



Archer Resort Function Planner

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The Archer Resort can cater for all events including conferences, birthdays, engagements, wakes and more.

Food packages can be tailored to suite your occasion. Choose from any of our menu options to help create your ideal event, or you may simply just want to book a space within our venue.

Our friendly team will personally manage your function from the first enquiry right through until the last drink. Our flexible outlook and innovative chefs allow us to accommodate almost any request and provide your function with that authentic and unforgettable edge.

Make a night of your function and avoid driving hassles. Feel free to indulge by taking advantage of our accommodation facilities. Book your function with us and you and your party will automatically receive a 10% discount on rooms for the duration of your event.

If you require further information or would like to discuss availability, please call us anytime on 4421 5222 or via email at archerresortfunctions@alhgroup.com.au We would be delighted to introduce our facilities to you in person and discuss your requirements. We look forward to the opportunity of welcoming you and your guests to the Archer Resort.

Kind Regards,

Function and Events Manager

Our Rooms

Silks Room

Room Hire \$200

Centrally located on the ground floor of our Resort, this room can cater for 90 guests for a sit down dinner or up to 120 guests for a cocktail function. It has its own private bar and lounge area.

Kalandar Room

Room Hire \$100

The smallest of our rooms, seating up to 50 guests for a sit down occasion or 50 guests for a cocktail function. This room is located just behind our Bistro.

Archer's Bistro

(free of charge)

Not looking for a private room?
Why not simply book a table in our bistro or bar area.
(free of charge)

Sit Down Menu #1

Minimum 20 people

2 Courses \$35 or 3 Courses \$42

Entrée

Select 2 of the following options

Asian Tasting Plate
Tempura Prawns
Satay Chicken Skewers
Thai Beef Salad

Main

Select 2 of the following options

Herb Crusted Grilled Barramundi
served w/ seasonal vegetables & potatoes

Surf 'n' Turf
Rump steak w/ grilled tiger prawns and Hollandaise sauce
served w/ seasonal vegetables & potatoes

Chicken Avocado
Chicken breast, wrapped in bacon, topped with avocado & Hollandaise
sauce
served w/ seasonal vegetables & potatoes

Lamb Shank
Fall off the bone lamb shank slowly braised in red wine infused tomato sauce
& root vegetables
served on a bed of creamy mashed potato

Vegetarian Pesto Pasta
Fettuccini tossed w/ garlic, basil, pine nuts, olive oil & a creamy pesto sauce,
topped w/ shaved parmesan

Dessert

Select 2 of the following options

Fresh Fruit Salad, Pavlova, Cheesecake,
Chocolate Mud Cake, Apple Crumble

Sit Down Menu # 2

Minimum 20 people

2 Courses \$25 *(alternate drop)*

Entrée and main, or main and dessert

3 Courses \$32 *(alternate drop)*

Entrée

Select 2 of the following options

Bruschetta
Spring rolls
Caesar Salad
Satay Chicken Skewers

Main

Select 2 of the following options

Penne Boscaiola
Chicken tossed w/ sautéed bacon, mushrooms, shallots, cream & white wine.
Topped w/ shaved parmesan

Grain-fed Rump Steak
120 days grain fed & aged for 6 weeks
served w/ chips & salad

Chicken schnitzel
Whole succulent crumbed chicken breast
served w/ chips & salad

Catch of the day
served w/ chips & salad

Vegetarian pasta in pesto sauce
Fettuccini tossed with garlic, basil, pine nuts, olive oil & a creamy pesto sauce.
Topped w/ shaved parmesan

Dessert

Select 2 of the following options

Cheesecake
Sticky Date Pudding
Chocolate Mud Cake or Pavlova

Minimum 20 people

\$30 Traditional Roast Buffet

Fresh bread rolls

Roast Beef served w/ pan gravy

Roast Pork served w/ apple sauce

Roast Chicken served w/ pan gravy

Seasonal vegetables

Roasted Potatoes & Pumpkin

Assorted Desserts

Complimentary Tea & Coffee

\$25 Archer's BBQ Buffet

Fresh bread rolls

Spicy chicken wings

Steaks

Sausages

Tossed garden salad

Pasta salad

Jacket potatoes

Assorted Desserts

Complimentary Tea & Coffee

Dips & Crackers - \$50

Chef's selection of dips & crackers

Skewer Platter - \$70

Mini Beef & Chicken Skewers *(30 pieces)*

Sandwiches - \$60

A mixture of freshly made sandwiches *(40 pieces)*

(different fillings available on request)

Old Time Favourites - \$65

Party pies, sausage rolls & quiches *(40 pieces)*

Mixed Platter - \$65

Spinach & feta triangles, spring rolls & Dim Sims *(60 pieces)*

Seafood Platter - \$70

A mixture of fish, prawns & calamari *(40 pieces)*

Dessert Platter - \$60

Selection of tasty desserts *(30 pieces)*

Fresh Fruit Platter - \$40

A freshly prepared platter of seasonal fruits

Conference Packages

All conference bookings will have complimentary iced water, coffee & tea.

Morning or Afternoon Tea

Assorted biscuits (3 pieces)	\$3.0 pp
Scones w/ jam & cream (1piece)	\$3.5 pp
Banana Bread (2 pieces)	\$3.0 pp
Selection of cakes (2 pieces)	\$3.5 pp
Mini Assorted Muffins (3 pieces)	\$3.0 pp

Lunch Option #1 \$13 pp

Chef's selection of assorted sandwiches
Fresh fruit platter

Lunch Option #2 \$16 pp

Battered Flathead w/ chips & salad
Penne Boscaiola
Premium Beef Burger w/ chips
Chicken Schnitzel w/ chips & salad
Rump Steak w/ chips & salad
Steak Sandwich w/ chips

Additional Information

Birthdays and Celebrations

You are more than welcome to bring in your own cake, and our chef will cut it and place it on a platter for all your guests.

