



0417 720 042



alex.baxter@hockeytasmania.com.au



19 Bell Street, New Town, Tas, 7008



At the Hockey Tasmania Function Centre, we pride ourselves on delivering a handcrafted, personal function experience.

We can guide you through your perfect function, through offering a friendly and welcoming attitude, catering solutions to meet any business' needs and the ability to assist with everything AV (audio-visual).

We are located only a 5-minute drive from the Hobart CBD and have over 200 car spaces available for parking – included free with any function booking*.

When you think AGM, corporate work event, workshop, charity event, cocktail party, trivia night or any style function/event – we are your solution!

- Alex & The Function Centre Team

**Please note that sporting activity may affect parking availability.*



Table of Contents

1. Room Hire & Equipment Charges:	3
2. Platter & Canape Options:	4
3. Tea, Coffee & Lunch Options:	6
4. Lunch Packages & Deals:.....	7
5. Buffets:	8
6. Drinks Packages:	10
7. Booking Information/Sheet:	11

Facilities:

- 2 Bars – 12 taps and a fantastic beer, cider, wine & spirit range
- Wheelchair friendly with great access and disabled toilets
- Free parking spaces for 200+ vehicles
- Complete audio-visual system with dual projectors & wireless microphones
- Large flexible function space – The Olympians Room

Capacity:

- Cocktail: Up to 240 people
- Seated: 150 people
- Theatre style: 160 people
- Weddings with top table: 140 people



1. Room Hire & Equipment Charges:

Half Day Rates for the exclusive use of:

Board Room (5- hours) Seats: 4-24 pax
\$135

Bar & Cafe area (5- hours) Seats: 10-72 pax Standing: 10-150 pax.
\$350

Olympians Room (5- hours) Seated: 20-160 pax Standing: 20-350 pax.
\$495

Entire Function Centre (5- hours) Seated: 200+ pax Standing: 530 pax.
\$925

Full Day Rates for the exclusive use of:

Board Room (5+ hours) Seats: 4-24 pax
\$225

Bar & Cafe Area (5+ hours) Seats: 10-72 pax Standing: 10-150 pax.
\$560

Olympians Room (5+ hours) Seated: 20-160 pax Standing: 20-350 pax.
\$825

Entire Function Centre (5+ hours) Seated: 200+ pax Standing: 530 pax.
\$1400

SUNDAY RATES: please be advised that due to significantly higher operating costs on a Sunday, all Sunday bookings will incur a 20% venue surcharge.

EQUIPMENT CHARGES & EXTRAS REQUIRED

Basic AV:

(Including: Lectern, Roving Microphones, Whiteboard, Data Projector & Screen + Cables)

\$50.00 flat fee total ½ day (5- hours)

\$100.00 flat fee total full day (5+ hours)

Advanced AV:

(all AV listed above + lapel mics)

\$75.00 per hour, 2 hr min

Security:

(per hour for 21st / drink packages / 100+ pax functions with bar open)

\$50.00 per hour - 4 hr min

Linen Tablecloths:

(already included free on all food & beverage tables)

\$5.00 each

2. Platter & Canape Options:

Platter options are a great looking, cost-effective solution for your function. Our Platters are large and start from \$65 each and as a rough guide are designed to provide “generous nibbles” for 8-10 people. These are perfect if you would like a more casual catering style.

Morning Tea Platter – \$65 (v) (Served at room temperature)

A lovely selection taken from our range of biscuits, cookies, cakes & slices.

Afternoon Tea Platter – \$65 (v) (Served at room temperature)

Scones (12) served with strawberry jam, cream & butter on the side as well as a whole fruitcake! What’s not to love?

Antipasto Platter – \$75 (Served Cold)

Selection of cured meats, olive medley, pickled & chargrilled vegetables, semi dried tomatoes, cheeses flatbreads, crackers & appropriate condiments.



Traditional Large Sandwich Platter – \$95 (15 Sandwiches) (Served Cold)

Delicious, freshly made with assorted breads & fillings: May include Poached chicken & Kewpie mayo, Smoked salmon w capers & cream cheese, Leg Ham & seeded mustard, egg & lettuce, salami, tomato & cheese, curried egg & spinach, roast beef & cucumber etc.



Traditional Sausage Roll Platter – \$65 (Served Hot)

Our highly regarded homemade pork & fennel sausage rolls served with a sweet tomato relish (36 pieces)

Vegetarian Spinach & Ricotta Roll Platter – \$65 (Served Hot)

Delicious little vegetarian pastries served with a sweet tomato relish.



