



*Killara Inn Hotel*

*& Conference Centre*

*Wedding Packages 2011*



# Wedding Price List

Killara Inn Hotel and Conference Centre has a wide range of function packages ranging from Deluxe Weddings to small intimate cocktail parties. Our professional team at Killara Inn will take the worry out of your special day. We can organise everything from catering through to where you spend your first night together. All packages include floral arrangements on all tables, a complimentary Bridal Suite, and discounted accommodation for your guests.

## Function Packages available at Killara Inn Hotel and Conference Centre

Wedding Banquet Menu	-	\$85.00 per person
Wedding Cocktail Menu	-	\$65.00 per person

Minimum numbers do apply, subject to room availability



All prices subject to alteration.  
All prices are inclusive of GST.

# Wedding Banquet Menu

Package is based on a minimum of 60 guests attending

Meals are served **alternatively** – please make **2** selections from **each** course

## Entrée

Chicken & Mushroom Filo resting on a bed of Rice and Boiled Vegetables  
Chicken Caesar Salad with Cos lettuce, Bacon, Parmesan and Tempura Garlic Prawns  
Baked Fig stuffed with Gorgonzola and wrapped in Prosciutto with a Balsamic glaze  
Ocean Trout Tartare with Baby Radish, Cream Friache and Salmon Roe  
Cumin and Cayenne Baby Calamari with Rocket and Lime Aioli.

## Mains

Pan fried Barramundi fillets, glazed with a Chilli-lime butter and coriander mash  
Corn-fed Chicken Breast wrapped with Prosciutto and filled  
with a Ricotta and Semi-dried Tomato Stuffing, Warm Rocket Pesto and Truffle Oil Mash  
Slow-roasted Fillet of Beef resting on Mash and Sautéed Broccolini  
topped with a Field Mushroom and Roasted Garlic and Thyme Jus  
Pumpkin and Ricotta Cannelloni with Red Onion, Roma Tomato and  
Fresh Herb Sauce, glazed with Shaved Parmesan and topped with a Wild Rocket Salad  
Marinated Lamb Rump crusted with Garlic and Mustard on Rosemary Crushed Potatoes, baked Field  
Mushroom and Red Wine jus

## Desserts

Chocolate Indulgence tart and fresh strawberries  
Crème Brulee with Fresh Berries  
Sticky date pudding with butterscotch sauce and double cream  
Caramelised Pears with Orange Butter Sauce

**OR**

Platters per table of Australian brie, blue and vintage cheddar cheeses, dried fruit and crackers  
Freshly brewed coffee and a selection of teas

Served with Tea/Coffee & After-dinner Mints

Price per person **\$85** per head

Excluding beverages and our wedding package inclusions.  
Special childrens' meals available for 12 years and under at \$55 a head.

# Wedding Cocktail Menu

Package is based on a minimum of **50** guests attending

Please select **ten (10)** canapés from the following **cold** & **hot** choices for your guests.

## Cold Canapés:

Californian Rolls with wasabi soy  
Smoked salmon and dill roulade  
Peking duck pancakes  
Mini Vietnamese roll  
Tomato and basil Bruschetta

## Hot Canapés:

Mini gourmet pizzas  
Gourmet mini pies  
Gourmet Sausage rolls  
Assorted quiches  
Indian curry vegetable samosas  
Indian Chicken Lollipop  
Cajun chicken spring rolls  
Seafood dim sims  
Vegetable curry puffs  
Tempura prawns  
Spicy Meat Balls

AND

Selection of Australian Brie, Blue and Vintage Cheddar Cheese with dried fruit and crackers

OR

Seasonal Fruit Plate

Price per person **\$65** per head

Waiter service, beverages and all Wedding Package inclusions listed.

