

## Orion Exclusive Events Function Pack



Orion Exclusive Events, with four function spaces in the historic Orient Hotel, is the perfect venue for your function.

Centrally located at 89 George Street in Sydney's vibrant Rocks precinct, The Orient has a variety of rooms and menus to suit all needs and budgets.

Orion Exclusive Events will plan your event from start to finish. Simply select your preferred options from this function pack, or we can tailor an event to your needs.

1. **Choose your date.** Remember, certain periods are busier than others; it's best to book well in advance to avoid disappointment.
2. **Choose your room.** We have several spaces for hire, each a different style, with a different capacity.
3. **Choose your menu.** Would you prefer a sit-down affair with full table service or cocktails and canapés? Choose from our packages or ask us to design a menu to suit your taste and budget.
4. **Choose your drinks.** Do you want to serve standard beer, wine, champagne and soft drinks or would you like to add spirits and choose particular wines?

If you have any questions about functions or special requests please call or email our Events Team:

Jade: 02 9251 1255 or [jade@ryanshotels.com.au](mailto:jade@ryanshotels.com.au)  
Alisha: 02 9251 1255 or [alisha@ryanshotels.com.au](mailto:alisha@ryanshotels.com.au)

## Spaces for hire:

The following spaces are available for functions. Please note, in some cases, a minimum spend may apply.

### 1 The Orient Restaurant

The Orient Restaurant is the hotel's formal dining room. Elegantly decorated, it offers the perfect environment for an intimate meal or business lunch or dinner.



Capacity:	60 seated / 80 canapé
Located:	1 <sup>st</sup> Floor
Menu:	Set Menu and a la Carte Canapé menus Per Portion canapé selections
Beverage Option:	Beverage Packages On consumption No cash bar
Restaurant Facilities:	Full table service for food and beverage Internal music system Plasma screen televisions
Availability:	Monday – Sunday 12pm – 3pm / 5pm – 10pm Exclusive use times can be arranged Closed Christmas Day
Bookings:	Group bookings or Exclusive use with a minimum spend

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## 2 Orion Level

Orion is a space on the top floor of the hotel with three distinct areas: a dedicated bar area, dance floor and lounge. Ideal for medium to large corporate and private events, with the option of seated dining, cocktail events, theatre-style and conference functions, Orion can cater for just about any event.



Capacity:	150 Canapé, 50 Theatre Style, 40 Seated
Location:	2 <sup>nd</sup> Floor
Menu:	Conference menus Casual dining Set menus Canapé menus Per Portion canapé selections
Beverage Option:	Beverage Packages On consumption beverage tabs Cash Bar
Nightclub Facilities:	Wait staff food service Internal music system Plasma screen televisions with USB input Dance Floor i-pod/mp3 player component capability D.J booth Lounge seating Harbour views
Availability:	Monday – Friday 9am -12am Saturday 9am – 10pm Sunday 11am – 12am Closed Christmas Day
Bookings:	Exclusive use with a room hire or minimum spend

## 3 The Atrium

The Atrium is a light conservatory style space overlooking The Rocks historic Kendall Lane.



- Capacity: 80 Canapé, 70 Seated, 60 Theatre Style
- Located: 1<sup>st</sup> Floor
- Menu: Conference packages  
Bistro and Bar food  
Set menu options  
Canapé menus  
Per Portion canapé selections
- Beverage Option: Beverage Packages  
On consumption  
Cash Bar
- Atrium Facilities: Full Restaurant menu available with wait-staff service  
Internal music system  
Plasma screen television  
Pool Table
- Availability: Monday -Sunday  
11am – 4pm / 5pm – 10pm  
Closed Christmas Day
- Bookings: Group Bookings or Exclusive use with a room hire or minimum spend

## 4 Cocktail Bar

The Cocktail Bar on the first floor is perfect for intimate gatherings or pre-dinner drinks.



- Capacity: 30
- Location: 1<sup>st</sup> Floor
- Menu: Canapé selection  
Bar Food and Bistro menus
- Facilities: Cocktail Bar  
Lounges  
Internal music system
- Availability: Monday - Sunday  
11am – 4pm / 5pm -12am  
Closed Christmas Day
- Bookings: Group bookings  
Not available for exclusive hire



