



# Corporate Events



# ABOUT US

With stunning panoramic views from the escarpment to the ocean, Bally Hotel is the perfect location for any corporate function. Bally Hotel offers a private car park at the rear of the venue, and is located in the Balgownie village centre.

# FUNCTION ROOM

Featuring a comfortable lounge area, large entertaining space and spacious wrap around balcony, the Bally Hotel's Function Room can cater for your every need.

Access to the Function Room is via staircase only.  
Unfortunately, we do not offer elevator or ramp access.

## **\$200 ROOM HIRE FEE**

iPod facilities (BYOD) | Microphone |  
Amenities | Cleaning | Free wifi & TV  
screens | Whiteboard

*Minimum booking of 15 guests*

## **CAPACITY**

BANQUET | MAX 80 GUESTS  
COCKTAIL | MAX 140 GUESTS

## **CONTACT US**

e: [balgowniehotelfunctions@alhgroup.com.au](mailto:balgowniehotelfunctions@alhgroup.com.au)  
p: (02) 4284 4273 | w: [www.ballyhotel.com.au](http://www.ballyhotel.com.au)

# PLATTERS

**2 PLATTERS FOR \$28 PER PERSON**

**3 PLATTERS FOR \$35 PER PERSON**

## **MORNING TEA PLATTER**

**(up to 3 selections)**

Assorted Danishes  
Scones and Cream  
Mini Muffins  
Toasted Banana Bread  
Mini Croissants  
Fruit Salad  
Granola with Yoghurt and Fruit

## **SANDWICH / WRAP PLATTER**

**(up to 3 selections)**

Ham, Cheese and Tomato  
Tuna, Lettuce and Mayo  
Salami, Cheese, Tomato and Lettuce  
Smoked Salmon with Cream Cheese  
Egg, Lettuce and Mayo  
Chicken, Sundried Tomato and Lettuce

## **CANAPE PLATTER**

**(up to 3 selections)**

Sausage Rolls  
Pies  
Vegetarian Spring Rolls  
Curry Puffs  
Crumbed Chicken Pieces  
Battered Fish Cocktails  
Falafel Bites

# DRINK OPTIONS

**Please note: additional charges may apply if private bar is required to be open during the event**

## **BAR TAB**

A bar tab is the most simple and flexible option for your beverages. You can place a monetary limit on the beverage tab, for example \$500. Once this limit has been reached, you can either increase the limit of your bar tab or you can close the tab and have your guests purchase their own beverages from the bar.

## **BEVERAGE PACKAGES**

Beverage Packages can be organised for groups of 20 guests or more. Guests can still purchase items not available on the beverage packages at anytime during the function. Beverage packages are not interchangeable between bars.

Standard Beverage Package  
\$44pp for 3 hrs | \$54pp for 4 hrs  
Basic tap beers, house wines (by the glass), soft drinks & juice

Premium Beverage Package  
\$64pp for 3 hrs | \$74pp for 4 hrs  
All tap & bottled beers, wines (by the glass), basic spirits, soft drink & juice

Ultimate Beverage Package  
\$84pp for 3 hrs | \$94pp for 4 hrs  
All beers & ciders, all wines (by the glass), all spirits & RTDs, soft drink & juice

## **TEA & COFFEE STATION**

\$3 per person | Continuous self serve tea & coffee, hot water urn & milk  
\$5 per person | Barista made tea & coffee

*Balgownie Hotel supports the responsible service of alcohol.*

# CONFIRMATION FORM

In order to secure your booking, please complete this Function Booking Confirmation Form and return with signed Terms & Conditions and ensure the required Room Hire Fee is paid. Please return in person or via email.  
E: [balgowniehotelfunctions@alhgroup.com.au](mailto:balgowniehotelfunctions@alhgroup.com.au)

FIRST NAME(S):

LAST NAME(S):

BOOKING DATE:

BOOKING TIME:

PHONE:

GUEST NUMBER:

EVENT TYPE:

EMAIL ADDRESS:

POSTAL ADDRESS:

PACKAGE:

FOOD OPTION(S):

REQUIRED FOR "BUILD YOUR OWN" PACKAGE ONLY.

DRINK OPTION(S):

REQUIRED FOR "BUILD YOUR OWN" PACKAGE ONLY.

NOTES:

**\* PLEASE ENSURE YOU COMPLETE BOOKING FORM \*  
\* AND THE TERMS AND CONDITIONS PAGE \***

# TERMS & CONDITIONS

**1. Function Bookings:** Tentative bookings last for 7 days only. After the 7 days, bookings must be secured with the room hire amount (deposit) and these terms and conditions completed, signed and returned. If not, tentative bookings are removed. If either the room hire or this completed form is not received, management reserves the right to cancel the booking.

