



Function Planner

Cnr Kalandar Street and Princes Highway, Nowra 2541 | 02 4421 5222
reservations.archer@ahlgroupp.com.au

The Archer Resort can cater for all occasions, functions and events big or small.

Tailored food packages can be prepared 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 professional function team will personally manage your function from the first enquiry right through to 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 well priced accommodation.

If you require further information or would like to discuss availability, please call us anytime on 4421 5097 or via email at reservations.archer@ahlgroupp.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.

With Regards,

Function and Events Manager



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Our Rooms

Silks – Room Hire \$200.00

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 fully stocked cocktail bar and lounge area.

Level One Room – Room Hire \$500.00

The perfect room for any occasion, if you are interested in a sit down dinner it can hold 80 guests or if you are interested in a cocktail style event up to 200 guests. This room has a built in dance floor, a private bar and toilets, as well as a private entry for all of your guests.

Kalandar Room – Room Hire \$50.00

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

Other Areas

If you are after a smaller area for a quiet get together, you are able to reserve a spot in our Bistro.



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Platters

Cheese Platter - \$50

Chef's selection of tasty cheeses and crackers

Dips and Crackers - \$40

Chef's selection of a trio of dips and crackers

Skewer Platter - \$50

Mini Beef and Chicken Satay Skewers (25 pieces)

Sandwiches - \$50

A mixture of freshly made sandwiches (40 pieces)

Old Time Favourites - \$50

Party pies, sausage rolls and quiches (40 pieces)

Mini Pizzas - \$50

A mixture of mini gourmet pizzas (40 pieces)

Mixed Platter - \$50

Spinach and fetta triangles, spring rolls and dim sims (60 pieces)

Mixed Seafood Platter - \$70

A mixture of fish, prawns and calamari (40 pieces)

Dessert Platter - \$60

Selection of tasty desserts (30 pieces)

Fresh Fruit Platter - \$60

A freshly prepared platter of seasonal fruits



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Buffets

Traditional Roast Smorgasbord - \$30pp

Fresh bread rolls
Roast Beef served with pan gravy
Roast Pork served with apple sauce
Roast Lamb served with mint jelly
Accompanied by seasonal vegetables
Tossed garden salad
Pasta salad
Selection of assorted desserts
Tea and coffee

Silks bbq Buffet - \$25 pp

Fresh bread rolls
Succulent chicken breast
Steaks
Gourmet sausages
Tossed garden salad
Jacket Potatoes
Selection of assorted desserts
Tea and coffee



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Sit Down Menu

2 Courses - \$35

Entree and main or main and dessert

3 Courses - \$42

Entree, main and dessert

Entree

Select 2 of the following options

Tempura Prawns

Chicken Satay Skewers

Thai Beef Salad

Main

Select 2 of the following options

Grilled Barramundi

Lightly dusted with lemon myrtle

Surf and Turf

Rump steak with grilled tiger prawns and hollandaise sauce

Chicken Avocado

Chicken breast, wrapped in bacon, topped with avocado & hollandaise sauce

Veal and Prawns

Pan fried veal with grilled tiger prawns finished in a rich garlic cream sauce

2 Courses - \$30

Entree and main or main and dessert

3 Courses - \$37

Entree, main and dessert

Entree

Select 2 of the following options

Vegetable Stir Fry

Spring Rolls

Caesar Salad

Main

Select 2 of the following options

Penne Boscaiola

Tossed with sautéed bacon, mushrooms, shallots, cream, white wine and topped with parmesan

Grain-fed Rump

120 days grain fed and aged for 6 weeks

Chicken Schnitzel

Whole succulent crumbed chicken breast

Beer battered catch of the day

All mains served with seasonal vegetables and potatoes

Desserts

Select 2 of the following options

Fresh Fruit Salad

Sticky Date Pudding

Chocolate Mudcake

Pavlova

WEDDINGS - MEETINGS - PRODUCT LAUNCHES – BIRTHDAYS - FAMILY GATHERINGS – CHRISTENINGS –
CONFERENCES - WAKES



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Conference Packages

All conference bookings will have iced water served

Tea Breaks

Tea and coffee	\$2.5 pp
All day tea and coffee	\$5.0 pp
Mixed biscuits 3 pp	\$2.5 pp
Assorted scones with cream and jam	\$3.0 pp
Banana bread	\$2.0 pp
Selection of cakes 2 pp	\$2.0 pp
Mini Muffins 3 pp	\$2.5 pp
Cookies 1 pp	\$2.5 pp

Lunch Option 1- \$10 pp

**Chef's selection of assorted sandwiches
Fresh fruit platter**

Lunch Option 2 - \$20 pp

Select 2 of the following options

**Rump steak served with chips and salad
Beer battered catch of the day served with chips and salad
Penne boscaiola
Premium beef burger served with chips
Chicken Schnitzel served with chips and salad**



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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.

Decorations

Leave everything to us and let us organise your decorations so that you have nothing to worry about:

Small bunch of balloons (3 helium balloons)	\$15 each
Medium bunch of balloons (4 helium balloons)	\$19 each
Large bunch of balloons (7 helium balloons)	\$27.5 each
Single ceiling balloons with ribbon (plain colour)	\$4.1 each
Single ceiling balloons with ribbon (printed design)	\$4.6 each
Table Scatters	\$5.0
Tea light candles	\$5.0

For any balloon order there will also be a flat rate of \$22 charged on top of the balloon costs. If you require any themed decorations or other decorations please speak with our Function Manager for pricing.

Dietary requirements

At the Archer Resort we are more than happy to help cater for any dietary requirements/needs that you or your guests may have. Please ensure that if this is the case that you inform our Function Manager at least five working days before the function.

Conference equipment

We have a data projection screen, lectern, whiteboard, flip chart, microphone, television and DVD player available for use if required.

Minors

Minors under the age of 18 are only permitted to be in Silk's room and our Kalandar room but must be supervised by a responsible adult at all times.

Entertainment

If you would like a band for your function, please speak with our Function Manager for pricing.

Accommodation

Make it easy and don't worry about how you're going to get home after your function. Stay with us at the Archer Resort and we will offer you a discounted accommodation rate if you book a function with us.



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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. NO PERSONAL CHEQUES.
- 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 less guests attend the event, 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 exercise its 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.



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Function Booking Form

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

Room/area requested

Silks
Kalandar Room
Level One Room

Room setup required

Projector screen
Lectern
Whiteboard
Flip chart
Microphone
Television
DVD Player

Seating Style

U-shape
Boardroom style
Theatre style
Classroom

Food options

Roast buffet
BBQ buffet
2 course sit down \$30
3 course sit down \$37
2 course sit down \$35
3 course sit down \$42

Platters

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

Beverages

Tea and coffee
All day tea and coffee
Mixed biscuits
Assorted scones with cream & jam
Banana bread
Selection of cakes
Mini muffins
Cookies

Notes: