

FUNCTIONS AT THE RANCH HOTEL



The Ranch Hotel
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Functions @ The Ranch Hotel

The Ranch Hotel caters for all occasions. With indoor and alfresco spaces, we offer an affordable casual bistro, multiple bars, and a family terrace, all which differ in style and atmosphere.

Functions at the Ranch Hotel can be organised for groups of 10 to 400 guests. From 21st Birthday parties, christenings, engagement parties or wakes. We also specialise in corporate meetings, all day conferences, sit down dinners and sophisticated cocktail functions. With 14 accommodation rooms and large off street parking, The Ranch Hotel is the perfect location for every social or corporate function and celebration.

With its versatility The Ranch Hotel can cater and style any event. We offer tailored solutions to suit any function and your needs. The Ranch Hotel can offer individual and diverse areas within the venue ranging from private function rooms with a sundrenched outdoor courtyard, to the social atmosphere of the Terrace bar or pub bistro. We have a flexible attitude towards functions to ensure your package is exactly what you require.

To discuss all your function requirements further, please contact our functions manager on **02 9887 2411** or email **theranch.functions@alhgroup.com.au**



FUNCTION SPACES

Chats Room

With a large open space filled with natural lighting, the Chats Room opens out to a sundrenched private courtyard.

Technical capabilities

- 60" plasma TV – suitable for presentations or photo slideshows
- Ipod connection
- 6 stacker CD player
- DVD player
- Handheld or Lapel microphone
- Full sound system
- Wireless internet



Willis Room

More appropriate for that smaller boardroom meeting, the Willis Room is still suitable for most occasions. With its interconnecting doors the Willis Room can open up into the Chats Room

Technical capabilities

- Ipod connection
- 6 stacker CD player
- Handheld or Lapel microphone
- Full sound system
- Wireless internet



Terrace Bar

Perfect for that feel good party event, the Terrace Bar is surrounded by the terrace balcony.

Technical Capabilities

- 2 x 50" plasma TV – suitable for DVD slideshow
- Ipod connection
- CD player
- DVD player
- Handheld microphone
- Full sound system
- DJ Booth
- Disco Lights & Mirror Balls



Room	Cocktail	Classroom	Boardroom	U-shape	Theatre	Banquet	Area M ²	Height
Chats	250	50	36	40	120	100	102m ²	2m
Willis	100	35	26	30	70	50	81m ²	2.9m
Chats & Willis	400	-	-	-	-	200	204m ²	-
Terrace	200	-	-	-	-	40	117m ²	3m

EVENT EXTRAS

MAKE YOUR EVENT EXTRA SPECIAL AND MEMORABLE

Slushy cocktail machine
Chocolate fountain
Photo booth
Limo pick up
Professional photographer
Disco lights
Mirror balls
Karaoke equipment
Table centre pieces

AUDIO/VISUAL REQUIREMENTS

Data projector
DVD player
White board
Flipchart
Additional TV
Electronic whiteboard
Lectern



***Prices on request

CONFERENCE DAY PACKAGES

A VARIETY OF FULL DAY CONFERENCE PACKAGES TO CATER FOR ALL YOUR INDIVIDUAL NEEDS

The Associate

(complimentary room hire with minimum 50 people)

Includes: Note pads, pens, iced water, whiteboard & markers, projector screen

Morning Tea *with Tea & Coffee*

And one of the following:

Mini muffins
Mixed pastries
Portuguese tarts

Lunch

Choose one of the following:

Selection of sandwiches
Selection of sushi
Platter of mini quiches/mini gourmet pies/mini pizzas

Afternoon Tea *with Tea & Coffee*

And one of the following:

Fruit platter
Chocolate brownies
Pear & raspberry bread

The Chairman

(complimentary room hire with minimum 50 people)

Includes: Note pads, pens, iced water, whiteboard & makers, projector screen

On Arrival

Tea & Coffee

Morning Tea *with Tea & Coffee*

And one of the following:

Fruit Platter
Mixed pastries
Yoghurt cups

Lunch *with Juice & Soft Drink*

And one of the following:

Selection of sandwiches
Selection of sushi
Platter of mini quiches/ mini gourmet pies/mini pizzas

Afternoon Tea *with Tea & Coffee*

And one of the following:

