

Celebrate Christmas
and the
End of the Year

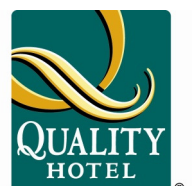


Christmas Packages

QUALITY HOTEL LORD FORREST
20 SYMONS STREET
BUNBURY WA 6230

P: 08 9726 5777
F: 08 9721 1845

E: functions@lordforresthotel.com.au



LORD FORREST®

www.lordforresthotel.com.au



Quality Hotel Lord Forrest

Thank you for considering Quality Hotel Lord Forrest for your End of Year or Christmas Celebrations.

Celebrate in style in one of our 5 versatile function rooms, catering for up to 400 delegates. Our Grand Ballroom can cater for up to 250 guests with a stage and dance floor.

Let our professional staff take all the stress out of planning your function, we can arrange all the details for you including: festive decorations, entertainment, photo booths etc. Each Christmas Function at the Quality Hotel Lord Forrest will receive complimentary Christmas bon bons and we will provide a decorated Christmas Tree for the function booked into a function room.

Choose from one of the following packages or a custom package can be tailored to suit your individual needs, we offer a variety of catering options, using the freshest ingredients and local produce. Our menus can be designed to suit every taste and budget and are delivered with excellent service.

Hotel facilities include COMPLIMENTARY onsite car parking, 24 hour reception, room service, a la carte restaurant, business centre, wireless internet, gymnasium with sauna and indoor heated pool with spa.

www.lordforresthotel.com.au

Room Hire

QUALITY HOTEL LORD FORREST
20 SYMMONS STREET
BUNBURY WA 6230
P: 08 9726 5777
F: 08 9721 1845
E: functions@lordforresthotel.com.au



Grand Ballroom

Room Hire \$1000.00

Reduced Room Hire with minimum catering spend of

\$300.00

\$300.00

East or West Ballroom

Room Hire \$250.00

\$200.00

\$100.00

Baron's

Room Hire \$250.00

\$200.00

\$100.00

Options for Groups of 20 people or less

Bookings can be made Alexander's Restaurant for Breakfast, Lunch or Dinner celebrations

Please contact our Function's Coordinator to discuss all the options and menus available.

Bookings essential.



www.lordforresthotel.com.au

Traditional Christmas Menu

QUALITY HOTEL LORD FORREST
20 SYMMONS STREET
BUNBURY WA 6230
P: 08 9726 5777
F: 08 9721 1845
E: functions@lordforresthôtel.com.au



Two choices from each course served alternately

Entrée

Grilled lamb cutlets with red pepper chutney and green bean salad

Cajun prawn salad with crisp prosciutto and lemon mayonnaise

Caramelized onion, goats cheese and semi-dried tomato tart with pine nut salad

Main

Grilled pork cutlet with honey mustard glaze, roasted pumpkin and sautéed cabbage

Roasted turkey breast with red currant jus, lemon broccolini and sweet potato puree

Grilled 250g scotch fillet with seeded mustard potato gratin,
steamed asparagus and red wine jus

Dessert

Christmas pudding with macadamia ice cream and brandy custard

Passion fruit pavlova with cardamom chocolate and a mint syrup

Citrus tart with honey ice cream and raspberry coulis

Freshly brewed tea & coffee

2 Course \$45 per person

3 Course \$55 per person

*For a la carte menu please add \$5.00 per person
(max of 40 people for a la carte)*



www.lordforresthôtel.com.au

Cocktail Celebrations

QUALITY HOTEL LORD FORREST
20 SYMMONS STREET
BUNBURY WA 6230
P: 08 9726 5777
F: 08 9721 1845
E: functions@lordforresthotel.com.au



*Cocktail food is designed to be served at occasions lasting no more than 2 hours
and is not considered substantial enough to act as a meal replacement.*

Cold Selection

Smoked salmon on crouton with dill cream cheese
Rare roast beef with Horseradish cream
Blue swimmer crab with minted cucumber and lemon mayonnaise
Caramelised onion and goats cheese tartlets
Chicken liver pate on truffle potato
Oysters natural with lemon

Hot Selection

Tempura prawns with chilli and ginger dip
Turmeric and thyme fish goujons with lime aioli
Garlic crumbed mushrooms with pine nut, parsley and goats cheese
Lamb kofta with red pepper chutney
Thai chicken skewers
Seared kangaroo fillet with currant and olive tapenade

Sweet Selection

Raspberry and white chocolate friands
Profiteroles with custard and chocolate ganache
Petit fruit kebab

Selection of 3 mixed options	\$9.00 per person (Approx 15 min duration)
Selection of 5 mixed options	\$13.50 per person (Approx ½ hour duration)
Selection of 8 mixed options	\$22.00 per person (Approx 1 hour duration)
Selection of 10 mixed options	\$27.00 per person (Approx 1½ hours duration)
Selection of 12 mixed options	\$30.00 per person (Approx 2 hours duration)

Available to a minimum of 20 guests



www.lordforresthotel.com.au

Christmas Buffet Menu

Minimum of 40 Adults for any buffet

QUALITY HOTEL LORD FORREST
20 SYMMONS STREET
BUNBURY WA 6230
P: 08 9726 5777
F: 08 9721 1845
E: functions@lordforresthotel.com.au



Fresh Bread Rolls

Cold Selection

Selection of cold meats on platters

Salads

Choose two options from the following

Traditional Caesar salad with parmesan cheese, croutons and bacon
Mixed leaf with pine nuts and parmesan
New potato salad with creamy seeded mustard dressing
Coleslaw with cranberries and currants

Carvery

Roasted turkey with apricot, thyme and currant stuffing
Honey glazed pork with red currant jelly

Vegetables

Garlic and rosemary roasted potatoes
Medley of vegetables

Dessert

Christmas pudding with brandy sauce
Fruit mince tarts

Freshly brewed tea and coffee

\$46 per person

Include fresh prawns @ \$7.50 per person

OR

One platter @ \$85 per platter
(platter is designed to cater for 10 guests)



www.lordforresthotel.com.au

Beverages

QUALITY HOTEL LORD FORREST
20 SYMMONS STREET
BUNBURY WA 6230
P: 08 9726 5777
F: 08 9721 1845
E: functions@lordforresthotel.com.au



Beverage Packages

3 hour \$35.00 per person
4 hour \$40.00 per person
5 hour \$45.00 per person

Drink Package is inclusive of Deakin Estate Sparkling Chardonnay, Sauvignon Blanc & Cabernet Merlot
Beers include: Hahn Light Stubbies, Swan Draught and Tooheys Extra Dry on Tap.
Soft Drinks & Orange Juice

OR

Drinks Charged on Consumption

Deakin Estate Sparkling - \$28.00/bottle
Deakin Estate Moscato - \$28.00/bottle
Deakin Estate Sauvignon Blanc - \$28.00/bottle
Deakin Estate Chardonnay - \$28.00/bottle
Deakin Estate Merlot - \$28.00/bottle

Alternative wines are available from our full wine list, please ask our function co-ordinator for further details

Tap Beer

All tap beer is served in middies only

Hahn Light	4.5
Hahn 3.5	5
Tooheys Extra Dry	5.5
Swan Draught	5.5
Heineken	6
Becks	6
Guinness	6
James Squire Golden Ale	6

Packaged Beer

Hahn Light	5.5	Heineken	9
Pure Blonde	7	Crown Lager	9
Carlton Dry	7	Corona	9

Soft Drinks

\$3 per glass

Lemonade, Coca Cola, Diet Coke, Lemon Squash, Dry Ginger Ale

Spirits

From \$8 per nip (includes mixer)



TERMS AND CONDITIONS

Thank you for choosing Quality Hotel Lord Forrest as the venue for your event. To ensure the success of your event please sign the following Terms & Conditions and return with your deposit for confirmation of your booking.

CONFIRMATION:- The hotel will hold any date tentatively for a period of seven (7) days. After seven (7) days has expired the hotel will automatically release the date, unless the booking is confirmed. **A booking is not confirmed unless a full deposit and signed terms and conditions have been received.**

DEPOSITS:- To confirm a booking the Hotel requires a **deposit equal to the total Room Hire** together with a signed copy of these Terms & Conditions.

CONFIRMATION OF FINAL ARRANGEMENTS:- Accurate attendee numbers, beverage selections and seating plans must be confirmed at least five (5) days prior to your function. This will be regarded as the minimum number for catering purposes. From this date numbers may only increased, Quality Hotel Lord Forrest reserves the right to charge for this number even if fewer are served.

CANCELLATION POLICY:- Any cancellations must be received in writing and refunds will be based on the following:

Functions:

- **Sunday - Friday Functions:** Notification of cancellation more than 60 days prior to the event date will result in a full refund of deposit dependant on space being re-sold. More than 30 days but less than 60 days, 50% deposit refunded only if the room is re-sold. Unfortunately, no refund can be made, due to costs incurred for notice of 30 days or less.
- **Saturday Functions:** Notification of cancellation more than 120 days prior to the event date will result in a full refund. More than 60 days but less than 120 days full refund of any deposit dependant on the space being re-sold. More than 30 days but less than 60 days, 50% deposit refunded only if the room is re-sold. Unfortunately, no deposit refund can be made for notice of 30 days or less.
- The Hotel reserves the right to charge for full room hire & catering costs for cancellation 5 working days or less.

Accommodation

- Notification of cancellation of rooms more than 30 days prior – a full refund will be given.
- Notification of cancellation of rooms less than 30 days prior – the first nights accommodation for each room will be forfeited.
- Notification of cancellation of rooms less than 7 days – the first nights accommodation for each room is forfeited and will be further charged for the full amount for the remainder of the stay unless the rooms are resold.

