

THE
Hedland
HOTEL



CONFERENCES & EVENTS



WELCOME

MEMORABLE MOMENTS MADE AT THE HEDLAND HOTEL

An unforgettable function and events destination in Port Hedland, The Hedland Hotel offers the ideal seaside setting to suit every occasion.

With five dedicated function spaces to choose from, our team is here to assist you with creating an event package tailored to you and ensure you have everything you need to host a memorable event.



OUR

SPACES

We pride ourselves on offering unparalleled service and attention to detail in each of our unique function rooms and spaces. Tastefully designed with modern amenity, our spaces offer TV projection and sound technology along with an array of configurations to suit your event needs. Whether it's an intimate dinner with family, or a conference with colleagues, our spaces comfortably cater for private functions up to 200 guests.

Rounding out your event experience, The Hedland Hotel also boasts a number of food and beverage outlets and guest rooms, making it the ideal place to host your next meeting, conference or celebration.





OCEAN ROOM

CONFIGURATIONS & CAPACITIES:

Standing - 200
 Cocktail Theatre - 170
 Round Table - 110
 Classroom - 80
 U-Shape - 35

VENUE HIRE:

Half day \$1200
 Full day \$1500

MINIMUM SPEND:

Full Day - \$65/pp
 Half Day - \$50/pp

Excludes venue hire.

MINIMUM NUMBERS:

Full Day 40 people
 Half Day 40 people

OCEAN DECK

CONFIGURATIONS & CAPACITIES:

Standing - 100
 Cocktail - 80
 Existing - 800

VENUE HIRE:

Half day \$750
 Full day \$1000

MINIMUM SPEND:

Full Day - \$65/pp
 Half Day - \$50/pp

Excludes venue hire.

BISTRO

CONFIGURATIONS:

Restaurant

CAPACITY:

70

VENUE HIRE:

Half day \$750
 Full day \$1000

MINIMUM SPEND:

\$65/pp

Excludes venue hire.

MINIMUM NUMBERS:

20 people

Notes:

Available from 11am



PALM ROOM

CONFIGURATIONS & CAPACITIES:

Theatre-45
 Classroom-30
 Boardroom-24
 U-Shape-18

VENUE HIRE:

Half day \$400
 Full day \$600

MINIMUM SPEND:

\$65/pp

Excludes venue hire.

ALFRESCO DECK

CONFIGURATIONS:

Standing Cocktail
(Partial Lounging)

CAPACITY:

80

VENUE HIRE:

Half day \$300
Full day \$500

MINIMUM SPEND:

Full Day - \$65/pp
Half Day - \$50/pp

Excludes venue hire.

MINIMUM NUMBERS:

20 people



BOARDROOM

CONFIGURATIONS:

Boardroom

CAPACITY:

12

VENUE HIRE:

Half day \$300
Full day \$500



AUDIO VISUAL & FUNCTION EQUIPMENT INCLUDED IN VENUE HIRE FEE:

TV screen and stand
HDMI cable
High-speed Wi-Fi
White board and markers

AVAILABLE FOR HIRE

Flip charts with paper and markers \$30 a day
Chart, microphone and PA system \$50 a day
Projector \$50 a day

NOTE

Audio-visual arrangements are available for functions held inside, where there a minimum spend has been agreed as part of the booking. Due to the conditions, functions held outside may have audio visual restrictions or requirements which our team will work with you to best accommodate.

FOOD

&

DRINK

Our in-house culinary team take pride in sourcing the freshest seasonal and quality ingredients to deliver an exceptional dining experience for your event at The Hedland Hotel. Each menu package has been carefully designed to not only showcase quality cuisine, but also to offer a versatile array of options that cater to a variety of budgets and tastes, ensuring a memorable culinary experience for all your guests.





MEETING CATERING MENU OPTIONS



BREAKFAST PACKAGE

HOT BUFFET

Poached eggs, scrambled eggs, Fried eggs, grilled bacon, sausage, tomato, mushrooms, spinach, hash browns, baked beans

CHILLED

Fresh cut fruit, yoghurt, sliced breads, pastries, croissants, muffins, waffles, condiments, cereals, milk

DRINKS

Juices, tea & coffee

PRICE

\$35/pp

AVAILABILITY

6:00am- 9:30am



MORNING & AFTERNOON TEA

SELECTIONS

Finger sandwiches, baked sweet treats, scones jam & cream, fruit platter, muffins, ham & cheese croissants, chicken & avocado croissants, cheese board, antipasto (charcuterie, cheese, olives, fruit, marinated vegetables)

Barista brewed coffee +\$5/pp

PRICE

\$15/person

(Choice of 1 morning + choice of 1 afternoon)

\$28/person

(Choice of 2 morning + choice of 2 afternoon)

AVAILABILITY

Duration of the chosen meeting package

HEDLAND HOTEL BUSINESS LUNCH



HEDLAND PACKAGE 1

SELECTIONS

Coffee & tea
Morning tea (choice of 1)
Hedland business lunch
Afternoon tea (choice of 1)
Bottled water

PRICE

\$65/Person

AVAILABILITY

8:00am-5:00pm

DAILY DELEGATE RATE

Half day -\$105/pp
Full day -\$125/pp

Includes room hire, morning tea,
business lunch & afternoon tea

GUEST MINIMUM:

20



HEDLAND PACKAGE 2

SELECTIONS

Coffee and Tea
Morning Tea (choice of 1)
Hedland Buffet Lunch
(Hedland Hotel Lunch)
Afternoon Tea (choice of 1)
Bottled water

PRICE

\$85/Person

AVAILABILITY

8:00am-5:00pm

DAILY DELEGATE RATE

Half day -\$101/pp
Full day -\$109/pp

Includes room hire, coffee & tea,
morning tea snack, Hedland
buffet lunch & afternoon tea snack

GUEST MINIMUM:

20



HEDLAND HOTEL BUSINESS LUNCH

SELECTIONS

A variety of freshly cut or toasted sandwiches &
wraps, fresh cut fruits soft drinks, bottled water

PRICE

\$35/Person

AVAILABILITY

12:00pm- 2:00pm

GUEST MINIMUM :

10



HEDLAND HOTEL LUNCH/DINNER BUFFET



SALAD (CHOICE OF 2)

- Potato salad, gherkin, onion, apple, egg, mayonnaise
- Garden salad, mixed leaf, tomato, cucumber, avocado, onion
- Pasta salad, pesto mayonnaise, spinach, zucchini, broccoli, parmesan



MAINS (CHOICE OF 2)

- Roast beef fillet, seeded mustard, red wine jus
- Beef cheek, bourguignon, red wine, mushrooms, speck
- Grilled Cone Bay barramundi, lemon & tartare
- Crumbed snapper fillet, lemon, remoulade
- Chicken cordon bleu, Swiss cheese, smoked ham
- Free-range chicken breast, creamy spinach, capsicum
- Crispy pork belly, spiced apple sauce
- Braised lamb should, mint, chimichurri
- Seafood ravioli, bisque sauce, herbs
- Braised pork ragu, cavatelli pasta, pecorino
- Chickpea, vegetable tagine, tomato, exotic spices
- Savoury mushroom crepe, portobello, gruyere, bechamel, herbs



SIDES (INCLUDED)

- Dinner rolls, butter
- Seasonal vegetables (choice of steamed or roasted)
- Potatoes (choice of gratin, roasted, or mashed)
- Rice (choice of steamed or fried)



DESSERTS (CHOICE OF 1)

- Fresh cut fruit platter
 - Cake of the day (gfo)
- Additional \$5/pp for 2 choices*

PRICE
\$65/Person

AVAILABILITY
12:00pm- 2:00pm
5:00pm- 8:30pm

MINIMUM NUMBERS
40



FINGER FOOD & CANAPÉS



CANAPÉS

SELECTIONS

Chipotle chicken skewer, tomatillo salsa ^{VO, GF}
Southern style chicken, bang-bang sauce ^{GF}
Crostini with chicken liver parfait, pear
Empanada, chicken, corn, salsa criolla
Cheese-burger slider, pickle, relish ^{VO}
Albondigas, romesco sauce ^{GF, CN}
Empanada, beef, onion, salsa criolla
Crostini with rare beef, mustard dill,
pickled shallot ^{DF}
Coconut prawn, yuzu mayo
Oyster, freshly shucked,
finger lime mignonette ^{GF, DF}
Crostini with smoked salmon, dill,
capers, lemon
Slider, prawn, thousand island
Arancini, mushroom, pecorino, pesto ^V
Croquettes, leek & cheese, pumpkin crema ^V
Crostini, wild mushroom pate, truffle mayo ^V
Empanada, potato, cheese, chilli, salsa criolla ^V

