



FUNCTION INFORMATION PACK

CONTACT US

Simply call the Railway Hotel (08) 8447 1527 or Julie our events coordinator mobile: 0408 449 958

Email: admin@railwayhotelportadelaide.com or complete the “contact us” form on our website and we will respond to your enquiry within 48 hours.

Functions

At the Railway Hotel, Port Adelaide we specialize in providing a variety of tailored menus to suit your function concept and budget or we can discuss ideas and pricing to suit your event and budget. Below is a guide to help you start planning your next function. Please contact our events coordinator who will meet with you to discuss and cost your function to ensure we meet all your event needs.

Our aim is to focus on private functions and ticketed events on Saturday nights where guests can enjoy exclusive use of all ground floor areas of the hotel. This area can hold 100 people for a standing function or 70-80 for a seated dinner. We do not charge a room hire, however minimum spends may apply. There is also an outside dining area in front of the hotel and our soon to be completed rear beer garden.

Some options available include;

Finger food functions: Groups of 30 or more guests

\$15-20 per person (depending on selection) plus GST

4-5 varieties of canapés – approximately 6 pieces per person

\$20+ per person (depending on selection) plus GST

6-7 varieties of canapés – 8-10 pieces per person

Smaller numbers can be catered for however, pricing may vary.

COCKTAIL Menu

Our chef offers some great selections to choose from and we are also more than happy to customize and create options to best suit your requirements and those of your guests;

- ≠ *Dips and vegetable sticks and pan fried pita bread triangles*
- ≠ *Cooked seafood selection*
 - *Salt & pepper squid served with tartar sauce and lemon wedges*
 - *Crumbed lemon pepper flat head fish goujons served with house prepared tartar sauce*
 - *Mini Lemon Pepper prawn skewers served with ???*
- ≠ *Sliders – mini brioche bun (combination of all three also available)*
 - *Chicken – chicken fillet, cheese, bacon, lettuce, tomato & mayo*
 - *Beef – Angus beef patty, cheese, pickles, lettuce, tomato, mustard & sauce*
 - *Vegetarian – sweet potato, baby spinach, eggplant & mushrooms served with aioli*
- ≠ *Aranchini Balls*
 - *Chicken, beef and vegetarian options available served with napolitana sauce and cheese*
- ≠ *Mini skewers*
 - *Chicken fillet served with house made peanut satay sauce*
 - *Moroccan lamb served with ????? sauce*
 - *Beef skewers with house made BBQ sauce*
- ≠ *mini meatballs (chicken, beef or pork) with a selection of house prepared dipping sauces*
- ≠ *canapes*
 - *Prawn & Avacado*
 - *Vegetarian – mushroom, spinach, sweet potato, eggplant & roast capsicum*
 - *Teryaki Chicken & Caramelised Onion*
 - *Lamb, cucumber & Tzadziki*
- ≠ *Selection of Asian bites; mini spring rolls, samosas & dim sims with a Japanese dipping sauce*
- ≠ *selection of mini quiches*
- ≠ *pies, pasties and sausage rolls*
- ≠ *sweet potato fries with chipotle sauce*
- ≠ *wedges with sour cream & sweet chilli sauce*
- ≠ *spring rolls and vegetable samosas – vegetarian*
- ≠ *Nachos vegetarian or beef with guacamole, salsa, sour cream and cheese*
- ≠ *selection of cold rolls including meat, prawn and vegetarian*

Cocktail function platters (price to be advised)

fresh fruit platters with a selection of seasonal fruits

antipasto & cold meat platter, a selection of Mediterranean char grilled vegetables, Cabana (GF), salami, prosciutto, roast chicken, ham and olives

selection of sushi

cheese board on request including selection of cheeses, nuts, grapes or dried fruit and biscuits (including GF if required)

desserts available upon request –Italian cakes, mini cheese cakes or pastries

tea and coffee – bottomless cup \$2 per person

Barista option also available

You may also prefer to bring your own selection of large or small cakes

A cake fee of \$30 will apply.

