



P: (02) 9955 5844

E: [union@gallagherhotels.com.au](mailto:union@gallagherhotels.com.au)

W: [www.unionhotel.com.au](http://www.unionhotel.com.au)

A: 271 Pacific Highway (Cnr West Street)  
North Sydney NSW 2060



The Union 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 rooms 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 Union Hotel.

To arrange a viewing of our function rooms and areas or to make an enquiry/booking kindly call our team on (02) 9955 5844 or email [enquiries@unionhotel.com.au](mailto:enquiries@unionhotel.com.au)

#### STAFFING CHARGES

In order to have adequate staffing for your event, a charge of \$35 per hour is allocated for events Monday through to Friday. A charge of \$40 per hour is allocated for events on a Saturday. It is for a minimum of 4 hours per staff member. This will be quoted for by your co-ordinator.

\*May be higher on Sundays and Public Holiday Events

Please note that certain events may require security @ \$45 per hour.



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## AREAS AVAILABLE

We are able to accommodate guests, Canapé or Banquet style in our ground floor hotel areas including the 'Ivy Garden' or the 'Old Restaurant' area. No Staffing or Room hire Applicable to these areas.

## The TERRACE

As the largest of our function rooms, The Terrace boasts a style to suit all occasions, whether it be a corporate meeting, conference, party or wedding reception, it is an ideal space for entertaining guests. Decorated in a contemporary style with a slight Parisian twist there is an air of glamour meets simplicity with the hand printed wallpaper meeting boudoir navy walls.

The Terrace is stylish and versatile with the outdoor terrace open to all seasons with the sensor operated Vergola system, the Terrace can suit an open plan light feel or a more intimate environment. It has modern AV facilities including iPod connection, data projection and free wireless internet.

### Capacity

Cocktail 120 guests	Theatre 70 guests	Boardroom 30 guests
Classroom 30 guests	Banquet 100 guests	U- Shape 26 guests

### Room Rates

Day Rate \$300.00	Night Rate \$400.00
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### THE TERRACE FREE ROOM HIRE

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

## The Private DINING ROOM

The Private Dining Room is the smallest and most intimate of our function rooms, offering a dynamic and contemporary space for board meetings, intimate dinner parties and client drinks. With a fireplace to provide the ambience, and a small offset courtyard with heating, it is a character filled space with a lot of versatility, and is perfect for elegant evenings or lunches. The Private Dining Room is fully equipped with iPod connection, data projection and free wireless internet.

### Capacity

Cocktail 30 guests	Banquet 16 guests	Boardroom 20 guests
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### Room Rates

Day Rate \$150.00	Night Rate \$200.00
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### PRIVATE DINING ROOM FREE ROOM HIRE

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





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The Union Hotel's Uncorked, is a sophisticated and contemporary space, with simple yet luxurious style. The interior of Uncorked with its sleek and cushioned tan leather booths, wooden tall bars and leather cushioned stools & chrome light fittings compliments the urban chic theme. Uncorked is the ideal space for wedding receptions, or more decadent sit down dinners, this is a space sure to impress. It is available to hire in full and provides a perfect backdrop for special occasions.

#### Capacity

Cocktail 80 guests

Banquet 60-70 guests

#### Room Rates

Day Rate \$300.00

Night Rate \$400.00

#### UNCORKED FREE ROOM HIRE

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

## CANAPE 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

**Minimum of 20 guests on all canapé packages**



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### 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

### 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 Tacos on Corn Chips **GF**  
Pork Belly Bites, Lime & Lemongrass **GF**  
Lamb Kafta with Tzatziki Dip **GF**  
Home Made Meat Ball & Provencal Sauce

### 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

### FORK FOOD

Bang Bang Chicken & Noodle Salad  
Caesar Salad  
Pumpkin, Pine nut, Chèvre & Rocket Salad **V**  
Vegan Curry & Jasmine Rice **Vegan**  
Beef Bourguignon Pies & Truffle Mash **GF**  
Orzo, Ratatouille & Lamb Ragu **GF**  
Battered Fish & Chips

### DESSERT ITEMS

Mini Tartlet Selection  
Mini Donut Selection Iced  
Cinnamon Donut  
Berry & Chocolate Cheesecake  
Flourless Chocolate Cake Square **GF**  
Banoffee Pot  
Chocolate Pots de Crème  
Vanilla Brule



## **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**





## CONFERENCE PACKAGES

The Union Hotel is also an ideal venue for corporate events such as:  
Training Days | Meetings | Launches | Lectures | Workshops | Presentations

### MORNING OR AFTERNOON PACKAGE - \$30.00 per person per day

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

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

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

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

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

\*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:	\$55.00



## 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*

**Bottled Beers**- Local Australian Beers

**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*

**Bottled Beers** - Local Australian, Premium & selected Imported Beers

**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

2 Hours pp	\$48.00
3 Hours pp	\$60.00
4 Hours pp	\$80.00

#### Deluxe Package Prices

2 Hours pp	\$52.00
3 Hours pp	\$68.00
4 hours pp	\$84.00



## 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 [enquiries@unionhotel.com.au](mailto:enquiries@unionhotel.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): ☐ TERRACE ☐ PRIVATE DINING ROOM ☐ UNCORKED  
☐ LE BISTRO BAR ☐ OLD RESTAURANT ☐ IVY GARDEN

Preferred Room set up: \_\_\_\_\_

Menu choice: \_\_\_\_\_

Canapé Selections: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

Beverages (Tick): ☐ Cash bar ☐ Tab ☐ Beverage Pack # \_\_\_\_\_

Beverage Restrictions: \_\_\_\_\_

Beverage Limit: \_\_\_\_\_

Special requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_







## 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 Union 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 Union 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 must be approved prior. 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 Union Hotels policies and will be liable for any breach of these.
- The management of the Union 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 Union 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: \_\_\_\_\_