



P: (02) 9809 5956 | M: 0405 100 444

E: functions@gallagherhotels.com.au

W: www.royalhotelryde.com.au

A: 68 Blaxland Road, Ryde NSW 2112

ROYAL HOTEL RYDEHOTEL

Located in the heart of Ryde, the Royal Hotel is more than simply a venue for functions- we can manage every aspect of your event. We take pride in taking the work off your hands and working with you to ensure your function is truly an event to remember. We can arrange all AV equipment, decorations, food and beverage packages.

To arrange a time for a site inspection or to make a booking,
Call our Functions Co-Coordinator on 0405 100 444 or email
functions@ghm.net.au

STAFFING & ROOM CHARGES**negotiable*

In order to have adequate staff for your event, staff labour is charged at \$30.00 per hour for events Monday to Friday. Staff labour is charged at \$35 per hour for events on Saturdays.

**Labour charges may be higher on Sundays and Public Holiday Events.*

There is a minimum of 4 hours per staff member. The total staff charge will be quoted by your Functions coordinator. For some events security staff may be required and charged at \$40.00 per hour.

Room hire rates apply Monday to Sunday and are negotiable.



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COCKTAIL PACKAGES

On Arrival- All packages include Wood Fired Breads & Dips

EVENT PACKAGE ONE \$10.00 pp

On Arrival- Wood Fired Breads & Dip Stands on Tables

Mini Vegetarian Mini Spring Rolls

Gourmet Beef Mini Pies

Gourmet Mini Sausage Rolls

EVENT PACKAGE TWO \$15.00 pp

On Arrival- Wood Fired Breads & Dip Stands on Tables

Avocado, Tomato, & Spanish Onion Tarts

Mini Vegetarian Spring Rolls

Gourmet Beef Mini Pies

Crispy Chicken Wings with Aioli

Caramelised Onion & Feta Tarts

EVENT PACKAGE THREE \$18.00 pp

On Arrival- Wood Fired Breads & Dip Stands on Tables

Mini Vegetarian Spring Rolls

Roast Pumpkin, Pine nut & Chevre Tarts

Semi Dried Tomato Arancini with Shaved Truffle Pecorino

Gourmet Beef Mini Pies

Gourmet Mini Sausage Rolls

Salt & Pepper Prawns

EVENT PACKAGE FOUR \$25.00 pp

On Arrival- Wood Fired Breads & Dip Stands on Tables

Crispy Chicken Wings with Aioli

Salt & Pepper Prawns

Semi Dried Tomato Arancini with Shaved Truffle Pecorino

Mini Vegetarian Spring Rolls

Roast Pumpkin, Pine nut & Chevre Tarts

Fork Food served in Bamboo Boats with your choice of- Salt & Pepper Squid or Beer Battered Fish & Chips

One piece per person. Minimum 20 guests



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BEVERAGE OPTIONS

- 1. Bar Tab** - Nominate the amount you wish to spend, and the beverages you would like made available to your guests
- 2. Cash Bar** - Guests pay for their own beverages
- 3. Beverage Package** - All guests are on a per person package for unlimited alcohol for the designated time

BEVERAGE PACKAGES

Premium Package

Beers - Hahn Premium Light, Tooheys New, Tooheys Extra Dry

Wine - Austin Chardonnay, PJ's SSB, Sophia Sauvignon Blanc, Jacks Cabernet Merlot, & Bubbly, Sparkling Wine

Non Alcoholic - Fresh Juices, Mineral Water & Post Mix Soft Drinks

Deluxe Package

Beers - All local beers plus Hahn Super dry & Becks

Wine - Austin Chardonnay, PJ's SSB, Sophia Sauvignon Blanc, Jacks Cabernet Merlot & Bubbly Sparkling Wine

Non Alcoholic - Fresh Juices, Mineral Water & Post Mix Soft Drinks

Deluxe Package

1 Hour pp \$29.00

2 Hours pp \$33.00

3 Hours pp \$37.00

4 Hours pp \$43.00

5 Hours pp \$47.00

Premium Package

1 Hour pp \$25.00

2 Hours pp \$29.00

3 Hours pp \$33.00

4 Hours pp \$39.00

5 Hours pp \$43.00



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CREDIT CARD AUTHORISATION

TODAY'S DATE: / /

FUNCTION NAME:

DATE: / /

PREFERRED MAILING ADDRESS:

COMPANY:

CONTACT PERSON:

PHONE: FAX:

EMAIL ADDRESS:

ROOM BOOKED:

TIMES: AM PM NO'S ATTENDING:

CARDHOLDERS NAME

CARD TYPE: AMEX DINERS M/C B/C VISA (Please circle)

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CARD EXPIRY DATE:

AUTHORISED SIGNATURE:

I hereby authorize Royal Hotel Ryde to charge my deposit & the Outstanding amount as agreed on the run sheet & in the Terms and conditions



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TERMS & CONDITIONS ROYAL RYDE HOTEL

Deposit, prepayment and Confirmation of Bookings

- To confirm a function booking, a standard fee of \$500.00 is required as deposit along with the credit card authorization and terms and conditions forms completed and signed. (Credit authorization forms should be completed with the c/card details of the person responsible for the entire payment or balance)
- Should the above mentioned forms and deposit not be received by the due dates, Royal Hotel Ryde reserves the rights to cancel all reservations held on the client's behalf.
- Minimum numbers of guests must be confirmed 7 days prior to the function.
- PAYMENT IS REQUIRED PRIOR OR AT THE DURATION OF YOUR EVENT.

Invoicing is only permitted if credit facilities have been established with Royal Hotel Ryde.

End of Function procedures

- If the function extends beyond designated times, an additional late fee plus extra staff costs will be charged to the final bill.
- All decorations & goods must be taken down at the conclusion of an event.
- A cleaning levy will apply if the room is left in need for professional cleaning.

Cancellation

- If cancellation occurs within 2 weeks prior to the event date, 25% of the deposit will be refunded.
- If cancellation occurs within 7 days prior to the event date, the client will be charged 100% of the food Costs. If cancellation occurs in November or December the \$500.00 deposit is forfeited.

Entertainment

- Entertainment is available upon request to the Gallagher Hotels discretion. Sounds levels are to be monitored at all times by Gallagher Hotels and adjusted. Breach of this will result in the cancellation of the function with no monetary compensation.

Loss or Damage to Property

- The client shall remain responsible at all times for any loss or damage to the property of the Hotel caused by the client, guests & invitees
- We are extremely careful when looking after guests and their property. Unfortunately, we cannot take responsibility for the damage, or loss of items belonging to guests before, during and after a function.

Disorderly Conduct

- The client shall conform to the requirements of Local Government Acts & Royal Hotel Ryde policies and will be liable for any breach of these.
- The management of Royal Hotel Ryde reserves the right to remove patrons attending functions from the premises for unruly behavior/ dress regulations and/or showing signs of intoxication as determined at managements discretion or by RSA regulations.
- Bucks parties and similar functions are at the sole discretion of management and the Hotel reserves the right to cancel any such bookings

Children

- Persons under the age of 18 years must be accompanied by a parent or legal guardian and are not permitted in the Gaming or Tab areas of the venue

Unforeseen Circumstances

- In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruption of electricity or gas supplies, 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.
- 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.

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: _____

Print Name: _____

Function Date: _____



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FUNCTION DETAILS FORM

In order to make the organisation of your function a little easier, you can fill out the form below with the details of your function, scan & email to functions@ghm.net.au Once it has been received, we will prepare a running sheet that outlines all details and costs for the event and send it back for your approval.

Function Name/Occasion: _____

Function Date: _____

Start & Finish Times: _____

Type of Function: _____

Room: _____

Numbers attending: _____

Menu choice: _____

Canapé Selections _____

Beverages: (please circle) Cash Bar Bar Tab Beverage Package _____

Beverage Restrictions: _____

Beverage Limit: _____

Special requests: _____

Room set up: _____