Around the World Platter – \$85 (4 elements taken from the list below) (Served Hot)

Includes delicious calamari w lemon & chilli salt, chicken satay skewers, vegetarian spiced samosas w yoghurt sauce, Wagyu meatballs in rich tomato sauce & mini spring rolls w sweet chilli dipping sauce.

Tasmanian Cheese Platter – \$65 (v) (Served Cold)

4 Cheeses selected from perfectly Aged Cheddar, Tasmanian Blue, Tasmanian Brie, Chilli Cheddar, Native Pepperberry Cheddar & Wasabi Cheddar along with crispbread, crackers, grapes, dried fruit & appropriate condiments.

Dessert Platter – \$65 (v) (Served Cold)

Lots of sweet, yummy things piled up including profiteroles, mini tarts, slices, cakelets, chocolate lollies, eclairs & berries.

Fresh Fruit Platter – \$65 (v) (Served Cold)

Lots of.... fruit! Sliced, diced, fanned, arranged, and presented in all its colourful beauty!

Sushi Platter – \$65 (v) (Served Cold)

A delightful platter of freshly made Sushi. Available varieties include:

- Chicken...
- Tofu
- Salmon

Sliders Platter – \$95 (v) (Served Hot)

Sliders (think mini burgers). Available varieties include:

- Fried Chicken – Slaw, Cheese & Pepper Mayo
- Pulled Pork – Slaw, Cheese & Chipotle Mayo
- Halloumi – Caramelised Onion, Rocket & Aioli

Quiz & Chairty Night Platter – \$65 (available for quiz & charity events only!)

A selection of some of our favourite things at a fund-raising price – the platter is chef's selection and will include hot and cold items i.e. may include things like dips, flatbreads, salami, olives, pies, sausage rolls, Tasmanian cheeses, crackers, smoked salmon– well, you get the picture!



3. Tea, Coffee & Lunch Options:

Whoever got through a workday without coffee? These options include everything you need for lunch beverages and snacks.

Single use (limited) Tea, Coffee & Juice 4.50pp
Assorted Quality Teas/ Coffee/ Chilled Orange Juice / Water / Whole, Skim & Soy Milk

Unlimited Tea, Coffee & Juice from arrival 8.00pp
Assorted Quality Teas/ Coffee / Chilled Orange and Apple Juice / Water / Whole, Skim & Soy Milk

Working Buffet Breakfast (min 30 pax) 25.00pp
Served with seasonal fruit, yoghurt, toasted wholemeal & white bread, tea, coffee & orange juice plus choose any four items from: Eggs (scrambled or poached or fried), crispy grilled smoked bacon / pork chipolatas / buttermilk pancakes / grilled field mushrooms / wilted spinach & button mushrooms / slow roasted fresh herb & garlic tomatoes.
Includes unlimited Tea, Coffee & Juice

Morning Tea 12.00pp
Medley of sweet & savoury may include muffins, pork & fennel sausage rolls, cakes, slices, mini quiches, pastries, toasted sandwiches (3 pieces per person)

Afternoon Tea 12.00pp
Large fluffy scones served with jam & cream; slices of fruitcake & fresh fruit served whole.

Just the Biscuits! 3.00pp
A lovely selection taken from our range of biscuits & cookies (3 pieces per person)

Just the Toasties! 8.00pp
Served hot from our range of delicious, toasted sandwiches incl double cheese & shaved ham, cheese & tomato, ham, cheese & tomato and double cheese (3 points/pieces per person)

Just the Sausage Rolls! 9.00pp
Our highly regarded homemade pork & fennel sausage rolls served with a sweet tomato relish.

Just the Sandwiches! 8.00pp
Delicious, freshly made with assorted breads & fillings: May include Poached chicken & Kewpie mayo, Smoked salmon with capers & cream cheese, Leg Ham & seeded mustard, Egg & lettuce, salami, tomato & cheese, Curried egg & spinach, Roast beef & cucumber etc.

4. Lunch Packages & Deals:

These packages are designed to make your work luncheon a breeze.

Lunch Option "A" 16.00pp
Sandwiches inc poached chicken, egg, ham & cheese, salad), assorted hot pastries & pies.

Lunch Option "B" 20.00pp
Delicious homemade soup & roll & butter, sandwiches inc poached chicken, egg, ham & cheese, salad, assorted hot pastries & pies.

Lunch Option "C" 25.00pp
All the above plus sushi, fresh fruit skewers & sparkling mineral water

Wellness Lunch Option "D" 27.50pp
All of the above but with focus on whole grains, wraps, lower carbs, less fat and pastries/pies replaced with salads (7 pieces per person)

Add a salad or two to your lunch 3.50pp (each)
Choose up to 2 of the following:
Garden Salad – fresh mixed greens, cucumber, baby cherry tomatoes, red onion – dressing on the side
Greek Salad – tomatoes, cucumber, red onion, red capsicum, olives, feta, oregano, olive oil, vinegar
Caesar Salad – cos lettuce, bacon, croutons, caesar salad dressing, parmesan
Potato Salad – potatoes, spring onions, celery, eggs, mayo, fresh herbs
Coleslaw – shredded white and red cabbage, carrots, parsley, vinegar, mustard

Half Day Light Combo 18.00pp (save \$2.00)
Treat your guests to either morning or afternoon tea plus unlimited tea, coffee & juice from arrival and save \$2.00 per person (compared to purchasing separately).

Half Day Lunch Combo 32.00pp (save \$4.00)
Treat your guests to unlimited beverages, either morning or afternoon tea plus Lunch Option A and save \$4.00 per person (compared to purchasing separately).

Workday Combo 35.00pp (save \$5.00)
Treat your guests to unlimited beverages, either morning or afternoon tea plus Lunch Option B and save \$5.00 per person (compared to purchasing separately).

The Big Combo 48.00pp (save \$9.00)
Treat your guests to all day beverages, both morning & afternoon tea plus Lunch Option C and save \$9.00 per person (compared to purchasing separately).

Please note that there is a minimum catering charge for groups smaller than 20 people. The minimum charge is calculated at 20 people even if there are for instance 17 guests.



5. Buffets:

Attractively set up in large, heated chafing dishes and offering outstanding value for money the all-inclusive price allows for seriously generous portions, great choice, flexibility, and delicious options. If there is a particular dish you would like included, let us know!

Our menus are of course subject to seasonal availability. We pride ourselves on using local seasonal produce wherever possible. Please advise final numbers and any specific dietary requirements at least 5 days before your function.

**Please note minimum of 30 people required.*

Prices – 2 & 3 course buffet

2 course (Buffet plus either an entrée of shared platters or desserts)	\$45.00pp
3 course (Buffet plus entrée plus dessert)	\$52.00pp

Shared entree platters to start per table of 8 or 10 (Choose 1)

- Dips Platter (v)

We will select 3 dips chosen from our range – may include hummus, roasted beetroot, tzatziki, carrot w yoghurt, babaghanoush, avocado – served with piles of house made flat breads & fresh vegetable sticks.

- Antipasto Platter

Selection of cured meats, olive medley, pickled & chargrilled vegetables, semi dried tomatoes, cheeses flatbreads, crackers and appropriate condiments.

- Around the World Platter

Includes delicious calamari w lemon & chilli salt, chicken satay skewers, vegetarian spiced samosas w yoghurt sauce, wagyu meatballs in rich tomato sauce & mini spring rolls w sweet chilli dipping sauce.

Hot from the carvery (Choose any 3)

- Pepper crusted fillet of sirloin beef, carved medium rare (gf)
- Greek roasted lamb w rosemary, lemon, oregano & garlic (gf)
- Slow cooked pork & crackling w our own apple sauce (gf) (on the side)
- Sicilian chicken breast cooked in a rich tomato ragu w prosciutto, olives & herbs (gf)
- Roast chicken w sage & onion stuffing
- Baked Tasmanian salmon fillets with lemon, caper, and yoghurt sauce (on the side)
- Vegan/vegetarian option: Panko crumbed & stuffed field mushrooms with plum sauce (vn)

**All dishes served w pan gravy on the side where applicable & appropriate condiments.*



Vegetables & salads (Choose any 3)

- Oven roasted medley of chat potatoes, carrots & pumpkin (gf, v, vn)
- Mashed potato (butter rich) (gf, v)
- Scalloped garlic potatoes (gf, v)
- Twice cooked French fries (gf, v, vn)
- Sautéed seasonal greens (gf, v, vn)
- Baby peas topped w butter (gf, v)
- Jasmine rice (gf, v, vn)
- Potato salad w celery, egg, spring onions & creamy house dressing (gf, v)
- Caesar salad w croutons, bacon, parmesan & house dressing
- Naked garden salad w mixed leaf, tomatoes, cucumber & red onion (gf, v, vn)

**An assortment of freshly baked artisan breads and rolls served with butter will be on every table*

Desserts (Choose any 2)

- Fresh fruit salad with crème Anglaise (gf)
- Individual chocolate self-saucing pudding with fresh cream
- Home style apple pie & custard
- Pear & Almond Cake with fresh cream
- Pavlova w fresh cream & seasonal fruit (gf)
- Chocolate tart with vanilla bean ice-cream
- White chocolate cheesecake & double chocolate ice cream

Christmas/Festive Special available for the month of December!



6. Drinks Packages:

- As well as bar sales we also offer a range of terrific value, quality beverage packages that enable you to budget exactly and provide your guests with an occasion to remember. (Minimum 30 guests)
- Drinks packages are available upon request only.
- Standard & Premium packages available.
- 2-hour, 3-hour & 4-hour options available.
- Please note that we are a fully RSA observant venue.
We cannot sell or supply liquor to someone who appears to be intoxicated.
Water will always be available.
- Bar tabs also available – able to be prepaid, invoiced post event and/or capped to a fixed limit.



7. Booking Information/Sheet:

*Function name			
*Organisation name			
*Function date		*Function day	
*Start time		*Finish time	
*Contact name			
*Contact email			
*Contact mobile		*Contact work phone	
Billing Contact name	(if different)		
Billing Contact email	(if different)		
Billing Contact mobile		Billing Contact telephone	

NUMBERS ATTENDING (Final numbers to be confirmed 7 days before event)

*Expected guest attendance		Notes:
Presenters / Band / MC		
*Total attending		

ORDER OF EVENTS (DAY)

OR

ORDER OF EVENTS (NIGHT)

	Time	Notes:		Time	Notes:
*Bump in / Room access			*Bump in / Room access		
Arrival Tea/Coffee			Arrival beverages		
Morning Tea			Meal service starts		
			Entrée		
Lunch			Mains		
			Dessert		
Afternoon Tea			Meal service end		
			Beverages end		
Event concludes			Event concludes		
Bump out			Bump out		

***ROOM SET UP** (please highlight all applicable)

Theatre: No tables, rows of chairs	Cabaret: 5/6/7/8/9 per table	Classroom: trestle 3 per table
Oblongs: double trestle 10 per table	Long Table: up to 50 per table	Boardroom: up to 30 per table
U shape lecture: up to 40 people		Cocktail: 100 chairs around edge
Welcome/registration table(s) at door	Presenters table by screen	Other:

All guest tables clothed?	Yes please \$5 per table	No thanks
or only welcome & presenters tables clothed?	Yes please \$5 per table	No thanks

TOTAL COST: (ALL PRICES ARE GST INCLUSIVE)

Item:	Choice:	Cost:
Room / Venue Hire Total		
Equipment Charges & Extras Total		
Food Total		
Beverages Total		
Other Total		
Grand Total		



Deposit Policy To ensure that the date and the room you want is held for you, a deposit to the value of the room hire is required to guarantee you both peace of mind and the room. For all functions over \$3000 a deposit of \$1000 is required to complete the booking.

Cancellation & Catering Policy All rates are GST inclusive. A booking cancelled within 30 days will incur a cancellation fee equivalent to 50% of the room hire rate only. A booking cancelled within 10 days will incur a cancellation fee of 100% of the room hire total. If the booking is cancelled less than 72 hours to the event, then 100% of the room hire and 50% of the catering fee is due.

Smoking Policy The entire Tasmanian Hockey Function Centre is inside a local government designated sportsground. As we are a Sports Centre used by children and athletes the ONLY area that smokers are allowed to use is the main car park. Please note that you will be invoiced an extra cleaning fee of \$150.00 if that occurs.

Deposit - payment arrangements & terms of acceptance For your function deposit we accept direct funds transfer to our bank, purchase orders or credit cards by authority over the phone or via email. After the function we can accept cash, Mastercard and Visa for the balance. For those customers with prior approval we can send you an invoice (due 7 days).

Our preferred payment method for deposits and invoices is direct bank transfer:

BSB 067-028 ACC 28011822 Account name: HOCKEY TASMANIA

Please use the function date as the reference ie 171121 (which is 17 Nov 2021)

Authority for payment by credit card (ABN 61 808 106 314)

If your preferred payment is card then please either fill in the information below and then forward this document to:

Karen Toates, Finance Administrator, Hockey Tasmania, 19 Bell Street, New Town Tas, 7008.

Email: accounts@hockeytasmania.com.au

or you are also welcome to call 10am-5pm Monday to Friday T: (03) 6228 7919 F: (03) 6228 3538

Please note that all credit card payments have a **1.75%** surcharge. Maximum payment is \$10,000.00

Receipts will not be posted unless specifically requested.

I authorise payment of \$AUD on my : ☐ Mastercard ☐ Visa
Cardholder's name (please print): Expiry date:

Card # - - -

Signature: Date:

(Electronic signature is also acceptable) CCV(3 digits on back of card): _ _ _

Function name: _____

Function date: _____

***I understand that by adding my signature, name and date in the box below, I acknowledge and agree to the pricing, policies, conditions and terms of acceptance.**

Signature:

Print Name:

Date: