

The Chelsea Hotel
14 Railway St Chatswood
Ph 9411 4995
chelsea@gallagherhotels.com.au



The Chelsea Hotel is a venue which prides itself on being able to manage your function from the start right through to the finish. Our range of versatile areas and menus mean we are able to cater to all your needs; whether it be requiring a decadent cocktail style function, a sumptuous sit down dinner, board meetings or a conference we are able to accommodate you.

Our Events team will help you to create the perfect function at The Chelsea
To arrange a viewing of our function rooms and areas or to make an enquiry/booking kindly call our team on (02) 9411 4995 or email chelsea@gallagherhotels.com.au

Staffing Charges

If security is required only

*May be higher on Sundays and Public Holiday Events. Please note that certain events may require security @ \$45 per hour.

Low Bar & Courtyard

This area has a fun and vibrant atmosphere. The modern space suits all occasions. A real favourite for locals and office workers this bar has a true inner-city style pub feels that welcomes making you feel right at home. Whether it be a work function, party or casual drinks, it is an ideal space for entertaining guests.

It has modern AV facilities including Nightlife Jukebox, and free wireless internet.

Capacity

Cocktail 120 guests Banquet (outdoor only)

Room Rates for exclusive use only

Day Rate \$300.00 Night Rate \$400.00

*Minimum Spend of \$2000.00 on food & beverage is required. Staffing charges will apply.

High Bar & High Dining Room

The High Bar offers a dynamic and contemporary space for board meetings, intimate dinner parties and client drinks. It is a character filled space with a lot of versatility, and is perfect for elegant evenings or lunches. The Dining Room is fully equipped with Nightlife Jukebox, and free wireless internet.

Capacity

Cocktail 40 guests Banquet 30 guests Boardroom 25 guests

Room Rates for exclusive use only

Day Rate \$150.00 Night Rate \$200.00

*Minimum Spend of \$1000.00 on food & beverage is required. Staffing charges will apply.



CANAPE PACKAGES- Minimum of 20 guests on all canapé packages

All packages come with bread and dip stands on arrival

EVENT PACKAGE ONE \$25pp - Choose 4 Bronze canapés

EVENT PACKAGE TWO \$28pp - Choose 4 Bronze and 2 Silver canapés

EVENT PACKAGE THREE \$32pp - Choose 2 Bronze, 2 Silver and 2 Gold canapés

EVENT PACKAGE FOUR \$38pp - Choose 2 Bronze, 2 Silver, 2 Gold canapés and 1 Fork Food Item

EVENT PACKAGE FIVE \$42pp - Choose 2 Bronze, 3 Silver, 2 Gold canapés and 1 Fork Food Item

EVENT PACKAGE SIX \$48pp - Choose 2 Bronze, 2 Silver, 3 Gold canapés and 1 Fork Food Item

EVENT PACKAGE SEVEN \$55pp - Choose 3 Bronze, 2 Silver, 3 Gold canapés, 1 Fork Food and 1 Dessert

BRONZE

Baked Ricotta, Pumpkin, Pine Nut Tartlet **V**
Beetroot & Goats Cheese Tartlet **V**
Vegetarian Spring Rolls & Poon Chun **V**
Margarita Wood fired Pizza Square **V**
Baby Mozzarella, Tomato, Basil & aged balsamic **V GF**
Corn Fritter, Harissa Puree **Vegan**
Mini Gourmet Beef Pie
Satay Chicken Skewer **GF**
Buffalo Wings & Ranch Dressing **GF**
Mini Homemade Sausage Rolls

GOLD

Gruyere & Corn Croquettes **V**
Salt & Pepper Silken Tofu **Vegan**
Haloumi Burger, relish & pesto **V**
Little Crab Finger Sandwiches
Natural Oysters **GF**
Salmon Tartlet, crème fraiche, roe & chive
Peking Duck Pancake
Tempura Prawn, Wasabi Mayo
Beef Tataki Roll, Daikon & Carrot
Shepherds Beef Pie
Southern Fried Chicken Slider
Mini Beef & Cheese Slider

SILVER

Mushroom & Porcini Arancini **V**
Eggplant Tacos **Vegan**
Zartaar Haloumi & Honey **V GF**
Chilli Prawn & Coriander Twists
Salt & Pepper Squid **GF**
Pico De Galo Chicken on Corn Chip **GF**
Pork Belly Bites, Lime & Lemongrass **GF**
Lamb Kafta with Tzatziki Dip **GF**
Home Made Meat Ball & Provencal Sauce

FORK FOOD

Bang Bang Chicken & Noodle Salad
Caesar Salad
Pumpkin, Pinenut, Chèvre, Rocket Salad **V**
Vegan Curry & Jasmine Rice **Vegan**
Orzo, Ratatouille & Lamb Ragu **GF**
Battered Fish & Chips

DESSERT ITEMS

Vanilla Brulee
Chocolate Pots De Creme
Banoffee Pot
Mini Tartlet Selection

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SHARE PLATTERS - \$175.00

Perfect for groups of smaller gatherings to enjoy a tasty nibble! Each platter serves 8 – 10 guests only.

PLOUGHMAN

Chorizo, Smoked Ham, Beef Pies, Pickled Onions, Vintage Cheddar, Chutney & Baked Breads

FISHERMAN

Fish Goujons, Smoked Trout, Remoulade, Blinis, Baked Breads, Horseradish Crème Fraiche & Herbs

ANTIPASTO

Prosciutto, Salami, Chorizo, Char Grilled Veggies, Chilli & Feta, Caper Berries & Baked Breads

ORIENTAL

Vegetarian Spring Rolls, Steamed Prawn Gow Gees, Korean Fried Chicken, Asian Slaw, Poon Chun & Soy Sauces

WOODFIRED PIZZA SLABS - \$45.00

Each pizza serves approximately 20 pcs per slab

MARGARITA

Buffalo Mozzarella, Basil & Tomato

HALOUMI

Roasted Vegetables, Oregano, Pine nuts, Baby Rocket, & Pesto

CHIPOTLE CHICKEN

Chipotle Chicken, Roast Peppers, Corn & Sour Cream

PEPPERONI

Pepperoni, Buffalo Mozzarella & Tomato

HAWAIIAN

Ham, Pineapple & Buffalo Mozzarella

Vegan Pizza upon Request

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CONFERENCE PACKAGES

Training Days | Meetings | Launches | Lectures | Workshops | Presentations

MORNING / AFTERNOON PACKAGE - \$30.00 per person per day

Room Hire: Price depends on the Function Room booked
Audio Visual: Projector & Screen* / Microphone / Complimentary Wi-Fi
Available All Day: Mints, Chilled Water, Freshly Brewed Coffee & Tea Selection
Morning / Afternoon Tea: *Please choose:* Assortment of Mini Muffins **or** Pastries

FULL DAY PACKAGE 1- \$55.00 per person per day

Room Hire: Price depends on the Function Room booked
Audio Visual: Projector & Screen* / Microphone / Complimentary Wi-Fi
Available All Day: Mints, Chilled Water, Freshly Brewed Coffee & Tea Selection
Morning Tea: Assortment of Pastries with Butter & Jam
Lunch: **Fresh Mini Gourmet Baguettes:**
Char Grilled Vegetables with Creamy Goats Cheese & a Pesto Sauce
Grilled Chicken & Celery with Mayo
Leg Ham, Cheddar Cheese, Avocado, Fresh Tomato & Grained Mustard
Lunch Beverages: Fresh Orange Juice & Soft Drinks
Afternoon Tea: Biscuit Selection

FULL DAY PACKAGE 2- \$65pp per person per day

Room Hire: Price depends on the Function Room booked
Audio Visual: Projector & Screen* / Microphone / Complimentary Wi-Fi
Available All Day: Mints, Chilled Water, Freshly Brewed Coffee & Tea Selection
Morning Tea: Assortment of Pastries with Butter & Jam
Lunch: **A selection of 3 Choices from our Seasonal Bistro Menu. Please ask your Function Coordinator for the current menu options.**
Lunch Beverages: Fresh Orange Juice & Soft Drinks
Afternoon Tea: Cheese & Biscuits & Petit Fours

*Please supply your own cabling & adapters. Venue has both HDMI & VGA inputs.

Upgrade your packages:

Fresh Seasonal Fruit Platter	\$5.00 pp
Bread & Dip Stand - 3 x Homemade Dips & Toasted Bread	\$8.00 pp
Cheese Board - 2 x Cheeses, Quince & Crisp Bread	\$10.00 pp

Additional AV Available:

Flip Charts:	\$55.00
75" LED Plasma:	\$165.00

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BEVERAGES

There are three options for beverage service at your function.