PAYMENT:- *Unless prior arrangements have been made, Quality Hotel Lord Forrest will require credit card details and authorisation to charge the credit card for the costs and expenses associated with the functions booked prior to the event.*

The Hotel shall be under no obligation to proceed with the event unless such payment is made and for the purpose of dealing with the deposit, the Hotel shall be entitled to treat the event as having been cancelled. In the event that a 7 day account has been approved and payment is not received within that period the Hotel reserves the right to add interest charges to the account at the rate of current bank overdraft interest. Accounts outstanding after 14 days will be turned over to a collection agent who will add their fees to the account. Payment of your account will be accepted by cash, company or bank cheque, EFT or Credit Card.

PRICE VARIATIONS:- whilst endeavouring to maintain all printed prices, they may be increased at management's discretion.

COMMISSION:- All prices quoted by Quality Hotel Lord Forrest are our net non-commissionable rates. All Event Agents and Event Management Companies will be responsible for adding any commission to the rates quoted.

EXHIBITS:- During exhibits or events, it is essential that no fire exit doors or public entrances be blocked in any way. The availability of exhibit space is in accordance with times booked for the event. Room hire charges are incurred for earlier set-up time and breakdown time.

DAMAGE:- The patron is financially liable and agrees to indemnify the Hotel for all damage sustained to the Hotel and grounds during an event as an action of invitees/guests of the organiser. This also applies to any damage caused by guests for the event staying overnight in the Hotel. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the Hotel, as you will be responsible for any damage to painted surfaces.

INSURANCE:- Whilst the staff of the hotel will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during or after the event. We recommend patrons to arrange their own insurance.

ROOM ASSIGNMENT AND DELIVERIES:- If the rooms reserved herein cannot be made available to the Patron for causes beyond the control of the Hotel or if a substantial drop in final numbers occurs, the Hotel reserves the right to substitute similar or comparable rooms for the event, which substitution shall be deemed by the Patron as full performance of the Hotel's obligations under this agreement. This applies to accommodation, meeting and banquet rooms. Additionally the Hotel reserves the right to book another function in adjoining rooms at any time.

Delivery and Collection of goods - The Hotel will only accept delivery of goods two working days prior to an event and all goods must be collected within two working days of the conclusion of the event. All goods are to be delivered to the Hotel between 9am and 4pm. Monday to Friday except where a public holiday falls through the week. The Hotel will not accept responsibility for any items delivered or left for collection out side of these times and periods. All items delivered must be clearly addressed with contact name and conference name.

QUALITY HOTEL LORD FORREST
20 SYMMONS STREET
BUNBURY WA 6230
P: 08 9726 5777
F: 08 9721 1845
E: functions@lordforresthotel.com.au



CONDUCT OF EVENT:- The Patron agrees to begin their event at the scheduled time and agrees to have their guests; invitees and other persons vacate the designated event space at the closing hour indicated including the removal of any exhibits, set-ups and personal belongings.

BEVERAGE POLICY:- Quality Hotel Lord Forrest upholds the principles of responsible service of alcohol. It is an offence to supply liquor to persons under the age of eighteen (18) years and the penalty is severe. Clients are asked to ensure that under age persons amongst their guests are not supplied with liquor. Our bar staff will refuse to serve liquor in any case where the person is suspected of being under age and will request that the persons present photographic identification. Service will be refused to any persons who show signs of intoxication. Guests are required to vacate our premises no later than thirty (30) minutes after the bar has closed, otherwise a labour charge of \$85.00 per half hour will apply. Due to licence requirements we are unable to allow any liquor to be brought onto or removed from the premises.

CONTENT OF EVENT:- The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attaching to the Hotel's licences granted pursuant to the Liquor Act, 1982. The Hotel reserves the right to terminate the event immediately in the case of any breach of this provision and the Hotel shall be under no liability to the Patron for any costs, damages or expenses whatsoever arising from such termination.

ADVERTISING:- any Advertising of the property/property name is subject to set guidelines. The Client must seek approval & correct logo/name before advertising the property in any form of media. Management may force any unauthorised use of the Hotel's name to be pulled from the media.

MISCELLANEOUS:- strike, lockout, fire, water damage, delivery restrictions or other circumstances outside the control of the Hotel which make it impossible for the Hotel to fulfill the agreement, entitle the Hotel to cancel the arrangement without any responsibility to reimburse indemnification or any other compensation to the customer. The Hotel reserves the right to:- exclude or remove from the premises any objectionable persons and guest property without liability; relocate function space; cancel the function if the management of the Hotel is of a belief that the function will affect the smooth running of the Hotel business either in regard to security, reputation or is objectionable in the eyes of the law of the state.

Name of Event: _____ Name of Client: _____

Date of Event: _____ Room Required: _____

Organiser: _____ Approximate Number of guests attending: _____

Signed: _____

Name: _____

Date: _____