



2009/10

**PALAIS HOTEL
CATERING & EVENTS**



Palais Hotel
The Esplanade
Semaphore, SA 5019
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GENERAL INFORMATION

Thank you for considering the Palais Hotel for your next event. To help with the planning of your event, please consider the following.

FOOD

All events/parties require catering. Please refer to menu options. Do not hesitate to ask for a particular favourite not listed. We are flexible and will always endeavor to meet your requirements.

COCKTAIL

All guests must be catered for with a minimum spend of \$16 per person. All cocktails packages consist of 2 hours of continuous food service.

PLATTERS (not valid in the Bistro or Saturdays in the Ballroom and Deck)

All guests must be catered for with a minimum spend of \$12 per person in the deck and \$15 minimum for the ballroom. Platters will be served to a designated buffet table.

SIT DOWN

All guests must be catered for with a minimum spend of \$40 per person for a two course meal on Friday & Saturday nights, Sunday lunch and public holidays Tailored packages available Monday – Thursday.

BYO CAKE

We are happy for you to provide your own cake. A \$1pp cake cutting fee applies or \$3 for it to be served with coulis & cream. This needs to be organised when confirming your menu.

No other food is to be brought in and consumed in the function unless organised prior to the function.

BEVERAGES

All events/parties require a minimum spend over the bar, this may be in the form of a bar tab or a beverage package .

BALLROOM

Minimum spend \$2000

DECK

Minimum spend \$1500

BISTRO

\$2000

(This applies to Friday & Saturday nights, Sunday lunch and public holidays)

CORKAGE

We are happy for you to provide your own wines at \$15per bottle corkage (minimum spend still applies). If you would like to supply spirits to your guests we can tailor a package for you (corkage does not apply).

EVENT SPACES

BALLROOM

Room Hire \$500

Capacities

cocktail 300
sit down 200
sit down 180 (with dance floor)

Mezzanine floor available 70 sit down

Minimum numbers

	<u>Sun – Fri</u>	<u>Sat</u>
cocktail	100	130
sit down	80	100

DEPOSIT REQUIRED \$1000

DECK

Room Hire \$500

Capacities

cocktail 180
sit down 140
sit down 120 (with dance floor)

Minimum numbers

cocktail 80
Sit down 60

DEPOSIT REQUIRED \$1000

BISTRO

Room Hire \$500

Capacities

sit down 90

Minimum numbers

sit down 70

DEPOSIT REQUIRED \$1000

THE FOOD

COCKTAIL OPTIONS (2 hours continuous)

Option 1 - \$16 per person

Chefs Dips with toasted pita & vegetable crudités
Wedges with sour cream & sweet chilli

Spring rolls, mini dim sims & samosas
Assorted gourmet pizzas
Mini pies, pasties & sausage rolls

Option 2 - \$25per person

All of the above plus 3 options from below

Salt & Pepper Squid
Chicken Skewers with peanut dipping sauce
Tempura Battered Vegetables with sticky soy and sweet chilli
Texas Meat Balls with bbq sauce

Option 3 - \$30 per person

Dips Platter
Crunchy Potato Skins

Vegetarian Spring Rolls, Mini Dim Sims & Samosas with Sweet Chilli
Salt & Pepper Squid with Sticky Soy
Chicken Skewers with Peanut Dipping Sauce
Spinach and Ricotta Pastizzis with Tomato Relish
Gourmet Pizza Supreme
Texas Beef Meatballs with bbq sauce
Assorted mini gourmet pies

Option 4 - \$38per person

Gourmet Antipasto Selection with toasted Turkish bread
Dip Platters with Pitta Bread
Crunchy Potato Skins, Sour Cream and Chilli

Salt & pepper squid with sticky soy
Gourmet Pumpkin, Fetta and Basil Pizza
Texas Beef Meatballs with Smokey BBQ Sauce
Chicken Skewers with Thai Peanut Dipping sauce
Roast Beef fillet with Horseradish Cream Bruschetta
Crumbed Porcini Mushroom and Leek Risotto Balls with Garlic Aioli
Assorted Mini Gourmet Pies: Beef, Chicken, Veg
Mini Prawn Cocktails

Cheese & greens platter
Buffet tea & coffee

THE FOOD (cont..)

