



CENTRAL HOTEL
SHELLHARBOUR

FUNCTIONS

If you've got a desire for quality beer, great food and a space to celebrate with the whole family, then Central Hotel Shellharbour is the venue for you! We provide premium experiences, thrilling entertainment and is more than just a venue. With craft beer, unique quality food and breathtaking function spaces, we have something for everyone!





C O N T E N T S

Unique Spaces

Packages

Catering

Beverages

Terms and Conditions

EXTENSION EVENTS CENTRE

Our Extension room is our blank canvas. A space that can be transformed to suit your event whether it's a birthday celebration, wedding, engagement party, conference event or anything else you could possibly imagine. It is the largest, private function space in the venue.

INCLUSIONS

FUNCTION HOST	YES	SECURITY	-
BARTENDERS	YES	PROJECTOR	YES
LINEN	YES	AV SETUP	YES

CATERING

Wedding packages, cocktail, banquet, buffet and canape menus available.

CAPACITY

THEATRE	250	SITDOWN	150
COCKTAIL	350	CLASSROOM	150
COCKTAIL/SITDOWN	270		

ROOM HIRE

FROM \$500

PLEASE ASK OUR FRIENDLY FUNCTION TEAM ABOUT OUR SELECTED COCKTAIL MENU

*Minimum spends applies.





SPACES AT CENTRAL



THE NOOK

For smaller gatherings, the Nook is a great space to enjoy your lunch or dinner with an intimate, private feel. This is the perfect choice for those wanting to add an outdoor element to their event as the Nook opens onto The Deck.

CATERING

Cocktail, set menu or bistro menu available for guests.

CAPACITY

Sit-down 16

ROOM HIRE

No room hire, but a deposit is required to secure your preferred booking date.

*Minimum spends applies.



THE DECK

The Deck is the perfect place to host your next intimate event or milestone celebration. With a completely weatherproof and heated area and stunning views of Shellharbour and the lake, it's ideal for all occasions.

CATERING

Cocktail, set menu or bistro menu available for guests.

CAPACITY

Cocktail 100 | Sit-down 60

ROOM HIRE

No room hire, but a deposit is required to secure your preferred booking date.

*Minimum spends applies.



SPACES AT CENTRAL



THE BISTRO

Come dine with us at our cozy bistro, where we offer a great selection of delicious food and refreshing beverages.

Our friendly and attentive staff will make sure you feel right at home. Whether you're here for a casual meal or special gathering, the team at Central Hotel are dedicated to providing you with an unforgettable dining experience.

*Minimum spends applies.





FUNCTION PACKAGES

CORPORATE AND CONFERENCE

Select the meal of your choice from our bistro menu or daily specials. Pre-order with your function host and have served at the time of your choice. All your AV needs will be ready on your arrival with complimentary WIFI.



CATERING OPTIONS: (MINIMUM 10 GUESTS)

MORNING TEA Ham and cheese croissants, muffins and danishes.	
WORKING LUNCH Filled baguettes and a selection of pizzas.	
AFTERNOON TEA A choice of two options: • Sweet Platter • Savoury Platter • Pastry Platter • Fruit Platter	
BISTRO LUNCH Select the meal of your choice from our bistro menu or daily specials. Pre-order with your function liaison and have served at the time of your choice.	
TEA & COFFEE	



*Minimum spends applies.



REMEMBRANCE PACKAGES

Let Central Hotel Shellharbour assist your family through this difficult time and remove the worry on your day of remembrance.

Our catering options can be tailored to suit your requirements.

CATERING OPTIONS: (MINIMUM 30 GUESTS)

PACKAGE 1:

MIXED PLATTER

Meat pies, sausage rolls, spring rolls and mozzarella sticks

SANDWICH PLATTER

Varieties of wraps and sandwiches

MEZZE PLATTER

Variety of cheeses, dips, charcuterie and marinated olives

FRUIT PLATTER

Selection of seasonal fruits

PACKAGE 2:

MIXED PLATTER

Tempura prawns, crab claws, salt and pepper squid, beer battered fish

SANDWICH PLATTER

Mixed finger sandwiches

MEZZE PLATTER

Variety of cheeses, dips, charcuterie and marinated olives

QUICHE PLATTER

Assorted quiches

Please ask our friendly function teams about upgrading your package with dessert options.



CATERING

PLATED BANQUETS

Our plated banquets are a definite way to take your function to the next level and provide your guests with a premium and memorable experience.

TWO COURSE MEAL:

Includes your choice of entree and main or main and dessert.

THREE COURSE MEAL:

Includes your choice of entree, main and dessert.

Minimum 35 guests



PLATED BANQUETS

- Menu Selection (Alternate Serve) -

ENTRÉES

Cured salmon (GF)

Grilled prawns, sprout salad, coconut laksa sauce, and spiced peanuts (NUTS)

Chicken, leek and goats cheese tart, rocket and tomato salad, balsamic glaze

Roasted Beetroot, whipped ricotta, preserved citrus and macadamia crunch (GF, V, VG)

MAINS

Maple glazed pumpkin, pepita cream, dukkha and pickled eschalot and herb salad

Twice cooked pork belly, apple puree, shaved fennel salad and warm winter greens

Pan seared fish fillet served with seasonal vegetables and nori butter sauce

Braised beef cheek, gratin potatoes, grilled Dutch carrots and black pepper sauce (GF)

Crispy-skinned chicken breast, creamy corn puree, char grilled seasonal vegetables and red wine jus (GF)

DESSERTS

Sticky date pudding, butterscotch sauce and honeycomb

Chocolate mousse tart, fresh berries (GF)

Eton mess, meringue, vanilla Chantilly cream, fresh berries (GF)

Cheesecake, layered with biscuit crumble, fruit coulis



CANAPÉS

Treat your guests to our delicious range of canapés perfect for any cocktail event.

BRONZE:

A selection of up to 5 Canapés.

SILVER:

A selection of 5 Canapés and 1 Substantial Meal.

GOLD:

A selection of 6 Canapés and 2 Substantial Meals.

Minimum 35 guests



CANAPÉS

-Menu Selection -

COLD CANAPÉS

Goat cheese and beetroot tarts (V)

Tomato bocconcini and basil skewers (GF, V)

Mini bruschetta (V) Avocado and prawn toast

Braised pork rillettes, toasted brioche,
mustard seeds and shaved pear

HOT CANAPÉS

Meat pies

Lamb kofta (GF)

Pork, apple and fennel sausage rolls
with smoked tomato relish

Confit pork belly with chilli caramel
and crispy noodles (GF)

Arancini balls (V)

Crumbed mozzarella sticks (V)

Herb chicken skewers (GF)

Fried pork wontons with sweet chilli sauce

Seared steak skewers with horseradish cream (GF)

INDIVIDUAL SUBSTANTIAL MEALS

ADDITIONAL \$6 PER BOX

Salt and pepper squid with rocket salad (GF)

Beer battered fish and chips

Thai beef salad (GF)

Salt and Pepper Tofu (V, VG)

PLATTERS

Our platters offer the perfect variety of food to cater for any event.

PLATTERS (SERVES 8-10 PEOPLE)

ANTIPASTO AND CHEESE PLATTER

PARTY PLATTER
Mixed variety

SEAFOOD PLATTER
Mixed variety

SEASONAL FRUIT PLATTER

DESSERT PLATTER
Mixed variety of sweets

COLD SEAFOOD PLATTER

Cooked tiger prawns and freshly shucked oysters with cocktail sauce and lemon served on ice

SLIDERS (MINIMUM OF 30)

PULLED CHICKEN WITH SLAW
BRISKET WITH SLAW

HALF METRE PIZZA SLABS (18 SQUARE SLICES)

PRAWN AND CHORIZO
Red onion, cherry tomatoes and rocket

MEAT LOVERS
Pepperoni, chorizo, bacon, chicken,
ham with BBQ sauce

SUPREME
Pepperoni, onion, mushroom, capsicum,
and black olives

MARGHERITA
Cherry tomato, basil and buffalo mozzarella

VEGETARIAN
Pumpkin, sundried tomato, feta, rocket
and caramelised onion

GRAZING TABLE (MIN 30 GUESTS)

HOT AND COLD OPTIONS

Speak to our functions team about our alternate seasonal options.





BEVERAGES

BARTAB

Let us know which beverages you would like served (e.g. tap beer, house wine and soft drink) and your desired spend on the bar tab. We issue coloured wrist bands (if required) and guest purchases are added to your bar tab. Our function team will advise you when the tab is approaching the limit.

