

PARRAMATTA
74 Church Street NSW 2150
P (02) 9635 8811 F (02) 9687 2572



DRUMMOYNE
195 Victoria Road NSW 2047
P (02) 9181 1229 F (02) 9719 8561

PJ's Function Pack

Established since 1999, P.J. Gallagher's has been taken from the heart of Ireland and placed on the corner of Parkes and Church St Parramatta. The authentic Irish atmosphere and design mixed with live entertainment, exceptional food and drink makes it one of Australia's grandest Irish pubs.

Combining old with the new, PJ's has maintained tradition by keeping its authentic Irish pub antiques, but has stayed contemporary through a \$5 million dollar refurbishment mid 2004. As a result of the refurbishment, a whole top floor has been designed and dedicated to function rooms. We can manage every aspect of your event, whether it is a birthday celebration, special event, corporate launch or drinks.

We have a range of menus for sit down or cocktail style parties and are flexible when it comes to meeting your needs.

To arrange a time for a site inspection or to make a booking, call our Function Coordinator on (02) 9635 8811 or contact us by email functions.parramatta@pjgallaghers.com.au.

We look forward to working with you and creating an event that is truly memorable for years to come!

The Easy Guide to Booking Your Function

1. Choose your preferred room and date then check availability with our Function Coordinator
2. Fax completed last 3 pages of the events pack including the credit authorisation form, function details form & terms & conditions form to (02) 9687 2572 for confirmation
3. Fax back a signed copy of the run sheet we will send you

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WHICH ROOM?

THE VERANDAH

The abstract design of the Verandah room makes it a unique and exciting venue that is ideal for parties & celebrations. The Verandah is conveniently located close to the first floor bar. 50 guests Cocktail Style

THE GOVERNOR'S ROOM

The Governor's Room maintains the central position on the top floor. Perfect for a cocktail style event or sit down dinner, this room has a fireplace and spills out into the first floor bar. 40 guests Cocktail Style 20 guests Banquet Style

THE ANTE ROOM

The smallest of all the rooms The Ante room is ideal for intimate parties or gatherings. A beautiful sandstone fireplace stands in the middle of the room.

CHURCH ST VERANDAH

Plenty of natural light and looks onto the Great Western Highway and Church St. 20 guests Cocktail Style 15 guests Banquet Style

THE HEARTH

The warmest, heartiest room on the floor! The Hearth can be divided into two for a more intimate party or use both sides of the room for a larger party. Great for banquet feasting or cocktail parties! 80 guests Cocktail Style 60 guests Banquet Style

THE LOGGIA

The Loggia is the new outdoor decking for all your large functions or gatherings. Situated on the eastern side of the hotel, this area is flagged by a beautiful palm tree with a pleasant aspect. 150 Cocktail Style 100 guests Banquet Style

In order to have adequate staff for your event, staff labour is charged at \$30.00 per hour. This is applicable Monday to Thursday & Sunday events only. There is a minimum of 4 hours per staff member. The total staff charge will be quoted by your event manager.

Room hire rates apply Monday to Thursday & Sunday*

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COCKTAIL PACKAGES*

On Arrival- All packages include Wood Fired Breads with Marinated Olives & Dips

EVENT PACKAGE ONE \$20.00 pp

Roast Pumpkin, Pine nut & Chevre Tarts
Chicken Satay Skewers
Vegetarian Spring Rolls
Gourmet Beef Mini Pies
Wood Fired Roast Tomato, Bocconcini & Basil Pizza

EVENT PACKAGE TWO \$24.00 pp

Avocado, Tomato, & Spanish Onion Tarts
Mini Chicken Burgers with a Tomato Chutney
Vegetarian Spring Rolls
Steamed Prawn & Water Chestnut Won Tons
Gourmet Beef Mini Pies
Wood Fired Roast Tomato, Bocconcini & Basil Pizza
Wood Fired Live Cannon Pizza

EVENT PACKAGE THREE \$29.50 pp

Vegetarian Spring Rolls
Roast Pumpkin, Pine nut & Chevre Tarts
Veal Arancini (crumbed rice cakes) with Truffle Pecorino
Mini Beef Burgers
Steamed Prawn & Water Chestnut Won Tons
Gourmet Beef Mini Pies
Wood Fired Supreme Pizza
Wood Fired Live Cannon
~~Meal In A Box~~ Salt & Pepper Squid

EVENT PACKAGE FOUR \$35.00 pp

Eggplant, Eshallot & Feta Tarts
Lamb & Char Grilled Vegetable Brochettes
Prawn Twists
Vegetarian Spring Rolls
Chicken Satay Tenderloin Skewers
Mini Chicken Burgers with a Tomato Relish
Gourmet Beef Mini Pies
Wood Fired Supreme Pizza
~~Meal In A Box~~ Salt & Pepper Squid

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EVENT PACKAGE FIVE \$42.00 PP

Avocado, Tomato, & Spanish Onion Tarts
Roast Pumpkin, Pine nut & Chevre Tarts
Chicken Satay Skewers
Vegetarian Spring Rolls
Prawn Twists
Smoked Salmon on a Potato Rosti with Creme Fraiche
Gourmet Beef Mini Pies
Wood Fired Supreme Pizza
Meal In A Box Fish & Chips

EVENT PACKAGE SIX \$48.00 PP

Salt & Pepper Squid on Asian Soup Spoons
Peking Duck Pancakes with Shallots & Hoi Sin
Prawn Twists
Vegetarian Spring Rolls
Mini Beef Burgers
Chicken Satay Skewers
Gourmet Beef Mini Pies
Wood Fired Supreme Pizza
Meal In A Box Beer Battered Fish and chips

EVENT PACKAGE Seven \$55.00 PP

Natural Oysters & Condiments
Fillet Mignon, Beef Fillet wrapped in Bacon
Peking Duck Pancakes with Shallots & Hoi Sin
Roast Pumpkin, Pine nut & Chevre Tarts
Veal Arancini (crumbed rice cakes) with Truffle Pecorino
Salt & Pepper Squid on an Asian Soup Spoon
Steamed Prawn & Water Chestnut Won Tons
Salmon Sashimi with Soy & Mirin
Bamboo Boat Crab & Prawn Orrechiette

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PJ's Buffet Packages * *Minimum 40 People

Option 1 cold buffet \$45.00 pp

Cooked Tiger Prawns
Sydney Rock Oysters with Chilli Lime Dressing
Rare Roast Beef with Mustard Dressing
Shaved Leg Ham
Baby New Potato Salad with Mustard Cress
Moroccan Spiced Roast Vegetables & Cous Cous Salad
Caesar Salad

Option 2 Buffet \$55.00 pp

Grilled Ginger & Shallot Chicken Breast
Baked Salt & Pepper Salmon
Rare Roast Sirloin with Béarnaise Sauce
Roast Chat Potatoes Tossed with Grain Mustard
Persian Feta Salad with Baby Cos Leaves, Cherry Tomato, Cucumber & Olives
~~Dessert~~ Almond Biscotti & Ice Cream Petit Fours

Gold Option 1 BBQ \$65.00 pp

Tomato, Basil & Feta Bruschetta on arrival
Wagyu Beef Sausages
King Island Sirloin
Xio Xing Chicken
Potato Gratin
Roasted Root Vegetables
Garden Salad
Relishes & Mustards
~~Dessert~~ Flourless Chocolate Cake with Berry Coulis & Fresh Cream

Gold Option 2 \$75.00 pp

Natural & Kilpatrick Oysters
King Prawns
Market Fresh Fish with a Beurre Blanc Sauce
Fillet Mignon (medium) wrapped in Prosciutto
Truffle infused Creamy Mash
Buffalo Mozzarella, Ox Heart Tomato & 12 year old Balsamic Salad
Relishes & Mustards
~~Desserts~~ Flourless Chocolate Cake with Double Cream & Mini Crème Brulee

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PRIVATE DINING & BANQUETS

Menu Options

1. **\$40.00 per person** Select 2 Choices of Entrée & Main or Main & Dessert
 2. **\$50.00 per person** Select 2 Choices of Entrée, Main & Dessert
- All dishes are served alternatively for events hosting 20 or more guests.
A current set menu will be given to you by your event contact.

Premium Package * Conditions Apply

Beers - Hahn Premium Light, Tooheys New, Tooheys Extra Dry

Wine - Austin Chardonnay, PJ's SSB, Sophia Sauvignon Blanc, Jacks Cabernet Merlot, & Bubbly, Sparkling Wine

Non Alcoholic - Fresh Juices, Mineral Water & Post Mix Soft Drinks

1 HR pp \$25.00 2 HR pp \$29.00 3 HR pp \$33.00
4 HR pp \$39.00 5 HR pp \$43.00

Deluxe Package * Conditions Apply

Beers - All local beers plus Hahn Super dry & Becks

Wine - Austin Chardonnay, PJ's SSB, Sophia Sauvignon Blanc, Jacks Cabernet Merlot & Bubbly Sparkling Wine

Non Alcoholic - Fresh Juices, Mineral Water & Post Mix Soft Drinks

1 HR pp \$29.00 2 HR pp \$33.00 3 HR pp \$37.00
4 HR pp \$43.00 5 HR pp \$47.00

BEVERAGE

1. **Bar Tab**- Nominate the amount you wish to spend, and the 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

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TERMS & CONDITIONS FORM-PJP

Deposit, prepayment and Confirmation of Bookings

- To confirm a function booking, a **standard fee of \$500.00** is required as deposit along with the credit card authorization and terms and conditions forms completed and signed. (Credit authorization forms should be completed with the c/card details of the person responsible for the entire payment or balance)
- Barter card payments are welcome for the food component of the total bill. Beverage, Room Hire & Staffing charges will apply & are not covered by Barter card.
- Should the above mentioned forms and deposit not be received by the due dates, PJ's 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 PRIOR OR AT THE DURATION OF YOUR EVENT.**

Invoicing is only permitted if credit facilities have been established with PJ Gallagher's Irish Pubs

End of Function procedures

- 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 the room is left in need for professional cleaning.

Cancellation

- If cancellation occurs within 2 weeks prior to the event date, 25% of the deposit will be refunded.
 - If cancellation occurs within 7 days prior to the event date, the client will be charged 100% of the food costs
- If cancellation occurs in November or December the \$500.00 deposit is forfeited.**

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 & invitees
- 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 & PJ's policies and will be liable for any breach of these.
- The management of PJ's reserves the right to remove patrons attending functions from the premises for unruly behavior/ dress regulations and/or showing signs of intoxication as determined at managements discretion or by RSA regulations.
- Bucks parties and similar functions are at the sole discretion of management and the Hotel reserves the right to cancel any such bookings

Children

- The client also undertakes to ensure that children are supervised by a PARENT or LEGAL guardian at all times. It is illegal to serve alcoholic beverages to any person under 18 years of age and the 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.

Signed: _____

Print Name: _____

Function Date: _____

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FUNCTION DETAILS FORM PJP

In order to make the organization of your function a little easier, you can fill out the form below with the details of your function, and fax or email it back to us on (02) 9687 2572. Once it has been received, we will prepare a running sheet that outlines all details and costs for your event and send it back for your approval.

Name: _____

Company Name: _____

Function Date: _____

Start & Finish Times: _____
(Please specify AM or PM)

Type of Function: Cocktail Banquet Buffet Other
(Please circle)

Room Requested: Loggia Hearth Governors Ante
(Please circle)
Verandah Church St Other

Numbers attending: _____

Menu choice: _____

Set Menu Choices: _____

Beverages: Cash Bar Bar Tab Beverage Package
(Please circle)

Beverage Restrictions: _____

Beverage Limit: \$ _____

Room Setup _____

Please send my run sheet by email/ fax / post to me at: _____