- 1. Bar Tab** - Nominate the amount you wish to spend on drinks, & let us know what 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 (see below for prices).

Premium Package *Conditions apply

Tap Beers- Toohey's New & Hahn Super Dry

Wine- Austin Chardonnay, PJ's SSB, Sophia Sauvignon Blanc, Patrizio Pinot Gris, Aingeal Tears Moscato, Maximus Shiraz, Jacks Cabernet Merlot & Bubbly Sparkling.

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

Deluxe Package *Conditions apply

Tap & Pack Beers – 150 Lashes, Toohey's New, Hahn Super Dry, on tap James Squires range, James Boags, Heineken, & Birra Moretti.

Wine- Austin Chardonnay, JJ's SSB, Sophia Sauvignon Blanc, Patrizio Pinot Gris, Aingeal Tears Moscato, Maximus Shiraz, Jacks Cabernet Merlot & Bubbly Sparkling.

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

Premium Package Prices

1 Hour pp	\$38.00
2 Hours pp	\$41.00
3 Hours pp	\$44.00
4 Hours pp	\$46.00
5 Hours pp	\$50.00

Deluxe Package Prices

1 Hour pp	\$42.00
2 Hours pp	\$45.00
3 Hours pp	\$48.00
4 hours pp	\$51.00
5 hours pp	\$54.00

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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 chelsea@gallagherhotels.com.au Once it has been received, we will prepare a running sheet that outlines all details & costs for the event & send it back for your approval.

Contact Person: _____

Phone Number: _____ Email: _____

Function Name/Occasion: _____ Guests: _____

Function Date: _____ Start: ____:____ Finish: ____:____

Type of Function: _____

Room (Tick): LOW BAR HIGH BAR DINING ROOM
 BEER GARDEN

Preferred Room set up: _____

Menu choice: _____

Canapé Selections: _____

Dietary Requirements: _____

Beverages (Tick): Cash bar Tab Beverage Pack # _____

Beverage Restrictions: _____

Beverage Limit: _____

Special requests: _____

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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)



CARD EXPIRY DATE:

AUTHORISED SIGNATURE:

I hereby authorize the Chelsea Hotel to charge my deposit & the outstanding amount as agreed on the Event Sheet & in the Terms & Conditions



TERMS & CONDITIONS

Deposit, Prepayment & Confirmation of Bookings

- To confirm a function booking, a standard fee of \$500.00 is required as deposit along with the credit card authorisation and terms and conditions forms completed and signed. (Credit authorisation forms should be completed with the c/card details of the person responsible for the entire payment or balance)
- All booking deposits in the November to December period are \$1000.00.
- Should the above mentioned forms and deposit not be received by the due dates, the Chelsea Hotel 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 AT THE DURATION OF YOUR EVENT. Invoicing is only permitted if credit facilities have been established with the Union Hotel

End of Function procedures

- All amplified music must cease at 11:30pm and all guests must have left the premises by 11:50pm.
- 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 professional cleaning is needed.

Cancellation

- If cancellation occurs within 4 weeks prior to the event date, the deposit is forfeit.
- If cancellation occurs within 14 days prior to the event date, the client will be charged 100% of the food costs.
- November to December period- If cancellation occurs the deposit is forfeit.

Entertainment

- The Chelsea Hotel is happy to quote for and arrange any equipment that may be required for your function, e.g. audio visual, decorations, flowers etc. The cost of these will be added to the total function bill plus a 15% service fee
- **Bands, DJ's or other live entertainment are permitted with prior arrangement only with the Hotel. 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 and invitees
- **Please note no decorations are to be placed on walls or wallpaper furnishings**
- 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 & the Chelsea Hotels policies and will be liable for any breach of these.
- The management of the Chelsea Hotel reserves the right to remove patrons attending functions from the premises for unruly behaviour and/or showing signs of intoxication as determined at management's discretion or by RSA regulations.
- Bucks parties and similar functions are at the sole discretion of management and the Union Hotel reserves the right to cancel any bookings for bucks parties

Children

- The client also undertakes to ensure that children are supervised by a legal parent or guardian at all times. It is illegal to serve alcoholic beverages to any person less than 18 years of age and the Chelsea Hotel reserves the right to request suitable identification.

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.

Name & Signature: _____ Function Date: _____