**2. Confirmation:** Signed confirmation of all details (including menus and final numbers) is required, a minimum of 2 weeks in advance. Charges are based on these details.

**3. Function Cancellations:** If management has reason to believe the function will affect the operations of the Hotel, its security or reputation; it reserves the right to cancel the function at anytime without compensation to the client. If an event is cancelled by the client 28+ days prior to the event commencing, a refund may be processed at management's discretion, excluding the deposit charge. If an event is cancelled within 28 days of the event date, payment of fifty percent (50%) of the minimum spend is required and no refunds for deposit, part or full payments will be made. All cancellations must be in writing.

**4. Function Booking Policies:** Balgownie Hotel does not host 18th birthdays, hens or bucks parties. This is ALH Group policy. If the venue is not informed, the venue holds the right to cancel the function immediately. The Hotel reserves the right to refuse booking of events if there is reason to believe the function will affect the operations of the Hotel, its security or reputation.

**5. Payment:** Final payment of the minimum spend or all quoted items, whichever is greater, is required 7 days prior to the function. Any additional purchases made on the day of the function must be finalised before departure on that day. We accept cash, Bankcard, Mastercard, Visa and Amex. Cheques not accepted.

**6. Compliance and RSA:** Clients are responsible for the orderly behaviour of their guests. Management reserves the right to intervene where it sees fit and/or exercise its right to refuse entry/remove guests from the premises. Responsible Service of Alcohol is company policy. Dress regulations are neat casual attire. Management reserves the right to terminate beverage packages/close the bar at their discretion. Management reserves the right to check ID on request. Any failure to comply will result in the guest being removed from the premises.

**7. Licensing Requirements:** As part of our Hotel License, minors are permitted in the hotel function room for the duration of the event, whilst they are accompanied and in the immediate presence of a Responsible Adult (the Minor's Parent or Legal Guardian). A minor is defined by law as any person under the age of 18 years of age. This definition extends to babies and infants. Please note: All bars close at 11:30pm (9:30pm on Sundays)

**8. Photography:** The venue reserves the right to use images provided at any event held on premises for advertising purposes or social media marketing.

**9. Other Functions:** Venue management reserves the right to book another function in the same function area up to one hour before the scheduled function commences and one hour after the scheduled finishing time. Please keep in mind this is a busy hotel and residual noise will occur.

**10. Insurance:** The venue will not accept responsibility for loss of, or damage to any belongings, equipment or merchandise left on the premises or other property in the venue prior to, during or after the event. It is the responsibility of the organiser to arrange their own insurance, for all items belonging to them for the period those items are in the venue, along with personal liability insurance.

**11. Food and Beverage:** No food or beverage can be brought into the venue without prior approval from venue management. A service charge of \$1 per person will apply to cakes brought into the venue requiring cutting / plating services. Food Allergies: Staff take all care, but we are unable to guarantee all dishes are completely free of residual nuts, oils, shellfish, or traces. No food or beverages are to be taken from the venue at the conclusion of the function.

**12. Damages:** Clients are liable for any damage whether through their own action or through the action of invited guests. Nothing is to be nailed, screwed or stapled to the walls, doors or other surfaces. Similarly, confetti, scatters or similar decorations are not allowed unless venue management has given approval. Charges may apply if damages occur or a cleaning fee will be charged.

**13. Restrictions:** Balgownie Hotel will always trade under its licensing and agreed restrictions, including COVID restrictions. Venue Management is responsible for ensuring all guests adhere to these. Failure to comply may result in the function or booking being terminated without compensation to the client. Management reserves the right to monitor and adjust any sound levels to amplified music. All bands/entertainment are subject to approval from management and will cease at 11:30pm.

**14. Gifts of Alcohol:** Please be aware that gifts of alcohol brought onto the premises are not allowed to be opened and consumed in accordance with the venue liquor licence.

**15. Security:** Should the client require a security guard positioned on the function they will be hired through the hotel at a charge to the client at a rate of \$55 per hour Fridays, \$65 per hour Saturdays and \$80 per hour Sundays (min 4 hrs) and are licensed and contracted to a government approved body.

**16. Verbal Advice:** Advice given on any matter is based on the best intention and information available at the time, but is indicative only. Under no circumstances should oral advice be acted upon without written confirmation.

By signing below, I acknowledge having read and accept the Terms and Conditions.

**SIGN:**

**DATE:**