

# HARLEQUIN INN

AUSTRALIA'S FINEST RUGBY PUB



## FUNCTION INFORMATION

Phone: 02 9660 8146 Fax: 02 9552 2518

Web Site: [www.harlequininn.com.au](http://www.harlequininn.com.au)

Email: [functions@laundy.com.au](mailto:functions@laundy.com.au)

## Rooms Available

### 1. BARIAN ROOM (Upstairs - Whole Floor)

Seated: Up to 120 people

Standing: Up to 240 people

Includes 2 large screens, sound system, pool table, juke-box, private bar, catering packages available.

### 2. BLEDISLOE ROOM (Upstairs - South End)

Seated: Up to 80 people

Standing: Up to 120 people

Includes 1 large screen, sound system, catering packages available.

### 3. PRESIDENT'S ROOM (Upstairs - North End)

Seated: Up to 80 people

Standing: Up to 120 people

Includes 1 large screen, sound system, pool tables, jukebox, catering packages available.





## FUNCTION INFORMATION

### Rooms Available

#### HIRE CHARGES

The hire charges for each room are as follows:

1. Barian Room \$500
2. Bledisloe Room \$300
3. President's Room \$300

Hire Charges will be waived if a minimum bar spend of \$1500 is achieved. There is an EFTPOS machine and ATM in the hotel. Unfortunately we cannot accept personal cheques. The hire charge must be paid 14 days prior to the date the function is being held. Cancellation after this time will result in loss of the hire charge amount.

#### LAWS & REGULATIONS

1. All laws regarding responsible service of alcohol, underage drinking and minors being in the immediate presence of a responsible adult, are applied at all times in our hotel.
2. Smoking is only permitted in the courtyard area when the roof is open and on the Harris Street footpath.





## FUNCTION INFORMATION

### Function Options

#### FOOD AVAILABLE

Our basic catering packages are as follows:

\$30 per person: Buffet Menu

\$25 per person: Buffet Menu

\$15 per person: Finger Food

\$10 per person: Finger Food

If requested, we are happy to tailor a menu to your needs. Alternatively you may wish to engage external caterers (please note, they must supply and use their own cooking equipment).

We recommend – A Family Affair Catering for traditional Aussie BBQ-styles. See their website [www.familyaffair.com.au](http://www.familyaffair.com.au) for more details.

#### AUDIO VISUAL OPTIONS

There is a juke box on the first floor which is available for functions. Alternatively, CDs can be played or an IPOD connection is possible. DVDs and Laptop presentations can be displayed on the large screens in both function rooms.

#### DECORATIONS

We welcome decorations but have a strict policy that nothing is to be stuck to walls. Please respect our property when arranging decorations. All decorations must be approved by management prior to your function.

#### NOISE CONSIDERATION

Please leave the hotel quickly and quietly, consider our neighbours when leaving, and please don't congregate outside the hotel after closing.





## FUNCTION APPLICATION

PLEASE FILL OUT THIS FORM AND RETURN VIA FAX TO 02 9552 2518

\* indicates this field must be completed

\*Person organising function: \_\_\_\_\_

\*Phone (work): \_\_\_\_\_ \*Phone (mobile): \_\_\_\_\_

\*Email address: \_\_\_\_\_

Function room required:    Barian Room             Bledisloe Room             President's Room

\*Start time: \_\_\_\_\_ Time you require to set-up for function: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Reason for function: \_\_\_\_\_

Food requirements: \_\_\_\_\_

\$30 menu per head x \_\_\_\_\_ people

\$25 menu per head x \_\_\_\_\_ people

\$10 menu per head x \_\_\_\_\_ people

Time of Meal: \_\_\_\_\_

Entertainment: Yes  No  (if yes, please attach a copy of the entertainment company's Public Liability Insurance)

Special requirements: \_\_\_\_\_

\*This is to confirm that I, \_\_\_\_\_, will be hiring the function room upstairs on the  
\_\_\_\_/\_\_\_\_/\_\_\_\_ and will pay the deposit by \_\_\_\_/\_\_\_\_/\_\_\_\_. I understand that I will forfeit my hire fee if my function is  
cancelled within 14 days of its date.

\*Signed: \_\_\_\_\_ Date: \_\_\_\_\_