

FORM

Please fill out this form in as much detail as possible so we can best help you with planning your event. Unknown elements can be filled in later but we would like it completed at least one week before the event date.

DATE OF EVENT: _____

NAME: _____

PHONE: _____

EMAIL: _____

EVENT: _____

PAX: _____

AREA REQUIRED: _____

START TIME: _____

EXPECTED FOOD SERVICE TIME: _____

(FROM 8PM FOR EVENING FUNCTIONS)

ENTERTAINMENT (iPod, DJ, band etc): _____

SPECIAL REQUIREMENTS

PAYMENT OPTIONS: Pay over the phone or come into the hotel and see one of the staff.



FUNCTIONS AT THE P/A

WELCOME TO MRS FAIRWEATHER'S PLACE

Welcome to the home of Mrs Fairweather. Let our home be your home and the venue for your function. We enjoy being the place where people come to hold their significant events and create new memories.

We have created a function pack to help you make decisions about your function. We realise that no two functions are the same so we will work with you to create the type of shindig you want.

If you call or drop in speak to Alana or Alanah and they will be able to answer any questions you might have or get the ball rolling.



SET UPPAGE

The set up for your event can be as simple or as detailed as you wish. Make a time to chat with our functions staff about a plan for your event or simply set up on the day of the event. We are here to help so just let us know what we can do.

CONTACTAGE

To discuss your booking or to just make an enquiry please contact the following:

Alana & Alanah

p: 85221865

e: functions@pa-hotel.com

a: 109 Murray Street, Gawler, 5118

Any of the friendly staff are keen to hear your thoughts or answer any questions you may have.

CAKEAGE

We understand that you might like to supply your own cake and that is welcomed. We offer two alternatives for the serving the cake as follows:

SELF SERVICE

We provide a cutting knife, plates, forks and napkins and you serve your guests. Free of charge.

SIMPLE PLATE UP

We cut the cake into portions and serve on plates with a fork/spoon.
\$1.5 per serving

SUNDRAGE

The items listed below are things that might help you with your event but are non-essential.

ITEM	\$
Microphone & stand	30
Security after midnight until 1.30am	440
White tablecloths (each)	10
Projector and screen	100
Security Wristbands - generic (50)	20

*Please indicate in the special requirements section of the feedback form if you require any of the above listed items for your event.

VENUE HIREAGE

The P/A is blessed with three areas that can be reserved for your soiree. These areas are:

The Backyard - up to 100 persons

The Botanist room - up to 45 persons

The Parlour (upstairs) - up to 50 persons

HIRE FEE

There is a base hire fee of \$250 per area. To secure your function date this must be paid as soon as possible or a 50% deposit made with full payment due 1 week before the event.

BOND

There is a bond of \$200 applicable for each area booked. The bond may be forfeited due to damage etc and any costs of repair above the bond amount passed onto the customer.

INCLUSIONS

The hire fee for an area gives you the following upon request:

- × audio visual equipment where possible including flat screen tvs, ipod docks and dvd players
- × private rooms at your disposal until midnight
- × full bar facilities in The Backyard and upstairs in The Parlour if required
- × friendly and experienced staff to assist with the running of the function

TIMES

All evening functions will finish at 12 midnight with last drinks called at 11.45pm.

FOODAGE

The following is a list of the platters that we offer as standard items.

TYPE	#	\$
Tempura Prawns	20	52
Marinated Chicken Skewers	20	45
Baguettes [various fillings]	20	40
Spinach & Feta Parcels	20	35
Sushi [various types]	20	45
Dips [various types]	30	30
Antipasta	30	35
Smoked Salmon & Horseradish Croutons	20	35
Pizzas [various toppings]	25	50
Pumpkin and feta arrancini balls	25	45
Mixed mushroom arrancini balls	25	45
Marinated lamb cutlets w/- mint vinaigrette	25	90
Salmon & potato croquettes w/- dill mayo	25	55
Roast capsicum & feta tartlets	25	35
Roast beef and slaw parcels	25	45
Mini fillet mignons with Fairweather chutney	25	95
Wagyu sliders	25	100

We can supply dessert platters if required but they just need to be sorted prior to the event. Please note that you may provide your own dry nibbles eg. chips and nuts. Prices are subject to change and availability.

BEVERAGE

Full bar facilities are available throughout the hotel with dedicated bars in the Backyard and The Parlour.

BEER & CIDER

The P/A Hotel prides itself on offering a diverse range of beers and ciders with all tap beverages being from craft breweries that are within 100 miles of the hotel. There are also craft and mainstream beverages available by the bottle. Please ask if you require something specific.

SPIRITS

Spirits can be made available for purchase. Vodka, scotch and bourbon are offered as standard fare but we are happy to stock any special requirements.

WINE

Shiraz, Cabernet Sauvignon, Sauvignon Blanc, Moscato and Sparkling White are offered as standard wines. If you wish to provide your own wine then we will charge a corkage fee of \$10 per bottle.

SOFT DRINK & JUICE

Various soft drinks and juices will be made available.

TABS OR PAY AS YOU GO

We are happy to run any type of tab that is required. This might be where you pay for an open bar, subsidise your guests drinks or they pay for them as they go at normal prices. Options might be ½ price subsidised beer and wine with free soft drink, a completely open bar or a custom solution that suits your event.