LUNCH/DINNER MENU (other options available upon request)

Entrée

- Chicken, avocado & cashew nut terrine with sticky balsamic
- Thai chicken satays with jasmine rice, fresh lime, coriander & peanut sauce
- Spinach & ricotta ravioli w a creamy cashew nut and sundried tomato and coriander pesto sauce finished w shaved parmesan
- Avocado & smoked salmon terrine topped with local king prawn and aioli
- Salt & pepper squid served with Asian slaw, sweet soy and tomato relish
- Greek Lamb Salad served on salad greens with kalamata olives, fetta cheese, cherry tomatoes and Spanish onions with a tzatziki dressing

Main

- Sirloin steak, slow cooked to medium & served on a potato bake with herb roasted cherry tomatoes and a sticky Madeira glaze
- Sirloin steak , slow cooked to medium on creamy mash topped with oven baked garlic field mushroom, sticky port & red wine reduction
- Barramundi fillet baked with a roasted red pepper tapenade on a green bean and cherry tomato salsa with fresh basil, balsamic and extra virgin olive oil
- Barramundi baked with sea salt and lemon pepper served on a puff pastry crescent with fresh steamed asparagus and champagne hollandaise
- Baked chicken fillet topped with bacon, cheese, basil, spring onion and Turkish loaf crust on garlic & chive mash with red pepper puree and seeded mustard cream
- Prosciutto wrapped chicken breast on potato galette with a roasted roma tomato and basil sauce

Dessert

- Rich Mississippi mud cake with double cream and raspberry coulis
- Banana Caramel Pie
- Sticky Date and walnut pudding with toffee sauce

BASE MENU COST

2 Course Menu
(choice)
1 : 2 = \$40pp

3 Course Menu
(choice)
1 : 2 : 1 = \$50pp

ADDITIONAL CHOICES

Any additional choices per course are \$3pp.
For example;-

2 : 2 = \$43pp
2 : 2 : 1 = \$53pp
2 : 2 : 2 = \$56pp
3 : 3 : 3 = \$65pp

PLATTER MENU'S

COLD

Chefs dips with toasted pita & vegetable crudités	\$100
Roast beef fillet with horseradish cream on crostini	\$100
Tomato, basil and brie brushetta	\$100
Mini Prawn Cocktails	\$120
Antipasto platter	\$120
Smoked salmon & mascarpone mini tarts	\$120
Olive tapenade & roast capsicum mini tarts	\$100
Cheese & greens platter	\$150
Fruit platter (seasonal)	\$100
Oysters natural (5 doz)	\$110

HOT

Wedges with sour cream & sweet chilli sauce	\$60
Assorted gourmet pizza	\$100
Pies, pasties & sausage rolls	\$100
Gourmet Mini pies	\$100
Chicken skewers with peanut sauce	\$110
Salt & pepper squid with sticky soy	\$110
Tempura prawns	\$120
Vegetarian spring rolls, mini dim sims & samosas	\$100
Crumbed mushroom & leek risotto balls	\$100
Lightly battered fish goujons	\$100
Chicken Kiev Balls	\$120
Tempura Battered Vegetables	\$100
Tandoori chicken skewers with yoghurt dipping sauce	\$110
Texan BBQ meatballs	\$100
Spinach & ricotta pastizzes	\$100
Thai Lime & Chilli Crumbed Pork Belly Bytes	\$110

Platters have approximately 60 pieces

Buffet tea & coffee	\$100
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WEDDING PACKAGES