## Sample Set Menu

**Please Note:** Set menus are seasonal and change frequently.

**Entrée choices:** please select 3

Crumbed calamari, harissa and lemon

Potato gnocchi, roast pumpkin, spinach and pinenuts

Smoked salmon, blood orange, fried capers and soft herb salad

Sydney rock oysters (6) freshly shucked, natural

Caramelised onion tart with goat's cheese, tomato and oregano

Roast duck leg, glazed beetroot and sautéed spinach

French onion soup with cheddar toast

**Main choices:** please select 3

Cornish fish pie, tarragon, leeks and mashed potato

Crumbed lamb cutlets, pea mash, kipfler potatoes and mint jelly

Seared kangaroo rump, fried mushroom polenta, beetroot & carrot salad

Eye fillet medallion (220g), fondant potato, sautéed spinach, red wine jus

Pan-fried barramundi, smoked eggplant puree, confit tomatoes

Corn-fed chicken supreme, Puy lentils and baby leeks

**Sides:** please select

Hand-cut chips/ Brussels sprouts and bacon / Mash /

Steamed Greens / Mushrooms

### Dessert

Golden syrup tart, crème fraiche

Mango pannacotta with mango coulis

Warm chocolate pudding, brandy crème anglaise

Brique D'Affinois brie with lavoche

**2 Courses** choice of 3 entrees, 3 mains & 2 sides with coffee & tea \$45

**3 Courses** choice of 3 entrees, 3 mains, 3 desserts & 3 sides with coffee & tea \$60

**Please note:** We are happy to discuss any menu requests;

Please call us on 9251 1255 if you would like menu alternatives.

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## Canapé Menu

Choose from the price-per-head options  
or purchase per-portion items from the menu below (minimum 25 pieces per item).

### **\$25 per person**

Select 6 canapé items

### **\$35 per person**

Select 7 canapé items and 1 substantial

### **\$45 per person**

Select 8 canapé items and 2 substantial

#### **Per Portion \$3.00**

Heidi Gruyere cheese puff (v)  
Rare beef, baby spinach and horseradish cream on crostini  
Tomato and basil bruschetta with balsamic reduction (v)  
Vegetarian samosa with cucumber raita (v)  
Vegetarian spring rolls with sweet chili sauce (v)  
Thai fish cakes with coriander dip  
Fried mushroom risotto ball stuffed with brie cheese (v)  
Roast capsicum, goat's cheese and olive tapenade on crostini (v)

#### **Per Portion \$4.00**

Smoked salmon on crostini with crème fraiche and dill  
Chicken saltimbocca – chicken wrapped with sage and prosciutto (gluten free)  
Salt cod fritter with garlic aioli  
Steamed pork and prawn dim sim with sweet soy dipping sauce  
Freshly shucked oysters served with mignonette dressing (gluten free)  
Confit cherry tomato tartlet with caramelized onion and goat's cheese (v)  
Fresh spring rolls w/julienne carrot, bean sprouts, coriander & vermicelli wrapped in rice paper & served w/hoisin sauce (v)  
Chicken liver pate on crostini with chervil

#### **Per Portion \$4.50**

Beef and burgundy pie  
Spring lamb pie  
Chicken and leek pie  
Freshly shucked oysters served in a bloody Mary shot (gluten free)  
Fresh prawn spring rolls with julienne carrot, avocado, bean sprouts, coriander and vermicelli wrapped in rice paper and served with hoi sin sauce  
Lamb satay skewer with peanut dipping sauce  
Home-made sausage rolls with tomato sauce  
Crab and leek parcels

#### **Per Portion \$5.00**

Potato rosti with char-grilled vegetables and basil pesto (gluten free)  
Grilled king prawns with namjim sauce  
Crumbed flathead fillets with aioli  
Seared scallop and creamed avocado tartlets  
Deep fried prawns wrapped in wonton sheets with coriander and mint  
Duck ravioli in consommé with shallots  
Mini beef burgers with caramelized onion, rocket and tomato relish  
Grilled lamb cutlets with thyme and served with Romesco sauce

#### **Per Portion \$7.50 (substantial)**

Salt and pepper squid  
Tempura battered fish and chips with tartare sauce  
Chicken curry with steamed rice and mint yoghurt  
Hokkien noodles, bok choy, bean sprouts, onion, capsicum and oyster sauce – chicken or beef  
Thai beef salad, cabbage, onion, capsicum, sesame seeds and nam jim dressing  
BBQ duck, egg noodles, Asian greens and plum sauce  
Spinach, smoked mozzarella and mushroom risotto  
Spaghetti with lemon, capers, anchovies and rocket

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## Casual Dining Menu

**\$35 per person**

Create your own casual dining menu for people to order from on the day

### **Shared Entrée**

Mixed bruschetta

**&**

Mediterranean antipasto

### **Main**

**Soup & Salads: Please select 1 item**

Soup of the day – toast and butter

Grilled Prawn Salad – lettuce, avocado, tomato, dill & cocktail dressing

Roast Vegetable Salad – sweet potato, asparagus, corn, capsicum, chick peas, rocket & goat's curd

