

THE ROBIN

HOOD

- Est. 1851 -

FUNCTIONS & EVENTS





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## EVENTS AT THE HOOD



Conveniently located on Portrush Road, in the Eastern suburb of Norwood, the Robin Hood Hotel is a popular choice for a range of events and functions.

Offering a range of private function areas and spaces both indoor and out and the convenience of parking, the Robin Hood Hotel is able to cater for any event between 10 and 120 guests.

Our Head Chef and his team have created extensive menus featuring quality seasonal produce with a

variety that will suit any event. In addition, our vast beverage selection features some of Australia's best quality beer and wine, together with sparkling and spirits.

The Robin Hood Hotel has a dedicated Function Manager who will make planning your event seamless and will take care of each detail. Our service staff are experienced and trained and will ensure your event is both enjoyable and memorable.



## FUNCTION SPACES



The Robin Hood Hotel offers two private function areas suitable for meetings, cocktail receptions and sit down lunch and dinners. In addition, areas of the hotel such as our "Long table" and "Gazebo" located in the Garden bar, the Midges bar and lounge bar fireplace lend themselves to a casual, less formal gathering.

Our function room is located at the entrance of the hotel and is ideal for a range of events including corporate meetings and birthdays, engagements and weddings, anniversaries and Christenings.

The function room is situated in the original part of the Hotel and features a fire place, wood paneling and exposed brick and stone providing a warm and cosy ambiance. The room has windows with natural light and its own bar for ease of service.

The Portrush bar is located at the front of the hotel and features high ceilings and windows allowing for plenty of natural light. Offering a large bar area the location is perfect for stand up cocktail receptions and events. The room can be set with a long table or round tables creating a unique function area for lunches and dinners.

Both the function room and Portrush bar are equipped with speakers and screens, additional audio visual equipment may be provided depending on your event requirements.

The Restaurant seats 120 people and is available upon application depending on event numbers and date, speak to our Function Manager for more detail.



# FUNCTION SPACES



## FUNCTION SPACE CAPACITIES

FUNCTION SPACE	SIT DOWN	COCKTAIL	U SHAPE	BOARDROOM	THEATRE
FUNCTION ROOM	50	80	20	25	50
FRONT BAR	50	100	NA	NA	50
LOUNGE BAR FIREPLACE	NA	20	NA	NA	NA
BISTRO (ON REQUEST)	120	200	NA	NA	NA

## ROOM HIRE FEES

FUNCTION SPACE	HALF DAY	FULL DAY	EVENING
FRONT BAR	\$200	\$350	\$400
FUNCTION ROOM	\$150	\$300	\$350

\*ROOM HIRE FEES MAY BE NEOGOTIABLE DEPENDANT ON GUEST NUMBERS & AVERAGE SPEND



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## AUDIO VISUAL



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**THE ROBIN HOOD HOTEL WILL ASSIST WITH ANY AUDIO VISUAL EQUIPMENT REQUIREMENTS.**

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**BACKGROUND MUSIC OR BRING YOUR IPOD/  
USB**

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**LCD SCREEN (PORTRUSH BAR)**

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**WI-FI INTERNET ACCESS**

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**LECTERN & MICROPHONE**

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**DATA PROJECTOR & SCREEN  
(FUNCTION ROOM)**

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**SCREEN ONLY**

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**WHITEBOARD**

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# MENUS



## DAY CONFERENCE/MEETING

<b>WATER &amp; MINTS</b>	<b>COMPLIMENTARY</b>
<b>ESPRESSO COFFEE OR HOT TEA ON ARRIVAL</b>	<b>ON CONSUMPTION</b>
<b>TEA AND COFFEE + 1 FOOD ITEM</b>	<b>\$10 PER PERSON</b>
<b>TEA AND COFFEE + 2 FOOD ITEMS</b>	<b>\$15 PER PERSON</b>
<b>ORANGE JUICE</b>	<b>\$5.50 PER PERSON/SERVE</b>