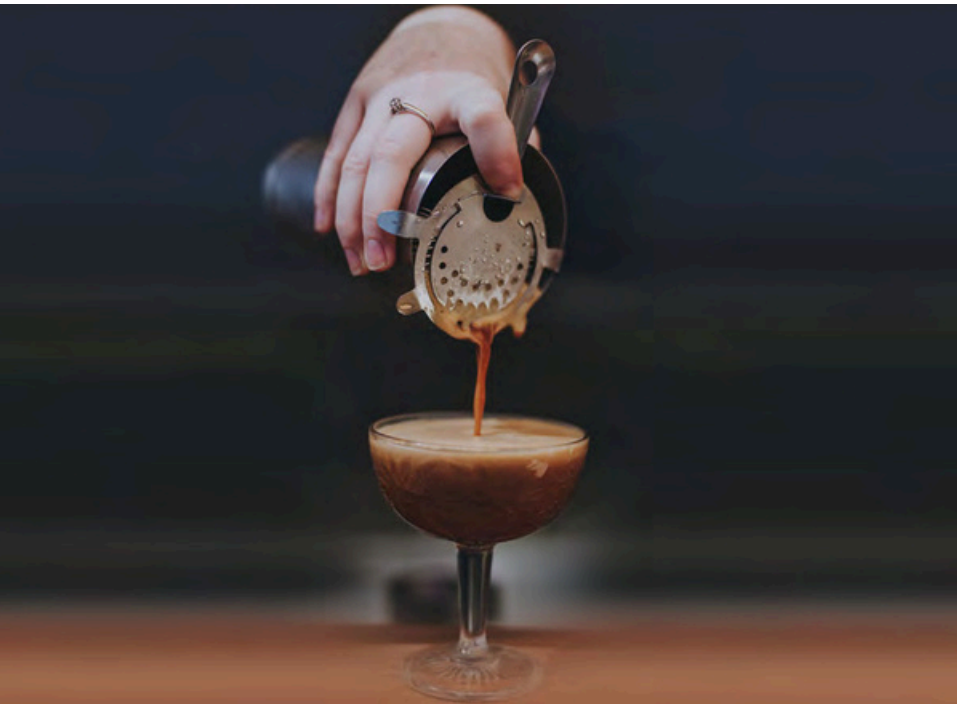
CASH BAR

Guests purchase their own drinks from the bar.

DRINKS PACKAGES

If you wish to organise a drinks package, tap beer, house wine and soft drink are available for the required duration.

3 hour drinks package
4 hour drinks package
5 hour drinks package



Tailored beverage packages available upon request. Central Hotel practises the responsible service of alcohol.



BAR

TAILOR YOUR OWN CASH BAR OR BARTAB TO SUIT YOUR EVENT

CHOOSE FROM OUR EXTENSIVE SELECTION OF BEVERAGES AND COCKTAILS

Cocktails and tailored beverage packages available upon request.



Central Hotel practises the responsible service of alcohol.

TERMS AND CONDITIONS

FUNCTION BOOKING AGREEMENT

To avoid any misunderstandings, we ask that you read through our function terms and conditions before confirming your booking. These conditions will help us to serve you in the best possible way.

TENTATIVE AND CONFIRMED FUNCTION BOOKINGS

Tentative bookings will be held for two (2) business days and are not guaranteed. Should the booking confirmation form and deposit not be received within two (2) business days, Central Hotel reserves the right to cancel the tentative booking at any time, without further notice. A signed booking form with valid credit card details is required to secure your chosen function date and area along with a \$200 deposit or \$500 room hire fee. This credit card will be used to process any outstanding amount post function completion if not finalised the day of your function. Functions booked within two weeks of the function date will be required to confirm all catering & beverage requirements and make full payment no later than 7 days prior to the function date. All other functions prior to a 2 week booking must be paid in full and have all food selected 14 days prior to the event.

FINAL NUMBERS AND CATERING

Final numbers and all catering must be confirmed by the Monday two weeks prior to your function date. This confirmed number will be the amount charged regardless of how many guests arrive on the day. Last minute guest increases up to twenty-four (24) hours before your function will be considered but cannot be guaranteed. Catering will not be confirmed until payment is received by the functions team. Please ensure your payment details are correct and can be charged as per payment type below. No food or beverage of any kind is permitted to be brought to the function by the client or invited guests. An exception to this is only a celebration cake with prior approval by Central Hotel management. Due to the extended period function food is left at room temperature Central Hotel strongly advise against taking any leftover food. Should you choose to take leftover food, we'll provide containers for you to pack yourself. Please ensure all leftover food is reheated to 165 degrees or more and is only reheated once. Please note Central Hotel does not take any responsibility for any food once it leaves the venue and as such cannot be held liable.

PRICES

All prices quoted are inclusive of GST. Prices are correct at time of printing and are subject to change without notice. Every possible effort is taken to maintain prices, but these are subject to change at managements discretion, without written notice.

PAYMENT

Full payment of room hire, catering and bar tabs is due fourteen (14) business days prior to your function, this excludes beverages on consumption. All prices are inclusive of GST. Large scale events may be required to pay a 10% deposit upon confirmation of function. Beverages on consumption and any extras will need to be paid to the venue at the conclusion of your function.

BANK TRANSFER

Bank Transfer Payment must be received by Central Hotel fourteen (14) business days prior to your function date. Bank details will be provided on invoice. and contract.

CREDIT CARD

Credit Card payments will be processed by Central Hotel a day after final details are confirmed. You will receive an email with a copy of your receipt.

CASH

Cash payments will be accepted in person to your function coordinator. Cash payments must be received fourteen(14) business days prior to your function date.

REFUNDS AND CANCELLATIONS

Any cancellations must be made in writing to your function coordinator. Deposits (\$200) and room hire (\$500) will be non-refundable upon payment should you choose to cancel your function. The deposit is transferrable if a revised date is confirmed 30 days prior to your booked function date. Should the function be cancelled after full payment of the function is made 30% of the food cost & full room hire will be charged. Should the function be cancelled within 5 business days of the function date 100% of the food cost & full

room hire will be charged. Non-appearance without said notification will not be applicable for a refund. Non-refundable amounts are not transferrable for any other products or services.

DELIVERY AND COLLECTION OF GOODS

Central Hotel will only accept delivery of goods on the day of the function; all goods must be collected on the same day unless prior arrangements have been made. Any goods delivered to our venues must be fully labelled with event details and organisers contact information.

PROVIDERS AND ENTERTAINMENT

All externally booked entertainment must comply the hotel terms and conditions, our venue management and security while on premises. As the function organiser, you are responsible for ensuring any external contacts are provided these terms and conditions. All external entertainment or suppliers must be advised to your function liaison prior to the day and any alternate set up or pack down times confirmed. When organising external DJ's no additional smoke machines may be brought into or used in the venue. This machinery, when operated will set off smoke alarms and The Fire Brigade will be automatically dispatched. In the instance that this may occur, a \$2000 call out fee will be charged to the function organiser and the function will be asked to leave with no refunds given.

RESPONSIBLE SERVICE OF ALCOHOL

Central Hotel practices the Responsible Service of Alcohol. Whilst we encourage guests to enjoy themselves, we will not allow guests to drink to excess and place themselves and other guests at risk. Venue staff members are instructed to check ID's, not serve alcoholic beverages to guests under the age of 18 years, or to guests perceived to be close to or in a state of intoxication. All minors must be in the immediate presence of their legal guardian at all times in our venue. Please be aware management will support staff who refuse service to intoxicated, underage, quarrelsome, unruly or offensive guests. Such guests will be asked to remove themselves from the venue immediately. Alcohol of any type cannot be brought into the venue at any time. This excludes alcohol given as gifts. Gifts containing

TERMS AND CONDITIONS

alcohol brought into the venue can be stored for you by management. If you do not pass these over to management for the duration of the function you will be asked to remove them from the venue. Management reserve the right to close the bar when it deems necessary. As the event organiser you will be responsible for minors and if authorities are needed, you will be the point of contact.

COMPLIANCE

If management has reason to believe that the behaviour of your guest(s) affects the smooth running of our Venues business or reputation, we reserve the right to remove the individual(s) from the premises at any point before, during or after your function. Should the management of Central Hotel deem necessary to provide security; such cost will be passed onto the client with prior communication.

RESPONSIBILITY

Central Hotel does not accept responsibility for damage or loss of any guest's property left on the premises. Function organisers are financially responsible for any damages sustained to our venues property, fittings or equipment. Credit card details are taken as a precaution before your function and any damages will be charged if applicable.

FORCE MAJURE

Where matters beyond the reasonable control of Central Hotel and its Venue prevent our Functions Team from fulfilling its obligations under this contract, the client agrees to release Central Hotel from any liability or loss incidental or consequential to such matters.

DRESS REGULATIONS

Guests are subject to the same dress regulations as all other hotel patrons. Neat, clean, tidy, appropriate attire and appearance at all times. Management reserves the right to refuse entry to any person or ask them to leave the Hotel at any time.

ENTRY POLICY

Central Hotel supports the Responsible Service of Alcohol and its practices.

- We will not allow intoxicated, violent or quarrelsome behaviour at our hotel.
- Obscene and/or offensive language will not be tolerated.
- Video and audio monitoring occur at all times throughout the venue
- Video and audio monitoring recordings are made available to police at all times.
- Any indiscretion may result in barring
- All patrons are required to adhere to smoking restrictions throughout the venue
- Management reserves the right to refuse entry to any person anytime.

FUNCTIONS FOR AGES 16 – 20 YEARS

Central Hotel will consider catering towards events celebrating birthdays in this age bracket. Extra fees and charges will apply. This is due to one or more factors, the main one being the extensive licensing issues these high-risk events cause for our venue. As the event organiser you will be responsible for minors and if authorities are needed, you will be the point of contact. and may face charges if deemed necessary.

ROOM ACCESS, MARKETING & DECORATIONS

Any prior access to the function room will need to be confirmed and approved no less than 24 hours prior to the function date. Any facilities and setup photography taken of the function by venue photographers remains the property of the venue and may be used in marketing and promotional material without the consent of the hirer.

Where photos include guests Central Hotel will seek permission for use. Decorative materials or fancy dressed themed functions must first be confirmed with Central Hotel management.

NO glitter, sparkles or confetti of any kind are to be used. If you wish to use them, a \$200 cleaning fee applies.







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