, for a minimum of 2 hours, including microphone and lighting.

AV Equipment

is available for hire at your request. IPOD and VGA connections are available for playing music and presentations. We advise you test all AV equipment prior to your function to avoid technical difficulties. Damage or loss of AV Equipment will incur replacement fees.

Clause

When booking a function it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information or a function is

booked on forged pretences, The Peakhurst reserves the right to cancel that function without notice and at the expense of the client.

Responsible Service of Alcohol

The Peakhurst is committed to the responsible service of alcohol at all times. The Peakhurst and its licensee assumes responsibility for all persons in the venue and reserves the right to refuse entry, refuse service or remove any person that management feels is in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy. Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on the premises. If a person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to a fine for "failure to quit a licenced premises". Any persons involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation. All wine and champagne are only served by the glass. No shots or Double's are served after 12am or when management deem it to be an RSA concern. No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.

Function Booking Sheet

Name of function (for signage purposes) _____

Date of function _____

CONTACT DETAILS:

Contact Name _____

Company Name _____

Address _____

Contact Number _____

Email Address _____

CREDIT CARD DETAILS:

Cardholder _____

Card Type _____

Card Number _____

Expiry _____

CVV _____

Card Signature _____

Invoice Addressed to _____

Invoice Forwarded to _____

Comments/Request _____

This credit card is used to secure your function booking, and as security should any damage occur during your function. You will be notified prior to any charges being processed.

FUNCTION DETAILS:

Start Time (access to room will be made available ½ an hour prior to Start Time)

Finish Time _____

Number of Guests _____

Room Set Up: U SHAPE CABARET THEATRE OTHER: _____

Package Chosen: BUILD YOUR OWN BASIC

Additional Bar Tabs: FOOD BEVERAGE

PLEASE COMPLETE APPLICABLE PACKAGE ONLY

BUILD YOUR OWN:

Basics: ROOM HIRE TEA & COFFEE STATION ESPRESSO SERVICE How many?__ Time _____

Morning Tea? Break Time __:___ Selection 1: _____ Selection 2: _____

Lunch: Break Time __:___ Bistro Pre-Order

Afternoon Tea? Break Time __:___ Selection 1: _____ Selection 2: _____

Extras/Comments: _____

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Basics: ROOM HIRE TEA & COFFEE STATION ESPRESSO SERVICE How many?__ Time__

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Lunch: Break Time __:__ Bistro Pre-Order

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Extras/Comments: _____

BASIC:

Morning Tea: Break Time __:__ Selection 1: _____ Selection 2: _____

Lunch: Break Time __:__ Lunch will be served in the bistro at your nominated time

Afternoon Tea: Break Time __:__ Selection 1: _____ Selection 2: _____

Extras/Comments: _____

TERMS & CONDITIONS:

I have read and understood the terms and conditions stated above and understand that it is a legally binding contract and that the venue reserves the right to refuse entry without exception.

I understand the responsibility the venue and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed _____

Dated _____

OFFICE USE ONLY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROOM HIRE	BYO	BASIC	DELUXE	EXTRA STAFF	SECURITY	AV HIRE	DEPOSIT	MANAGER