



SOCIAL EVENTS INFORMATION PACKAGE

Thank you for considering Prancing Pony Brewery for your social event.

Our Social Events Information package is intended as a guide for planning your event. Our packages can be tailored to suit your needs

THE BREWSHED

We are a working brewery, with all brewing processes in full view of our patrons. As part of our commitment to sustainable practices and honouring history, much of our furniture has been recycled and reclaimed from the sawmill and timber yard which formally occupied the land on which our brewery now stands.

The brewery restaurant is licensed for up to 120 persons and on dedicated days, the brewery is available for private functions. A large beer garden can be used for your function and this area can hold an additional 100 people (cocktail style), however a special limited licence is required for functions of more than 120 people. An application needs to be made to the liquor licensing agency at least 4 weeks prior to the function, as such we require any booking for more than 120 to be confirmed with a deposit at least 6 weeks prior.

We have a dedicated kitchen team and our floor staff will make sure that your special occasion is enjoyable and memorable.

VENUE HIRE

While we do not currently charge a venue hire fee, for groups of more than 30 people, we do require a minimum spend for the group to cover the cost of hosting such a group. Please see below

30 – 40 people minimum spend of \$40pp

40 – 60 people minimum spend of \$2250 (or an average of \$50pp for a booking of 45)

60 – 90 people minimum spend of \$3500 (or an average of \$46pp for a booking of 75)

90 – 120 people minimum spend of \$5000 (or an average of \$41pp for a booking of 120)

OUR FACILITIES

We have two main areas in which we can host your event, the Brewshed beer hall and our outdoor beer garden, aka. The Stein Garden.

THE BREWSHED

Our large indoor dining room licensed to hold up to 120 people, has state of the art gas heating, keep all our guests warm and cosy through the Adelaide Hills chilly winter season. Our rustic, industrial style space incorporates a range of high benches (formally woodwork benches) and wooden dining tables, alongside two comfortable sofa dens. All of these can be rearranged to suit the needs and size of your booking.

THE STEIN GARDEN

Our large beer garden space can hold up to 80 additional people and is available for additional or separate hire. The beer garden can be well sheltered, with both large umbrellas providing shade during the beautiful sunny summer days and our marquee can be put up for extra protection if required. A large fire pit is also available for use, fire regulations permitting.

OTHER FEATURES

- Clean, modern toilets, including disabled toilets
- Capacity for additional toilets if needed (additional hire fee)
- Nappy change table
- 3 Highchairs

FOOD OPTIONS

Agreed menu

For very special events, we can create a one off menu to suit the event.

As this is a one off menu, price will be determined by food selections, labour and availability.

Cocktail Food Menu

We offer a delightful cocktail menu option for \$20- per person. While we can tailor some items to suit specific dietary requirements, please note that this may change the overall price.

COCKTAIL MENU

Includes 2-4 portions of the following items per person and priced at \$20- a head:

MUSHROOM & PARMESAN ARANCINI

hand made in house, golden crumbed balls of rice, parmesan and mushroom with aioli

CHICKEN WINGETTES

frenched chicken wings with our delightful house made apricot and India Red Ale sauce

MINI TACOS

pulled pork in our house made orange and ginger bbq sauce with slaw

PONY BALLS

pony burger balls in our house made hoi sin and Black Ale glaze on toasted ciabatta with pickled cabbage slaw

Desserts and Cakes

We are happy to arrange your special occasion cake for you, but require at least two weeks' notice. If you wish to bring your own cake, we have two options;

1. If you would like our staff to cut and plate up your cake with coulis and cream, it will incur a \$1.50 per person 'cake-plating' fee.
2. If you wish to cut and serve your own cake, our cake-age fee is \$10 for the first 20 people, \$20 for 21 to 29, \$30 for 30 to 39, \$40- for 40 to 49 and \$50- for over 50 people.

BEVERAGE OPTIONS

Your guests can pay as they order drinks, or alternatively, you can set an agreed value as a bar tab.

On consumption:

Your guests pay for themselves as they go.

Bar tab:

You set the limit of the bar tab and what you wish to offer your guests. We suggest offering only schooner size beer and omitting planks from the tap beer option as planks can slow down service and steins can in a bar tab situation can encourage irresponsible consumption of alcohol. As the agreed value is approached, our staff will inform you and it will be at your discretion how to proceed from there.

