



The Entrance

Winner

Best Bistro/Casual Dining/Family Dining- Country AHA National Awards for Excellence

2010

THE ENTRANCE FUNCTIONS

The Entrance is regarded as one of the most beautiful hotels between Sydney and Newcastle since 1927. When the hotel was first completed it was the most prestigious building for miles and now 80 years later it is once again the jewel of the coast.

Our enthusiastic and professional team will work closely with you leading up to the occasion to ensure the smooth running and success of your function

The Entrance offers a wide a range of function packages to suit all occasions and budgets. This function pack and the help of our friendly staff will enable you design the perfect event.

Function spaces

The spaces available for hire at The Entrance are complimentary for all functions, which will help keep your costs to a minimum. Talk to our functions coordinator to decide which space will be most suitable for your event, or even better, organize a time with us to come in and have a look for yourself!!

Private Pavilion capacity – 80 (minimum 50)

Alcove capacity – 40 (minimum 20)

Reserved tables for smaller groups we can reserve tables for lunch or dinner

The Pavilion and alcove offer an open, airy and comfortable space for any function. Plenty of seating and tables are available for your use and can be arranged to your liking. The Inside lounges are classy, comfortable and sophisticated. The lounge area would be perfect for a cocktail style function.

Music – The Entrance plays a variety of pub, chart and lounge music from our in house system. We can arrange a play list to suit your tastes.

Decorations – We are happy for you to decorate your area for the occasion. If you wish to have tea lights, balloons or banners displayed we can help you set up prior to the function.

Function staff

Waiting staff are a great extra touch for any function. Your waiter will be there throughout the course of your function to ensure your area is kept clean and tidy, serve food and provide drinks service, rather than having guests use the central bar. Waiting staff come at an additional cost of \$25 an hour for a minimum of three hours. We recommend one additional waiter for every 35 guests.



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Optional extras

Table cloths - \$3.50 each
Wait staff - \$25 per hour (minimum 3 hours)

Function drinks

PRE-ORDERED

you may wish to pre order drinks for your function. These will be placed on ice in your allocated area ready for your guest's arrival. We offer a large range of bottled beers, spirits and wines for your selection.

BAR TAB

Enable guests to order drinks from the Hotels central bar, and will be charged to a nominated account. Prior to the function you can set a limit to which the Tab can reach and you will receive regular running totals throughout your function. Once this limit is reached you can choose to extend the Tab, or guests can then pay for their own beverages.

GUESTS TO PURCHASE OWN DRINKS (GPO)

Your function is confirmed with payment of catering and your guests then pay for their own drinks.

Beers on tap

Carlton Draught, VB, Tooheys New, Reschs, Tooheys Old,, Coopers Pale Ale, Pure Blonde, Hahn Super Dry, James Squire Golden Ale, Extra Dry, Blue Tongue, White Stag, Hahn Premium Light, Carlton Dry and XXXX Gold

Function guest info

Trading Hours: Mon – Sun, 10am-12pm

Function areas are available for bookings between 10am and 12pm Monday to Sunday. Pavillion Booking Times are booked 12-4 for Lunch Time Functions or 5- close for Dinner Functions.

Location

The Entrance is located at 87 The Entrance Road the Entrance NSW 2261.



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Parking

The Entrance provides ample parking for all guests at the rear of the Hotel. If you require any further information please contact us at the Hotel on (02) 4332 2001 and we will be more than happy to help you with your enquiry.

Function conditions

DEPOSIT AND CONFIRMATION

a deposit of \$200 is required to secure the area for your function. To secure you're booking send credit card confirmation together with a completed booking form.

The Entrance requests that final numbers for your functions are confirmed one week prior to the booking. This number is what you will be charged for (unless exceeded on the day).

All tentative bookings must be confirmed within 10 days of the enquiry. Should a deposit not be received by the due date the booking may be released at the discretion of the Hotel.

It is left to the discretion of the Hotel to cancel any booking, even if a deposit has been paid.

PAYMENT

All payments are to be settled on the day/night of function. A credit card will need to be provided at the beginning of the function, and kept until the account has been paid in full. Any deposit already paid will be deducted from the total bill. The Entrance will accept Credit Card, Eftpos or Cash.

Minimum spend requirements may apply to certain functions as specified by the Hotel.

CANCELLATIONS

The Entrance Hotel requires written notification of any cancellations at least 10 days prior to the event.

DRESS REGULATIONS

Dress rules do apply. Minimum requirements are smart casual wear. No singlets, stubbie shorts or soiled footwear is permitted. Hotel management reserves the right to refuse entry or service to any function guest.

MINORS

Minors are permitted in certain areas of the hotel. Any person under 18 years of age, must be in the in the immediate presence of a parent or guardian at all times.

The Entrance does not take bookings for 18th Birthday Parties due to the risk of underage guests.

DAMAGE

The client will be accountable for any loss or damage which is caused to the Hotel by guests of the function. The Entrance will not accept any responsibility for the loss or damage to any equipment, belongings or personal effects left to premises prior to, during or after the function.

RSA CONDITIONS APPLY

if any function guest is intoxicated or behaving inappropriately, the Hotel reserves the right to ask them to leave, or refuse them entry.



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Function booking

First Name: _____

Surname: _____

Organisation: (if applicable) _____

Function reason: (Eg. Birthday) _____

No. of guests: _____

Package: Finger Food \$24 per head \$30 per head (please circle)
Set Menu \$35 per head

Date Requested: _____

Contact Numbers: H: _____ W: _____

M: _____

Deposit Amount: \$ _____

Payment: Cash Cheque EFTPOS (please circle)

Account Details: Visa MasterCard Amex (please circle)

Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date: _____

Cardholder Name: _____

Name Signature: _____

By submitting and signing this booking form you agree that you have read and understood the terms and conditions outlined in this booklet.

Name: _____

Signature: _____

Date: _____



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