

TALL TIMBERS HOTEL

Functions & Events | Information Pack

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PRIVATE FUNCTION ROOM – DINING ROOM

Our dedicated Private Function Room is designed for larger celebrations and events, with its own private bar and flexible layouts.

Capacity	72 seated 120 standing
Best suited to	Birthdays Celebrations Wakes Baby & Bridal Showers Corporate & Community events Cocktail-style functions Presentations
Layouts	Seated Dining Cocktail/Standing Bar Tables & Wine barrels Combination Layouts
Food	A la carte Platters Canapés Set Menus Bespoke menus where approved and costed
Beverages	Guests Purchase Individually Bar Tab Selected Bar Tab Agreed Drinks Package
Private bar	Included with exclusive Private Function Room use only \$250 charge for non-exclusive room hire

OTHER FUNCTION AREAS (non-exclusive)

Bistro	Ideal for smaller group dining. Suitable for approximately 30-40 guests just ordering off the bistro menu and remains part of normal venue trade. Is non-exclusive and bar operates as normal, open to the public.
Beer Garden	Relaxed social functions for groups up to approximately 100 guests. This area is non-exclusive and remains open to the public.
Larger / Bespoke Arrangements	Quoted individually depending on area, staffing, food, beverage and exclusivity requirements.

DINING ROOM MINIMUM REQUIREMENTS

Exclusive Private Function Room bookings are primarily designed for groups of 50 guests or more.

- Groups under 50 guests may still book the room exclusively; however, a \$1,000 minimum food and beverage spend applies in addition to the applicable room hire.
- All function-related food and beverage purchases can contribute to the minimum spend, including individual guest purchases, pre-ordered catering and bar tabs.
- If the agreed minimum spend is not reached, the shortfall will be charged to the nominated card on file.

DINING ROOM HIRE FEES (exclusive)

Room hire fees are waived for bookings fewer than 50 guests when using the dining room on a non-exclusive basis. Please note that the dining room will remain open to the public during your booking.

Hire periods: Daytime 10am – 4pm | Evening 5:30pm – 12am

Monday-Friday Daytime	\$150
Monday-Thursday Evening	\$250
Friday Evening – Sunday Daytime	\$500
Sunday Evening	\$250
Standard Hire Period	Up to 4 hours
Additional Time	\$75 per hour, subject to availability and venue trading requirements.

FOOD & BEVERAGE OPTIONS

FOOD

We can tailor the food style to suit the type of event and how you would like your guests to dine.

- Individual Ordering - guests select and pay for their own meals.
- Platters - suitable for casual gatherings, wakes and shared-style functions.
- Canapés - ideal for standing and cocktail-style events.
- Set Menus - suitable for organised seated dining.
- Bespoke Menus - available where approved, with the menu created and costed for your event.

Dietary requirements should be provided with final guest numbers.

BEVERAGES

- Guests may purchase their own beverages.
- A bar tab can be arranged with an agreed limit.
- A selected bar tab can restrict the tab to nominated beer, wine, soft drink or other agreed beverages.
- An agreed drinks package may be arranged where suitable.

All alcohol service is subject to Responsible Service of Alcohol requirements and venue conditions.

BOOKING & FINAL DETAILS

Booking Confirmation	A booking is confirmed once the required booking information and applicable deposit/card guarantee have been received.
Final Guest Numbers	Due 7 days prior to the function.
Pre-ordered Food / Platters	Agreed selections and prepayments finalised at least 72 hours prior.
Planning Details	Layout, food, beverage arrangements, dietary requirements, entertainment, decorations and key timings are confirmed 7 days before the event.
Card On File (secure payment link through nowbookit)	A card may be securely held through the venue-approved payment process where required for agreed fees, shortfalls, damage, excessive cleaning or authorised outstanding charges.

DEPOSITS

Deposits are required for all functions.

- Exclusive Dining Room Hire deposit is the cost of the room hire which will vary depending on selected day/time.
- Beer Garden Functions require a deposit of \$250 on weekdays and \$500 on weekends.
- Large Bistro bookings/functions follow the same system as regular bistro rules for large bookings, and a card is kept on file, where no shows or decreased numbers without confirmation will incur a \$20 per person charge.

18TH & 21ST BIRTHDAYS

Security Bond	\$1,500 bond required.
Security Guard	Compulsory security guard fee of \$250.
Deposit / Booking Guarantee	Applicable booking deposit and required booking information must be received before the function is confirmed.
Minors / RSA	All functions remain subject to venue RSA requirements and conditions relating to minors and responsible supervision.
Wristbands	All guests ages 18+ must wear provided wristbands and cannot order from the bar without one.

The security bond is held against damage, excessive cleaning or other agreed chargeable breaches of the function conditions, with the applicable outcome determined following the post-function room check.

BOOKING CONDITIONS

CANCELLATIONS & NO-SHOWS

More than 14 days	Deposit refunded or transferred to another available date.
72 hours-14 days	Deposit Forfeited.
Less than 72 hours	Deposit/Catering costs forfeited.
No-show	Deposit/Catering/Room Hire Fee/A \$250 no-show fee may apply where room hire was waived.

Management discretion may be applied in genuine exceptional circumstances.

GENERAL FUNCTION CONDITIONS

- All decorations and external supplies must be discussed with the function contact prior to the event.
- BYO celebration cake is permitted. Other external food must be approved by the venue.
- Live music or a DJ in the Private Function Room must be approved in advance and remain subject to venue noise and trading requirements.
- Guests must comply with venue rules and Responsible Service of Alcohol requirements.
- The organiser may be responsible for damage, excessive cleaning or authorised outstanding charges associated with the function.
- Changes requested on the day are subject to operational availability and should be confirmed with the Function Manager.

WHAT HAPPENS NEXT

- 01** Send us your preferred date, event type, estimated guest numbers and preferred function area.
- 02** We will confirm the most suitable area, availability, room hire and any applicable minimum spend or booking requirements.
- 03** We will send the relevant function options and collect your booking details.
- 04** Once the required deposit/card guarantee and booking information are received, your booking is confirmed.
- 05** We will work with you to finalise layout, food, beverages, dietary requirements, entertainment, decorations and timings.
- 06** Final numbers are due 7 days prior, with pre-ordered catering finalised at least 72 hours prior.

We look forward to helping you plan your function at The Tall Timbers Hotel.