# *All of our wedding packages come with:*

- Function room hire for 5 hours
- Sound system, lectern and microphone for your master of ceremonies
- Gift table and cake table including sterling silver cake knife
- Our oak parquet dance floor
- Head Waiter & Floor Staff
- On arrival, complimentary pre-dinner champagne cocktail and soft drink for your guests
- Chef's selection of pre-dinner canapés for guests
- Private pre-dinner lounge area for bridal party
- Bridal table with white damask linen and skirting
- Chair covers with either bows or knots in your choice of colour
- Alternate meal service on banquet package
- Wedding cake professionally cut by our Head Chef and served
- Per table there is 2 bottles of complimentary House White & Red each
- Discounted Accommodation for your Guests (Minimum number of 20 guests applies)
- Centrepieces if required

## *Our gift to you...*

- Bridal dressing room
  - Complimentary Bridal Suite including Breakfast
  - Relax in style and be pampered for the day.
- A 10% discount is offered on standard wedding packages for wedding receptions held Monday to Thursday.

## Beverage Packages

### **Cupid Beverage Package - \$18.00 per person**

Lindemans Premier Selection Semillon Chardonnay  
Lindemans Premier Selection Shiraz Cabernet

Rothbury Estate NV Sparkling Brut

Soft Drinks (Coke, Lemonade, Lemon Squash, Diet Coke)  
Orange, Tomato, Apple and Pineapple Juice

### **Venus Beverage Package - \$23.00 per person**

Somerville Chardonnay  
Somerville Cabernet Sauvignon

James Estate Grand Cuvee

Soft Drinks (Coke, Lemonade, Lemon Squash, Diet Coke)  
Orange, Tomato, Apple and Pineapple Juice

## *Beer, Liqueurs and Spirits*

### **Premium & Light Beers are \$5.50 each**

Crown Lager  
Victoria Bitter  
Tooheys New  
Tooheys Extra Dry  
Hahn Premium Light  
Cascade Premium Light

### **Imported Beers are \$6.50 each**

Heineken  
Becks  
Kingfisher  
Corona  
Guinness

All Spirits, Beers & Liqueurs are available at Arvi's Restaurant & Cocktail Bar.

**Killara Inn Hotel & Conference Centre observes the Responsible Service of Alcohol and Liquor Law; in NSW.**

# Other Considerations

## **Accommodation Rates**

Deluxe Rooms	\$120.00 per room per night
Executive Rooms	\$140.00 per room per night
Deluxe Family Rooms	\$160.00 per room per night
The Apartment	\$225.00 per room per night

Room tariffs are based on Single or Twin share  
Additional person is \$15.00 per person per night

Our rooms feature ensuite Bathroom, individually controlled Air Conditioning, Direct Dial phone, High Speed Broadband Internet, TV with 9 Foxtel Channels, Minibar, Coffee and Tea making facilities and Iron with full-sized Ironing Board.

The Hotel facilities include Restaurant, Bar and Room service, swimming pool, sauna, gymnasium, laundry and four Function rooms.

Prices are current as at 1<sup>st</sup> July 2011.

All rates are inclusive of 10% GST.

Prices may be subject to alteration without notice.

## **Room Hire Charges**

Regency Room (up to 100 people Banquet Style)	\$400
Killara Room (up to 30 people Banquet Style)	\$275
Boardroom (up to 20 people Banquet Style)	\$200
The Study (up to 15 people Banquet Style)	\$100

## **Booking Confirmation**

Your reservation is considered confirmed on the receipt of a Deposit and a copy of these *Terms and Conditions* properly signed. A deposit of 20% is required within 21 days of the original reservation. If these are not received on time we reserve the right to cancel the booking to make the venue available to other clients.

## **Music**

Killara Inn can organize a Disc Jockey or a Jukebox if required for \$500.00. When own music is supplied; an entertainment application form will be required to be completed and returned to Killara Inn Hotel. Please note: The use of tables, chairs or linen by musicians for the setting up of their equipment is strictly forbidden.

Noise Pollution: The music will need to be turned down after 10:30pm as a courtesy to the staying guests in the hotel.

# Information & Facilities

Killara Inn Hotel and Conference Centre has a wide range of function packages ranging from intimate weddings to small cocktail parties. Our professional team at Killara Inn will take the worry out of your business requirements. We can organise everything from catering through to audio visual solutions for your function. All packages include room hire, complimentary tea and coffee on arrival, and discounted accommodation for your guests.

## **Location**

14km from Sydney on the mid north shore  
5km from North Ryde  
4km from Chatswood  
2km from Gordon and Pymble

10 minutes walk from Lindfield & Killara Railway Station  
Free off street parking

## **Opening Hours**

Check In Time: 1:00pm  
Check out time: 10:00am

Hotel Opening Hours: 6:30am – 11:30pm (7 days a week)

## **Accommodation**

We have 40 accommodation rooms, with individually controlled air conditioning, direct dial phones, high speed broadband internet, minibars, tea and coffee making facilities and full size ironing boards.

## **Facilities**

4 Function Rooms (all with natural light)

Restaurant and Bar

On site Video Conferencing

Swimming Pool, Sauna and Gym

# Terms & Conditions

## **Booking, Confirmation and Payment**

To book a function please fill in the Killara Inn Hotel Function Form, upon receipt of this form (by fax or post, no email please) bookings will be held for 5 working days. Functions bookings are only then confirmed with the receipt of the complete deposit. The function deposit is non refundable. All function accounts are to be settled in full by the end of the function.

## **Decorations**

Decorations may not be fixed with tape, glue or staples. All decorations left at the end of the function will be disposed of unless otherwise stated in writing.

## **Cancellations**

Cancellations within 7 days prior to the function date may incur a fee of 100% of the initial deposit. Cancellations less than 21 days prior to the function date may incur a fee of 50% of the initial deposit. Cancellation notice should be made in writing.

## **Trading Hours**

The Hotel opening times are 6:30am till 11:30pm 7 days a week. Please enquire in regards to any specific requests for extended function times. Please respect our neighbours by leaving the hotel quickly and quietly.

## **Licensing**

Guests are required to adhere to all Hotel licensing laws and regulations. Minors (anyone under 18) are not allowed by law in some areas of the hotel and current restrictions apply with minors during the Function. Minors will be asked to leave the premises if these restrictions apply. Functions are not allowed to bring their own food or drinks into the Killara Inn Hotel. The Killara Inn Hotel practices the Responsible Service of Alcohol and requires that guests respect and adhere to the laws relating to intoxication and responsible behaviour.

## **Security**

The Killara Inn Hotel will take all due care, but does not accept responsibility for any items brought into the Hotel by the client or their guests. It is the clients' responsibility to ensure the security of their equipment and their guest's possessions.

## **Confirmation of booking**

Your reservation is considered confirmed on the receipt of a Deposit and a copy of these *Terms and Conditions* properly signed. A deposit of 20% is required within 21 days of the original reservation. If these are not received on time we reserve the right to cancel the booking to make the venue available to other clients.

## **Guaranteed numbers for the function**

To ensure the success of your function, we require confirmation of final numbers 5 working days prior your function. This will be the number we charge you for.

**Time Extensions:** a labour surcharge of \$5 per guest per hour will payable for any function that continues beyond the agreed time.

**Equipment Hire Charges:** Charges may apply for special equipment or facilities provided for each function – please discuss costs and needs with staff.

**Additional meals:** for musicians, video people and photographers must be paid for and are provided at a reduced cost.

**Delivery and pickup of Equipment:** the venue must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance. Assistance for moving in or out of equipment will only be possible if staff are available.

#### **Responsibility:**

1. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the venue.
2. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
3. The venue will take all necessary care but will not accept responsibility for damage or loss of any client's property in the venue before, during or after a function.
4. The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the venue management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. The venue reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

#### **Fire and Safety**

1. Exit doors must be free of blockages, such as display stands and screens
2. Exit doors must not be locked, and exit signs must be clearly visible.
3. Highly flammable materials are not permitted
4. The use of open flames, heaters, lamps etc is not permitted

#### **Damages**

Any damages to the building or to the room will be charged according to management. Any posters and displays must not be attached to the wall except for blu tack. Pins must not be used in any circumstance. Any vandalism and property which belongs to Killara Inn Hotel must be charged according to management.

#### **Payment**

We accept cash, credit card or bank cheque. We do not provide credit. The contract signatory is liable to pay all money due under this Agreement. Full payment of the room hire and food bill and any beverage package cost is required 3 working days before the event. Any extra food and beverage consumed is required to be settled at the completion of the function.

#### **Accommodation Conditions:**

All room keys are to be returned or left in room. Any damages to furniture or property in the rooms will be charged according to the company policy. Any outstanding charges remaining will be automatically debited to your account if not completed on checkout.

#### **Display and Presentation:**

Product Displays for your presentation is accepted by management. Whiteboards and Flip Charts are required to be cleaned before and after use. Wall Posters must be attached to the wall using Blue Tack. All cables must be taped down with duct tape to prevent trips and falls.

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# Function and Security Conditions

Please complete and fax to Killara Inn Hotel & Conference Centre 2 weeks prior to function date (02) 9416 6347

You will appreciate that certain conditions apply regarding the use of Killara Inn Hotel & Conference Centre for product displays and similar functions. We regret having to enforce these conditions but feel sure that you will understand the necessity for them.

1. Insurance: All care will be taken with property stored in the hotel prior to or after the function. However, Killara Inn Hotel management will not accept any responsibility for theft or damage to guests property. Companies are advised to organize their own insurance.
2. Fixing to any part of the house is not permitted. All display stands etc. must be free standing. Please check with the manager on duty before ordering display items so that this requirement is upheld.
3. No nailing, painting, sawing, pinning or blue tac to walls, curtains or furniture.
4. All cartons and packing materials must be removed from the premises and surrounding property at the end of the conference unless other arrangements have been made with Killara Inn Hotel management. In the event of removal of goods and packing being delayed beyond the actual day, management reserves the right to make an additional charge for room usage. This will apply unless notification of late removal is given to the manager.
5. A public telephone is conveniently located in the main lobby of the hotel.
6. Heavy equipment is not allowed into the house or grounds unless it is supported by suitable equipment that will not damage floors or ground.
7. Organisers are financially responsible for any loss of or damage to the property (including grounds) of Killara Inn Hotel & Conference Centre, due to the setting up and taking down of equipment for exhibitions, functions, etc.
8. NO FIREWORKS OR PYROTECHNICS OF ANY KIND ARE ALLOWED ON KILLARA INN HOTEL & CONFERENCE CENTRE PROPERTY.

I, the undersigned, do fully agree that my company is held responsible for any damage caused to the property (including grounds) of Killara Inn Hotel & Conference Centre due to the setting up and taking down of equipment for trade display purposes or conferences.

**Name** .....

**Email** .....

**Company** .....

**Phone** .....

**Address**

.....

**Function date** .....

**Room** .....

**Signature** .....

**Date** .....



# Function and Catering Agreement

**I have read and accept the conditions stated in this Agreement and that my deposit is refundable based on the minimum bar spend and the safety of the hotel guests:**

Date of Function: \_\_\_\_\_ Number of people: \_\_\_\_\_

Name of Party: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Position: \_\_\_\_\_

Company / organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Bride and Groom: \_\_\_\_\_

Lunch Yes / No      Dinner Yes / No      Cocktail Party Yes / No      Buffet Yes / No

Additional Function / Catering Notes: \_\_\_\_\_  
\_\_\_\_\_

### Accounts Information:

**Deposit enclosed:** \$ \_\_\_\_\_ ( )M/Card ( )Visa ( )Amex ( )Diners Club ( ) Cheque ( ) Cash

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

Card No. \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_

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

Signature \_\_\_\_\_

### Hotel Contact Details:

Killara Inn Hotel & Conference Centre  
480 Pacific Highway Killara NSW 2071  
Phone: (02) 9416 1344 Fax: (02) 9416 6347  
Email: [info@killarainn.com.au](mailto:info@killarainn.com.au) Website: [www.killarainn.com.au](http://www.killarainn.com.au)

**Office Use Only:**  
Received and processed by \_\_\_\_\_ Checked by \_\_\_\_\_  
Date: \_\_\_\_\_ Balance of payment due \$ \_\_\_\_\_ by: \_\_\_\_\_  
Management Signature and Authority: \_\_\_\_\_ Initials: \_\_\_\_\_

**Please fax this completed last page to Killara Inn Hotel (Attn: Functions) on (02) 9416 6347**  
**NB: BOOKINGS ARE ONLY CONFIRMED ONCE DEPOSIT IS RECEIVED**