## MORNING/AFTERNOON TEA

<b>ASSORTED MINI DANISH PASTRIES (APPROX. 1.5 PIECES)</b>	<b>\$5.00pp</b>
<b>HAM AND CHEESE MINI CROISSANTS (1 PIECE)</b>	<b>\$5.00pp</b>
<b>MINI CROISSANTS WITH ASSORTED PRESERVES (1 PIECE)</b>	<b>\$5.00pp</b>
<b>ASSORTED MINI MUFFINS</b>	<b>\$5.00pp</b>
<b>ORANGE AND ALMOND CAKE</b>	<b>\$5.00pp</b>
<b>CHOCOLATE BROWNIES</b>	<b>\$5.00pp</b>
<b>CHEESE PLATTER</b>	<b>\$95</b>

Local and imported chesses with lavosh, water crackers, quince paste, dried and fresh fruits



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# MENUS

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## BREAKFAST

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### GOURMET BREAKFAST (MIN. 20 GUESTS)

\$25.00pp

Bacon and scrambled eggs served with freshly toasted bread with tomato and mushroom.

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## LUNCH

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Freshly made assorted gourmet wraps and rolls served with orange juice & soft drink

\$20.00pp

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**ALTERNATIVELY, GUESTS ARE INVITED TO DINE IN THE BISTRO FOR LUNCH OR DINNER.**

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## LUNCH/DINNER MENUS

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Minimum 30 people  
50+ guests require alternate drop menu

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**2 COURSE MENU - ALTERNATE DROP - \$50**

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**2 COURSE MENU - WITH 2 CHOICES - \$60**

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**3 COURSE MENU - ALTERNATE DROP - \$55**

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**3 COURSE MENU - WITH 2 CHOICES - \$65 +\$5 ADDITIONAL CHOICE**

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## LUNCH/DINNER MENUS

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### ENTRÉE SELECTION

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#### VEGETABLE TARTELETTE

with roasted zucchini, roma tomatoes & capsicum, served with radicchio, rocket & witlof salad (v)

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#### SALMON CRUDO PONZU PLATE

with apple, radish, spring onion, jalapenos, croutons

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#### PRAWN COCKTAIL

served in a lettuce cup, tossed with avocado, red onion, dill, lemon & olive oil

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#### SEARED LAMB FILLET

served with tabbouleh salad & garlic yoghurt

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#### PORK BELLY

with a Korean style slaw and a roasted sesame kewpie mayo and chilli jam dressing

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# LUNCH/DINNER MENUS

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## MAIN COURSE SELECTION

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### ATLANTIC SALMON OR BARRAMUNDI

served with sun-dried tomato,  
basil & feta polenta, pesto oil

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### CHICKEN BREAST CORDON BLEU

with steamed brocolini, mash  
potato and a garlic cream sauce

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### ROASTED SIRLION

served with truffle mash,  
roasted herb mushrooms & jus

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### FUSILLI PASTA

with roasted pumpkin, cherry  
tomatoes, kalamata olives & pesto  
(V) (Chicken option available)

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## PREMIUM MAIN COURSE SELECTION + \$6.50 pp

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### GRILLED BEEF FILLET

served with roasted spicy  
cauliflower, wood fire peppers &  
green chimichurri

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### GRILLED LAMB RACK

with hummus, sumac, Greek salad  
& mint sauce

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## DESSERT SELECTION

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### LEMON TART

served with raspberry  
coulis and double cream

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### CHOCOLATE AND PECAN TART

served with chocolate sauce

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### APPLE & RHUBARB CRUMBLE CAKE DF / GF

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## SIDES

Green Salad to share

\$8 Vegetables to share \$12

Bread rolls + butter \$2pp

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## HOT MENU

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### CANAPE SELECTION (HOT ITEMS)

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ASPARAGUS AND SEMI DRY TOMATO WRAPPED IN CRISPY PANCETTA / 60 PIECES	\$110
ROASTED MUSHROOM STUFFED WITH HERB & GARLIC BREAD CRUMBS / 45 PIECES (V)	\$85
PRAWNS WRAPPED IN SHREDDED COCONUT SERVED WITH SPICY MANGO CHUTNEY / 45 PIECES	\$110
SCALLOPS WRAPPED IN JAMON SERVED WITH A SALSA VERDE / 45 PIECES	\$110
ROASTED CHICKEN, SPINACH AND PINE NUT SAUSAGE SERVED WITH HOMEMADE SALSA 45 PIECES	\$85

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### HOT MENU ITEMS

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PRAWN, CHORIZO AND SMOKED PAPRIKA SKEWERS (APPROX 50 PIECES) /GF	\$110
SPINACH AND FETA FILO TRIANGLES (APPROX 40 PIECES) / V	\$75
CAJUN CHICKEN BITES WITH SPICY PLUM SAUCE (APPROX 45 PIECES) / GF	\$85
CRUMBED HALLOUMI FRIES WITH A LEMON & SUMAC YOGHURT	\$85
ARANCINI BALLS WITH MUSHROOM & SPINACH (APPROX 50 PIECES) / V	\$85
MINI VEGETABLE FRITTATAS (APPROX 50 PIECES) / V / GF	\$75
CRUMBED PORK BELLY WITH SWEET AND SOUR SAUCE (APPROX 50 PIECES)	\$85
SALT AND PEPPER SQUID WITH LIME AIOLI (APPROX 50 PIECES)	\$85
PIZZA SQUARES WITH ASSORTED TOPPING (APPROX 32 PIECES) / V	\$55
ASSORTED CHICKEN SKEWERS (APPROX 40 PIECES)	\$85
PRAWN & GINGER DIM SIMS WITH A SOY, SESAME OIL & CHILLI DIPPING SAUCE	\$75
ASIAN SELECTION (MINI DIM SIMS, SPRING ROLLS AND SAMOSAS WITH SWEET CHILLI DIPPING SAUCE (APPROX 90 PIECES)	\$75
ASSORTED MINI GOURMET PIES (LAMB AND ROSEMARY, PEPPER BEEF, CURRY CHICKEN WITH TOMATO AND BBQ SAUCE (APPROX 24 PIECES)	\$75

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## COLD MENU

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### CANAPE SELECTION (COLD ITEMS)

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RARE ROASTED BEEF WITH CELERY & HORSERADISH / 45 PIECES	\$95
SMOKED SALMON FILO TART / 45 PIECES	\$95
SUSHI WITH ASSORTED FILLINGS / 40 PIECES	\$85

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### COLD MENU ITEMS

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TRIO OF DIPS SERVED WITH WARM CHAR GRILLED PITA BREAD, CELERY, CARROT AND CAPSICUM STICKS V / GF	\$65
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BAR PLATTER	\$65
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Assorted charcuterie, quince paste, olives, cornichons, grilled zucchini, grapes, sundried tomato and grilled sourdough

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CHEESE PLATTER	\$95
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Local and imported chesses with lavosh, water crackers, quince paste, dried and fresh fruits

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## SUBSTANTIAL MENU

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### CANAPE SELECTION (SUBSTANTIAL ITEMS) MIN 20 GUESTS

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ALE BATTERED BARRAMUNDI SERVED WITH CHIPS AND LIME AIOLI	\$7 pp
CHEF'S SELECTION OF CURRY SERVED WITH RICE AND RAITA	\$7 pp
VEGETARIAN RISOTTO WITH ROASTED PUMPKIN AND SPINACH (V)	\$7 pp
MINI CHEESE BURGERS WITH BEEF CHEESE & HOMEMADE TOMATO RELISH	\$7 pp
SOUTHERN FRIED CHICKEN SLIDER WITH SMASHED AVOCADO AND SWEET HONEY BBQ SAUCE	\$7 pp

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## SWEETS

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### CANAPE SELECTION (DESSERT ITEMS)

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CHOCOLATE BROWNIES DUSTED WITH ICING SUGAR / 45 PIECES	\$85
CARAMEL SLICE / 45 PIECES	\$85
PORTUGUESE CUSTARD TART	\$3.50 EACH
LEMON TART / 36 PIECES	\$85
MINI DANISH PASTRIES WITH ASSORTED FILLINGS / 45 PIECES	\$85

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### DESSERT MENU ITEMS

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SEASONAL SLICED FRUIT GF / V	\$85
CARAMEL SLICE (APPROX 45 PIECES) V	\$85
ROCKY ROAD (APPROX 45 PIECES) V	\$85
CHOCOLATE BROWNIES (APPROX 45 PIECES) V	\$85

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We can cater for vegetarian, gluten free and accommodate guests with food allergies. Please speak with our Function Manager regarding our menu selection.



# TERMS & CONDITIONS

## 1. BOOKING AND DEPOSIT

A minimum deposit of \$200.00 is required to confirm a function booking.

## 2. PAYMENT

The following payment options are available for your function:

- (a) Full prepayment by cash, credit card or electronic funds transfer (EFT) two (2) working days prior to the commencement of your function.
- (b) Payment by cheque - the full anticipated amount of the function is required in full at least five (5) working days prior to the function with a credit card on file to cover any incidentals.
- (c) Should you wish to be invoiced for a function, a credit application form must be complete at least 14 days prior to the date of your function via our Finance Department for credit approval. Payment of all accounts must be made within 7 business days after the function concludes.
- (d) Credit card details for beverage consumption based options need to be provided prior to the event commencement.

## 3. CHARGES AND GST

- (a) All rates and fees are quoted in Australian dollars and are inclusive of Goods and Services Tax (GST) as per Tax Act 1999.
- (b) Should any additional or increased taxes levies be introduced after the signed date of these terms and conditions, the Robin Hood Hotel reserves the right to request payment of the relevant additional amount.
- (c) The Robin Hood Hotel is not responsible for payment of courier charges, special services (e.g. flower arrangements, photographer) organised by the client, unless included in the function package.

## 4. FUNCTION DETAILS

- (a) The Robin Hood Hotel will prepare an event order and forward it prior to your event. Please review, sign and return this as final confirmation of all event details.
- (b) The prior approval of the Robin Hood Hotel is required for:
  - All plans and designs for any exhibitions or displays that you propose to stage or present during your event should be provided for approval at least 10 business days before your event.
  - Displays of any kind intended to be located outside the designated event room.
  - Attaching anything by nails, screws, adhesive in any way to any wall, door or other part of the Hotel is strictly prohibited.
  - Decorations are permissible subject to negotiation with the Functions Manager. Under no circumstances do we permit confetti, glitter or scatters.
  - Advertising in relation to the event which includes reference to the Hotel should be approved by the Marketing Manager.
  - The uses of smoke machines, special balloon effects and/or pyrotechnics due to the effect on the smoke detectors are prohibited by the hotel. Should the fire brigade be called due to your event a charge will be incurred and on charged.

Amendments to this agreement shall only be valid if made in writing and signed by the Robin Hood Hotel. The waiver of any terms and conditions for one particular occasion shall not be deemed a waiver of such Terms and Conditions for any future occasions.

Room hire charges, if applicable, are subject to event timings, number of guests in attendance and overall catering requirements. The organiser agrees to begin the function and vacate the designated function space at the scheduled times as agreed.



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# TERMS & CONDITIONS

## 5. CONDUCT OF THE FUNCTION

- (a) Unless otherwise agreed by the Robin Hood Hotel, the event must start and finish at the time specified on your event order.
- (b) Your event must be conducted in an orderly and lawful manner in accordance with the conditions of the Robin Hood Hotel's licences granted under the Liquor Licensing Act, 1997. A copy of these conditions is available from the Robin Hood Hotel on request. The Robin Hood Hotel may terminate your function if we reasonably believe that the function is not being conducted in an orderly and lawful manner. The Robin Hood Hotel has no responsibility for any costs, damages or expenses incurred as a result.
- (c) The Robin Hood Hotel may exclude or remove any persons or possessions from your function or from the premises if they are not in accordance with our code of conduct.
- (d) No food or beverages of any kind, other than those provided by the Hotel, will be permitted on the Hotel's property without the consent of the Function Manager.
- (e) This Hotel practices the responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.
- (f) The event is not to exceed any noise levels, which, in the opinion of the venue, may disturb other guests of the venue or nearby residents.
- (g) Function guests are not to breach any statutes, by-laws, or regulations including the Robin Hood Hotel's liquor licence and fire regulations.
- (h) Minors are only permitted on the understanding that a guardian will accompany them at all times. Due to licensing regulations minors must not remain on the premises after midnight. The Robin Hood Hotel will refuse service to anybody who cannot provide adequate proof of age.

## 6. GUEST NUMBERS AND CHARGES FOR REDUCED NUMBERS

- (a) Final numbers for catering purposes are required a minimum of three (3) working days prior to the function date. Should a guaranteed number not be received, guest numbers outlined on the event order will be taken as final.
- (b) Any guest number reduction in excess of 20% of the original booking will result in the client being charged as follows:
  - between 7 days and 14 days' notice prior to the event, 50% of the reduction in estimated function costs
  - Less than 7 days' notice prior to the event, 100% of the reduction in estimated function costs

## 7. FUNCTION CANCELLATION

Any cancellations, changes or additions must be received in writing. The following cancellation fees apply should the event be cancelled:

- (a) More than 30 days' notice the deposit will be refunded to you.
- (b) Less than 30 days but greater than 14 days' notice the deposit will be forfeited.
- (c) Less than 14 days but greater than 7 days' notice, in addition to the deposit, 25% of the total balance of the estimated function charges will be required
- (d) Within 7 days of your function, in addition to the deposit the total balance of the estimated function charge will be required.

## 8. SUBSTITUTION OF FUNCTION ROOM

The Robin Hood Hotel may assign an alternative function room for your event if the appointed function room is unavailable for any reason or the Hotel believes the appointed function room is no longer appropriate. The Robin Hood Hotel will, where possible, consult with you before making any changes.



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# TERMS & CONDITIONS

## 9. AUDIO VISUAL

Organisers are financially responsible for any damage sustained to audio and visual equipment belonging to the hotel. Any equipment being used (including power point presentations) must be tested no less than 3 days prior to the function date. We take no responsibility if your audio visual equipment does not operate correctly on the day of your function. The Robin Hood Hotel reserves the right to control volume levels of all music types in any area of the hotel.

## 10. ENTERTAINMENT

The Hotel currently has live entertainment on the following days/times:

Friday: 8pm - 11 pm

Sundays: 4pm - 7pm

## 11. INDEMNITY

You are responsible for and must indemnify the Robin Hood Hotel for:

- Loss or damage to the venue arising out of any acts or omissions of your officers, employees, agents or invitees, attending the event
- claims by any person for loss, injury, death or damage of any kind arising from your use, or any persons attending the event, which is caused or contributed to by your negligence or that of your officers, employees, agents or invitees attending the event
- your indemnity to the Robin Hood Hotel will be reduced proportionately to the extent that any liability, loss, damage, cost or expense is caused by the negligent acts or omissions of the venue or its officers, employees or agents except to the extent that they have been caused by your failure to fulfil your obligations under these Terms and Conditions.

## 12. AGENCY

- (a) Unless otherwise agreed, the party which signs these Terms and Conditions will be the party responsible for payment of the function.
- (b) If the event is being booked by an agent on behalf of a third party, the third party must also sign these terms and conditions. Alternatively, the agent must provide to the Robin Hood Hotel written authorisation from the third party which:
  - confirms the agent is authorised to sign these Terms and Conditions;
  - confirms the third party will be liable to the Robin Hood Hotel (in addition to the agent) for payment of the function (including any cancellation fees) notwithstanding that they have not personally signed these Terms and Conditions; and acknowledges that a commission, incentive or fee may be payable or being paid by the Robin Hood Hotel to the agent.