

The Dava Hotel

Bereavement Package



At the Dava Hotel, we are here to help you during this difficult time. We understand some occasions cannot be planned in advance and we can assist and manage functions on short notice as required.

We aim to take care of any requirements you have to make the day as relaxed as possible for you. Our staff are compassionate and professional and will provide you and your guests with any assistance you require on the day.

OUR FUNCTION SPACES

- * The Deck Bar - 100 guests (Deck has no lift access or disabled amenities and is not suitable for people with walking aids or wheelchairs)
- * The Bistro - 300 guests (Whilst we endeavour to make your bistro area as private as possible, we are unable to screen off any areas for privacy)
- * The Café - 80 guests

OUR FACILITIES

- * Flat screen TV for presentations/slide shows (Deck & Café only)
- * Microphone with lead
- * Ample free car parking
- * Fully licenced bar

FUNCTION SET UP

- * Exclusive room hire
- * Outdoor deck area available
- * Room set for cocktail style function
- * White table linen on platters table
- * Table decorations
- * White table linen on tea and coffee station
- * PA system available on request
- * Directional signage for your guests
- * Fully stocked bar set up



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Date Taken: **Staff Name:**

Contact Name: **Phone:**.....

Address:

In Honour Of: **Age:**

Day & Date: **Time:**

Guest Numbers : **Function Space:**

Service Location:

Comments:.....

.....

STANDARD PACKAGE \$1000 - 3 HOURS Maximum 50 guests	PREMIUM PACKAGE \$1500 - 4 HOURS Maximum 100 guests	PLATINUM PACKAGE \$2000 - 4 HOURS Maximum 150 guests
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Exclusive use of the inside function room and designated outdoor area	* Exclusive use of the inside function room and designated outdoor area	* Exclusive use of the inside function room and designated outdoor area
* 4 platters of finger food (50 items per platter)	* 5 platters of finger food (50 items per platter)	* 6 platters of finger food (50 items per platter)
* \$200 Bar Tab	* \$300 Bar Tab	* \$450 Bar Tab

We recommend 8 pieces of finger food per person if over a meal time or 6 pieces of finger food per person for morning or afternoon tea.

All food served on large platters with dipping sauces, garnishes and traditional accompaniments.

FINAL DETAILS

Food served when guests arrive	Yes/No	
Bar Tab	Yes/No	\$
Open Bar	Yes/No	
Beer/Wine/Soft Only	Yes/No	
Tab to start when guests arrive	Yes/No	
Tea and Coffee \$2.00 per head	Yes/No	\$
Food confirmed	Yes/No	\$

Quantity	Costs
Extra Bar Tab	\$
Extra Food	\$
Tea & Coffee	\$
Total	\$
Amount Paid	\$
Balance	\$



The Dava Hotel

Terms & Conditions



Definitions:

- a) "Venue" means any area within the premises of The Dava Hotel including function rooms & The Deck.
- b) The "Client" means the person or organization entering into this agreement.

Tentative Bookings will be held for a period of 48 hours only, after which time the room(s) will be released without notice. The Venue reserves the right to cancel any tentative bookings; however we will make every effort to contact you prior to cancellation.

Final Details: The following details are required to be confirmed as soon as possible prior to function: arrival and departure times, guest numbers, menu choices, dietary requirements, beverage requirements, room set up and equipment requirements.

Payment Terms: Payment of all outstanding food & bar accounts must be made **prior to the function**. Payment of an agreed bar tab is to be made prior to commencement of function, a bar tab may be extended with the agreement of Management.

Commencement and Vacating rooms: The Client agrees to enter and vacate the booked venue spaces within the scheduled times agreed upon. Should an extension of time be required, additional charges will apply.

Booking Cancellations: Refund of deposit is at the discretion of Management. For bookings made on shorter terms, cancellation policy will be at the discretion of Management. Cancellation must be made in writing direct to the Management of the Hotel.

Compliance to Venue Policies: The Client will ensure that their guests behave in an orderly and responsible manner at all times. The Management reserves the right to intervene at any time in the case of Hotel Policy being breached. The Venue reserves the right to engage security personnel to be in attendance at any function.

Security: The Venue does not accept any responsibility for the loss or damage to any equipment, merchandising or personal items left on the premises prior, during or after the function. This is inclusive of any gifts, all gifts and equipment must be taken off the premises at the conclusion of the function.

Should the function require security personnel, the Hotel will engage the appropriate number of security and bill the customer accordingly. NB: 1 security officer to 50 guests. Security personnel are booked on a minimum 6 hour shift at \$37.50ph. Security costs must be paid prior to the function and is non refundable.

Minors: Under age guests attending functions **must** be accompanied by their parents/guardians at all times while on the premises. Minors 15 years and younger must be off the premises by strictly 10pm. Minors 15 to 17 years must be accompanied by their parents/guardians until the conclusion of the function. Failure to abide by these terms will result in getting ejected from the premises. No function will run any later than strictly 12 midnight.

Damages: The Client will be held responsible for any damages or injuries caused by themselves or their guests during the function. This includes the immediate area or any other part of the Venue.

Liability: If the Venue has reason to believe that a function will affect the proper and smooth operation of the Venue, it reserves the right to cancel the function with t liability and to request the immediate removal of the offending guests, if necessary.

Responsible Service of Alcohol: The Dava Hotel complies with regulations regarding Responsible Service of Alcohol, and we reserve the right to cease service of alcohol at any time our business is being compromised or the behaviour of clients and/or their guests is deemed by Management not to be appropriate.

Room Allocation: The Venue reserves the right to assign another comparable room for the function, if the room originally allocated is deemed to be inappropriate or unavailable in the opinion of the Venue, and the Client will be notified immediately of such change.

Smoking: All areas within The Dava Hotel are strictly Non-Smoking. Smoking areas are provisioned on the Deck areas & Gaming Area.

Dress Code: The dress code at The Dava Hotel is to be at a minimum, smart casual. No singlets or torn clothing are to be worn. Shoes or sandals are permitted, no thongs

Signature of Client : Full Name of Client (please print) :

Address of Client :Date :/...../.....

Signed on behalf of Venue : Date :/...../.....



The Dava Hotel

Cocktail Food Platters



Cold

Finger Sandwiches

Smoked Salmon & Avocado, Roast Beef & Horseradish, Cucumber & Cress,
Egg & Lettuce

Poached Chicken & Avocado Toast

Tuna on Cucumber with Wasabi

Roast Pumpkin & Feta Frittata

Tomato & Parmesan Bruschetta

Scones with Jam & Cream

Assorted cakes

Hot

Onion & Gruyere Tarts

Prawn Dumplings

Spring Rolls

Chicken Tikka Skewers with Yoghurt

Salt & Pepper Calamari with Aioli

Homemade Sausage Rolls with Relish

Three Cheese Arancini

Pork & Pickled Cabbage Slider

Shredded Duck Croquette

Assorted Pizza

Fish Bites with Aioli

All food served on large platters with garnishes and traditional accompaniments.
Please speak to our Functions Manager if you have any dietary requirements or special requests in
relation to our menu.

Extra platters in addition to allocated number in package are available at a cost of \$85 per platter.