Fruit platter
Caramel slice
Selection of cookies
Banana bread

Functions @ The Ranch Hotel

CEO

(complimentary room hire with minimum 35 people)

Includes: Note pads, pens, iced water, whiteboard & makers, projector screen

On Arrival

Tea & Coffee

Morning Tea *with Tea & Coffee*

And one of the following:

Mini Croissants

Portuguese tarts

Banana Bread

Lunch *with Juice & Soft Drink*

And one of the following:

Satay chicken skewers with steamed rice & vegies

Vegetable stir fry with noodles

Chicken & prawn nasi goreng **(V)**

Lamb Curry with steamed rice & mint yoghurt **(V)**

Spaghetti & Meatballs in a tomato sauce

Beef Lasagne **(V)**

Afternoon Tea *with Tea & Coffee*

And one of the following:

Fruit platter

Chocolate brownies

Selection of cookies

Scones with jam & cream

Functions @ The Ranch Hotel

The Director

(complimentary room hire with minimum 30 people)

Includes: Note pads, iced water, whiteboard & makers, screen, lollies & mints on tables

On Arrival

Tea & Coffee

Morning Tea with Tea & Coffee

And one of the following:

Mini muffins

Mini Croissants

Mixed friands

Lunch with Juice & Soft Drink

And one of the following:

Satay chicken skewers with steamed rice & vegies

Vegetable stir fry with noodles

Chicken & prawn nasi goreng **(V)**

Lamb Curry with steamed rice & mint yoghurt **(V)**

Spaghetti & Meatballs in a tomato sauce

Beef Lasagne **(V)**

Afternoon Tea with Tea & Coffee

Plus either; *Mother energy drink, Soft drink or Juice*

And one of the following:

Fruit platter

Chocolate brownies

Energy/health bars

Vegetables sticks with a trio of dips

Functions @ The Ranch Hotel

The President

(minimum 30 people to include room hire)

Includes: Note pads, iced water, whiteboard & makers, projector screen, lollies & mints on table

On Arrival

Tea & Coffee

Morning Tea *with Tea & Coffee*

And one of the following:

Banana bread

Mixed pastries

Biscuits

Yoghurt cups

Lunch *with Tea, Coffee, Juice & Soft Drink*

And two of the following:

Satay Chicken Skewers with steamed rice & vegies

Vegetable stir fry with noodles

Chicken & Prawn Nasi Goreng **(V)**

Lamb Curry with steamed rice & mint yoghurt **(V)**

Spaghetti & Meatballs in a tomato sauce

Beef Lasagne **(V)**

Afternoon Tea *with Tea & Coffee*

And one of the following:

Cheese Platter

Selection of mini chocolate bars

Portuguese tarts

Pear & Raspberry bread

Bowl of whole fruit

After function drinks

2 hour standard beverage package

(V) Vegetarian options available

** Special dietary requirements available on request

^ Individual & half day prices available on request

^^ Upgrade to premium drinks package available with additional costs

TERRACE BAR PARTY PACKAGES (SATURDAY NIGHTS ONLY)

FROM A SMALL GATHERING TO THE ULTIMATE PARTY, CHOOSE A PACKAGE THAT SUITS YOU

Silver

(40 people maximum)

Inclusions

- Private section of the Terrace Bar or Terrace Balcony
- 6 x Food Platters
- \$200 Bar Tab
- VIP bar service
- 20 song play list
- Decorations



Gold

(Only available for selected birthday parties, engagement parties & farewells)

Inclusions

- Room hire (private use of only Terrace Bar)
- Security
- 8 x Food Platters
- \$300 Bar Tab
- DJ
- Decorations

Platinum

(Only available for selected birthday parties, engagement parties & farewells)

Inclusions

- Room hire (private use of Terrace Bar & Terrace Balcony)
- Security
- 12 x Food Platters
- \$600 Bar Tab
- DJ
- Decorations

Food Platters

Choose from the following:

Trio of dips

Mini pizzas

Mini Quiches, pies & sausage rolls

Satay chicken skewers

Mixed Platter of spring rolls & samosas

Devilled chicken wings

Sandwich Platter

Cheese Platter

Fruit Platter



Conditions Apply

PARTY PACKAGES

ALL YOUR PARTY & ENTERTAINMENT NEEDS IN ONE

The Party Surprise

Includes: Room hire, security & food waiter

Music

Choose 1 of the following:

- DJ
- Jukebox
- Band (conditions and restrictions apply)

Food Platters

Choose 2 of the following:

- Trio of dips
- Mini pizzas
- Mini Quiches, pies & sausage rolls
- Satay chicken skewers
- Cheese Platter
- Fruit Platter



The Ultimate Celebration

Includes: Room hire, security, food waiter & decoration setup

Everything included in the Party Surprise Package plus...

Decorations

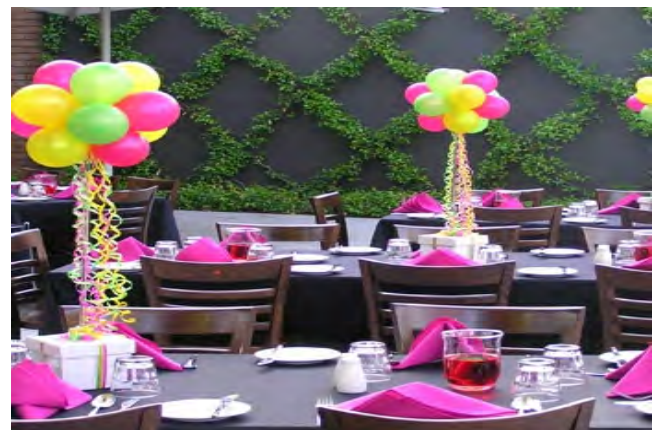
Choose 4 of the following:

- Ceiling balloons
- Weighted Balloons
- Banners
- Party Hats & Poppers
- Candles
- Coloured napkins

Sweet Treats

Choose 1 of the following:

- Lollies bags
- Bowls of mixed lollies
- Pinata filled with goodies



Conditions Apply

CANAPÉS

4 items (complimentary room hire with minimum 70 people)

Includes 3 standard + 1 premium

6 items (complimentary room hire with minimum 50 people)

Includes 4 standard + 2 premium

10 items (complimentary room hire with minimum 50 people)

Includes 6 standard + 4 premium

Standard

Cold Selection

Smoked salmon with cream cheese on crostini

Chicken, celery & mayonnaise filled pastry cups

Sushi selection **(V)**

Tomato & basil bruschetta **(V)**

Vegetarian frittata **(V)**

Hot Selection

Vegetarian spring rolls **(V)**

Samosas **(V)**

Mini quiches

Mini pizzas

Tempura prawns

Premium

Hot Selection

Crumbed fish goujons with tartare sauce

Devilled chicken wings in a bucket

Mini hamburgers

Mini hotdogs with tomato sauce & mustard

Chicken satay skewers

Sweet Selection

Cheese platter

Fruit skewers

Individual chocolate mud cake

Mini caramel slice

Baby cheese cake

(V) Vegetarian options

** Special dietary requirements available on request

BANQUET BUFFET

Functions @ The Ranch Hotel

Carved by your very own chef
(complimentary room hire with minimum 30 people)

Cold

Selection of sushi
Honey baked leg ham
Fresh prawns

Hot

Choose 3 from the following:

Roast chicken with gravy
Roast pork & crisp crackling with apple sauce
Turkey breast with cranberry sauce
Roast lamb with mint jelly
Roast beef with gravy

Sides (plus bread basket)

Choose 4 from the following:

Roast potatoes
Roast pumpkin
Fresh seasonal vegetables
Garden salad
Pesto pasta salad with sundried tomatoes
Greek salad
Caesar salad
Creamy potato salad
Rocket, beetroot & fetta salad

Dessert

Choose 2 from the following:

Tiramisu
Chocolate mousse cake with berry compote
Apple & blueberry crumble with ice cream
Fruit platter
Mini pavlova with banana cream & fresh strawberries

*Vegetarian options available on request

** Special dietary requirements available on request

COURTYARD BBQ BUFFET

Functions @ The Ranch Hotel

(complimentary room hire with minimum 50 people)

Grill

Gourmet sausages
Scotch fillet 150g
Prawn kebabs
Jacket potatoes with sour cream & chives

Alternate grill options

Salmon steak
Marinated chicken

Salads (plus bread basket)

Select 2 from the following:

Garden salad
Pesto pasta salad with sundried tomatoes
Greek salad
Caesar salad
Creamy potato salad
Rocket, beetroot & fetta salad

Dessert

Choose 2 from the following:

Tiramisu
Chocolate mousse cake with berry compote
Apple & blueberry crumble with ice cream
Fruit platter
Mini pavlova with banana cream & fresh strawberries

*Vegetarian options available on request

** Special dietary requirements available on request

SIT DOWN MENU

2 course (complimentary room hire with minimum 50 people)

Functions @ The Ranch Hotel

(entree/main or main/dessert)

3 course (complimentary room hire with minimum 50 people)

Alternate Serve

Entree

Salt & pepper squid

with homemade tartare sauce & mixed green salad

Pumpkin & sweet potato soup

with a crunchy bread roll

Lamb fillets

Babbaganoush & cress salad with yoghurt dressing

Caesar salad

cos lettuce, crispy bacon, croutons, poached egg & parmesan cheese tossed in our own dressing

Teriyaki chicken skewers

on a bed of steamed greens

Classic prawn cocktail

served the traditional way in a martini glass

Main

Grilled barramundi

served on roast potatoes with grilled cherry tomatoes & crisp greens with a citrus dressing

Marinated chicken breast

served on a bed of roast potatoes finished with a creamy mushroom sauce

Surf n turf

tender scotch fillet topped with char-grilled tiger prawns served with roast potatoes and seasonal vegetables & your choice of sauce

Beef lasagne

fresh pasta layered with fresh bolognese & napoli sauce topped with a cheesy béchamel sauce served with a fresh garden salad

Mixed mushroom risotto

with garlic, lemon & sage oil

Dessert

Pavlova

with banana cream, fresh strawberries & vanilla sauce

Apple & blueberry crumble

with ice cream

Chocolate rocher mousse cake

with mixed berry compote

Tiramisu

*Vegetarian options available on request

** Special dietary requirements available on request

CHATS BEVERAGE LIST

Functions @ The Ranch Hotel

Standard Package

Sparkling

Hardy's 'Collection' Sparkling Brut, AUS

White Wine

Hardy's 'Collection' Sauvignon Blanc, AUS

Hardy's 'Collection' Chardonnay, AUS

Hardy's 'Collection' Riesling, AUS

Red Wine

Hardy's 'Collection' Cabernet Merlot, AUS

Hardy's 'Collection' Shiraz Cabernet, AUS

Full Strength Beer

Dry Dock

Platinum Blonde

Sol

Light Beer

Cascade Premium Light

Hahn Premium Light

Soft Drink/Juice

Coke/diet coke/sprite/lift/soda water

Orange/apple/cranberry/pineapple

Spirits – optional

Prices and selection on request

RDT's – optional

Mishka Pre Mix- Pineapple/Raspberry/Guava/Hot Pink

~Chats beverage list is only available for function held in the Chats Room & Willis Room

Functions @ The Ranch Hotel

Premium Package

Sparkling

Chandon Brut NV

White Wine

South Island Sauvignon Blanc, NZ

Penfolds Koongunga Hill Chardonnay, AUS

Red Wine

Oyster Bay Pinot Noir, NZ

Jamiesons Run Cabernet Shiraz Merlot, SA

Full Strength Beer

Tooheys Extra Dry

Carlton Premium Dry

Hahn Super Dry

Heineken

Crown Lager

Light Beer

Cascade Premium Light

Hahn Premium Light

Soft Drink/Juice

Coke/diet coke/sprite/lift/soda water

Orange/apple/cranberry/pineapple

Spirits – optional

Prices and selection on request

RDT's – optional

Mishka Pre Mix- Pineapple/Raspberry/Guava/Hot Pink

~Chats beverage list is only available for function held in the Chats Room & Willis Room

TERMS AND CONDITIONS

Tentative Bookings. Tentative bookings will be held for a period of five (5) days. After which time the space will be released without notification. Tentative bookings will only be confirmed once the Hotel as received a booking form, deposit and signed terms and conditions.

Confirmation/Deposit. Confirmation of a booking must be made in writing with signed terms and condition within fourteen (14) days of the original reservation. A deposit (amount to be determined by functions manager) must be paid within three (3) working days of confirmation. Deposits can be made by cash, bankcard, master card, visa, AMEX, diners and bank cheques. NO PERSONAL CHEQUES.

Payment. Full payment is required no later than the conclusion of the function unless prior agreement has been made by the function manager. It is preferable that full payment is made prior to the day of the function. The Hotel accepts cash, bankcard, master card, visa, AMEX, diners and bank cheques. NO PERSONAL CHEQUES. In the case where full payment is not made by the conclusion of the function, instant late fees will be incurred every day payment is overdue. Late fees are charged at 10% of total bill owing.

Guaranteed Numbers. A guaranteed number of guests attending the function are required two (2) working days prior to the event. Charges for any changes after this time will be rendered accordingly. It is the responsibility of the client to contact the Hotel regarding final numbers. In the case where final numbers increase, with less than twenty four (24) hours notice, additional charges may be incurred, at 20% per person. **Final details.** To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection at least twenty one (21) days prior to your function.

Cancellations. In the event of the confirmed function not taking place full reimbursement of deposit will be given, provided written notice is given twenty eight (28) days prior to the function commencement date. Less than this time, a cancellation fee will be deducted from deposit. Notice given less than seven (7) days, full deposit will be forfeited. In the event that the date cannot be rebooked, where less than seven (7) days cancellation notice is given, full quoted charges will be payable to the hotel.

Decorations/Signage. A detailed list of all decorations must be given to the Function Manager for approval prior to function. Under no circumstances are items/decorations to be nailed, screwed, stapled or adhered to walls, doors or any other surfaces in any way unless approved by Function Manager.

Other functions. Venue Management reserves the right to book another function in the same area up to one (1) hour before and after the scheduled function commencement and departure time.

Consumption. No food or beverages of any kind will be permitted to be brought into the Hotel for consumption at the function by the client or any guest's. Birthday cakes may be permitted upon approval by Function Manager. Cakes can also be purchased from the Hotel.

Compliance & Responsible Service of Alcohol. Clients are expected to conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. Management reserves the right to intervene where it sees fit and it exercises its right to refuse entry. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any persons.

Minors. As part of our Hotel Licence, minors are only permitted in certain areas of the Hotel. All minors must be accompanied by a parent or legal guardian. A minor is defined by law as any persons under the age of 18 years of age.

Conditions. Where the Function Manager sees fit, functions will be required to have a security guard present through the duration of the function. All twenty first (21st) birthday functions must purchase food from the Hotel during the function. A minimum of 6 pieces per person is required. This food condition may also apply to other functions where the function manager sees fit.

Prices. Prices will be confirmed with final details. Every endeavour is made to maintain prices as printed but they are subject to change without notice due to any changes in or imposition of government charges, taxes, levies or other service charges.

Damages. Clients are liable for any damages whether through their own action or through the action of their guests.

Responsibility. The Hotel will not accept any responsibility for damaged or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance.

ACCEPTED BY THE CLIENT:

Client Name

Client Signature

BOOKING FORM

Contact Details

Organisers Name: _____

Company Name
(if applicable): _____

Address: _____

Contact Number: _____ Mobile Number: _____

Email: _____

Contact Person
(on the day): _____ Mobile Number: _____

Function Details

Event Name: _____

Function Date(s): _____

Arrival Time: _____ Departure Time: _____

Set Up Time
(if required): _____ Approx. No.
of Guests: _____

Event Type: _____

Room Set Up: Theatre / Boardroom / U-Shape / Classroom / Cabaret / Banquet / Cocktail

Catering: Full Day Conference / Morning Tea / Afternoon Tea / Lunch /
Plated Set Menu – 2 course or 3 course / Canapés – 4 items – 6 items – 10 items /
Carvery Buffet BBQ Buffet / Banquet Buffet / NO CATERING

Beverages: Arrival Tea & Coffee / Tea & Coffee All Day / Limited Bar / Full Bar / NO BEVERAGES

Bar Tab: NO / YES Maximum Amount \$ _____

AV Requirements: _____

Party Packages: _____

Client Name

Client Signature

**Please return booking form with signed terms & conditions by email, fax, post or in person.
For booking to be confirmed a \$500 deposit must be paid within three (3) working from date of booking form received.**

Deposits can be paid by cash, master card, visa, AMEX, diners, eftpos, or company cheque.