

THE PEN

Book your Function
AT THE PEN

CORPORATE EVENTS | BIRTHDAYS | WEDDINGS | ENGAGEMENTS | CHRISTMAS PARTIES



CALL THE PEN (08) 9534 9899 | **OR EMAIL** functions@thepenmandurah.com.au



Grazing Boards

PERFECT ON ARRIVAL OR FOR DESSERT

Cured meats, cornichons, condiments, toasted ciabatta (GFO)	250
Premium cheese board, lavosh, muscatels, fruit, walnuts (V, GFO)	250
Sweeten me up dessert grazer	180
Vegan grazing board - charred corn, tempura vegetables, olives, spiced cauliflower, potato bravas, hummus, vege chips & condiments	200



Substantial

PRICE PER SERVE

Crispy soy & sesame chicken bao, coriander, mint, kewpie	7
Pork belly bao, cucumber, coriander, mint, chilli, kewpie	7
Pulled pork brioche slider, mustard slaw	5
Mini beef brioche slider	5
Crispy fish goujons, tartare, lemon	5 each
Seasonal salad box (V)	5 each

Classic Platters

20 PIECES ON EACH

Tomato, caramelised onion, pumpkin & goat cheese tartlets (V)	55
Bacon, parmesan, spring onion tartlets, house made spicy BBQ sauce	65
Crispy fried squid, chilli salt, aioli	60
Mini bruschetta, charred eggplant, tomato, feta (V, GFO)	55
Arancini seasonal variety, please ask for current flavour	55
Sweet corn & cheese croquettes, aioli (V)	55
Roast pork charred leek croquettes, onion cream	65
House made beef & cheese sausage rolls, spicy tomato sauce	60
Charred orange & mandarin teriyaki chicken skewers, sesame seeds	70
Lamb kofta, braised red cabbage, pine nut salsa, tzatziki	70
Smoked salmon, charred fennel & crème fresh tarts	65
Thai salmon fish cakes, house sweet chilli sauce	70



Premium

PRICE PER PIECE

Beef tartar, parmesan crisp, cornichon, croute	5
Chickpea battered prawns, salsa, aioli	5
Natural oysters	3
Bloody Mary oyster shots, celery (GF)	5
WA scallop's half shell (please ask for seasonal flavour)	5
Steamed dumpling with cucumber, coriander peanut & dressing	5 PP



Paella Party

PRICE PER GUEST MIN. 40 GUESTS

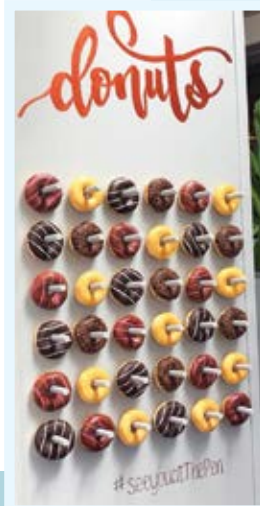
Treat your guests to a traditional paella cooked by your own personal chef in your function area.

Chicken & chorizo	22pp
Seafood	25pp
Seasonal salad bowls	50



Something Sweet

Sweeten me up grazer	150
Iced donut wall	50 HIRE + 2.50 PD
Fresh churros platter - cinnamon & sugar with chocolate & coulis dippers	100
Fruit platter	45



Something Extra

POP UP BEVERAGE STATION WITH BAR TENDER (BEER GARDEN ONLY)

1 Hour Set Up Charged + \$40 PER HOUR

WHITE LINEN

Extra Linen \$5 PER PIECE

FLOWER WALLS & PHOTOGRAPHY

Adept Photo Booths Colin: 0408 899 834

FLORIST & BACKDROPS

Peel Flower House 08 95810 5573

FACE PAINTING MANDURAH MERMAIDS

Anita Baily 0417 998 069

CAKE MAKER

Sweet Cakes By Amanda 0437 485 550

PARTY PLUS MANDURAH

Ballons & Decorations 9586 9880

Beverage Packages on Consumption

THE PEN'S CLASSIC RANGE

Includes all beers & cider on tap served in schooners

All regular sized glasses from our wine list

Full access to the beverages by bottle or can

House spirits & mixer

\$10 Cocktail list for Friday events up to 10pm

THE PEN'S PREMIUM RANGE

Includes all beers & cider on tap served in pints

Large sized glasses of all premium wines by the glass

Full access to the beverages by bottle or can

All spirits and mixers

Cocktails



Beverage Packages

3 HOUR PACKAGES TO SUIT YOUR BUDGET FOR EVENTS OVER 30 GUESTS

SILVER \$62 PER GUEST

Includes domestic tap beer & cider by the schooner

Selected wines, sparkling & soft drink

GOLD \$72 PER GUEST

Domestic & premium tap beer & cider by the schooner

Selected wines, sparkling, base spirits & soft drink



Restaurant Set Menu

FOR GROUPS OF 14 OR MORE

2 COURSE \$56 | 3 COURSE \$66

Subject to seasonal changes

ENTRÉE

Cured meats, olives, onion jam, ciabatta (GFO)

Paprika dusted squid, spiced chipotle mayo, rocket, lemon

Wild mushroom & turnip arancini, celeriac purée, rocket (v)

MAIN

Crispy skin chicken breast, tomato & charred eggplant sugo, tahini, pine nuts, chilli flakes (gf)

Pork belly, black pudding, duck fat potato, braised cabbage, beetroot purée, jus (gfo)

Sirloin (300g), onion cream, smashed kiplers, kale, broccolini, café de paris, jus (gf)

Grilled salmon, soba noodles, shaved sweet potato, coconut, peanuts, coriander

DESSERT

Triple chocolate brownie, white chocolate sauce, chocolate ice cream

Warm rhubarb & cherry compote, nuts & seeds, vanilla bean ice cream (gf)

(gf) gluten free (gfo) gluten free option

10% surcharge applies on public holidays



Functions & Events



RESTAURANT

The restaurant is suited to more intimate and private dining. We can arrange tables of up to 80 people for a sit-down dining experience. Our set menu is \$56pp for two courses or \$66pp for three courses and requires booking in advance. However, menus and prices may change depending on the size of the function you wish to book in.



BEER GARDEN

Our beer garden is the perfect area for your warm weather event. Available for bookings of 30 to 150 people, treat your guests to waterfront views, sunshine, and a smart casual atmosphere.



VERGOLA

Our glass walled water facing vergola is suited for events all year round. Capable of holding events up to 70 guests whilst facilitating for both high and low seating, the vergola is our most popular area for entertaining.



FUNCTIONS & EVENTS TERMS AND CONDITIONS

MINIMUM SPEND

We do not require a venue hire fee. However all events must include a \$20 per head minimum food spend as part of the venues commitment to guests total satisfaction and memorable experiences.

NUMBER OF GUESTS

Estimated numbers of guests are required no later than 2 weeks prior to your event. Final numbers are to be stipulated no less than 1 week prior to your event. If your final guest numbers fall below the minimum number required to reserve an area The Pen reserved the right to move your event to an alternate area in the venue to make the most of our function spaces.

ARRIVAL TIME

Arrival times are a pre determined time of guest arrival. The areas reserved, will be set and ready for the organisers to have access 30 minutes before the guest arrival time to allow for decorations and guest set up.

PRICING

All pricing is inclusive of GST. A 10% surcharge applies on public holidays

DIETARY / MENU CHANGES

Menu ingredient and item changes may occur from time of booking, to time of event, due to seasonal impact on raw ingredients. Should menu items change, The Pen will advise the guest of any changes no less than 1 week prior to the event.

Dietary menu changes are available, however will incur additional cost on certain items, based on additional products being sourced to meet these needs.

Clients are recommended that dietary needs are confirmed with their guests as early as possible during the booking process and The Pen is notified no later than 48 hours prior to an event, if changes to menu items need to be made.

PAYMENT

All food orders are to be paid in full no later than 2 week prior to the event, unless arrangements have been made with management.

19TH – 21ST BIRTHDAY PARTIES

All birthday parties between 19-21 years will be required to pay venue hire bond of \$500 which is refunded after your event.

(The client shall be liable for any damages sustained to The Pen premises, furniture, equipment, or persons caused by the client and guests or any other person associated with event. Payment for damage to premises, furniture or persons will be compensated by the client / company within 15 days of damage occurrence).

Additional to this, \$50 per hour will be charged for a security guard at your event from stated start time to close.

WEDDINGS

All weddings will incur a \$1000 venue hire fee for that extra tailored service every bride and groom deserve.

CONFIRMATION & DEPOSIT

All event reservations must be accompanied by a \$100 deposit which can be used against your total food spend. The Pen will not hold tentative bookings.

SET MENUS

For all set menu bookings – numbers attending your function must be confirmed with The Pen no later than 24 hours prior to the event. This will represent the minimum number of guests you will be charged for.

DECORATION & CAKES

You are welcome to decorate your function space with balloons / signage and table decoration as you wish, we only ask that no glitter and confetti style decoration be used.

Cakes are welcome for you event and no “cakeage” is charged. We will supply you with cutlery plates and a cake knife for you to serve to your guests.

CANCELLATION

All cancellations must be made in writing or via email to functions@thepenmandurah.com.au before 14 days of the event for a full refund of your deposit. Cancellations within 14 days will forfeit the deposit unless otherwise specified by management based on unique occurrences. Events cancelled by the booking party, less than 96 hours before the event, will result a total loss in funds.

LIABILITY

The person named as the client/company shall be solely responsible for the final account payment resulting from the agreed reservation.

UNFORESEEN CIRCUMSTANCES

In the case of an unforeseen circumstance for example, but not limited to: power failure, plant equipment failure, building defects, fire, emergency situations, The venue reserves the right to cancel the event.

DAMAGE TO PROPERTY

The client/company shall be liable for any damages sustained to The Pen premises, furniture, equipment, or persons caused by the client / company and guests or any other person associated with event. Payment for damage to premises, furniture or persons will be compensated by the client / company within 15 days of damage occurrence.

RESPONSIBLE SERVICE OF ALCOHOL

The Pen operates under a Tavern License, practices the responsible service of alcohol and has the following management policy that all events / client / companies must adhere to:

Management wishes to advise you that the following policies relate to these premises. We are a member of the Australian Hotel Association and promote the Responsible Serving of Alcohol at all times.

All patrons will be dealt with politely and courteously and we ask that you do the same for our staff.

Disorderly and drunken behaviour will not be tolerated; such behaviour contravenes our license and offenders will be asked to leave the premises.

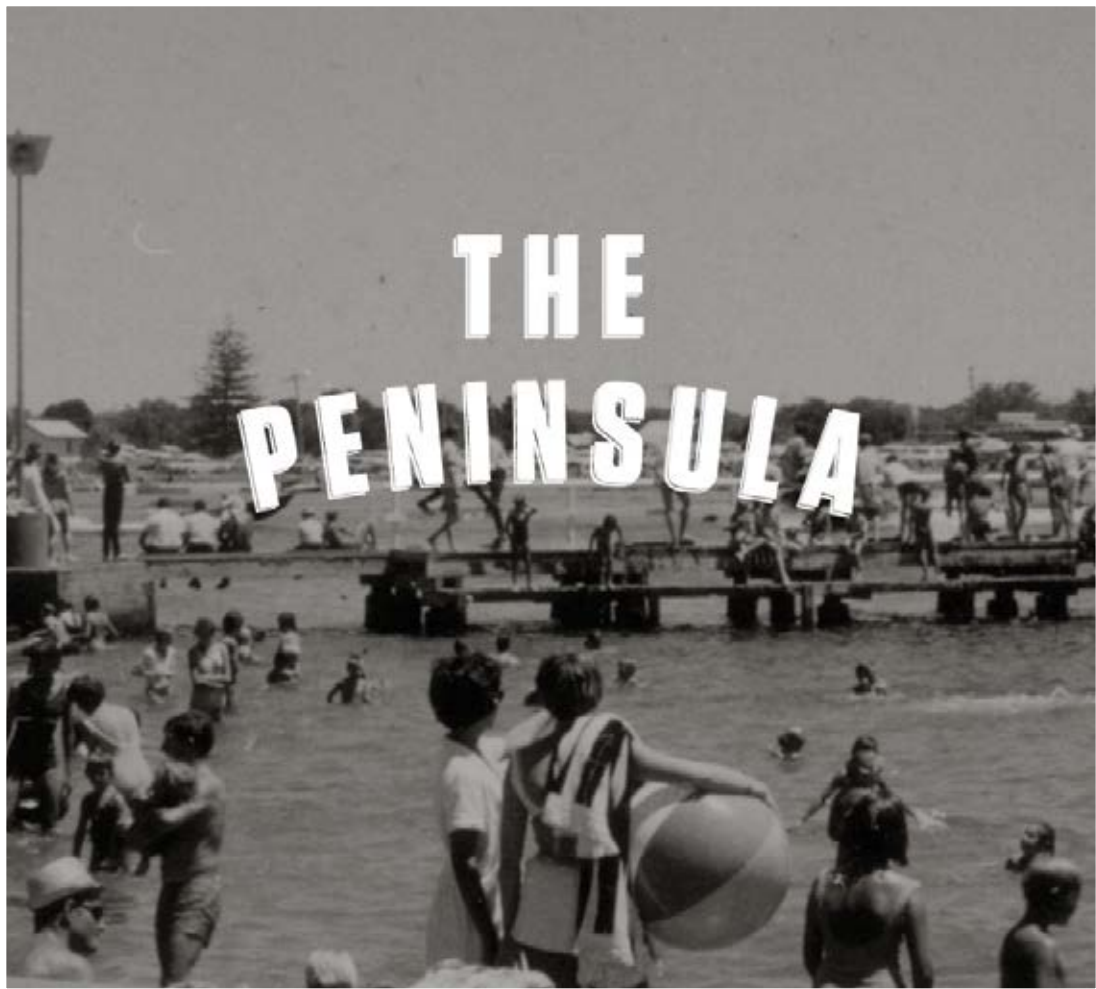
ALL PATRONS MUST PROVIDE ON DEMAND PHOTOGRAPHIC IDENTIFICATION OF THEIR AGE. MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY. (Current Australian drivers licence with photograph, current passport with a photograph, WA Proof of Age Card accepted).

JUVENILES

We do not permit juveniles (anybody under the age of 18 years) who are not accompanied by or under the supervision of their parent, stepparent, spouse, legal guardian (as recognised by the courts) or other person in 'loco parentis' to the juvenile to patronise our premises. The law in respect of juveniles will be enforced at all times.

EVENT / GUEST BEHAVIOUR

Events seen to be not adhering to the RSA policy will be cancelled at the manager's discretion with no refund available. It is the events organisers responsibility to ensure that all guests of their event are behaving in a way that is in line with our RSA and behaviour rules and regulations.



*Let the Pen make your next
event memorable.*