Traditional Chicken Caesar Salad - croutons, bacon, parmesan & Caesar dressing

**Burgers & Wraps: Please select 2 items**

Toasted Chicken Wrap – spinach, avocado, brie & fries

Toasted Chilli con Carne Wrap - tomato, red onion, guacamole, cheese & fries

Toasted Vegetarian Wrap – sweet potato, feta, tomato, artichoke, onion & fries,

Orient Beef Burger - cheddar, bacon, red onion, red peppers, lettuce, tomato & fries

Lemon Pepper Chicken Burger - tomato, lettuce, red onion, jalapeno mayonnaise & fries

Roo Burger – kangaroo strips, beetroot relish, rocket, tomato, mustard mayonnaise & fries

**Pasta: Please select 1 item**

Angel Hair Pasta – prawns, asparagus & white wine sauce

Buckwheat Spaghetti – cherry tomatoes, artichoke, red onion, olives & basil

Rigatoni – chorizo, sun-dried tomatoes, spinach, feta & chilli

**Seafood: Please select 1 item**

Beer-Battered Fish & Chips - homemade tartare sauce & lemon

Tempura Soft-Shell Crab – Asian salad & vermicelli noodles, mint, cucumber & nam jim dressing

Teriyaki Atlantic Salmon – bok choy, steamed rice & coriander

**Meat: Please select 1 item**

Gourmet Pork Sausages – onion marmalade, mash & peas

Chicken Schnitzel Parmigiana – cheese, napolitana sauce, coleslaw & fries

Crumbed Lamb Cutlets – pea mash, kipfler potatoes & mint jelly

Sirloin Steak (280g) –garlic & chive butter, steamed greens & hand cut chips

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## Conference Menu

Orion can cater for medium to large corporate and private conference events, with morning and afternoon tea available, along with working-lunch menu options.



### **Conference Half-day: \$350**

9am to 1pm or

1pm to 5pm

**Includes either Morning or Afternoon Tea**

*tea, coffee and biscuits*

### **Conference Full-day: \$500**

9am to 5pm

**Includes both Morning & Afternoon Tea**

*tea, coffee and biscuits*

**Working Lunches are available with the conference packages:**

**Casual Dining** menu option at \$35 per person

**Set Menu** option from \$45 per person





## Beverage Pack

Available for 3 hour and 4 hour functions

### **NON- PREMIUM PACKAGE**

**\$45/person for 3 hours**

**\$60/person for 4 hours**

Moore's Creek Semillon Sauvignon Blanc

Tyrrell's Glenbawn Cabernet Shiraz

Tyrrell's Sparkling Brut

All Draught Beer / Cascade Light

Soft Drink & Juice

### **PREMIUM PACKAGE**

**\$60/person for 3 hours**

**\$80/person for 4 hours**

Villa Maria Private Bin Sauvignon Blanc

Robert Oatley Chardonnay

Villa Maria Private Bin Merlot

Tyrrell's Brokenback Shiraz

Oyster Bay Rose Sparkling

Any Draught or packaged beer

Soft Drink & Juice

### **DELUXE PACKAGE**

**\$120/person for 3 hours**

**\$140/person for 4 hours**

Mumm NV Champagne

Cloudy Bay Sauvignon Blanc

Dalwhinnie Chardonnay

Wynn's Coonawarra Cabernet Sauvignon

Penfold's Bin 28 'Kalimna' Shiraz

All Draught Beers

All Australian Premium and Non- Premium Package Beers

All Imported Package Beers

All First-pour spirits: Smirnoff Vodka, Gordon's Gin, Slate Bourbon, Bundaberg Rum, Johnnie Walker Scotch and Bacardi Rum

Soft Drink & Juice

## Wine List

Our comprehensive wine list is available for functions however your preferred wines need to be selected a minimum of one week prior to your event.

### CHAMPAGNE & SPARKLING WINES

NV	Moet et Chandon Champagne	Reims	France	\$110	
NV	Deutz Sparkling Cuvee	Marlborough	NZ	\$49	\$12
NV	Veuve Clicquot Champagne	Champagne	France	\$115	
2002	Perrier Jouet Belle Epoque	Champagne	France	\$220	
NV	Oyster Bay Rose Sparkling	Oyster Bay	NZ	\$39	\$9
2007	Croser Vintage Sparkling	Piccadilly	SA	\$69	

### SAUVIGNON BLANC AND SEMILLON

2010	Villa Maria Private Bin Sauvignon Blanc	Marlborough	NZ	\$44	\$9
2010	Phillip Shaw No.19 Sauvignon Blanc	Orange	NSW	\$52	
2010	Dog Point Sauvignon Blanc	Marlborough	NZ	\$52	
2010	Hill Smith Estate Sauvignon Blanc	Eden Valley	SA	\$45	
2004	Tyrrell's Vat 1 Semillon	Hunter Valley	NSW	\$88	
2010	Cloudy Bay Sauvignon Blanc	Marlborough	NZ	\$75	
2004	Three Ponds Semillon	Hunter Valley	NSW	\$58	
2010	Moore's Creek Sem Sauvignon Blanc	Hunter Valley	NSW	\$35	\$7
2010	Forest Hill 'Boobook' Sauv Blanc Semillon	Mount Barker	WA	\$41	
2010	Voyager Sauvignon Blanc Semillon	Margaret River	WA	\$48	\$10
2009	Waikikamukau Sauvignon Blanc	Marlborough	NZ	\$38	
2010	Brokenwood Semillon	Hunter Valley	NSW	\$45	
2009	Henschke 'Louis' Semillon	Eden Valley	SA	\$55	

### RIESLING, PINOT GRIS AND OTHER VARIETALS

2010	Neudorf 'Maggie's Block' Pinot Gris	Nelson	NZ	\$60	
2011	Maxwell 'Little Demon' Verdelho	McLaren Vale	SA	\$39	
2010	Prinz von Hessen Riesling	Rheingau	Germany	\$76	
2009	Ra Nui Gewürztraminer	Marlborough	NZ	\$41	
2010	The Wilson Vineyard Polish Hill Riesling	Care Valley	SA	\$48	
2010	Oceans Eight Pinot Gris	Mornington	Vic	\$63	
2011	Knapstein Handpicked Riesling	Clare Valley	SA	\$45	\$9
2010	Petaluma 'Hanlin Hill' Riesling	Clare Valley	SA	\$68	
2010	Villa Maria Cellar Selection Pinot Gris	Marlborough	NZ	\$52	
2010	Innocent Bystander Pinot Gris	Yarra Valley	Vic	\$48	\$10
2005	Peter Lehmann 'Wigan' Riesling	Eden Valley	SA	\$62	
2010	Tower Estate Pinot Gris	Hunter Valley	NSW	\$46	

### CHARDONNAY

2008	Stonier Chardonnay	Mornington	Vic	\$59	\$12
2009	Shaw and Smith M3 Chardonnay	Adelaide Hills	SA	\$83	
2009	Robert Oatley Chardonnay	Mudgee	NSW	\$48	
2005	Geoff Merrill Reserve Chardonnay	McLaren Vale	SA	\$63	
2008	Dalwhinnie Chardonnay	Pyrenées	Vic	\$72	
2009	Moore's Creek Chardonnay	Hunter Valley	NSW	\$35	\$7
2008	Giant Steps Sexton Chardonnay	Yarra Valley	Vic	\$59	
2008	Petaluma Chardonnay	Piccadilly	SA	\$90	
2008	Yalumba 'Wild Ferment' Chardonnay	Eden Valley	SA	\$40	
2007	Poole's Rock Chardonnay	Hunter Valley	NSW	\$82	
2010	Penfold's Bin 311 Chardonnay	Tumbarumba	NSW	\$85	

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## Wine List (cont.)

### PINOT NOIR & ROSE

2009	Moppity Vineyards Shiraz Rosé	Hilltops	NSW	\$35	\$8
2010	Farr Rising Saignée Pinot Noir Rosé	Geelong	Vic	\$56	
2010	Le Rosé du Vallon	Provence	France	\$62	
2008	Giant Steps Sexton Pinot Noir	Yarra Valley	Vic	\$69	
2009	Stonier Pinot Noir	Mornington	Vic	\$58	
2008	Hunter's Wines Pinot Noir	Marlborough	NZ	\$48	\$10
2008	Nanny Goat Pinot Noir	Central Otago	NZ	\$65	
2008	Farrside by Farr Pinot Noir	Bannockburn	Vic	\$110	
2008	Lowburn Ferry	Central Otago	NZ	\$74	

### MERLOT AND OTHER VARIETALS

2005	Cookoothama (Basket Press) Merlot	Mudgee	NSW	\$69	
2008	Teusner 'Avatar' GSM	Barossa Valley	SA	\$58	
2008	Villa Maria Private Bin Merlot	Hawkes Bay	NZ	\$45	
2008	Grant Burge 'Holy Trinity' GSM	Barossa	SA	\$72	
2008	Katnook Founder's Block Merlot	Coonawarra	SA	\$49	
2009	Coriole Sangiovese	McLaren Vale	SA	\$52	

