



THE  
SUN HOTEL



FUNCTION

GUIDE

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Looking for somewhere to hold your next event?

## **THE SUN HOTEL IS THE PERFECT LOCATION**

We understand that every occasion is unique and we will be there every step of the way to ensure your function is a success.



## THE SUNSET ROOM

Hire of our function room includes the following;

- Full bar facility
- Free Wi-Fi
- Tea & Coffee
- Tables & Chairs set to your requirements
- TV's with HDMI

Seated Meal: Maximum capacity 50 people

Our function room has a 250 deposit requirement to secure booking

## PLATTER MENU

(Serve approx. 12 people as light snacks)

### Slider platter \$70

Beef, chicken, halloumi & mushroom

### Aussie platter \$80

Pies, sausage rolls, pasties with ketchup

### Asian platter \$80

Spring rolls, curry puffs, money bags, samosas, sweet chilli sauce

### Wings n things platter \$110

Southern fried wings, wedges, garlic bread, lemon pepper squid

### Sandwich platter \$70

Mix assorted sandwiches

### Dessert Platter \$80

Mix assorted cakes

Please Note: All prices are subject to change without notice, menu items are subject to availability. Please notify the function coordinator of any dietary requirements.



## PIZZAS

### Margarita \$40

Napolitana sauce, mozzarella cheese, basil

### Hawaiian \$40

ham, pineapple, mozzarella cheese

### Pepperoni \$40

Napolitana sauce, pepperoni, mozzarella cheese

### Peri Peri Chicken \$40

Peri peri chicken, capsicum, mozzarella cheese

## BUFFET \$25 PER PERSON

minimum of 10 people

### Spaghetti Bolognese

with mixed leaf salad

### Butter Chicken

Pilaf rice, nan bread

### Beef Stroganoff

Pilaf rice with mixed leaf salad

### Roast buffet

available upon request

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## MENU

For groups of 30 to 50

Create your own reduced menu with our current bistro menu

\*Please advise function coordinator of any Dietary requirements



# TERMS & CONDITIONS

## TENTATIVE BOOKINGS

The Sun Hotel will hold a tentative booking for a maximum of five (5) days. The confirmation of your booking will be processed after a Room Hire Fee is Received

## DURATION OF FUNCTIONS

The room is available from 10am to 10pm . All functions are to conclude with all guests vacating the room by 10pm. Functions have a specified duration of 4 hours. However an alternative duration may be negotiated to meet the needs of the specific function subject the payment of additional surcharge advised of the venue.

## ROOM HIRE & MINIMUM SPEND

A standard fee applies to hire the function room of \$250 fee is required to secure your booking. Failure to pay this payment can result in another function being secured on your preferred date. A minimum spend of \$1500 (Monday to Thursday) and \$2000 (Friday to Sunday) for the duration of your function. This price includes Food and Drinks.

## CONFIRMATION OF NUMBERS AND MENU

Confirmed final numbers and menus for all functions are required seven (7) days prior to your function. This number will be regarded as final numbers for catering purposes and you will be charged accordingly. There are no refunds or waived fees for any guest not present on the day. The addition of extra guests after this date will need to be paid for at the beginning of the function. Addition of extra guests after the confirmation date may not be able to be catered for.

## FINAL PAYMENT

Full payment of account is required seven (7) days prior to your function. Additional liquor accounts (Bar Tabs) are to be settled in full upon completion of your function. Payment can be made by cash,

credit card (Amex & Diners cards accepted). Personal cheques will not be accepted.

## RESPONSIBLE SERVICE OF ALCOHOL

The Sun Hotel Management and staff, including contracted crowd controllers, support and enforce the responsible service of alcohol. The Sun Hotel and staff abide by all relevant legislation relating to the service and supply of alcohol and this is reinforced and practiced in daily operations. All management and staff of The Sun Hotel are trained in the responsible service and supply of alcohol.

## MINORS

All minors must be under the direct supervision of a suitable guardian at all times. In accordance with Queensland Liquor Licensing Laws, minors will not be served alcohol under any circumstances and any guest found to have supplied a minor with alcohol will be asked to leave without exception.

## DAMAGES

Any damages or incidentals which occur to the premise during your function must be paid for. Credit card details must be supplied for all functions to cover the cost of any damages incurred by the party. The use of decorative sprinkles (confetti/ scatters) will incur a \$100 carpet cleaning fee.

## ENTERTAINMENT

The provision of entertainment is subject to acceptance and confirmation by The Sun Hotel. The Sun Hotel reserves the right to control sound levels at all times.

## CANCELLATION

Notification of cancellation must be in writing 7 days prior to the date of the proposed function to receive a refund of any prior monies paid. Notice of 14 days or more prior to the function, deposit will be refunded in full. All other cancellations will forfeit the full amount of the room hire/ deposit.

# ENQUIRY FORM



## Event Details

Enquiry Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Area: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

## Contact Details

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Occasion: \_\_\_\_\_

Function Run: \_\_\_\_\_

Table setup: \_\_\_\_\_ Food time: \_\_\_\_\_

## Catering Details *(Please tick)*

### PLATTERS:

Sliders  Aussie Pastry  Chef Selection Sandwiches  Pizza

Asian Wings and Things  Dessert

**BISTRO MENU** (up to 30pax) Tea & Coffee Station

**BUFFET**  **ROAST BUFFET**

Food Allergies/Notes \_\_\_\_\_

## Resources *(Please tick)*

Cake Table  Present Table  Linen Table Cloths ( \$12 each) QTY x \_\_\_\_\_

Bar Tab  Full Room Table Clothed \$150

Special Requests/Notes: \_\_\_\_\_



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