



FUNCTION INFORMATION PACKAGE

Thank you for considering the Prancing Pony Brewery for your function. We are a working brewery and all brewing processes are in full view of the visitors.

The brewery restaurant is fitted out with an eclectic combination of bench tables with bar stools and low tables with chairs. We have casual corner with 2 lounge sets for some casual lunching and relaxing

The venue is licenced for up to 120 guests and on dedicated days, the brewery is available for private functions. A large beer garden can be used for your function which can hold an additional 80 people (cocktail style) however, a special Limited liquor licence is required for functions of more than 120 persons and an application needs to be made to the liquor licensing agency at least 4 weeks prior to the function.

We have recently installed a wood fire oven and from Thursdays to Mondays, a Pizza menu is available. As a brewery, our focus is beer but we also offer wine, cider and a selection of non-alcoholic cold and hot beverages for non-beer drinkers.

We have a dedicated kitchen team and our Ponies will make sure that your special occasion is enjoyable and memorable. Booking the entire brewery for a private function requires 80 persons or more with a bookings period of up to 4 hours. For groups of less than 80 people, part of the brewery can be allocated and you will share the brewery with other visitors to the brewery.

Our function package is intended as a guide for planning your event and we can tailor our packages to suit you. We look forward to working with you to create a function that will be special and fun.





FUNCTION PACK OPTIONS

You can choose from 2 function menus to select the food and drink package to suit your function. Our food options are matched to beers and a small selection of Gluten Free and Vegetarian option are included. For all other dietary requirements, please ask our Chef for advice.

VENUE HIRE – PART AND WHOLE

During busy periods, a venue hire is applied to group bookings. This applies predominately to weekends and on public holidays for bookings of 45 people or more as additional staff will be employed to ensure that your group has the attention it deserves.

Group Size	Booking required	Deposit	Venue Hire fee	Minimum spend	Payment of bill
20 - 30 pax	yes	No	No venue hire fee – pre-selected menu	Pay as you go	Individually billed
30 - 45 pax	yes	\$ 250*	No venue hire fee – pre-selected menu	Minimum spend of \$ 45/person	Individually billed
45 - 60 pax	yes	\$ 500*	No venue hire fee – pre-selected menu	Minimum spend of \$2,000	Group bill for food and first drink
60-80 pax -	yes	\$ 1,000*	No venue hire fee – pre-selected menu	Minimum spend of \$3,500	Group bill for food and first drink
80-120pax	yes	\$ 1,500*	Venue hire fee \$ 800 for weekends/public holidays (Friday to Sunday)	Minimum spend of \$ 4,500 or drink packs	Group bill for food and first drink
120-200	yes	\$ 2,000*	Venue hire fee \$ 1000 at all times	Minimum spend \$ \$6,500 or drink packs	Group bill for food and first drink

* paid in advance and non – refundable if event is a no show. Deposit payments will be taken of the final bill/.



FOOD OPTIONS



Menu Option 1. Pony Party Menu \$25 per person

A selection of our specialty 'beer foods'. This is selected from our current menu at the time, feature brewery favourites like chicken wings, nachos, popcorn chicken and other bar snacks followed our famous woodfire pizzas. This menu can be tailored for vegetarian, vegan and gluten free dietary requirements.

Menu Option 2. Pizza and plater menu \$ 25 per person

A selection of freshly made wood fire pizzas and our specialty platters featuring hills produce such as meats, cheeses and house made condiments. Served over a period of 2 hours. Our pizza selection is taken from our pizza menu at the time but includes favourite like Margherita, Hawaiian and a selection of meats by Skara Smallgoods.

Menu Option 3. Special menu (Special functions Only)

A set menu, with entree and main and/or dessert options. This is for special occasion dinners only. Please note that it is served as alternate drops and includes a vegetarian option, for pre-orders. Menu options will be determined on a case to case basis.

Deserts 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, it will incur a \$1.50 per person 'cake-age fee'.



2. If you wish to cut and serve your own cake, our cake-age fee for your party is \$10 per for the first 20 people, and \$10 per 10 people there-after, capped at \$50.00. We will supply a knife, serviettes, cake forks and a cardboard tray to serve the cake in.



BEVERAGE OPTIONS



Drink Option 1. On consumption (groups of up to 45 persons)

Guests can pay as they order drinks, or alternatively, you can set an agreed value as a tab. As the agreed value is approached, our staff will inform you and it will be at your discretion how to proceed from there. Please also note that when selecting this option, we will add everybody's first drink to the agreed menu price.

Drink Option 2. Minimum spend (45 + persons)

For groups of 45 or more people, a minimum spend on tap option is available is set up and paid as a single bill. Minimum spend are shown in the table above. Food is included in the minimum spend.

Example: We recently hosted a 40th birthday party at our brewed for 50 people. The host chose the Pizza and Platter option from our menus for the Friday night event from 6pm to 10pm. This incurred a \$500 deposit and minimum spend of \$2000.

Pizza and Platters \$25 x 50 people = \$1250;

1st Drink avg \$8 x 50 people = \$ 400

The remainder of the minimum spend equates to \$7 per person or one drink each.

Another option this group could have chosen was a bar tab of \$2,000 set up and guest to buy their own drinks after the total has been reached

Groups bookings with children will have a reduced total spend based on the number of children. This will be discussed and charged on a case-by case basis.

Groups bookings with children will have a reduced total spend based on the number of children. This will be discussed and charged on a case-by case basis.



Drink Option 3. Drink packages (larger functions, 65 plus)

The Casual Pony Bundle \$ 50pp

We will serve your guests for a minimum of 3 hours and a maximum of 5 hours with schooners of all beers from tap up to 5.5% Alc/Vol and Cider from the tap and a selection of non-alcoholic drinks. Wine options include a selection of White wine and a Red wine from Adelaide Hills wine list. Additional hours will be charged at \$ 8 per person. Please inform us prior to your function of your requirements.

The Serious Pony Bundle \$ 75pp

We will serve your guests for a minimum of 3 hours and a maximum of 5 hours with schooners of all our beers on tap, Cider from the tap and a selection of non-alcoholic drinks. Wine options include a selection of Whites, Reds and Rose from our wine list. Additional hours will be charged at \$ 9.50 per person. Please inform us prior to your function of your requirements.

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.

We also 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 at regular brewed prices, 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.

During winter, an open fire pit is available, weather depending, and inside, overhead heaters keep patrons cosy and comfortable.



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 4 weeks. On confirmation of your booking, a non-refundable deposit will need to be made. Final payment of your function is required on the day of your booking 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 1.00pm or as agreed with this booking.
3. **Bookings:** A booking is confirmed with the payment of the deposit is made and agreements with the terms and conditions made under this booking is signed and returned to us.
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 breakages occur. However, excessive glass damages or breakages to 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 in the event that they 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 less than 14 days prior to the function date, 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 inside and outside the venue.
11. **Minors:** Minors are welcome at the brewery when in the company of adults. Children 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.

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:...../...../.....



BOOKING DETAILS FORM

Name of Function/Event	
Date of Event:	
Starting time:	
Finishing time:	
Group Size	
Children menu	
Selected package	Pony Party Menu
	Pizza and Platters Menu
	Specialty Menu
Dietary requirements	
Beverage package	
Agreed minimum spend	
Deposit:	
Others	
Estimated cost of function	



Organising party

Surname:

First name

Address

Phone:

Agreed payment method

Deposit details: Visa [] M/Card [] Cash [] Direct debit []

Estimated Total cost of event:

Name on card

Card number

Expiry Date

CVV