### CABERNET AND CABERNET BLENDS

2009	Capel Vale Regional Cab Sauvignon	Margaret River	WA	\$48	
2008	A.Retief Cabernets	Hilltops	NSW	\$39	
2008	Moore's Creek Cabernet Sauvignon	SE Australia	NSW	\$35	\$7
2007	Penfold's Bin 407 Cabernet Sauvignon	Multi-regional	SA	\$88	
2009	Bowen Estate Cabernet Sauvignon	Coonawarra	SA	\$58	
2008	Wynn's Coonawarra Cabernet Sauv	Coonawarra	SA	\$65	
1995	Geoff Merrill Reserve Cabernet Sauv	Multi-regional	SA	\$94	
2007	Maxwell Lime Cave Cabernet	McLaren Vale	SA	\$55	
2008	Vasse Felix Cabernet Sauvignon	Margaret River	WA	\$68	
2001	Petaluma Cabernet Merlot	Coonawarra	SA	\$115	
2010	Whistling Eagle Cabernet Sauvignon	Heathcote	Vic	\$92	
2007	Cockfighter's Ghost Cabernet Sauv	Langhorne Cr.	SA	\$49	\$10
2007	Yalumba 'The Menzies'	Coonawarra	SA	\$79	
2008	Penfold's Bin 389 Cabernet Shiraz	Multi-regional	SA	\$89	
2005	Yalumba 'The Signature' Cab Merlot	Barossa	SA	\$82	
2006	Henschke 'Cyril Henschke' Cab Sauv	Barossa	SA	\$160	
2007	Shelmerdine Cabernet Sauvignon	Heathcote	SA	\$51	
2008	Robert Oatley Cabernet Merlot	Margaret River	WA/NSW	\$49	
2006	Mountadam 'The Red' Cabernets	Barossa	SA	\$74	

### SHIRAZ AND SHIRAZ BLENDS

2008	Evans and Tate Shiraz	Margaret River	WA	\$45	
2009	Tyrrell's Brokenback Shiraz	Hunter Valley	NSW	\$38	\$8
2009	Two Hands 'Angel's Share' Shiraz	Barossa	SA	\$52	
2007	Peter Lehmann Futures Shiraz	Barossa	SA	\$65	
2006	By Farr Shiraz	Bannockburn	Vic	\$110	
2008	Heathcote Estate Shiraz	Heathcote	Vic	\$85	
2009	Tyrrell's 'Stevens' Shiraz	Hunter Valley	NSW	\$68	\$16
2010	Bourke Street Shiraz	Canberra	NSW	\$48	
2009	Te Mata 'Bullnose' Syrah	Hawkes Bay	NZ	\$75	
2008	St. Hallett 'Faith' Shiraz	Barossa	SA	\$49	\$10
2006	Provenance Shiraz	Geelong	Vic	\$52	
2008	Tyrrell's Rufus Stone Shiraz	McLaren Vale	SA	\$55	
2004	Majella Estate Shiraz	Coonawarra	SA	\$85	
2005	Brokenwood Graveyard Shiraz	Hunter valley	NSW	\$165	

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## Wine List (cont.)

### DESSERT WINES

2007	Innocent Bystander Pink Moscato	Yarra Valley	Vic	\$32	
2010	Dean De Bortoli Vat Botrytis Semillon	Riverina	NSW	\$35	\$7
2009	Cookoothama Botrytis Semillon	Mudgee	NSW	\$42	
2008	De Bortoli Nobel One Botrytis Semillon	Riverina	NSW	\$58	

### FORTIFIED

Galway Pipe	\$10
Morris Liqueur Muscat	\$10
Penfold's Grandfather Port	\$14
Remy Martin VSOP Cognac	\$12
Hennessy XO Cognac	\$18

### DRAUGHT BEER

	Middy	Schooner
Carlton Draught	\$5	\$7
Pure Blonde	\$5.5	\$7.5
Fat Yat Pale Ale	\$5.8	\$8.5
Cascade Premium Light	\$4	\$5.5

### LOCAL BEER & CIDER

Toohey's Old	\$6
Toohey's Extra Dry	\$7
Hahn Super Dry	\$7
Pure Blonde White	\$7
Coopers Sparkling	\$7
Coopers Pale Ale	\$7
Bluetongue Premium Larger	\$7
Strongbow Original Cider	\$7
James Boag's Premium	\$7.5
Cascade Premium Larger	\$7.5
Crown Larger	\$7.5
Little Creatures Pale Ale	\$7.5
Bulmers Pear Cider 500ml	\$10

### IMPORTED BEER

Estrella Damm Inedit (750ml)	\$20
Kronenberg 1664	\$8
Asahi Super Dry	\$8
Peroni	\$8
Becks	\$8
Stella Artois	\$8
Heineken	\$8
Corona	\$8

### SPIRITS AND LIQUEURS

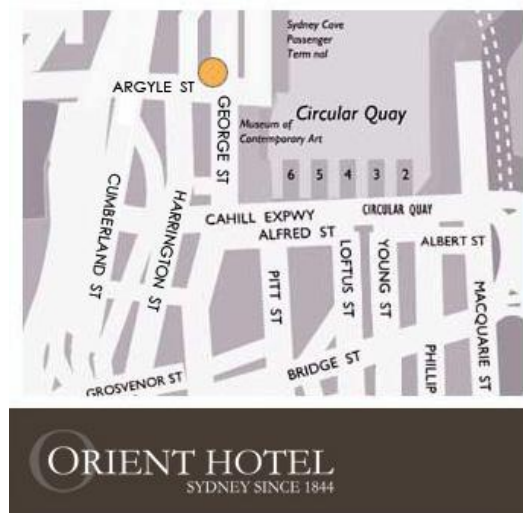
A full range is available – please call us for specific requests.

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## Where to find us:

The Orient is located in the heart of Sydney, in the historic Rocks precinct,  
89 George Street The Rocks, Sydney.  
Telephone: 02 9251 1255 Fax: 02 9247 4569 Email: jade@ryanshotels.com.au  
www.orienthotel.com.au



## TERMS & CONDITIONS

### Orient Hotel

89 George Street, The Rocks, NSW, 2000 Telephone: +61 9251 1255  
PJ Ryans Hotels Pty Ltd ABN 97 000 668 413

#### In relation to these terms and conditions;

**Orient Hotel** means the premises leased, operated and controlled by PJ Ryans Hotels Pty Ltd

**Organiser** shall mean the person who signs this functions and events agreement and agrees to the terms and conditions as set out.

1. The Orient Hotel is a licensed premises and operates in accordance with the principles of Responsible Service of Alcohol (RSA), which are law in NSW. No client or guest under the age of 18 is allowed on the general premises other than in accordance with the requirements below.

**Patrons may be asked to show proof of age at any time**

**Approval for minors in certain Authorised Areas under the supervision of a responsible adult:**

Persons under the age of 18 may obtain prior admittance approval to the following areas: **ONLY under the supervision of a responsible adult, being an adult who is the minor's parent, step-parent, legal guardian or person in loco parentis (one responsible adult per minor is required):**

- a) Orient Courtyard and Deck;
- b) Atrium Room;
- c) Heritage Restaurant

The **responsible adult** is responsible for ensuring that **no** alcohol is consumed by / bought for the minor.

The Orient Hotel must be notified, (a minimum of seven (7) days prior to the event), by the Organiser, of any minor attending the Orient Hotel and the full details of the supervising responsible adult.

2. **Confirmation of Bookings:** To secure your booking, the agreed initial deposit must be received within three (3) days of receipt of initial invoice. Your booking is **NOT** confirmed until we receive full payment of the initial deposit (and any required damages deposit bond), the signed booking confirmation, and signed terms and conditions. A tentative booking may be arranged and will only be held for a maximum of three (3) days.
3. **Payment:** An initial deposit will be required upon signing the agreement. Full payment of all fixed costs must be received in clear funds at least two (2) working days prior to the function (should you wish to pay by EFT, please allow three (3) working days). Any additional costs or charges must be finalised at the conclusion of your function. Invoicing is only permitted if a credit agreement has been established with the Orient Hotel.

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4. **Function Cancellation:** We understand that circumstances occasionally make cancellations necessary.
  - a) If cancellation occurs more than six (6) weeks prior to the date of the function, the deposit will be reimbursed less any cost incurred by the Orient Hotel on your behalf.
  - b) If cancellation occurs within six (6) weeks or less from the date of the function, all deposits and pre-payments (including damages deposit/bond) will be retained by the Orient Hotel.
5. **Final Details:** Menus, beverage arrangements, entertainment, audio visual requirements, room set up, starting and finishing times must be confirmed in writing no less than fourteen (14) days, prior to the function (or by such other date as agreed in writing by the Orient Hotel). If menu details are not provided within this time we cannot guarantee availability of the menu or the dishes chosen by the Organiser. At this time, please advise if any guests at your function have any special needs/requirements that the Orient Hotel needs to be aware of.
6. **Confirmation of Guaranteed Numbers:** The minimum number of guests must be confirmed seven (7) days prior to the function. Guaranteed numbers are required no less than three (3) working days, prior to the function (or by such other date as agreed in writing by the Orient Hotel). Charges will be based on guaranteed numbers or final head count (as recorded by security), whichever is the greater.
7. **Exclusion of Liability and Insurance:**
  - a) The Organiser uses and occupies the orient Hotel at their risk.
  - b) It is the Organisers responsibility to obtain their own insurance for all items belonging to them, their guests, or their contractors for the period those items, or persons are in any and all parts of the Orient Hotel.
  - c) The Orient Hotel will take all reasonable care but will not accept any responsibility for loss of, or damage to, the property of the Organiser or their guests or contractors, including the loss of any personal effects, merchandise or exhibits, at the Orient Hotel.
  - d) By signing your "event proposal", the Organiser accepts full responsibility for insurance cover for the above event and all associated activities involved during the full time period in which any activity associated with your event will occur at the Orient Hotel (including set up). The Orient Hotel may request that the Organiser provide evidence that the Organiser has and will maintain adequate insurance cover.
  - e) Additional security is available on request and charges are on application.
8. **Room Allocation:** The Organiser agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, the Orient Hotel reserves the right to impose a charge for each hour and/or part hour the function space is occupied thereafter. Any additional security charges and/or other fees must be paid once an extension of operation is granted. If it is necessary, the Orient Hotel reserves the right to change the venue allocation following consultation with the Organiser.
9. **Price Variation:** Every endeavour is made to maintain prices as printed however these may be subject to change without notice.
10. **Fire and Safety:** The organiser and his/her employees, agents, contractors and guests must use the orient Hotel in a safe and proper manner and will comply with all directions of the Orient Hotel staff, including with complying with the smoking policy of the venue. The Orient Hotel reserves the right to adjust any set up and exhibitions to ensure that all Health and Safety and Fire Regulation codes are not breached. Fire exits must not be obstructed at any time.
11. **Venue Set Up by The Organiser or Outside Contractors:** For all exhibitions, stage and entertainment set ups produced by the Organiser or outside contractors, plans must be approved by the Orient Hotel a minimum of fourteen (14) days prior to the function. All outside contractors must liaise with the Orient Hotel in all matters of access, delivery, set up, break down and removal.
12. **Display and Signage:** No items of any nature are to be drawn, attached, pinned or glued to the wall or floor or any other surface of the Orient Hotel or to any fixtures or fittings within the Orient Hotel. Signage in public places is to be kept to a minimum and must be approved in advance by the Orient Hotel. Standard house directional signage is provided for your event.
13. **Equipment, Staging, Theming, Exhibitions:** Floor plans of all trade and exhibitions areas must be approved by the Orient Hotel. All merchandise must be delivered on the day of your event and collected at the conclusion of your event, otherwise a storage fee will be incurred. The Orient hotel does not accept responsibility for the storage of equipment before, during, or after the event.
14. **Delivery and Collection of Goods:**
  - a) The orient Hotel will only accept delivery of goods on the day of your event. All goods must also be collected on the day of your event unless prior written arrangements have been made with the Orient Hotel.
  - b) Deliveries must be pre-arranged with the Orient Hotel
15. **Other Functions:** The Orient Hotel reserves the right to book other functions in the same function space up to one (1) hour before the scheduled function commencement time and one (1) hour after the scheduled function finishing time. Additionally the Orient Hotel reserves the right to book another function in adjoining rooms at any time.



16. **Pre-Function/Cocktail Bar Area:** No client or guest has the sole right to the pre-function and cocktail bar area.
17. **Dress Code:** The Orient Hotel advises that dress regulations may apply. Whilst themed functions are permitted, please note that access to other areas within the orient hotel may be restricted. Please ensure that all guests are aware of this requirement.
18. **Entertainment:** The provision of live musical entertainment is subject to confirmation and acceptance by the Orient Hotel. The Orient Hotel reserves the right to control sound levels at all times. All DJs, bands, and entertainment must adhere to the Orient Hotels requests and requirements with regards to volume levels in the hotel at all times.
19. **Compliance:** The Organiser will be responsible to ensure the orderly behaviour of their guests, any outside contractors or entertainers and the Orient Hotel reserves the right to impose noise restrictions or intervene as it deems appropriate.
20. **Responsible Service of Alcohol:** Intoxicated persons are not permitted to enter the Orient Hotel. If a person is deemed by Orient Hotel staff to be intoxicated or unruly, that person or persons will be refused service and asked to leave the premises.
21. The Orient Hotel reserves the right at its absolute discretion to:
  - a) Grant or refuse entry
  - b) Close the function at any time
  - c) Extend the hours of a functionAny additional security charges and/or other fees must be paid once an extension of operation is granted. Without limiting any other right under these terms and conditions, the orient hotel maintains the right to suspend or control our event in any way it may deem necessary, for safety reasons or to comply with laws or regulations, or in any circumstance where the Organiser does not comply with these terms and conditions, without any liability to the Organiser in respect of such suspension of control.
22. **Organiser Liability and Indemnity:** The Organiser is liable for any and all damages or loss incurred to and/or on the premises during or in connection with the event, or to any equipment, or other fitting or fixture of the Orient Hotel used during or in connection with the event, (including any loss or damage caused during or as a result of the delivery, installation, operation or removal of any materials associated with the event), where such damage or loss is caused or contributed by:
  - a) A breach of this agreement;
  - b) A deliberate act or omission that causes damage or loss;
  - c) A negligent act or omission;
  - d) Any other act or omission;By
  - e) The Organiser;
  - f) An employee or contractor of the Organiser (including any entertainer associated with the event); or
  - g) Any guest or other person associated with or attending the event.
23. The Organiser indemnifies the Orient Hotel (and each of its trustees, directors, officers, employees and agents) and must keep the Orient Hotel (and each of its trustees, directors, officers, employees and agents) indemnified against any and all damages or loss (including legal costs) which may be suffered or incurred in connection with:
  - a) Injury (including death)
  - b) Damage to any property
  - c) Any action, suit, proceedings, claims or demands by a third party
  - d) Infringement of any intellectual property right; or
  - e) Any other matter,Which
  - f) Is caused or contributed to by:
    - i. A breach of this agreement
    - ii. A deliberate act or omission that causes damage or loss;
    - iii. A negligent act or omission
    - iv. Any other act or omission by:
    - v. The Organiser
    - vi. An employee or contractor of the Organiser (including any entertainer associated with the event)
    - vii. Any guest or other person associated with or attending the event; or
  - g) Relates to the Organiser's use of the Orient Hotel



- 24. You agree that your liability under clause 27 and 28 includes:
  - a) The cost of cleaning, repair or replacement (at the Orient Hotels election) of any damage to the Orient hotel, or to any equipment, fitting or fixture of the Orient Hotel or any other property of the Orient Hotel used during or in association with an event; and
  - b) Any loss of revenue, loss of trade, loss of profit, or expenses suffered or incurred and any ongoing costs resulting from the venue, or part of a venue being unavailable during the rectification period as a result of the damage caused.
- 25. Charges for any and all damages, losses or expenses suffered or incurred will be assessed as soon as practicable after the function (including labour charges which may include overtime) and payment must be made for any and all such damages and losses as soon as practicable upon presentation of the invoice by the Orient hotel to the Organiser.
- 26. This indemnity applies regardless of any joint, concurrent, or contributory negligence of any other person and is a continuing obligation, separate and independent from the other obligations of the parties, and survives termination, completion or expiration of this function and events agreement.
- 27. It is not necessary for the Orient Hotel to incur expense or to make any payment before enforcing this right of indemnity
- 28. **Severance:** If any provision or part of a provision of this agreement is held or found to be void or to the extent of voidability, invalidity or otherwise unenforceable it will be deemed to be severed to the extent that it is void or to the extent of voidability, invalidity or unenforceability, but the remainder of that provision and this agreement will remain in full force and effect.
- 29. **Unforeseen Circumstances:** In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruption or electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food items, other unforeseen contingency or accident, the Hotel reserves the right to cancel any booking or refund any deposit without notice. Due to unforeseen circumstances, should the room/s reserved be unavailable, we reserve the right to substitute similar venues. Every effort will be made to advise you in advance. the room/s reserved be unavailable, we reserve the right to substitute similar venues. Every effort will be made to advise you in advance.

*Agreement: I hereby agree to the terms and conditions outlined above and I am aware the information supplied may be used in follow up communications.*

Signed: ..... Name (please print): .....

Company: .....Function Date: .....

To secure your booking, please provide a deposit of \$250 by completing the credit card slip below.

**Please note: A \$500 deposit is required for all bookings in the December period.**



Card Number:

Card Type: Visa / Amex / Diners / Other (please specify) \_\_\_\_\_

Expiry Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Today's Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_



## Client Information & Event Enquiry Form

Please contact The Orient Hotel on 9251-1255 if you wish to discuss your enquiry.  
Alternatively you can complete the following event enquiry form and fax to 02 9247 4569  
E-mail [Alisha@ryanshotels.com.au](mailto:Alisha@ryanshotels.com.au) or [Jade@ryanshotels.com.au](mailto:Jade@ryanshotels.com.au)

### Client Information

Contact name: \_\_\_\_\_ Company name: \_\_\_\_\_  
Direct phone: \_\_\_\_\_ Position: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Company phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Company web address: \_\_\_\_\_  
Email: \_\_\_\_\_  
How did you hear about The Orient Hotel?

### Event Information

Event name: \_\_\_\_\_ Type of event: \_\_\_\_\_  
Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_  
Number of attendees: \_\_\_\_\_ Room requested: \_\_\_\_\_

### Event Requests (please circle)

**Food Options:** Canapés      Set menu      Conference      Bar menu      A la Carte      Casual dining  
**Beverage Options:** Cash bar      Bar tab      Beverage pack  
**Audio Visual:** Plasma TV      Microphone      Laptop      Projector screen  
**Entertainment:** Own music/iPod      D.J      Trivia      Other  
**Miscellaneous:** Decorations      Props      Flowers      Other

**Any additional information you'd like us to know:**