



Ascot Park Hotel

INVERCARGILL • NEW ZEALAND

Function & Events Pack



41 Racecourse Road, Invercargill, New Zealand

Phone 03 219 9076 | 0800 272 687

email: functions@ascotparkhotel.co.nz

www.ascotparkhotel.co.nz



Ascot Park Hotel
INVERCARGILL • NEW ZEALAND

Welcome

Ascot Park Hotel has the largest and most comprehensive function facilities in Southland.

We pride ourselves on the scale and flexibility of our venue and our eight dedicated conference rooms can host anything, whether it's a simple meeting, wedding or large conference.

Our versatile layout gives you flexibility with options, boardroom meetings for 10 to banquet dinners for 400 people, theatre seating for up to 650 and everything in between!

In addition, our large foyer area is perfect for trade stands and equipment displays.
Our vast landscaped grounds offer ample complimentary parking.

With 116 accommodation rooms and a variety of room types, there is an option for budgets of all sizes.

Our renowned EMBERZ Restaurant features local produce cooked to perfection. EMBERZ Bar and Ascot Sports Bar give you somewhere to relax with a cold drink in hand.

We also welcome you to enjoy our garden courtyards, gym and pool facilities.
Everything you need for a successful event is right here!

Our professional and experienced function team will assist in planning your function or event from start to finish, and have it tailored to meet your every need.

Haley Dreaver

Function & Events
Manager

Shinal Chand

Function & Events
Coordinator

Hannah Dudley

Function & Events
Coordinator



Ascot Park Hotel

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Venue Map

Room	Size (m)	Theatre	Classroom	U shape	Cabaret	Boardroom	Buffet	Served	Cocktails
ORETI (A)	11.5 x 12	100	50	30	48	32	70	90	100
APARIMA (B)	11.5 x 12	100	50	30	48	32	70	90	100
WAI AU (C)	26 x 12	300	140	N/A	160	N/A	150	200	300
ABC Combined	26 x 25	650	250	N/A	240	N/A	350	450	650
TAKITIMU	12 x 11.5	100	40	24	48	32	60	70	100
MARAROA (D)	11.9 x 7.4	40	24	24	32	24	40	40	50
WHITESTONE (E)	11.9 x 6.15	24	16	16	24	24	30	30	40
D & E Combined	11.9 x 13.5	100	40	28	64	32	80	80	120
POOL AREA	19.5 x 14	N/A	N/A	N/A	N/A	N/A	70	N/A	90
WAIHOPAI	7 x 5	20	8	12	6	16	N/A	N/A	N/A
OTAPIRI	5.6 x 3.4	Suitable for interviews or small meetings of up to 10 people							
FOYER		Suitable for trade stand & display use, or for pre dinner drinks							
COURTYARD		Suitable for 30 pax seated & 10—15 pax standing							

Additional space is gained when sound proof dividers are pulled back in main conference area.
Capacity of rooms will decrease if staging, dance floors, bands, bars etc are required.





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Equipment

Inclusions

FREE Wi-Fi for all rooms - 5GHz & 2.4GHz frequencies

Water and mints

Large drop down screen/s

Furniture - tables and chairs

Table linen

Onsite car parking

*Staging | Grand piano | Upright piano

* on request



General

Data projector (ceiling mounted)	\$80.00
Laptop	\$55.00
Whiteboard and markers	\$15.00
Flipchart and markers	\$40.00
Conference phone	\$35.00
Electronic whiteboard	\$45.00
46" TV screen	\$55.00
Pointer/clicker	\$15.00
Pads and pens	\$4.00pp
66" AV communication Unit	\$130.00



Sound equipment

In house system with 1 x microphone	\$65.00
Choose from below:	
> Lapel microphone	
> Handheld microphone	
> Lectern and microphone	
> Table microphone	
> Headset	
Additional microphones	\$20.00 each
> Hearing augmentation (Conference area)	Complimentary



Staging/dancefloor

Built to size required:

- > Stage low dais: height 30cm: 1m x 2m
- > Stage high dais: height 60cm: 1m x 2m
- > Parquet dance floor sections: 1m x 1m

** Please note that the hotel does not provide a AV technician **



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Breakfast

Continental buffet **\$22.00pp**

3 assorted cereals
Poached and fresh fruit
Natural yoghurt
Assorted Danish pastries, croissants and muffins
Assortment of breads for toasting with jams and preserves
Tea, coffee and orange juice



Cooked buffet **\$30.00pp**

minimum of 20 people

Your preferred items from the continental selection above plus:

Crispy bacon
Baked beans
Golden hash browns
Scrambled eggs
Grilled breakfast sausages
Roasted tomatoes
Sautéed mushrooms
Tea, coffee and orange juice



Express buffet **\$25.00pp**

minimum of 20 people

Crispy bacon
Baked beans
Scrambled eggs
Toast and spreads
Tea, coffee and orange juice





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Breakfast

Plated

\$32.50pp

Platters of Danishes and seasonal fresh fruit slices

Served plated to each guest:

Crispy bacon

Golden hash browns

Scrambled Eggs

Grilled breakfast sausages

Roasted tomatoes

Tea, coffee and orange juice available from buffet



Finger food

served or buffet style

Ham and Swiss cheese croissant \$9.50

Coconut bircher muesli cup, blueberries and honey \$5.50

Open English muffin with bacon and egg 1pp \$8.50

Sweet corn fritter with crispy bacon and caramelised onion 1pp \$7.50



Add on beverages

Orange juice \$4.00pp

Freshly brewed coffee and tea \$4.00pp

Barista coffees pre- ordered maximum of 15 people





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Coffee breaks

Savoury

Club sandwiches with assorted fillings 2pp	\$6.00
Assorted savouries 2pp	\$6.00
Aged cheddar scones and soft butter	\$6.00
Sausage rolls with tomato compote 1pp	\$3.00
Gourmet mousetraps 1/2pp	\$3.00
Southland cheese rolls with butter 1pp	\$3.00
Spinach caramelised onion and parmesan cups V	\$7.00
Sundried tomato pesto and feta scrolls V	\$7.00
Smoked chicken, cranberry, brie tartlets 2pp	\$7.00
Bagel with smoked salmon rocket and preserved lemon cream cheese	\$7.00

Sweet

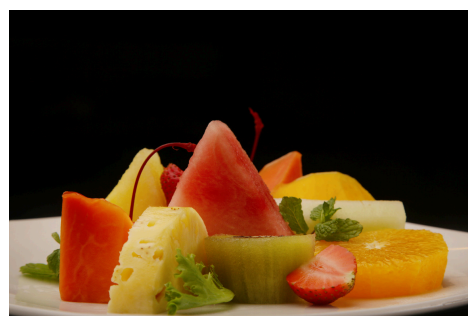
Freshly baked muffins	\$6.00
Berry friands DF,GF	\$6.00
Scones with jam and cream 1/2pp	\$3.00
Chocolate and raspberry brownie GF on request	\$6.00
Mini carrot cake with cream cheese icing	\$7.00
Chia seed pudding pots with berries GF,K	\$6.00
Honey and ginger panna cotta GF	\$6.00
Chocolate pots with hazelnuts and praline crumble GF	\$6.00
Assorted bliss balls 2pp DF,GF,V	\$4.00
Assorted biscuits	\$3.00
Chefs selection of cakes and slices	\$6.00
Seasonal fresh fruit slices platter 10 people	\$45.00
Fruit bowl 15 pieces	\$35.00
Assorted Ice Cream	\$6.00

Beverages

Orange juice	\$4.00
Tea and coffee	\$4.00

On consumption

Tea and coffee 3L	\$49.00 each
Tea and coffee 5L	\$59.00 each





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Lunch

Option 1 **\$24.00pp**

minimum of 10 people

Choice of : club sandwiches / wraps / rolls

Assorted savouries 2pp

Gourmet mousetraps

Chocolate and raspberry brownie GF on request

Tea and coffee

Option 2 **\$26.00pp**

minimum of 10 people

Choice of : club sandwiches / wraps / rolls

Tandoori chicken drums 2pp

Chickpea, spinach and roast pumpkin salad V

Honey and ginger pannacottas GF,V

Tea and coffee

Option 3 **\$29.00pp**

minimum of 20 people

The Ascot sub station:

Create your own filled roll with carved meat, buns, salads and assorted condiments

Chefs selection of cakes and slices

Tea and coffee

Option 4 **\$35.00pp**

minimum of 20 people

Choice of : club sandwiches / wraps / rolls

Pulled pork with chuckwagon rice pilaf

Malaysian satay marinated chicken kebabs 1pp

Quinoa, orange, and coriander salad

Chocolate pots with hazelnuts and praline crumble GF

Tea and coffee



- Club sandwiches/rolls can be made GF/V on request
- Add orange juice to any menu above \$4.00pp
- Tailored menus available on request



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Build your own lunch

minimum of 20 people

Example:

1 x hot | 1 x savoury | 1 x salad | tea and coffee = \$28.00pp

Hot dishes \$11.00 per item

Crumbed fish goujons with lemon wedges and tartare sauce 3pp

Sweet corn and streaky bacon baked potatoes

Southern chicken tenders with spiced plum sauce 2pp

Penne aribiatta bake V

Beef lasagne

Butter chicken with steamed jasmine rice

Beef bourguignon with parmesan pomme puree

Crushed potatoes and chorizo sausage with caramelised onion
and cheddar cheese melt

Savoury \$7.00 per item

Club sandwiches with assorted fillings 2pp

Wraps with assorted fillings

Rolls with assorted fillings

Chicken, cress, apricot and capsicum chutney baguette

Spinach caramelised onion and parmesan cups V

Sundried tomato pesto and feta scrolls V

Smoked chicken, cranberry, brie tartlets 2pp

Bagel with smoked salmon rocket and preserved lemon
cream cheese

Add fresh bread rolls and butter \$2.00 pp



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Build your own lunch

minimum of 20 people

Salads \$6.00 per item

Sweet and sour orzo salad **DF,V**

Creamy potato and crispy chorizo crumb salad **GF**

Caesar salad with all the trimmings

Broccoli, bacon, cashew, red onion and arugula salad **GF**

Seasonal garden salad with house dressing **DF,GF,V**

Traditional Greek salad **GF,V**

Grilled vegetable salad tossed through mesclun with toasted almond flakes and chimichurri **DF,GF,V**

Panzanella salad – ciabatta bread, capsicum, tomato, basil and capers **DF,V**

Roast beetroot, caramelised pear, rocket and goats cheese salad with toasted pecans **GF,V**

Chickpea, roast pumpkin, and baby spinach salad with green goddess dressing **GF,V**



Sweets \$6.00 per item

Freshly baked muffins

Berry friands **DF,GF,V**

Scones with jam and cream

Chocolate and raspberry brownie **GF on request**

Mini carrot cake with cream cheese icing

Chia seed pudding pots with berries **GF,K,V**

Assorted bliss balls **DF,GF,V,VEG**

Chocolate pots with hazelnuts and praline crumble **GF,V**

Fruit bowl **15 pieces** \$35.00

Seasonal fresh fruit slices platter **10 people** \$45.00



Beverages

Orange juice \$4.00pp

Tea and coffee \$4.00pp



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Packed lunches

Option 1

\$18.00pp

Club sandwich GF,V on request
Sweet muffin with butter
Piece of whole seasonal fruit
Fruit Juice
Serviette



Option 2

\$21.00pp

Filled roll GF,V on request
Cheese and crackers
Piece of cake
Pieces of whole seasonal fruit
Fruit juice
Serviette



Option 3

\$26.00pp

Club sandwich GF,V on request
Chicken drumstick
Side salad
Sweet slice
Pieces of whole seasonal fruit
Fruit juice
Serviette
After dinner mint
Salt and pepper sachets
Knife and fork





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Buffets

minimum of 30 people

Option 1 \$50.00

1 Carvery | 1 Hot | 2 Vegetables
2 Salads | 2 Desserts

Option 2 \$60.00

1 Carvery | 2 Hot | 2 Vegetables
2 Salads | 3 Desserts

Option 3 \$70.00

1 Carvery | 3 Hot | 3 Vegetables
3 Salads | 3 Desserts

Includes fresh bread rolls with butter and tea and coffee

Add a starter

Breads and dips	\$6.00pp
Soup of the day GF,V on request	\$7.00pp
Seafood chowder	\$10.00pp
Antipasto platter GF,V on request	\$12.50pp

Carvery

Champagne ham glazed in apricot and seeded mustard DF,GF
Roast pork loin marinated in chimichurri DF,GF
Roast lamb leg with thyme and confit garlic DF,GF
Beef sirloin with rosemary and dijon mustard rub DF,GF

Hot dishes

Sauté chicken breast with seeded mustard and thyme crème
and fried shallots GF
South Island salmon on green pea and saffron pilaf and
vermouth crème GF
Lamb cassoulet with fenugreek and confit garlic DF,GF
Baked spinach and ricotta cannelloni in a smoked tomato,
caper, and basil sauce V
Pulled pork shoulder with hearty cannellini bean ragout DF,GF
Braised lamb leg with aged balsamic and mint on cumin pumpkin
puree DF,GF
Chicken pot pie topped with shallot, and parmesan crumble
Gnocchi tossed through salsa Verde with portobello mushroom and
baby spinach V
Beef striploin with caramelised onions and horseradish gremolata DF
Braised pork belly with char sui glaze DF,GF

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Buffets

Vegetables

- Roast Agria potato wedges tossed in fresh rosemary and garlic infused olive oil **DF,GF,V,VEG**
- Steamed seasonal vegetable medley tossed with fresh herbs and butter **GF,V**
- Roast vegetable medley with confit garlic and balsamic glaze **DF,GF,V,VEG**
- Baked cauliflower and three cheese mornay **V**
- Crushed potatoes with caramelised onion jam a grilled cheddar cheese **GF,V**
- Roast beetroot and orange with tarragon and hazelnut crumble **DF,GF,V,VEG**
- Creamy potato gratin with parmesan crust **GF,V**
- Maple ginger glazed carrots with pistachio crumb



Salads

- Sweet and sour orzo **DF,V**
- Creamy potato and crispy chorizo crumb **GF**
- Panzanella-ciabatta bread, capsicum, tomato, basil and capers **DF,V**
- Caesar with all the trimmings
- Roast beetroot, caramelised pear, rocket and goats cheese with toasted pecans **GF,V**
- Broccoli, bacon, cashew, red onion and arugula **GF**
- Seasonal garden with house dressing **DF,GF,V**
- Chickpea, roast pumpkin, and baby spinach with green goddess dressing **GF,V**
- Traditional Greek **GF,V**



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Buffets

Desserts

Baked New York cheese cake with three berry compote
Bread and butter pudding laced with dark chocolate and sultanas
Ascot ambrosia crushed meringue folded through Chantilly crème
and Greek yoghurt with berries and rhubarb **GF**
Seasonal fresh fruit salad **DF,GF,V,VEG**
Triple chocolate layer cake with raspberry textures
Pavlova with whipped cream topped with seasonal fruit and
passionfruit glaze **GF**
Poached apples with a cinnamon, almond, and oat crumble served
with vanilla custard
Self-saucing chocolate pudding with Chantilly crème

Add vanilla ice cream \$2.00pp



****Due to Food Safety Regulations, food from buffet cannot be removed from premise****

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Plated

minimum of 20 people

Straight Drop

2 Course \$48.00 / 3 Course \$60.00

Alternate Drop

2 Course \$60.00 / 3 Course \$78.00

Add an additional menu choice to any course for \$6.00pp

Includes fresh bread rolls with butter and tea & coffee. Add a re-fresher sorbet \$4.00 per person | per serve