OPTION 1

Canapés on arrival
1 x Entrée or ALTERNATING
2 x Main
Wedding cake (client to provide) served as dessert with coulis & cream
Buffet tea & coffee
5 hour beverage pack (A)

\$92 per person all inclusive (room hire extra)

OPTION 2

Canapés on arrival
2 x Entree
2 x Main
Wedding cake (client to provide) served as dessert with coulis & cream
Buffet tea & coffee
5 hours Beverage Pack (B)

\$105 per person all inclusive (room hire extra)

OPTION 3

GOURMET COCKTAIL MENU (4)
Wedding Cake (client to provide) as dessert
Buffet tea & coffee
5 hour Beverage pack (A)

\$78 per person all inclusive (room hire extra)

OPTION 4

GOURMET COCKTAIL MENU (4)
Wedding Cake (client to provide) as dessert
Buffet tea & coffee
5 hour Beverage package (B)

\$88 per person all inclusive (room hire extra)

BEVERAGE PACKAGES

Beverage package (A)

Hardy's collection

Sparkling
Sauvignon Blanc
Chardonnay
Shiraz Cabernet

Tap beer

West End Draught
Coopers Pale Ale
Toohey's Extra Dry
Hahn Premium Light

Orange Juice
Soft drinks

3 Hour - \$30

4 Hour - \$34

5 hour - \$38

Beverage package (B)

Orlando Trilogy Champagne
Paracombe Creek Adelaide Hills Sauvignon Blanc
Entourage Barossa Shiraz
Elderton Unwooded Chardonnay
Jacobs Creek Three Vines Rose or Wyndham Bin 555 Sparkling Shiraz

Tap beer

West End Draught
Coopers Pale Ale
Toohey's Extra Dry
Hahn Premium Light
Hahn Super Dry

Orange Juice
Soft drinks

3 Hour - \$40

4 Hour - \$45

5 hour - \$48

TERMS & CONDITIONS

BY CONFIRMATION OF A BOOKING, THE CLIENT ACKNOWLEDGES AND AGREES TO THE BELOW MENTIONED CONDITIONS

AVAILABILITY

If through circumstances beyond the control of the Palais Hotel, the room hired becomes unavailable, the venue reserves the right to relocate the function to another room, within the Premises. If the area can not be made available to the hirer on the desired date, because of industrial dispute, fire, flood or any other Act of God, the Palais Hotel shall not be liable for any loss, damage or injury suffered by the hirer, as a result of the unavailability of the venue.

BOOKINGS, CONFIRMATION AND PAYMENT

Tentative bookings are held for two weeks and are not considered definite until, we have received completed hiring agreement and a non refundable / non transferable \$1000.00 deposit. We reserve the right to cancel any function without recourse where upon the deposit has not been received within the specified time.

Final payment is required seven working days prior to the function, in the form of cash, credit card or bank cheque. If drinks are served on a consumption basis, this account is to be settled at the conclusion of the function. CONFIRMATION of final numbers must be made five working days prior the function, the CONFIRMED number of attendance numbers will be charged for, whichever is greater. **Please note Diners and American Express cards incur a 3% surcharge.**

SECURITY BOND

A security bond of \$500 each for the Ballroom and Deck and Bistro Area is required. The bond is fully refundable upon the conclusion of the function providing no damages or breakages have occurred. The bond is to be paid with the room hire to confirm a booking.

LEGAL OBLIGATIONS

The client will be responsible for any damage to or sustained to the Palais Hotel property by the client, or invitees, other than damage caused by the management or staff. The Palais Hotel, will not accept responsibility for any injuries sustained to any person as a result of equipment installed with the venue by the client or parties acting on behalf of the client. We accept **NO RESPONSIBILITY** for any goods or gifts at the function or left behind at the conclusion of the function.

CANCELLATION

In the event of cancellation of a confirmed function, deposits will be refunded once the Palais Hotel has secured another function, for that specific area for that date. If the area is not re-booked the deposit is non refundable and management reserves the right to open the area for public use. Any person or group canceling less than 1 week prior to the function will be charged full price for the function.

