

# ST ✦ JAMES HOTEL

## **Functions & Events Pack**

### **Welcome to St James Hotel**

Opened October 2006, Sydney's freshest hotel is a stunning, 700pax, 3 level bar, bistro, function, and entertainment space located in the heart of the CBD. With its chic and modern design, St James Hotel reflects a stylish and sophisticated venue - the ultimate setting for any occasion.

From intimate occasions to gala events, our caterers have the expertise and experience to ensure your event is a glowing success. A selection of menus from platters, cocktail, buffet and sumptuous 2& 3 course sit down meals are available.

Our proficient and committed functions team will endeavor to accommodate your every need, thus will personally manage your function or event through from beginning to completion, with professionalism and efficiency.

# **FUNCTIONS**

## **General Information**

This Functions Pack has been designed to assist with your event planning with the following steps outlined to ensure every success:

1. Function Spaces
2. Beverages
3. Catering (optional)
4. Entertainment
5. Additional Information
6. Booking & Payments
7. Terms & Conditions

Please contact our Event Managers for bookings and further information on:  
P: 9262 9144 or [info@stjameshotel.com.au](mailto:info@stjameshotel.com.au)

## Function Spaces

St James Hotel is distinctly decadent with each level evoking a different atmosphere and experience. St James offers three function areas including a dedicated function room. In addition, across the three levels are sections suitable for group bookings, after meeting drinks or small celebrations.



### *The Hyde* - Bar & Lounge

- ◆ Capacity: 50 – 120 guests cocktail style
- ◆ Unique and spectacular views over its namesake park
- ◆ Large dedicated function room situated on the first floor
- ◆ The décor is both plush and opulent with deep crimson, soft hues of gold, gilt mirrors and chandeliers.
- ◆ Catering service available
- ◆ Exclusive Bar



### *Mirabelle* - Bar & Lounge

- ◆ Capacity: 200 – 300 guests cocktail style.
- ◆ Funky Parisienne décor creates elegant, intimate atmosphere
- ◆ The luxurious seating includes decadent Chesterfields, plush club chairs and antique armchairs with bespoke wrought iron tables.
- ◆ Entertainment focus of the Hotel, offering a combination of House and guest DJ's, percussion and select bands

- ◆ The first floor also boasts an all-important balcony for smoking
  - ◆ Catering available upon request
  - ◆ Exclusive cocktail bar
  - ◆ Mirabelle is available to hire exclusively upon application
- ◆ Mirabelle and The Hyde can be hired as the one space offering a capacity of up to 450 cocktail style. (Minimum 300 guests)



### *Lower Ground Floor* - Bar, Bistro & Traditional Pub Style Charm

- ◆ Capacity: up to 60 guests seated and 100 guests cocktail style
- ◆ Available for part or exclusive hire depending on the day
- ◆ Two pool tables
- ◆ Plasma screen showing current sporting events or suited to your tastes
- ◆ New York Diner style charm with ample table seating



### *Street Level* - Bar

- ◆ Capacity:
- ◆ Outdoor seating/smoking
- ◆ Large, fully equipped bar
- ◆ Three large Plasma screens
- ◆ This area is suitable for group bookings, after meeting drinks and small celebrations

## **Beverage Options**

St James Hotel offers you a varied selection of beverage packages, extending from Basic and Premium packages, with the additional option of having your beverage package specifically tailored to your event

(\*minimum and maximum numbers may apply).

### **Standard beverage package\*:**

Served from the Bar

Inclusive of:

Draught beer –

- Tooheys New
- Boags
- Hahn Premium Light (If not available packaged beer)
- Seppelt Stony Peak Chardonnay, Seppelt Stony Peak Cabernet Shiraz
- Killawarra NV Brut
- Schweppes soft drinks & Fruit Juice

2 hour duration \$27.50

3 hour duration \$35.00

4 hour duration \$42.00

5 hour duration \$48.00

House spirits are charged at an additional \$10.00 per person. Premium packages are available upon enquiry. Alternatively we are happy to tailor a package for your event.

Cost is per person. All other beverages may be charged on a consumption basis.

### **On Consumption:**

Served from the Bar

Beverages can also be charged on a consumption basis - that is guests purchase their own drinks.

### **Bar Tab:**

Served from the Bar

A bar tab can be set up for your function to a pre-determined selection & limit. Once the bar tab limit is reached, your guest can then pay for their own drinks.

## **Catering Options**

From intimate occasions to gala events, our caterers have the expertise and experience to ensure your event is a great success. A selection of menus from platters, cocktail, buffet and sumptuous 2 & 3 course sit down meals are available. We are more than happy to tailor our menus to suit your specific requirements. Minimum numbers apply.

Please contact our events team to view the full menu & catering range or download the menus from our website.

## **Entertainment Options**

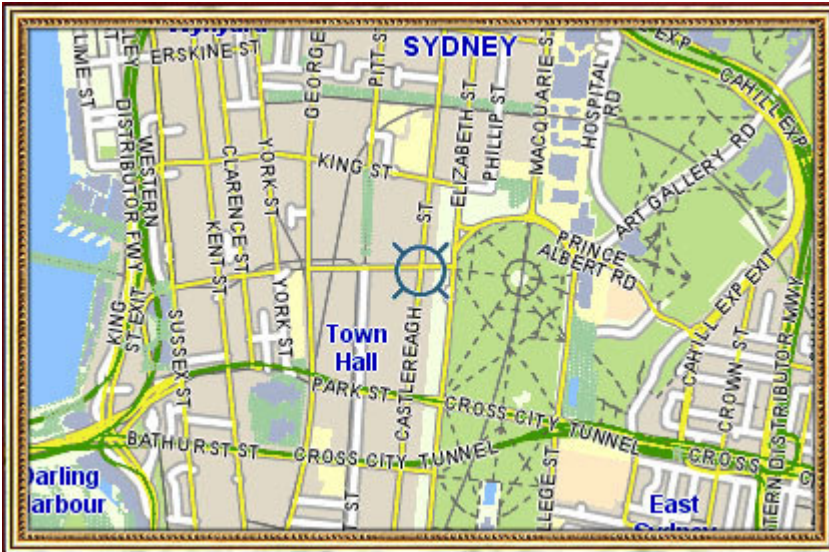
St James offers a number of entertainment options to suit every mood:

- ◆ Complimentary background music system with three set channels
- ◆ Links to Mirabelle entertainment (if applicable)
- ◆ Supply you own DJ or we can organise a DJ for you
- ◆ In-house entertainment is a combination of house and guest DJs percussion and select live bands.

Please consult the Events/Functions team for any additional music enquiries.

# Additional Information

## Location



## Security

The Hotel requires security for events with guests over 100 and 18<sup>th</sup> Birthday parties, for the duration of the event. Guards are \$36.00 per hour per guard including GST and are required for a minimum of 4 hours. The Venue's decision regarding removal of patrons from hotel premises is final.

## Guest List

A Guest list is required 7 days prior to each confirmed event. The list must include first names and surnames.

## Party Contact

The client is to ensure that a responsible and sober contact person remains at the event for its duration, and that the nominated person is made known to the venue's manager of duty. This person is also responsible for ensuring that all payments are met at the conclusion of the event.

## DJs

DJs can be hired on your behalf to applicable areas only. The fee is \$75 p/h; minimum of 4 hours applies. Production and equipment cost may also apply.

## Staff

Additional staff is available for your event, a fee of \$25 p/h will be charged.

## Decorations

You are welcome to bring in your own decorations. Please liaise with the venue's Event's manager prior to your event. Some restrictions may apply.

### **Legal Requirements**

Persons under the age of 18 are to be in the direct company of a parent or legal guardian. All guests must carry a valid and current proof of ID. The only legally acceptable forms of ID are Photo Drivers License, Passport, & RTA Proof of Age Card. All guests must comply with Responsible Service of Alcohol Laws.

### **Confirmation**

Bookings are deemed confirmed when the required deposit is received and the Booking confirmation & conditions form is signed and returned to the Venue's Event's manager.

### **Hotel Operating Hours**

	<u>Bar</u>	<u>Bistro (All Day Service)</u>
Mon – Sat	10am – 2am	12pm – 10pm

### **Contact Details**

114 Castlereagh St Sydney NSW 2000

Tel: 02 9261 8277

Email: [info@stjameshotel.com.au](mailto:info@stjameshotel.com.au)

[www.stjameshotel.com.au](http://www.stjameshotel.com.au)

## **Terms & Conditions**

- 1. Confirmation of Room Hire Booking:** Bookings are deemed confirmed when the required deposit is received and the Booking Confirmation & Conditions form is signed and returned to the Events Manager.
- 2. Event Details:** The venue assumes that those event details provided by the client are honest and accurate. All conditions below apply in conjunction with the other relevant conditions outlined in this document.
- 3. Payments:** Beverage and catering payments are to be paid in full 7 days prior to and any outstanding amounts incurred during the event to be settled at the conclusion of the event. All payments are to be settled by one of the following methods – cash; company or bank cheque; accepted credit cards of Visa, MasterCard or Amex only. A fee of 3% is payable on the total amount of all credit card payments.
- 4. Refundable Deposit:** The venue reserves the right to request a refundable deposit for any event. The refundable deposit is fully refundable providing that the client is not required to pay for any damages arising from the event or for any other amounts outstanding. Refundable deposit refunds will be issued by cheque within 14 days after the event date.
- 5. Cancellation:** Cancellation of booking must be notified in writing to the Events Manager no less than sixty days prior to the date booked. Notification received less than sixty days prior to the date booked will only be reimbursed if the function space is re-booked. Refunds will be issued by cheque after the cancelled date. 3 - 29 days written notice—the cancellation fee will be equivalent to 50% of the estimated value of the function. Within 72 hours written notice—100% of the estimated value of the function will be charged.
- 6. Client's Responsibilities:** The client will assume responsibility for ensuring the orderly behaviour of your event's guests/patrons; any and all damages caused by patrons attending your event; any damage to or loss of equipment hired on your behalf; organising appropriate insurance/s for your property, production and/or activities of event.
- 7. Client's Responsible Contact Person:** The client is to ensure that a responsible, sober contact person remains at event for its duration and that the nominated person is made known to the venue's manager on duty. This person is also responsible for ensuring that all payments owed, are met at the conclusion of the event.
- 8. Beverage Conditions:** Should the quoted Minimum Bar Spend not be achieved, the balance must be paid at the conclusion of your event as additional room hire. For drink orders to contribute to an event's Minimum Bar Spend, orders must be placed at the bar located within the room hired. All beverage requirements must be finalised with the venue no less than 7 days prior to the event date. Per-Person Beverage Packages apply to all persons in attendance at the event during the time of the package. At least 7 days prior to the event, the client is to confirm with the venue the number of persons attending the event & provide payment for this number. During the event, venue staff will do a head count and confirm the number with the client. The client is to pay per-person package on the higher number.

**9. Catering Conditions:** Catering for all events is to be done by the venue's resident caterers. Clients are not permitted to provide any food for event unless previously authorised by the venue's management. All catering orders must be finalised with the Event's Manager no less than 7 days prior to the event date & payment provided at this time.

**10. Venue Regulations:** In accordance with the venue's Restricted Premises and Liquor Licensing laws, any persons under the age of 18 years are permitted on the premises on the provision they are in the direct company of a parent or legal guardian. Upon request by the venue's staff or security personnel, any guest/patron must produce valid and current proof of age identification. Accepted ID is Current Driver's Licence, RTA Proof of Age card or Passport. Failure to provide valid ID will result in refusal of entry or immediate dismissal from the venue. The Responsible Service of Alcohol laws govern venue personnel, which gives staff the right to refuse service of alcohol to any person/s they deem intoxicated. Venue management reserves the right to intervene where it sees fit, in particular any guest/patron deemed in breach of liquor licensing laws or willfully causing undue damage or disturbance. The venue management's decision is final.

**11. Entertainment, Decoration & Technical Production:** Room hire does not include audio, lighting, sound or any other technical production. The client is to inform the venue at least 7 days prior to the event, of all details for entertainment and technical production activities including music, sound, lighting, staging, decoration and/or other equipment & design set-ups.

**12. Signage & Decorations:** No items are to be attached, pinned or glued to the walls, doors, glass, ceiling or furniture. Clients will assume responsibility for any and all damages caused during the event by any patron attending their event, or for any damage to or loss of equipment hired on your behalf.