



FUNCTION INFORMATION PACK

CONTACT US

Simply call the Railway Hotel (08) 8447 1527 to make your initial enquiry regarding availability and dates or email: admin@railwayhotelportadelaide.com with your enquiry or you can also 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 and can discuss ideas and pricing to suit your event with no obligation of a booking. Below is **a guide** to help you start planning your next function.

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. We also have a smaller more private area available upstairs for a maximum of 30 people inside or up to 55 upstairs including the use of the outside return balcony (in suitable weather).

The downstairs area can hold 100 people for a standing function or 70-80 for a seated dinner. There is also an outside beer garden which is licensed and has heating in the winter months. Whilst we usually do not charge a room hire, minimum spends will apply. There is also an outside dining area in front of the hotel which is also licensed and can be used in summer months.

Some options available include;

Finger food functions: Groups of 30 or more guests
\$18-22 per person (depending on selection) plus GST
4-5 varieties of canapés

\$25+ per person (depending on selection) plus GST
6-7 varieties of canapés

Smaller numbers can be catered for however, pricing and arrangements 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 with warmed pita bread triangles*
- ≠ *Cooked seafood selection*
 - *Salt & pepper squid served with tartar sauce and lemon wedges or*
 - *Crumbed fish goujons served with tartar sauce and lemon wedges*
 - Or combination of both S & P Squid & Fish also available*
- ≠ *Sliders – mini brioche bun (combination also available)*
 - *Chicken – chicken breast fillet, cheese, bacon, lettuce, tomato & aioli*
 - *Beef – Angus beef patty, cheese, pickles, lettuce, tomato, mustard & sauce*
 - *Vegetarian burger served with lettuce, tomato & aioli*
- ≠ *Aranchini Balls*
 - *Chicken & Mushroom or*
 - *Mushroom & two cheeses*
- ≠ *Mini skewers*
 - *Chicken fillet served with peanut satay sauce or*
 - *Moroccan lamb served with minted yoghurt*
- ≠ *Nachos vegetarian or beef with guacamole, salsa, sour cream and cheese*
- ≠ *Asian pork meatballs with sweet chilli dipping sauce*
- ≠ *Selection of Asian bites combo; mini spring rolls, samosas & dim sims served with a dipping sauce*
- ≠ *selection of mini quiches*
- ≠ *pies, pasties and sausage rolls*
- ≠ *wedges with sour cream & sweet chilli sauce*
- ≠ *selection of cold rolls including; meat, prawn or vegetarian*
- ≠ *selection of sushi*

Cocktail function platters (price to be advised per platter)

- 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 including selection of local & imported 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 price on consumption

Cake:

You may prefer to bring your own selection of large or small cakes in which case a cake cutting and plating fee of \$30 will usually 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 to discuss details.

Our current menu can be found at

<http://www.railwayhotelportadelaide.com/menu/>

Please note our menu changes several times throughout the year to reflect seasonal availability of produce.

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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 either via credit card or cash.

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 keep you updated regarding beverage tallies throughout the night.

Particular wines of interest can be discussed with staff when booking a function.

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, Saturday afternoons (live jazz) from 2-4pm and Sunday afternoons from 2 – 5 pm

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). Bookings by prior arrangement with the hotel only.

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 we are happy to discuss and book an artist or band on your behalf. Please contact Peter mobile 0417 867 727 to discuss further.

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 before 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 (vegetarian/gluten free or nut allergies). It is extremely difficult to accommodate special dietary needs without prior notice.

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

BOOKING Agreement

Name _____ Date of Event _____

Occasion for event _____

Preferred contact person (name & phone no.) _____

Number of Guests: _____ (to be confirmed 7 days prior to the event)

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 _____