Entree

Confit salmon/pickled cucumber salad/ radishes/ toasted sesame/ soy and Star anise reduction **GF**

Espresso rub beef filet carpaccio / devilled crème fraiche / parsnip crisp / micro greens **GF**

Blue cod Ika mata salad / coconut and citrus textures / sourdough crisps **DF**

Pear salad / caramelised walnut / arugula / double cream blue / munro honey vinaigrette **GF,V**

Duck breast / baby cos / beetroot gel / black garlic crème fraiche / truffle snow **GF**

House smoked salmon / preserved lemon mascarpone / toasted brioche

Caprese tart / tomatoes / mozzarella / basil / crisp butter puff crust / aged balsamic **V**



Main

Beef porterhouse / potatoes / honey glazed carrots / greens / port wine jus **GF**

Baked salmon supreme / crushed salted potatoes / wilted greens / citrus beurre blanc **GF**

Chicken breast / harissa pumpkin moon / cauliflower skordalia / lemon thyme jus **GF**

Lamb rack (4rib) / potato gratin / wilted greens / mint gel **GF**

Slow cooked pork belly / black truffle pomme puree / buttered greens / cider jus

Beef fillet / Mediterranean ratatouille / pomme dauphine / pinot jus **GF**

Roast chicken breast / chorizo and thyme pilaf/ sweet corn puree / chicken jus **GF**

Lamb backstrap / French onion potato / pumpkin puree / rosemary jus **GF**

Venison shortloin / roast agria / broccolini/ almond flake / blackberry jus **GF**

Pumpkin risotto / parmesan wafer / arugula / smoked paprika crème fraiche



Dessert

Crème caramel / lavender crème / almond biscotti

Baked cheesecake / raspberry textures / white chocolate snow / golden crumb **GF**

Bittersweet chocolate tart / citrus textures / Chambord gel / crème fraiche **GF**

Crushed meringue / berries / crème anglaise / white chocolate / raspberry compote **GF**

Citrus cheesecake / coconut accents / mandarin textures / limoncello gel **GF**

Triple chocolate brownie / caramelised pear / dulce de leche / Chantilly crème **GF**

Salted caramel panna cotta / amaretto poached pear / almond crumb / mascarpone **GF**



Alternate Drop - Your selection of two or more dishes from each course to be served alternately to guests.

Straight Drop - Your selection of one dish from each course to be served to all guests.

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Canapes

minimum of 20 people
Includes tray service

Option 1 \$19.00pp

1 hour - 4 items
2 Hot | 2 Cold

Option 2 \$24.00pp

1.5 hours - 5 items
2 Hot | 3 Cold

Option 3 \$29.00pp

2 hours - 6 items
3 Hot | 3 Cold

Hot

Country chicken vol au vent
Honey bourbon pork belly squares **GF**
Salt and pepper squid with a lime, chilli and palm sugar dipping sauce
Roast cauliflower bhaji bites with a tamarind yoghurt **DF,GF,V,VEG**
Malaysian style marinated tiger tail prawns with a lime dip **GF**
Lamb, feta and herb kofta with pomegranate molasses
Beef and onion spring rolls with soy dipping sauce **DF**
Mixed mushroom and goats cheese vol au vent **V**

Cold

Golden sweet corn fritters with caramelised red onion **V**
Sun Blushed tomato with mozzarella and basil on crostini **V**
Beetroot and vodka cured salmon on horseradish crème fraiche bilini
Fish ceviche with coconut, lime, pepper **DF,GF**
Carpaccio of beef on crostini with a green peppercorn mascarpone
Cocktail chicken roll **DF**
Crispy duck with hoisin and cucumber in a wonton basket **DF**
Spiced tomato and basil salsa on garlic crostini **DF,V**
Hot smoked salmon on kumara rosti with popped caper **DF,GF**

Sweet

Char-grilled pineapple kebabs with mascarpone **GF,V**
Chocolate raspberry profiteroles **V**
Whipped double cream blue with caramelised pear on crostini **V**
Strawberries dipped in rich chocolate **seasonal GF,V**





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Platters

Grazing Platter \$96.00

Pickled vegetables, continental meats, cheeses, smoked salmon, breads and crackers **GF on request 10 people**

Assorted sushi \$60.00

Chicken, salmon, and vegetarian, wasabi & soy **GF 20 piece**

Breads and dips \$48.00

Selection of 3 dips and assortment of breads for **10 people**

Tender Chicken kebabs \$90.00

Southern fried chicken kebabs **20 piece**

Chicken wings \$70.00

Tossed in a smokey bbq sauce **GF 20 piece**

Club sandwiches \$60.00

Sandwich quarters of assorted fillings **GF on request 20 piece**

Cakes and slices \$58.00

Chefs selection for **10 people**

Deep fried goodness \$58.00

Chicken bites, samosas & spring rolls with fries

Fruit kebabs \$70.00

Seasonal fruit with honeyed yoghurt dipping sauce **GF 20 piece**

Mini beef burgers \$110.00

With onion jam, cheddar cheese and ketchup **20 piece**

Party savouries \$60.00

Assortment of savouries and sausage rolls **30 piece**

Southern cheeseboard \$96.00

New Zealand cheeses, fruit paste, breads and crackers **8 people**

Chunky Wedges \$48.00

With sour cream and sweet chilli sauce (V)

Fries \$38.00

(V)



Gluten Free options available on request. POA



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Beverage

Wine

Sparkling

Brancott Estate Brut Cuvee 200ml	\$10.50
Brancott Estate Brut Cuvee 750ml	\$36.00
Deutz Cuvee 750ml	\$68.00

Sauvignon Blanc

Stoneleigh	\$10.00 / \$38.00
Brancott Flight low alcohol	\$9.50 / \$36.00
Triplebank	\$11.00 / \$42.00

Chardonnay

Stoneleigh	\$10.00 / \$38.00
Last Shepherd	\$12.00 / \$46.00

Pinot Gris

Stoneleigh	\$10.00 / \$38.00
Brancott Flight low alcohol	\$9.50 / \$36.00
Triplebank Awatere	\$11.00 / \$42.00

Riesling

Stoneleigh	\$10.00 / \$38.00
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Rose

Stoneleigh	\$10.00 / \$38.00
Triplebank Awatere	\$11.00 / \$42.00

Pinot noir

Stoneleigh	\$10.00 / \$38.00
Last Shepherd	\$12.00 / \$46.00

Beer | Cider

Speights Mid Strength 2%	\$7.00
Speights	\$8.00
Speights Summit Ultra	\$8.00
DB Draught	\$8.00
Export 33	\$8.50
Steinlager Classic Steinlager Pure	\$8.50
Heineken	\$10.00
Heineken Light	\$7.50
Heineken 0%	\$7.50
Corona	\$10.00
Monteith's Cider	\$8.50

Spirit | Liqueur | Port

served as doubles

Bacardi	\$10.00
Bourbon Jim Beam	\$10.00
Brandy St Remy	\$10.00
Gin Beefeater	\$10.00
Jamesons	\$11.00
Jack Daniels	\$11.00
Rum Coruba	\$10.00
Tequila Jose Ceurvo	\$11.00
Vodka Absolut	\$11.00
Baileys Kahlua	\$9.00
Southern Comfort	\$9.00
Drambuie Midori Cointreau	\$10.00
Taylors Special Fine Tawny 45ml	\$8.00
Dow's Fine Ruby 45ml	\$8.00
Penfolds Grandfather Tawny 45ml	\$15.00

RTDs

Jim Beam and Cola	\$10.00
Coruba and Cola	\$10.00
Smirnoff Ice	\$10.00
Canadian Club and Dry	\$10.00
Gordons Gin and Tonic	\$10.00
Gordons Pink Gin	\$10.00
Long White Apple and Pear	\$9.00

Non alcoholic

Small spirit mixer	\$1.00
Large spirit mixer	\$1.80
Large soft drinks 350ml glass	\$3.30
Carafe soft drink	\$9.50
Red Bull	\$5.30
Schweppes Ginger Beer	\$4.50
Schweppes Lemon Lime and Bitters	\$4.50
Juice 355ml :	
Apple Tomato Cranberry Pineapple Orange	\$5.00
Orange juice - carafe	\$11.50
Sparkling grape juice	\$12.50
Water bottles	\$3.00

Our full EMBERZ restaurant wine list & selection of craft beers is available on request
Beverage prices are subject to change. Additional beverages available on request
Function bar: \$35.00 per hour unless sales are over \$300.00 then the fee is waived.



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Terms and conditions

Tentative bookings	Will be held on a first option basis indefinitely. If another client requests this space then we will contact you to ask for immediate confirmation.
Confirmation	Confirmation of all bookings must be in writing. A deposit is required for large events.
Cancellation	All cancellations must be received in writing. Cancellations within 14 days of the event will be subject to a cancellation fee. No-shows and late cancellations will result in charges for room hire and any catering organised.
Price variations	All prices are current at the time of quotation and every effort is made to maintain prices. However food and beverage prices are subject to change. In the unlikely event that quoted prices change, we will notify you prior to your event. If you have received a firm and final quotation which has been accepted this will be honoured.
Confirmed numbers	All final details, menus, beverages, room set up, AV requirements and timings must be confirmed 14 days prior to the event. A guaranteed minimum number is required 14 days prior, with a final number to be advised 5 working days prior. Charges will be based on this number, or the final head count – which ever is greater.
Surcharges	Extra charges may apply for functions scheduled on Public Holidays. Extra labour charges may apply if your event extends beyond midnight prior to a Public Holiday.
Payment	Credit facilities may be available upon completion and approval of a credit application form. Unless credit terms have been arranged, full payment by cash, direct credit or credit card is required immediately following the event. A 7-day invoice may be arranged, with credit card details required to guarantee payment for any outstanding charges.
Food and beverage	Only food and beverages purchased from the Ascot Park Hotel can be consumed on the hotel premises. Licensing and food safety regulations prevent the removal of food and beverages from the hotel premises. In special circumstances clients may be able to provide sponsored food as long as a written application is confirmed and signed off by the Executive Chef.
Dietary Requirements	We will make every effort to cater to guests with special dietary requirements, i.e. vegetarian, vegan, gluten free, dairy free, or medically diagnosed food allergy anaphylaxis at no extra charge. Any other additional special meal requests will incur a \$10 surcharge per person. Although every possible precaution has been taken to ensure that these menu items are allergen free, certain items may still contain traces of allergic ingredients as they are prepared in facilities that also process milk, egg, gluten, lupin, fish, crustacean, soybean, sesame seeds and nut products.
Deliveries	The hotel is to be notified of any deliveries. The Hotel will not be responsible for packages, parcels or equipment that arrive without prior notification. All deliveries must clearly state the company or function name and the date of the function.
Insurance	It is the client's responsibility to be insured for all items belonging to them for the period these items are in the hotel. While the hotel will take all necessary care, it will not accept responsibility for the loss of any property left in the Hotel prior to, during or after the event unless specific arrangements have been made with hotel management. Clients are responsible for any damage sustained to hotel property by them or their attendees.
Compliance	Clients will be responsible to ensure orderly behaviour of their guests and the hotel reserves the right to intervene and eject any objectionable person from the function off the hotel premises without liability. The Hotel accepts this responsibility with guidelines set by the Sale and Supply of Alcohol Act. The hotel retains the right to adjust any set up to ensure fire and safety codes are not breached. Particular attention will be paid to the accessibility of fire exits during trade shows where partitioning is erected. Floor Plans must be approved by Hotel management prior to set up.
Function rooms	We reserve the right to reallocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room. We will discuss changes with you when the decision is made. If you wish to guarantee set up and access the day before the event then an additional full day room hire fee is charged.
Unauthorised extras	Unless otherwise instructed in writing, the client will be liable for all charges incurred by the client or his agents during the course of the function.