PRICE

\$35/person
(Choice of 3)

\$6/person
(Additional item choice)

\$10/person
(Additional 2 choices)

AVAILABILITY

12:00pm- 2:00pm
5:00pm- 8:30pm

(Available in all enclosed venue)

MINIMUM NUMBERS

40



SUBSTANTIAL CANAPÉS

SELECTIONS

Lamb cutlet, breaded, mint yoghurt,
pomegranate ^{GFO}
Yakitori, pork belly, scallop, pineapple ^{GF, VO}
Tempura soft shell crab slider,
kimchi salad ^{VO}
Tostadas chicken, guacamole,
chipotle crema ^{GF}
shredded BBQ beef, salsa fresca ^{GF}
grilled prawn, mango jalapeno salsa ^{GF}
guacamole, salsa negra, chipotle crema ^{V, GF}

PRICE

\$15 /person for each item

*All substantial canapés are
served in bamboo boats*

AVAILABILITY

12:00pm- 2:00pm
5:00pm- 8:30pm

(Available in all enclosed venue)

MINIMUM NUMBERS

40



*Canapés are served on platters with picks and serviettes.
Please confirm all dietary requests with chef prior to event.*



GRAZING PLATTERS



ANTIPASTO

Rays share Caesar salad
Pizza various
Pasta (rigatoni, gnocchi or tagliarini)
Gelato by the cup

PRICE
\$45/person



CHILLED SEAFOOD

Exmouth prawns, cocktail sauce ^{GF}
Oysters freshly shucked,
mignonette ^{GF}
Fremantle octopus marinated ^{GF}
Scallops, half shell, mango,
jalapeno ^{GF}

PRICE
\$240/platter



SUNDOWNER

Popcorn chicken, bang-bang sauce ^{VO}
Albondigas, romesco, pecorino ^{CN}
Mushroom arancini, macadamia pesto ^V
Prawn katsu sanga, kewpie, tobiko
Olives ^V

PRICE
\$180/platter



BBQ PLATTER

Grilled kransky sausage, grain mustard
Fried wings, blue cheese sauce
Pork ribs, JD glaze
Shredded BBQ brisket
Mac n cheese, apple slaw

PRICE
\$190 /platter

ALL PACKAGES:
(Ideal for 4-6 persons)

AVAILABILITY:
12:00pm- 2:00pm 5:00pm-8:30pm
(Available in all enclosed venues only)

MINIMUM NUMBERS:
5 Platters

2 OR 3 COURSE PACKAGE

ENTRÉES

Classic prawn cocktail

Chilled Australian prawns in sauce Americana, lettuce chiffonade, avocado, lemon

Prosciutto e melon

San Danielle prosciutto, fior di latte, basil, balsamic

Tuna poke

Tataki tuna rice poke, avocado, pickles, edamame

Seafood ravioli

Handmade pasta, filled with prawns & scallops, tomato, vodka, butter sauce

Kingfish ceviche

Australian fish cured in citrus, jalapeño, avocado, tortilla chips

Beetroot & feta salad

Roasted heirloom beetroot, whipped feta, candied walnuts, orange, seasonal salad leaves

DESSERTS

Gelato

2 scoops of Chefs choice

Tropical pannacotta

Coconut & vanilla, mango, passionfruit, pineapple coulis

Petite fours

A selection of 4 sweet pastries

Cheese plate

Cheese plate, hard, blue & soft, dried fruit, grissini

Mississippi mud cake

Mud cake, caramel fudge, Chantilly cream

MAINS

Grilled Snapper

WA Gold band fillet, Paris mash, steamed vegetable medley, lemon beurre blanc

Pork Belly

Crisp roast pork, fragrant coconut & lime rice, Thai style Som Tam salad & Nam Jim sauce

Lamb Scotch

Braised with Guinness, Kumara & carrot puree, salad of pea, mint, spinach

Free range chicken

Filled with mushroom, prosciutto wrapped, zucchini salad, chicken jus

Calamari

Filled with Milanese risotto, roasted tender, bathed in a rich tomato sugo with fried legs

Parmigiana Di Melanzane ^v

Baked Eggplant, tomato sugo, parmesan and pesto, fennel salad

Available as additional items

Flatbread & olives \$5/pp
Broccolini, toasted almonds \$4/pp
Garden salad \$4/pp

PRICE

\$95/person
(Choice of 2 courses. Either 2 entrée and 2 main dishes or 2 mains and 2 desserts (alternate drop))

\$120/person

(Choice of 3 courses. Two entrée choices, 2 main choices and 1 dessert)

AVAILABILITY

Available only for any event with venue hire

MINIMUM NUMBERS

40



**Please advise for any dietary preferences*



CHRISTMAS BUFFET



ENTRÉE

Warm dinner rolls with butter
Exmouth Prawns with cocktail sauce



MAINS

Turkey with cranberry Sauce
Carved leg ham with mustard
Roast Beef with red wine jus
Poached Salmon with lemon
and tartare Sauce



SIDES

Roasted Potato Bake
Roast vegetables
Prawn, avocado, mango platter
Garden salad
Potato salad



DESSERTS

Seasonal Fruit Selection
Trifle
Pavlova with passion fruit & Kiwi fruit
Cheese board

PRICE

\$130/person

AVAILABILITY

12:00pm -2:00pm
5:00 pm-8:30pm

(Available in all enclosed venue)

DRINKS PACKAGES



PALMS DRINK PACKAGE

INCLUSIONS

Da Luca Prosecco Veneto, ITA
Sandalford Estate Range Sauvignon
Blanc Semillon, WA
Salatin Pinot Grigio Veneto, ITA
Apricus Hill Chardonnay Denmark, WA
Chateau De L'Escarelle Palm Rose
Provence, FRA
Big Buffalo Pinot Noir California, USA
Sandalford ER Shiraz Margaret River
WA Vamos Tempranillo Geographe, WA
Emu Export
Pure Blonde
Great Northern Super Crisp (bottles)
Swan Draught (bottles)
Corona (bottles)
James Squire (cans)

PRICE

2 hours \$70/person
3 hours \$85/person
4 hours \$110/person

(Available to all event with venue hire)



SPRINGS DRINKS PACKAGE

Sparkling wine plus your choice of 2
wines, 1 full strength beer and 1 mid
strength beer from the beverage menu
below.

INCLUSIONS

Da Luca Prosecco Veneto, ITA
Sandalford Sauvignon Blanc Semillon
Margaret River, WA
Sandalford Shiraz, Margaret River, WA
1840 Rose Margaret River, WA
Great Northern Super Crisp (bottles)
Corona (bottles)
Swan Draught (bottles)
James Squire Ginger (cans)

PRICE

2 hours \$55/person
3 hours \$70/person
4 hours \$90/person

(Available to all event with venue hire)



STAY

WITH

US

Complete your event experience with a relaxing stay at The Hedland Hotel. Our rooms will have you feeling right at home, with oceanfront views, air-conditioned rooms, and Port Hedland's most iconic destinations on your doorstep – it's everything you need for a memorable stay. Our event guests also have the option of early check-ins and late checkouts upon booking, to give you the time you need you freshen up before your event or journey home.



DELUXE ROOM

Wake up to the awe-inspiring, one-of-a-kind ocean front views in our comfortable Deluxe Rooms. Spacious and thoughtfully designed, each room features a queen-size bed, ensuite bathroom, air-conditioning, smart TV, and a mini fridge stocked daily with milk and bottled water, coffee machine and tea making facilities.



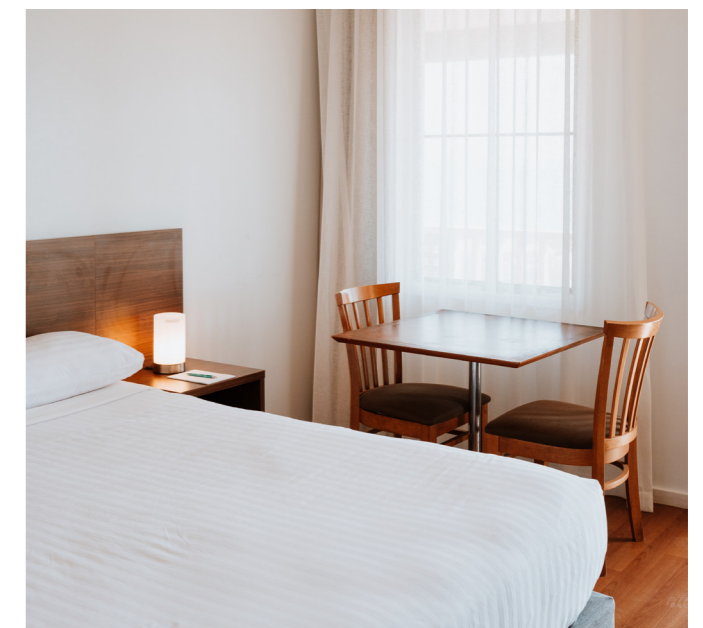
SUPERIOR STUDIO ROOM

Enjoy tranquillity and privacy in one of our Superior Studio rooms, conveniently located to allow for hassle-free parking access. Each Superior Studio is tastefully designed to a modern aesthetic and features a comfortable queen-size bed and ensuite bathroom, with the abundance of space providing the option of an additional single bed. Unwind in air-conditioned comfort and a smart TV, or venture into the lush tropical gardens to revel in our range of leisure facilities. Your stay in our Superior Studio rooms promises the perfect blend of serenity, comfort, and convenience.



STUDIO ROOM

Our Studio rooms are the perfect option for those looking for a cosy stay at The Hedland Hotel. Revel in the comfort, complete with an ensuite bathroom, air-conditioning, and a smart TV for your entertainment. When you're not relaxing in your private haven, take full advantage of our hotel's amenities, including our relaxing pool and gym.



TERMS AND CONDITIONS

To enable us to offer a high-quality service and to ensure the satisfaction of the entire Hotel's guests (the word Hotel used throughout this contract will refer to The Hedland Hotel) guests, the following terms and conditions are applicable to your event. Please read these terms and conditions carefully. If you have any questions, please contact one of our friendly team members to assist you.

DEFINITIONS

In these terms and conditions, the following definitions apply: "Event Order" refers to the event order attached to these terms and conditions setting out the details of your event. "Deposit" means the amount specified on the tentative booking letter and Banquet Event Confirmation Form. A deposit is required for both the catering and accommodation bookings. "Estimated event charge" means the estimate of the event charges specified in the Event Order including any accommodation bookings. Event charge means the total of room hire, food and beverage, accommodation, surcharges payable and any other amounts payable by you for the event. "Event date" means the time and date of your event specified in the Event Order.

BOOKINGS & PAYMENTS

The Hotel will provide you with details of your booking in writing, to confirm your booking payment details must be organized. Credit card details must be supplied to confirm the booking unless agreed by the Hotel that the company is to be invoiced. Deposit 1: 20% of Total Event - due within 7 days of booking. Final Payment: 80% Remaining of Total Event - due fourteen (14) days prior to event. All functions paying by credit card must have provided those details before the booking date. If there are any outstanding charges after the event the credit card used to secure the booking will automatically be charged unless prior arrangements have been made. Please note: The Hedland Hotel does not accept Personal or Bank Cheques.

CHARGES AND GST

The event charge will be based on the rates quoted in the Event Order unless you require any changes. The estimated event charge has been provided to you as an indicative figure only. All rates are inclusive of Goods and Services Tax (Tax Act 1999). All credit cards will incur a surcharge of the total amount charged for each transaction.

SURCHARGES

Additional surcharge costs may apply to your event. If applicable these will be detailed in your Event Order. A 15% surcharge applies on the full price of functions held on Sundays and Public Holidays.

Please note, all credit card transactions will incur the following surcharges: Mastercard & Visa 1.5% / American Express 2%.

FUNCTION CANCELLATION

All cancellations will only be confirmed by written correspondence. In the case of an event being cancelled the following terms are applicable:

Cancellation of more than 30 days' notice will incur no charges.

Cancellations within 30 days will be charged 50% of the total event.

POSTPONEMENT CLAUSE

Any event needing to be postponed requires confirmation via written correspondence at least 30 days prior to the event date, to avoid penalties. The rescheduled event must take place in same financial year where the deposit payment has been made and dates are subject to availability.

FUNCTION DETAILS

Preliminary event details will be outlined in the Event Order. All details will need to be confirmed as soon as possible, but no later than 14 days prior to the event.

The Hotel will complete a final event program and forward it to you prior to the event. At this time the final number of guests for the event will be confirmed, for catering and billing purposes. An increase of numbers after this time is acceptable, however the Hotel cannot confirm the increase in capacity will be honoured. At all times, we will try our best to accommodate an increase for the event.

Should the guaranteed number not be achieved, the attendants indicated on the Event Order will be taken as final. The Hotel will charge either the number of guests attending the function, or the number agreed upon in the Event Order, whichever amount is greater.

Timings for the event will be outlined in the Event Order. If at any timings change during the event the Hotel will try to accommodate however, we are not liable if we cannot accommodate these changes.

CONDUCT OF THE FUNCTION

Unless otherwise agreed by the Hotel, your event must finish at the time specified in the Event Order. Your event must be conducted in an orderly and lawful manner.

The Hotel reserves the right to end your event if the Hotel reasonably believes that your event is not being conducted in an orderly and lawful manner.

Guests are expected to follow dress code within hotel premises, a clean and presentable appearance, complete with footwear. The management retains the authority to deny entry to individuals who are deemed inappropriately dressed. The following attire is considered inappropriate: wearing clothing or workwear that is ripped, torn or dirty, t-shirts displaying offensive designs or words.

Non-service animals are not permitted within the hotel grounds.

The Hotel has no responsibility to you for any costs, damages, or expenses that you may incur in relation to the Hotel's termination of your event.

The Hotel reserves the right to employ the services of external security personnel for the duration of the event at the discretion of management, which will be charged as part of the event costs.

The Hotel may remove or deny entry to anybody being disruptive or acting in a disorderly manner. No food or beverage of any kind, other than those provided by the Hotel will be permitted onto the Hotel's property without the consent of the Hotel.

The Hotel practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

You are not permitted to exceed any noise levels, which, in the opinion of the Hotel, may disturb other guests of the Hotel, its neighbours or disrupt the normal operations of the Hotel.

At your event you must ensure that you and your guests do not breach any statutes, by-laws, or regulations including the Hotel's liquor license and fire regulations.

Hotel reserves the right to charge event organiser should there be any damages to operating equipment, furniture and fixtures resulting to participants behaviour.

LIQUOR LICENSING

Under the Liquor Licensing Act, we have a duty of care to all customers. Liquor must be consumed in the areas designated only.

The Hedland Hotel reserves the right to cease issuing alcohol to all persons that they deem are intoxicated, these persons may also be asked to leave the venue.

The Hedland Hotel reserves the right to ask for proof of age.

Persons under the age of 18 are not permitted to consume alcohol under any circumstances included accompanied by a guardian or parent. If this occurs, the event will be a breach of our policy and all attending the event with the underage people will be asked to leave the venue.

All functions will operate under the existing regulations of the property licensing. If a client requires anything outside the licensing parameters, this can be discussed, and additional costs may be required to submit one time licensing changes.

CIRCUMSTANCES BEYOND THE CONTROL OF THE HOTEL

If the Hotel is unable to provide the facilities or any other arrangements for your event, or cannot otherwise perform the terms of the Event Order due to circumstances beyond the Hotel's control, the Hotel is not responsible for any costs, damages, or expenses that you may suffer or incur.

TIMINGS FOR MUSIC

Outdoor

Monday to Thursday until 9 PM

Friday, Saturday Sunday until 10PM

Music is subject to regulatory compliance and responsible service of alcohol

Party can continue inside after these times.

Alcohol is served until 12 AM

OUT CATERING

We deliver only cold food items for outside catering and hot food selections is available for pick up only. The Hotel does not take any responsibility once the food has been delivered to the premises. A food waiver form must be completed and signed off by the guest. Please note, surcharges are applicable for delivery and pick up.

NO RESPONSIBILITY

The Hotel is not responsible for the theft, damage or loss of any goods brought into the Hotel. Any items left over from the event must be picked up by the following day, anything left over is not the Hotels Responsibility.

ACCEPTANCE & ACKNOWLEDGEMENT



I have read and understood the Hedland Hotel terms and conditions.

Signed by:.....

Signed:.....

Date:.....

Credit card will be used as a guarantee for deposit payments and for any final amounts owing post function or event.

Card type:.....

Card holders name:.....

Card number:.....

Card holders signature:.....

All credit card transactions will incur the following surcharges:
Mastercard & Visa 1.5% / American Express 2%.

Signed on behalf of: Hedland Hotel

By:.....

Signed:.....

Date:.....



CONTACT US

For bookings and enquires mail us at functions@hedlandhotel.com.au or call us on (08) 9173 1511



THE
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