SIT DOWN function options also available

We can cater for a variety of numbers with a 2 or 3 course set menu to suit your group and budget. Please contact the hotel to organize a meeting time.

Our menu can be found at <http://www.railwayhotelportadelaide.com/menu/>

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BEVERAGE options

We are happy to offer purchase on consumption basis where individuals pay for their own consumption. We can also offer 'on consumption' accounts for all guests which are settled at the end of the night.

Subsidized drink options are also available, where guests can pay from \$2-5 per drink, with the remaining balance of each drink being added to the hosts individual account. Payment is required at the end of the night. All tab accounts are required to present a valid credit card and a drivers' license (if requested). Limits can be set to ensure we meet your budget needs and staff will also keep you updated regarding beverage tallies throughout the night.

Railway Cart Package

Tap beer – pints of coopers pale and dark ale
house wine – shiraz, merlot, sauvignon blanc, chardonnay & rose
sparkling – white and sparkling shiraz option also available
soft drinks, juice and water

Particular wines of interest can also be discussed with staff.

BYO wines are allowed (a maximum of 6 bottles of wine per function).
A \$12 corkage per bottle applies.

ENTERTAINMENT

As an established live entertainment venue, we have a fantastic selection of two, three and up to eight piece bands playing every week on;

Wednesday, Thursday and Friday nights usually from 7pm until 9 or 10pm
Saturday afternoons (live jazz) from 2-4pm featuring students from
The Adelaide University Elder Conservatorium of Music
Sunday afternoons from 2.30-5.30pm

Please refer to our website [click here](#) for information about each artist(s), the date(s) they are performing, promotional images, and an outline regarding the style of music they perform.

Functions for 30 people or less

You are most welcome to book your function on any of the dates we have free live entertainment already offered as long as a suitable function space is available to cater for your guest numbers (< 30).

Exclusive use entertainment:

For exclusive use of the hotel, you are welcome to bring your own play list and use our great sound and lighting equipment, or book your own entertainment. With many years' experience in the music industry Peter is happy to discuss and book an artist or band on your behalf. Please contact Peter mobile 0417 867 727

Bookings & deposits

A booking will be confirmed once your deposit has been paid. We ask the deposit is paid a minimum of 4 weeks prior to the function and will be taken off your total bill at the completion of the function. 10% deposit on all functions applies.

We require confirmation of numbers of guests attending no later than 7 days from the proposed date of the function. All details of the food and beverages must be finalized no later than 7 days prior to the event, including any special dietary requirements.

In case of a cancellation, the hotel will refund any deposit paid 30 days prior to the event being cancelled, however, if the function is cancelled within 7 days of the event, deposits will not be refundable.

Responsibility

Organizers are responsible for any damages/breakages sustained during your function. Management reserves the right to;

- Cease or close a function if misleading information is provided to the hotel when booking your function
- Evict any patron for inappropriate behavior either between other customers, the general public or employees of the hotel
- Cease the service of alcohol if there is any breach of the liquor license with regards to intoxication, service of alcohol to a minor or failure to comply with the liquor license in any way

Agreement

Name _____ Date of Event _____

Occasion for event _____

Number of Guests: _____

Start Time _____ End Time _____

Drinks Package Selection (yes/no) _____ (type)

Food/Platters/Set menu _____

Music/Entertainment _____

Cake _____ Decorations _____

Microphone required? Yes/no

Additional costs? _____

Other _____

I agree to the terms and condition stated in the Railway Hotel, Port Adelaide Function Package. The information I/we have provided is true and accurate. Additional charges may apply where property of the hotel is damaged in any way. All events must be mindful the hotel and all staff trade under the Liquor Licensing Act and also must comply with the code of practice of the business.

Signed _____ (hirer and/or person responsible for payment of account)

Date _____

Hotel Manager or Representative _____

Date _____