



**taylors lakes hotel**



*a new evolution in service and entertainment*

## *☞ Cocktail Menu ☞*

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### *Choice of 7 items*

*Chef's choice of Homemade Pastries (Hot)*

*Chef's Assorted Canapés (Cold)*

*Mixed cocktail sized sandwiches*

*Assortment of freshly made Sushi Rolls*

*Malaysian Chicken Satay*

*Spicy Chicken Drumettes*

*Bruschetta (toasted pasta-durra topped with tomato & basil)*

*Homemade Vegetable Spring Rolls*

*Char Grilled Vegetable Mini Quiches*

*Oriental Meatballs*

*Prawn Dumplings*

*Prawn Twisters*

*Calamari Rings*

*Assorted Gourmet Mini Pies*

*Assorted Pizza's*

*Mini Arancini*

**\$22.00 per person**

# Taylor's Lakes Hotel Responsible Serving of Alcohol Policy.

Thank you for considering our establishment for your function.  
Our venue is committed to the responsible serving of alcohol because we:  
aim to provide a safe and friendly environment for our guests and staff  
want to abide by our legal obligations under the Liquor Control Reform Act 1998.

All our staff are trained in the Responsible Serving of Alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience for you and your guests.

Therefore, we adopt the following RSA practices for functions:

Whilst the final decision in respect to RSA issues will at all times be the responsibility of the venue, we require you to nominate a responsible person to assist our staff with any issues regarding liquor service at your function.

Minors will be required to be identified, and will not be served alcohol during the function

Water and non-alcoholic beverages will be readily available at all times.

Guests will be asked before glasses are topped up with alcoholic drinks.

We reserve the right to limit the quantity of alcohol consumed by any particular guest.

We reserve the right to stop the supply of alcohol to the function guests, or any particular guest/s if it becomes apparent at any time (even prior to scheduled finish) that the guests are intoxicated.

We reserve the right to close down the function if the behaviour of the guests becomes unacceptable.

Guests who are intoxicated will not be served any alcohol and will be required to leave the premises.

All guests are encouraged to ensure they have safe transport from the function.

Staff will offer to call a taxi for any guest/s they consider should not be driving.

We respect our neighbours, and encourage our customers to leave the premises in a manner that does not disturb the amenity of the area.

We know that you will agree with the sentiments of this policy, and it is understood when you book your function. Your co-operation with the objectives set out above is a term of the contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

Again, we thank you for considering our establishment for your function.

I hereby understand & acknowledge all the terms, as outlined above.

Signed \_\_\_\_\_ Event Organiser (responsible patron)

Signed \_\_\_\_\_ Taylor's Lakes Hotel and Starlight Centre Management

## **Terms and conditions**

It is with great delight that we offer our Starlight Centre to you. Our professional and friendly staff takes pride in the successful way that our many events / functions are conducted throughout the year. In order to ensure the smooth running of your event / function, we have established the following policies. Should you have any questions regarding these, we will be happy to answer them.

### **Confirmation**

A tentative booking will be held for 14 days only. If the event / function are not confirmed during this time, we will release your booking without notice.

### **Deposit**

Upon confirmation, a deposit of \$500.00 is required, along with a signed copy of these terms and conditions. Balance of payment is required no less than 14 working days prior to your event / function.

### **Cancellation**

The following conditions apply:

Notice of 2 months or more – 20% cancellation fee

Notice of 1-2 months prior – 50% cancellation refunded

Notice of less than 1 month – no refund

### **Selecting a Menu**

We would be pleased to assist in your choice of menu. We do ask for at least 14 days notice to allow us to give the necessary time and thought to your requirements, although we will make every effort to meet your requests within a shorter lead time. All prices contained in this compendium are current, but may be subject to change at any time until your confirmation and deposit are received.

### **Beverages**

Events / functions which are inclusive of a beverage package (consisting of tap or bottled beer, bottled house wine and soft drinks), are held for a maximum of 5 hours. For extra time, cost will be decided.

### **Guaranteed Numbers**

To ensure the success of your event / function, the guaranteed minimum number of guests attending is required 14 days prior to your event. This will be the number catered and charged for. Should no guaranteed number be received by the Starlight Centre, the “guaranteed number” of persons shall be the number indicated at the time the event / function was confirmed.

### **Insurance**

The Starlight Centre accepts no liability for loss or damage of merchandise equipment, exhibits or any other property prior, during or after your event / function. We recommend that organisers take out their own insurance cover.

### **Car Parking**

Parking is subject to availability. The Starlight Centre accepts no liability for loss or damage to vehicles.

### **Commencement and Vacating of Function Rooms**

The organiser agrees to begin the event / function and vacate the designated function space at the scheduled times agreed upon. Should an event / function go beyond the agreed finishing time (or if you would like your event / function to finish after midnight), the Starlight Centre reserves the right to impose a labour charge of \$350 for each hour or part-hour the function space is occupied.

### **Payment**

*All accounts should be paid in full at least 14 working days prior to the event / function*, unless alternative arrangements have been made. Any additional charges incurred, should be paid for prior to departure from the Starlight Centre. Applications for credit facilities are available, but must be completed 14 days prior to the event. All approved credit arrangements require full payment within 14 days of the event.

**Room Hire**

Room hire is subject to the period required, the number of guests in attendance and overall catering requirements. Our Starlight Centre Management will discuss what room hire may be applicable, at the time of confirming your event / function.

**Outside Contractors**

Outside contractors must be approved by Starlight Centre Management, a minimum of 5 days prior to the event / function. Outside contractors must liaise with management in all matters of delivering, set-up and breakdown.

**Compliance**

Event / function organisers are responsible for ensuring the orderly behaviour of their guests. Starlight Centre Management reserves the right to intervene where it sees fit.

**Displays and Signage**

No items are to be attached, pinned or glued to the wall surface or any area in the Starlight Centre. Signage in public areas is to be kept to a minimum and must be approved in advance by Starlight Centre Management.

**Damages & Theft**

Event organisers will assume financial responsibility for any and all damages and / or theft caused during the event / function, by any of their guests, or any other persons attending the event / function, whether in the room(s) reserved or in any part of the Hotel. An additional cleaning fee may also apply, should confetti or other similar material need to be removed from in or around the function area.

**Other Functions / Events**

The Starlight Centre reserves the right to book other events / functions in the same function room up to one hour before the scheduled starting time and one hour after the scheduled finishing time. Additionally, the Starlight Centre reserves the right to book another event / function in the adjoining rooms at any time.

**Pre Function Area**

As the Pre Function area is open plan, no one client has the sole right to the total pre-function area. At all times, flow spaces must be left clear for the ease of movement of all clients.

**Trade Exhibitions**

The Starlight Centre, prior to the selling of the Exhibition space, must approve floor plans of all Trade Exhibitions.

**Force Majeure**

Where matters beyond the reasonable control of the Starlight Centre Management impair or prevent the Starlight Centre from being able to perform its obligations as stated in your Confirmation, you will release the Starlight Centre from any liability or loss, incidental or consequential, to such matters. Where, in the reasonable opinion of the Starlight Centre Management, the nominated function room is deemed inappropriate for the event / function, Management may assign a different function room, after consultation with the event / function organiser.

**Prohibition on Food & Beverage**

The event / function organiser and his / her guests, shall not bring any food / beverages of any kind into the Starlight Centre, without prior permission from Management.

**Staff**

Adequate waiting staff for the event / function shall be provided by the Starlight Centre.

I hereby understand & acknowledge all terms & conditions, as outlined above.

Signed \_\_\_\_\_ Event Organiser (responsible patron)

Signed \_\_\_\_\_ Starlight Centre Management