FUNCTIONS

COMMERCIAL HOTEL

The beautifully renovated Commercial Hotel offers everything you need to celebrate your special day...

With sumptuous food, and stunning areas, it's not hard to see why people are flocking to the Commercial Hotel. The venues dynamic design boasts a large, sun drenched beer garden, large dining area, lounge bar and large wrap around balcony.

Whether you are holding a small office gathering, or a large birthday party, our Functions Manager will assist you through every step of your event, to ensure nothing is missed, and your party is one to remember.

With impeccable service, affordable options and stunning areas, the choice is simple.

BOOK YOUR EVENT TODAY!

Commercial Hotel
2 Hassall St, Parramatta NSW

PH: 9635 8342
E: functions@thecommercialhotel.net.au
W: thecommercialhotel.net.au

LOUNGE BAR

The Lounge Bar oozes an historic style and charm, perfect for your next event.

Encompassed by a historic wrought iron balcony with a view of the local business district, a fire place and warm features.

With a private bar, and gorgeous wrap around balcony, it is a stylish and sophisticated area.

- 15 - 200 PEOPLE
- PRIVATE LOUNGE SEATING
- 3 X 42" PLASMAS
- DISABLED ACCESS (VIA LIFT)
- IN-HOUSE MUSIC SYSTEM & DJ INPUT
- A/C AND BALCONY HEATED
- EXCLUSIVE BAR
- OUTDOOR BALCONY SEATING

VERANDAH BAR

The Verandah Bar is a stunning area, filled with beautiful lighting & great atmosphere.

The Verandah features a fabulous bar and outlook over the entire venue. Guaranteed to make the big occasion even more special.

The Verandah is perfectly suited for corporate cocktail functions and large events such as anniversaries or birthdays.

- 15 - 500 PEOPLE
- LOUNGE SEATING
- 2 X 50" & 3 X 42" PLASMAS
- DISABLED ACCESS (VIA LIFT)
- IN-HOUSE MUSIC SYSTEM & DJ INPUT
- DINING SEATING
- EXCLUSIVE BAR (LARGE GROUPS)
- DECK SEATING

Everyone loves to have a drink, and The Commercial Hotel offers a range of drink options suitable for any function...

BAR TAB

We are able to offer an on consumption bar tab for your event. These can be tailor made to your requirements and budget

PACKAGES

Drinks packages available tailored to your needs, please enquire with our function team.

WANT TO ADD SOMETHING SPECIAL?

We can arrange a spirits or cocktail package suited to your guests. We can also organise DJ's, photo booths, balloons and much more.

Speak to our events team to discuss the different options available.

BOOKING TERMS

Deposit and Payment

A deposit equal to 50% of the minimum event spend is required to confirm your booking, payable by the due date advised by your event planner or a minimum of 4 weeks prior to the event date, along with execution of the Event Agreement. Should the signed Event Agreement and 50% deposit not be received within this time frame, the venue reserves the right to cancel all events held on the Client's behalf.

The venue requires the remaining balance (of the minimum spend) to be paid a minimum of 7 days prior to the event date or settled at the conclusion of your event in the venue. Any charges which accrued during the event must be settled in full, at the conclusion of your event.

Please note that the venue does not invoice clients after the event or accept personal cheques as balance payment for the event.

Credit card or direct deposit are accepted, and payment can be made with the Events Planner via deposit link or over the phone during business hours. Any payments made using a credit card will include a 1% surcharge.

Cancellations

Cancellations must be made in writing. Cancellations made within 30 days of the event date will be entitled to a full refund of the deposit paid. Cancellation made within 14 days of the event date will forfeit 50% deposit. Cancellations made within 7 days of the event will forfeit 100% of deposit paid.

The Commercial Hotel reserves the right to cancel the booking if:

i) The Commercial Hotel or any part is closed due to circumstances outside the venues control.

ii) The deposit has not been paid by the due date.

iii) The requested area becomes unavailable. The Commercial Hotel reserves the right to relocate your event for reasons including but not limited to; weather, group size or maintenance within the venue.

Insurance and damages

The Commercial Hotel strives to provide a safe environment for all clientele and take reasonable care where possible, however accepts no responsibility for damages or loss of items before, during or after an event. The client remains financially responsible for any loss or damages sustained to the premises or property incurred during the duration of the event or by an event guest during the time of the event. You are also responsible for any loss or damages to equipment hired by The Commercial Hotel on your behalf e.g. DJ equipment. The location of the event as shown in this event confirmation will be the responsible entity during the execution of the event

Decorations, Cakeage and Dress code

Any theming, decoration or fancy dress must be approved by the venue prior to the event, anything deemed offensive will be a management's discretion. Decorative materials or fancy-dress themed events must first confirm with venue management. Any decorations left behind will be discarded unless agreed otherwise with the venue manager. No outside food or beverage are permitted to be bought on the premises. Celebratory cakes are permitted, and we do not charge cakeage, providing prior arrangement has been made with the functions manager.

Please note The Commercial Hotel does not provide cutlery or side plates for cakes, only cocktail napkins

Licensing, Restrictions and Minors.

Any persons under the age of eighteen(18) must be accompanied at all times by their parent or guardian and is required to vacate the premise by 9:30pm. Proof of age must be carried at all times in the form of a current Australian driver's license or current passport. No other forms of identification will be accepted. The Commercial Hotel practices responsible service of alcohol & requires that guests respect and adhere to the laws relating to intoxication & responsible behaviour.

Venue Policy – No 18th Birthday Functions, Bucks or Hens.

Entertainment

All entertainment (e.g. bands, DJ's or performers) are subject to prior approval by venue Management and must comply with all restrictions imposed on the venue. Additional charges may apply for use of any venue equipment, including Audio visual and technical equipment. All amplified music finish an hour prior to closing time.

Catering

All food choices, final numbers and dietary requirements must be confirmed and pre – paid 14 days prior to the event. Food charges will apply for the full amount of food ordered and may not be reduced after numbers are confirmed. Please note, that whilst all possible measures are taken to ensure menus are consistent from the point of booking, due to seasonal changes, the venue reserves the right to change any menu item, the client will be informed of any such changes.

Beverage Service

Pre – arranged bar tabs are subject to retail value and any amounts pre – paid are non – refundable or transferrable. All items served by the glass will be charged on an individual unit basis. Purchases by the bottle, i.e. wines and sparking options, will be charged accordingly. For security, all beverage tabs require a valid form of ID and credit card. This must be presented to management prior to commencement of tab. All prices may be subject to seasonal charge. Every possible effort is taken to maintain prices, but these are subject to change at management's discretion.

Security

For specific occasions The Commercial Hotel may recommend or reserve the right to supply security guards at a cost to the clients. Security personnel are charged per hour with a four minimum charge.

Contactless Ordering

We have partnered with "Me&U" to offer contactless ordering across most of our venue (if possible) this should be primary source of ordering.

Name:

Company Name:

Date:

Signature:

FAQ'S

Do you host Bucks/Hens Parties?

No, unfortunately we do not allow any bucks or hens parties to be held at our venue.

Do you host 18th Birthdays?

No, unfortunately we do not allow any 18th birthdays to be held at our venue.

When do you require the catering order?

At least 1 week prior to your event.

How will my guests know where to go when they arrive?

We have personalised signs at every entrance to your function area. Simply let us know what you would like it to say!

What forms of payment do you take?

We accept cash, Visa, Mastercard & AMEX (surcharges apply). We are able to do direct deposit but they must be done 3 weeks prior to your event and a remittance must be sent through.

Are we allowed to B.Y.O. food or alcohol?

No, all catering and beverages must be purchased through the venue.

When do we confirm final numbers?

We would appreciate it if you could confirm final numbers 2 weeks prior to your event.

Are we allowed to bring a Cake/Dessert Table?

You are most welcome to bring along a cake for your event. We will provide storage, disposable utensils/plates and cutting.

The venue takes no responsibility for storage of items in the event of a mechanical malfunction.

COMMERCIAL HOTEL

BOOKING FORM

WHICH ROOM WOULD YOU LIKE TO BOOK?

CLIENT / COMPANY NAME

EMAIL:

ORGANISERS NAME:

PHONE:

FUNCTION DATE:

DEPOSIT PAYMENT OPTIONS

- [ ] Cash
- [ ] Credit Card
- [ ] AMEX
- [ ] Direct Deposit (please email us a copy of your remittance)

Account Name: George Thomas Hotels (Commercial) Operations Pty Ltd
BSB: 032016
Account Number: 710193

DECLARATION

I have read and understand the terms and conditions, and I understand my booking is not confirmed until such point I have paid the deposit.

DATE:

PRINT NAME:

SIGNATURE:

Once completed, email back to **functions@thecommercialhotel.net.au**