Please note:

Minimum spends are reached through consumption of beverages over the bar.

In the event that less than the minimum is consumed, we will happily provide you with a Voucher or product to take home with you up to the value of your outstanding tab or bar spend not reached.

OTHER CONSIDERATIONS

Please discuss with us any guests that have special dietary requirements, and we will do our utmost to provide alternative options. Children's servings will be addressed on a case to case basis.

As we have a mix of high and low tables with chairs and bar stools. Please let us know if your group requires lower tables for any young, elders or disabled guests

Coffee, teas and sweet treats can be ordered on request and are charged accordingly, desserts from our display fridge are also able to be purchased on consumption

Some high chairs and changing table are provided. The facility is accessible for disabled persons with disabled parking directly outside the entrance.

There is a charge if your group requires wrist bands. Wrist bands are always required for large groups on a bar tab and on occasion large groups with platters. Please see your event coordinator for clarification in relation to your event.

Wrist Band Charge : \$0.50c per wrist band

BOOKING CONFIRMATION – TERMS AND CONDITIONS

Booking:

When you have set your special date, please enquire with the brewery on availability. If the date is suitable, we will make a tentative booking which we will hold for 2 weeks. On confirmation of your booking, a non-refundable deposit of \$300 will need to be made. Final payment of your function is required on or before the date of your function.

- 1. Booking:** All functions require a confirmation on number on minimum spend as detailed in this document.
- 2. Pricing:** All prices are inclusive GST and are based on a standard 4 hour function between 11 am to 11.50pm as agreed with this booking.
- 3. Bookings:** A booking is confirmed with the payment of the deposit and agreements and with to the terms and conditions made under this booking.
- 4. Public Holidays:** Functions booked on public holidays incur a booking fee surcharge of 20%.
- 5. Final numbers:** To enable correct catering for a function, the final number of attendance must be confirmed at least *7 working days prior to the function*.
- 6. Payments:** All accounts must be settled in full on or before the function date. We accept payments made in CASH, EFTPOS, VISA and Master Card or direct payment into our account (prior payments).
- 7. Damage and breakages:** We accept that from time to time glass breakages occur. However, excessive glass damages or breakages to the venue items will be the responsibility of the organisers of the function and any damage will be charged to the organisers.
- 8. Loss of goods:** It is the responsibility of the organisers to ensure that all items brought to the brewery by the organising party or their invited guests are securely stored. The brewery does not accept any liability for items brought to the venue that are lost or damaged. This includes gifts such as birthday gifts or wedding gifts, cameras etc that are brought for displayed to the venue.
- 9. Cancellation:** In the unfortunate event that the organisers have to cancel the deposit is non-refundable.
- 10. Cleaning:** General cleaning is included in the event cost, however if cleaning is required due to an excessive mess created during the function, cleaning charges of \$ 50/hour will be added. Confetti and Glitter are not permitted to be used inside and outside the venue.
- 11. Minors:** Minors must be supervised at all times and access limits must be adhered to at all times. Minors are not permitted to purchase, or consume alcohol while on the premise and the brewery staff may request suitable proof of age to establish a person's age.
- 12. Responsible serving if alcohol:** The Prancing Pony Brewery serves alcohol responsibly and while drinks will be served in accordance to the packaged chosen by the customer, alcohol will not be served to intoxicated persons or to persons under the age of 18 years
- 13. Liability:** The brewery conducts the function in compliance with the Liquor Licensing Law and reserves the right to exclude or remove any person from the brewery that does not comply with these laws without liability.

BOOKING DETAILS FORM

Date of
Function:...../...../.....

Start time:.....Finish:.....

Anticipated number of guests.....

Event/Function name ie birthday, wedding.....

Surname:.....First name:.....

Address:.....

.....

Phone:.....

Deposit details:

Visa M/Card Cash Direct debit

Estimated Total cost of event

Deposit required \$

Name on card:.....

Card number.....

Exp:...../..... CCV.....

I, the organiser of the event listed above agree to the conditions as set out above. I have read and understood the terms and conditions as listed in pg 1 -6.

Signature.....Date:...../...../.....