Dietary requirements

At The Archer Resort we are more than happy to help cater for any dietary requirements / needs that you or your party may have. Please inform our Function Manager when booking if you have specific dietary requirements.

Conference equipment

We have a data projector & screen available to hire. We can also provide a lectern, whiteboard, flip chart, microphone & speaker. Television and DVD player are available upon request.

Decorations

If you require any themed decorations or other decorations please speak with our Function Manager for pricing. Alternatively, you can decorate your function yourself if you wish.

Minors

Minors under the age of 18 are permitted to be in our venue but must be supervised by a responsible adult at all times. Note: minors cannot be in the Gaming Room at any time.

Entertainment

If you would like entertainment for your function, please speak with our Function Manager for pricing / availability.

Accommodation

Make it easy and forget about driving home after your function. Stay with us at The Archer Resort and we will offer you an instant 10% discount on accommodation for you & your guests throughout the duration of your function

Terms and Conditions

A \$200 deposit is to be paid when booking a function. This amount will be taken off the final invoice, unless otherwise agreed with the Function Manager.

- 1. Confirmation/Deposit.** Confirmation of a booking must be made in writing with signed terms and condition within fourteen (14) days of the original reservation. A \$200 deposit must be paid at least fourteen (14) working days prior to start date of event. Deposits can be made by cash, bankcard, master card, visa, AMEX, diners and bank cheques. Personal cheques will not be accepted.
- 2. Payment.** Full payment is required no later than the conclusion of the function unless prior agreement has been made with the Function Manager. It is preferable that full payment is made prior to the day of the function. The Resort accepts cash, bankcard, master card, visa, AMEX, diners and bank cheques. NO PERSONAL CHEQUES. In the case where full payment is not made by the conclusion of the function, instant late fees will be incurred every day payment is overdue. Late fees are charged at 10% of total bill owing.
- 3. Guaranteed Numbers.** A guaranteed number of guests attending the function is required THREE (3) working days prior to the event start date. If the amount of guests is less than anticipated numbers the client will still be charged for the full amount of the guaranteed number. If any additional guests attend the event, the client will be charged accordingly at the full rate per person (subject to availability). It is the responsibility of the client to contact the Resort regarding final numbers.
- 4. Cancellations.** In the event of the confirmed function not taking place full reimbursement of deposit will be given, provided written notice is given fourteen (14) days prior to the function commencement date. Less than this time, a 50% cancellation fee will be charged. Where less than seven (7) days cancellation notice is given, full quoted charges will be payable to the Resort.
- 5. Decorations/Signage.** A detailed list of all decorations must be given to the Function Manager for approval prior to function. Under no circumstances are items/decorations to be nailed, screwed, stapled or adhered to walls, doors or any other surfaces in any way unless approved by Function Manager.
- 6. Consumption.** No food or beverages of any kind will be permitted to be brought into the Resort for consumption at the function by the client or any guest's. Birthday cakes may be permitted upon approval by Function Manager. Cakes can also be purchased from the Resort.
- 7. Compliance & Responsible Service of Alcohol.** Clients are expected to conduct their function in an orderly manner in full compliance with the Resort Management and with all applicable laws. Management reserves the right to intervene where it sees fit and to exercises it's right to refuse entry. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any persons. Dress code also applies.
- 8. Minors.** As part of our Hotel Licence, minors are only permitted in certain areas of the Resort. All minors must be accompanied by a parent or legal guardian. A minor is defined by law as any persons under the age of 18 years of age.
- 9. Conditions.** Where the Function Manager sees fit, functions will be required to have a security guard present through the duration of the function. All twenty first (21st) birthday functions must purchase appropriate food (as deemed appropriate by the Function Manager) from the Resort during the function. This food condition may also apply to other functions where the Function Manager sees fit.
- 10. Prices.** Prices will be confirmed with final details. Every endeavour is made to maintain prices as printed but they are subject to change without notice due to any changes in or imposition of government charges, taxes, levies or other service charges.
- 11. Damages.** Clients are liable for any damages whether through their own action or through the action of their guests.
- 12. Responsibility.** The Resort will not accept any responsibility for damaged or loss of merchandise left in the Resort prior, during or after the function. Clients should arrange their own insurance.

Date of Enquiry:	Email:
Contact Person:	Date of Function:
Company Name:	Starting Time:
Address:	Finishing Time:
Phone:	Type of Event:
Fax:	Number of Guests:
Signature:	Date:

Please circle all required options.

Room / area required

Silks Room
Kalandar Room
Bistro (no charge)

Room setup (if applicable)

Projector & Screen
Lectern
Whiteboard
Flip chart
Microphone & Speaker
Television
DVD Player

Seating Style

U-shape
Boardroom style
Theatre style
Classroom style

Food Options

Traditional Roast Buffet
Archer's BBQ Buffet
2 Course Sit Down Menu #1
3 Course Sit Down Menu #1
2 Course Sit Down Menu #2
3 Course Sit Down Menu #2

Platters

Dips and Crackers
Skewer Platter
Sandwiches
Old Time Favourites
Mixed Platter
Seafood Platter
Dessert Platter
Fresh Fruit Platter

Beverages

Tea and coffee (complimentary)
Private Bar (Silks Room only)

Conferences

Assorted Biscuits
Scones w/ jam & cream
Banana Bread
Selection of Cakes
Mini Muffins
Lunch Option #1
Lunch Option #2
Fish & Chips
Penne Boscaiola
Beef Burger
Chicken Schnitzel
Rump Steak
Steak Sandwich

Additional notes / dietary requirements: