



# FUNCTION PACK

Thank you for expressing interest in Parks Tavern & Restaurant for your next function.

The following package is designed to provide you with the basic & necessary information regarding booking your function at Parks Tavern & Restaurant.

If we can be of any further assistance, please do not hesitate to contact us at the venue at anytime.

Once again, thank you for considering Parks Tavern & Restaurant and we look forward to seeing you very soon.

## CONTACT DETAILS

Parks Tavern & Restaurant  
Corner Bussell Highway & Brittain Road  
Carey Park, WA6230  
T: 08 9792 4566  
E: [manager@parkstavern.com.au](mailto:manager@parkstavern.com.au)



# VENUE DETAILS

At Parks Tavern & Restaurant, we can cater for many types of functions or parties that include:

- Birthday's
- Engagements
- Weddings
- Business or social club meetings
- Sundowners
- Corporate events
- Training seminars
- ...And that's just to name a few!

Parks Tavern & Restaurant offers a relaxed atmosphere in a myriad of settings and provides quality food & beverage at competitive prices.

Our friendly team here at ParksTavern & Restaurant will make every attempt to meet any special requirements you may have for your function... just ask us!

We will endeavour to accommodate the needs of you & your guests in every instance. In preparing for your function, please consider the following questions:

1. What type of function do I want? E.g. *cocktail, sit down, seminar etc*
2. How many people will I be expecting?
3. How much money do I have to spend?
4. Do I have any special requirements that need addressing e.g. food, drinks, room set up, decoration etc?

We welcome anyone considering a function to come in and view the venue, so that you can get a first-hand look at the rooms and areas available.

Please contact us in advance to ensure we can dedicate the necessary time to assist you with your enquiry.



# ROOMS & AREAS AVAILABALE

## MAIN RESTAURANT AREA

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Our most popular room, perfect for corporate events & meetings / seminars or used with our function bar for large parties including birthdays, engagements, weddings & end of year wind ups / Christmas parties.

The room can be set up for all styles of functions & can be decorated as you desire.

- Accommodates for up to 125 guests cocktail style or 90 guests seated
- Specific seating & room set up to suit your function

## PRIVATE DINING ROOM

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This room is ideal for smaller intimate functions, events and meetings.

- Accommodates for up to 35 guests cocktail style or 24 guests seated
- Specific seating & room set-up to suit your function

## ROOM AVAILABILITIES

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Parks Tavern & Restaurant is open for lunch and dinner service 7 days a week.

The private dining room or the main restaurant can be booked for the following times:

- 3-hour lunch sitting for bookings between 11am and 3pm
- 3-hour dinner booking for bookings between 5pm and 10pm

If the private dining room and main restaurant are booked separately, we will do everything we can to limit interrupting from each function; however, access to the bar and toilets is only available through the main restaurant.



# DEPOSIT / CHARGES

## ROOM HIRE DEPOSIT

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Main Restaurant only (25pax minimum numbers)	\$400
Private dining room (12pax minimum numbers)	\$0 (bookings essential)

Confirmation of all functions at Parks Tavern & Restaurant is done via the payment of the above room hire deposit. The room hire covers all staffing expenses along with the setting up & cleaning of the room. Additional fees may occur if your function requires extra team members or other services such as security.

Please note that all deposits are non-refundable should there be a cancellation; however, you can transfer to another date if at least 2 weeks' notice is given to the previous booked date. Any damages to the room will incur an extra cost payable on the day. Any function is not considered confirmed until a deposit of the room hire amount has been paid.

## MINIMUM SPENT

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Each area is subject to a minimum spent consisting of room hire, food & beverage. Where food & beverage is above the minimum spent, no room hire fee is charged.

Main Restaurant only (25pax minimum numbers)	Minimum spent (weekday)	\$1000
	Minimum spent (weekend)	\$1500
Private dining room (12pax minimum numbers)	Minimum spent	\$500

## LINEN

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We do not provide tablecloths but can organise them at cost to you.



# MENU

## FOOD

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Parks Tavern & Restaurant can cater for & provide a range of food options to suit your dining requirements. You can either chose to have our customised set menu or if you prefer a cocktail style event you can chose from our platter menu. When functions commence over a mealtime, we recommend one platter per ten people. For a lighter snack, we recommend one platter per fifteen people.

We can provide set menus for your function which vary seasonally. Please ask us for our current menus.

Our chefs can cater for any special dietary requirements. Please inform our staff of any dietary requirements at least 7 days prior to your function.

## BEVERAGE

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Parks Tavern & Restaurant serves all drinks on consumption base only and are unable to provide drink packages. A valid credit card is required at the start of the function if you would like to start a bar tab for your guests.

Please ask us for our current beverage list.



# TERMS AND CONDITIONS

## 1 Office of Racing, Gaming & Liquor and Parks Tavern & Restaurant House Management Policy

- 1.1. Only beverages purchased on the premises may be consumed on these premises. You are not permitted to bring beverages on the property, nor consume beverages purchased through our on-site retail outlet.
- 1.2. No food may be brought on site without the prior consent of the Venue Manager.
- 1.3. In order to comply with our in-house Responsible Service of Alcohol standards, it is a requirement that a minimum order of 1 platter per 15 guests are purchased with any function booked in the venue except in the case where a set menu has been booked.
- 1.4. Food & beverages purchased at Parks Tavern & Restaurant are strictly for consumption on the premises. No food or beverage may be taken home for consumption.
- 1.5. Parks Tavern & Restaurant and its staff are responsible servers of alcohol. If, in the opinion of the venue, you or any of your guests are deemed to be intoxicated, argumentative and/or aggressive, they can be refused service and/or asked to leave the venue immediately.
- 1.6. All persons attending the venue must be able to provide adequate identification or proof of age on request at any time. A current passport, proof of age card or Australian drivers' licence is the only acceptable form of identification in Western Australia.
- 1.7. Parks Tavern & Restaurant has conditions in our hotel tavern licence that prohibits anyone to be immodestly or indecently dressed, takepartin, undertake or perform any activity or entertainment on licensed premises that is of a lewd or indecent manner. This includes 'R' rated moving pictures, contractors, employees or any patrons. Any breach of this condition will result in the immediate conclusion of the event/function and no refunds of room hire, foods or beverage will be applicable. The below credit card will be charged for any outstanding monies. All guests of our venue including functions are to wear neat casual attire. This prohibits thongs, singlets, hooded jumpers, work wear hats or beanies.
- 1.8. No discounts or vouchers can be used in conjunction with functions.
- 1.9. Due to licensing requirement the bar will close at 11:45pm Monday to Saturday and 9.45pm on Sundays.

## 2 Deposit and Payment Policy

- 2.1. Confirmation of your booking will be deemed complete upon the return of a signed copy of the Terms & Conditions along with a valid credit card number, or cash deposit. Tentative bookings will be held for 10 days.
- 2.2. Payment in full is required prior to the completion of the function. Cash and all credit cards are accepted. Unfortunately, we do not accept cheques.
- 2.3. You, the undersigned, will be deemed responsible and held liable for the costs of repairs for any damage caused by yourself or your guests during the function.

## 3 Cancellation Policy

- 3.1. Whilst we would share in your disappointment if your function was cancelled, all cancellations will result in your function deposit being held. All function deposits once paid are non-refundable; however, it is transferable to another date if at least 2 weeks' notice is given to the previous booked date.

## 4 Smoking Policy

- 4.1. Parks Tavern & Restaurant function areas are strictly non-smoking.

## 5 Best Service Policy

- 5.1. Parks Tavern & Restaurant will endeavour to provide your required services, contingent on being able to do so. We will not accept any liability in the case of business interruption, including, not but limited to, labour disputes, major mechanical failure or any other circumstances that may inhibit the trading capacity of the venue.



# BOOKING FORM

## CONTACT DETAILS

Contact name: .....

Company (if applicable): .....

Contact number: .....

Contact email: .....

## FUNCTION DETAILS

Day/Date of Function: .....

Start/Finish time: ..... Expected number of guests: .....

Occasion: ..... Preferred area: .....

Menu option (please circle): PLATTER MENU / SET MENU

## CREDIT CARD DETAILS

CreditCardType: Visa MasterCard Amex Diners

Card Number:

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Expiry Date:

\_\_\_\_/\_\_\_\_

Card Holders Name: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_

**PLEASE SIGN THE BOOKING FORM TO ACKNOWLEDGE YOU HAVE READ, UNDERSTAND & ACCEPT THESE TERMS & CONDITIONS. NO EVENT WILL PROCEED WITHOUT THIS.**

I have read, understand & accept the function terms & conditions:

**NAME:** ..... **DATE** .....

**SIGNATURE:** .....