SECURITY

The Palais Hotel practices responsible service of alcohol at all times. Management reserves the right to stop serving alcohol to guests if they believe they be intoxicated. All guests of the hotel are expected to behave in a manner in full compliance of the hotel and liquor licensing laws. Management reserves the right to eject any guest behaving in an unacceptable manner without liability. All minors must be accompanied by a parent or guardian. They are required by law to leave the hotel's public area by 10pm and a private function area by midnight. MINORS are prohibited from consuming alcohol and any guest found to be supplying alcohol to a minor will be evicted immediately. **The Palais Hotel, reserves the right to cancel an event at any stage of proceedings with no remuneration if management believes the event or its guests to be conducting themselves in a threatening or disorderly and unacceptable manner.** Certain functions such as 21sts may attract a charge for security. The hotel security company will only be used in this instance and generally one guard to 50 guests will be hired.

FIRE SAFETY

The use of compressed gas, flammable liquid/gas, heaters, lamps, lanterns and other heat producing devices are forbidden in the hotel.

ELECTRICAL

Any use of electrical equipment beyond that supplied by the Hotel will incur the cost of installation or rewiring/recommendation.

INSURANCE

The Hotel will not accept responsibility for damage or loss of merchandise/gifts left in the Hotel prior, during or after the reception.

The client should arrange their own insurance and or security.

DELIVERIES/PICK UP OF GOODS

All deliveries to the Hotel must be advised in advance to your co-coordinator. Deliveries must be clearly marked with the contact name and function date/title. The deliveries must be marked for delivery during normal business hours. The hotel does not provide storage space for goods unless prior arrangements have been made. All goods belonging to persons attending a function must be claimed and removed from the venue within 24 hours.

SIGNAGE & DISPLAY

Nothing is to be nailed, screwed or fixed in any way to any wall, door or other part of the building unless prior permission has been granted by the hotel.

OUTSIDE CATERERS

No food or beverage of any kind will be permitted to be brought into the hotel for consumption at the reception by the patron or any of the patrons' guests or invitees unless prior approval has been given.

MENU DETAILS & FLOOR PLANS

Menu choices and special dietary requirements/allergies, including vegetarian options are to be confirmed two weeks prior to the function, so our chef's can ensure the quality and availability of food. Nut allergies are of a particular concern due to the fact that some or all of our products may be processed on equipment that has processed nuts. Any changes to floor plans within 1 week of the event will incur a surcharge of \$250.

PUBLIC AREAS

Confetti and rice is not permitted within the buildings or grounds of the Palais Hotel. Rose petals are more than welcome. Should confetti or rice be used, a \$100.00 clean up fee will be incurred by the hirer.

WEATHER

The Palais Hotel will not take any responsibility for the weather. If you book the Deck you must consider that you are at the mercy of the weather and prone to seasonal variations.

CONCLUSION

Upon conclusion of a function, organizers and their guests are expected to vacate the function area within 15 minutes in a quiet and orderly manner.

BAR ACCESS

Organizers need to be aware and advise their guests accordingly, that although every endeavor will be made to ensure your guests have access to our public bar area upon conclusion of the function there are no guarantees due to limitations with capacity. Dress standards apply and intoxicated patrons will be refused entry.

PRICES

Our current prices are valid upon confirmation; however prices are subject to change, without notice, to cover unforeseen variations in cost. Prices are all inclusive of GST variable.

SURCHARGES

A charge is applicable for each additional hour, after the agreed completion time, to be set at the discretion of Management of the Semaphore Palais.

To confirm your booking please date and sign these Terms and Conditions and return with the deposit of \$1000.00.

Signed by..... Date.....

Name (please print)

Address Postcode.....

Telephone Company..... (if applicable)

Day and Date Function..... Room.....