

CHIFLEY EASTERN CREEK

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CONFERENCES AND FUNCTIONS

At Chifley Hotels, we know that you have key conference objectives. Our 'Conference Commitment' is your assurance that we will meet our promises so you can achieve your desired results.



ROOM SPECIFICATIONS



VENUE	THEATRE	CLASSROOM	BANQUET	COCKTAIL	BOARDROOM	U SHAPE
Endurance	75	35	50	100	30	30
Velocity	75	35	50	100	30	30
Circuit	150	70	120	200	-	45
High Performance	30	16	20	30	16	15
The Terrace	-	-	-	30	-	-
Pre Function & Bar	-	-	-	50	-	-

ROOM	FULL DAY	HALF DAY
Endurance	\$450	\$250
Velocity	\$450	\$250
Circuit	\$800	-
High Performance	\$275	\$150
Coldwater Creek Tavern	\$2000	-

ROOM HIRE RATES

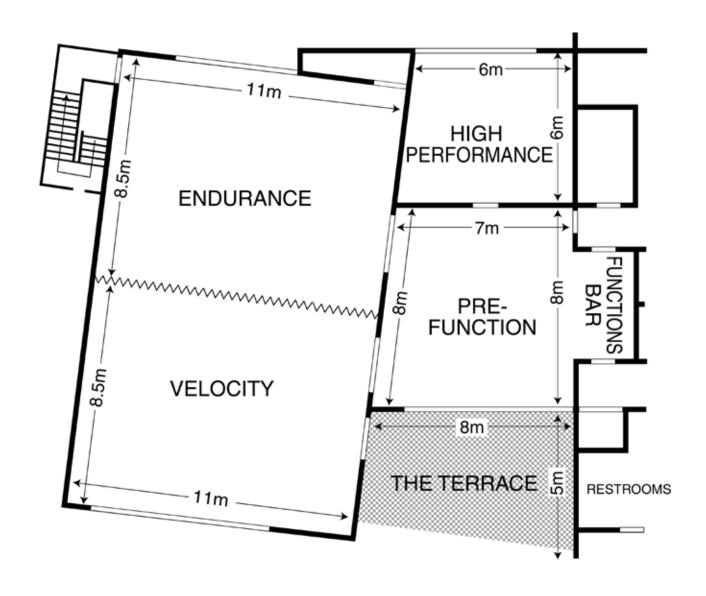
Chifley Eastern Creek offers competitive rates for function room hire and will assist in meeting budgetary requirements. Talk to our Functions Co-ordinator for room hire rates. We are willing to negotiate room hire prices based on catering spend.

FACILITIES

- Purpose built conference facilities
- All rooms with natural light
- Dedicated pre-function area and terrace
- Break out rooms available
- Business services
- Dedication functions bar

FLOOR PLAN





GUEST ACCOMMODATION



ROOM TYPE	NUMBER OF ROOMS	BEDDING	SLEEPS
Deluxe	92	Queen or Twin	2
Chifley Suite	8	King	2
Chifley Apartment	3	Queen	2

ROOM FEATURES

- 103 Stylish rooms, suites and apartments
- Broadband internet
- Air conditioning
- Pay TV and 2 complimentary movie channels
- Mini bar
- Personal safes
- Dry cleaning and laundry facilities
- Kitchenette facilities and spa baths available in suites and apartments

HOTEL FACILITIES

- Indoor heated lap pool and gymnasium
- Guest Laundry
- 24 Hour Reception
- · Complimentary parking
- Octane restaurant open for breakfast 7 days
- Coldwater Creek Tavern open for dinner 7 days and lunch Thursday & Friday

Please discuss your accommodation needs with our Conference Coordinator and a unique package/rate will be negotiated to meet your individual requirements.

DAY DELEGATE PACKAGES



FULL DAY DELEGATE PACKAGE (Minimum 15 delegates)

\$65 per delegate

PACKAGE INCLUDES:

- Freshly brewed coffee and herbal teas served upon arrival and throughout the day
- Chef prepared morning and afternoon tea
- Full buffet or working lunch
- Mints, iced water, pads, pens and conference stationery on tables
- Function room hire
- Standard audio visual equipment: projector screen, whiteboard and flipchart
- Dedicated conference host to service your needs for the duration of your conference

HALF DAY DELEGATE PACKAGE (Minimum 15 delegates)

\$50 per delegate

PACKAGE INCLUDES:

- Lunch
- · Morning or Afternoon Tea

ALSO AVAILABLE:

• Electronic Whiteboard	\$200.00 per day
Data Projector	\$25.00 per day
Sound System including one wireless microphone	
• Lectern	.\$85.00 per day
• Stage (2m x 2m)	. \$193.00 per day
• Internet Package	

Additional audio visual equipment is also available. Please contact our Function Sales Manager with your requirements.

Please note a 500mb limit applies to internet packages.

MORNING & AFTERNOON TEA MENU



As part of your day delegate package, please choose one of the following options for morning and afternoon tea. All tea breaks include freshly brewed Mocopan Coffee and Tetley Tea Selection. Or, alternately as an individual purchase at \$9.00 per person.

MORNING TEA - SAVOURY ITEMS (Please select one)

- Homemade pizza pockets (calzone) w/ various fillings including a vegetarian option
- Assorted baked house made mini quiche
- Mini gourmet sausage rolls
- Ham and cheese croissants
- Homemade vegetarian samosas w/ tamarind chutney
- German pretzel w/ butter and tomato jam
- Mini spinach filo pastry rolls

AFTERNOON TEA - SWEET ITEMS (Please select one)

- Portuguese tarts
- American style home baked cookies
- Assorted mini danish and muffins
- Assorted glazed and filled donuts
- Homemade scones w/ jam and cream
- Pear and raspberry bread
- Assorted friands (Gluten free)

ADDITIONAL TREATS (at additional charge per person)

• Red Bull 250ml can	\$5.00
Pepsi, Pepsi Max, Solo, Lemonade 300ml	
Individually wrapped mini magnum ice cream	
• Duo of fruit sorbet	

DAY DELEGATE LUNCH MENUS



Please select one lunch menu. All lunches include freshly brewed coffee, herbal teas and juice.

These menus are available as part of our day delegate packages. Alternatively the below lunch menus are available individually at set prices. Minimum numbers apply.

SUPER SANDWICHES

This popular menu allows the meal to be served as an informal buffet indoors or outdoors or as a working lunch whilst delegates continue to work in the conference room

SUPER SANGA'S

- Selection of gourmet sandwiches, rolls and wraps including vegetarian fillings
- Mixed garden salad
- Spinach, pumpkin, fetta and olive salad w/ reduced balsamic
- Fresh seasonal fruit skewers

HOT LUNCH BUFFFT

DELHI DELIGHT

- Tandoori chicken breast w/ cucumber raita
- Mild Madras lamb curry w/ tamarind chutney
- Vegetarian curry
- Tumeric rice
- Fresh naan bread and pappadums
- Chickpea salad
- Fresh seasonal fruit skewers

DOWN UNDER

- Baked dinner roll
- Char grilled rump steak w/ red wine sauce
- Lamb and rosemary sausages
- Baked jacket potato w/ sour cream and chives
- Buttered corn cobs and steamed mixed vegetables
- Garden salad
- Fresh seasonal fruit skewers

DAY DELEGATE LUNCH MENUS



HOT LUNCH BUFFET CONTINUED:

ITALIANO

- Garlic and herb bread
- Linguini w/ bacon, mushroom and parmesan cream sauce
- Spinach and ricotta cannelloni w/ Napoli sauce
- Assorted wood fired pizzas
- Tomato, bocconcini and basil salad
- Rocket and parmesan salad
- Fresh seasonal fruit skewers

FISHERMANS FEAST

- Crumbed whiting fillets w/ lemon and homemade tartare sauce
- Calamari rings
- Tempura battered prawns
- Beer battered chips
- Caesar salad w/ baby cos, bacon, parmesan, croutons and our own caesar dressing
- Fresh seasonal fruit skewers

Special dietary requirements can be catered for as long as adequate notice is given. This can be in the form of a separate plated meal, or buffets can be altered to incorporate any requirements for the group.

BREAKFAST MENUS



CONTINENTAL BUFFET (Minimum of 15 guests)

\$18 per person

- Selection of cereals and bircher muesli
- Toast with butter and preserves
- Fresh fruit juices

- Freshly sliced tropical fruits
- · Selection of natural and fruit yoghurts
- Freshly brewed coffee and herbal teas
- Assortment of danish pastries, croissants and mini muffins

TRADITIONAL BUFFET (Minimum of 20 guests)

\$20 per person

Includes all of the above Continental Buffet Items as well as:

- English bacon
- Grilled tomatoes and mushrooms
- Scrambled eggs

- Veal and chive chipolatas
- Crispy hash browns

LITE BUSINESS BREAKFAST (Minimum of 15 guests)

\$27 per person

Please choose one of the below plated breakfasts, served with freshly brewed Mocopan Coffee and Tetley Tea Selection.

- Scrambled, poached or fried eggs served with a toasted english muffin, veal and chive chipolatas, bacon and grilled tomato
- Eggs Benedict poached eggs on an english muffin with ham and hollandaise sauce
- Pancakes topped with bananas and maple syrup

BIG BUSINESS BREAKFAST (Minimum of 20 guests)

\$30 per person

Includes all of the above Continental Buffet items as well as one of the following plated breakfasts:

- Scrambled, poached or fried eggs served with a toasted english muffin, veal and chive chipolatas, bacon and grilled tomato
- Eggs Benedict poached eggs on an english muffin with ham and hollandaise sauce
- Pancakes topped with bananas and maple syrup

COCKTAIL GRAZING BREAKFAST (Minimum of 20 guests)

\$27 per person

Served buffet style with bite sized portions:

- Mini ham and cheese croissants
- Bircher muesli cup
- Individual yoghurt
- Freshly brewed tea and coffee

- Eggs and bacon muffins
- Individual fruit salad cup
- Fruit smoothies
- Orange Juice

PLATED DINNER MENU

Minimum 20 guests



2 COURSE MENU (SERVED ALTERNATE DROP)

Choose two items per course

\$49 per person

3 COURSE MENU (SERVED ALTERNATE DROP)

\$65 per person

Choose two items per course

ENTRÉE

- Atlantic salmon fish cakes w/ lemon, dill and homemade tartare
- Garlic and chilli prawns on fresh pineapple w/ coriander and lime dressing
- Yellow tomato and parmesan salad w/ baby cos, grilled focaccia and lemon sour cream dressing
- Bbq duck rice paper rolls w/ sautéed vegetables and soy dipping sauce
- Caramelised leek, goats cheese and sage tart w/ baby leaf salad
- Potato and leek soup w/ crusty Italian bread
- Spring onion blini w/ smoked salmon, rocket and lemon butter
- Chicken caesar salad w/ baby cos, bacon, croutons, shaved parmesan and our own caesar dressing

MAIN COURSE

- Veal involtini w/ mortadella, asparagus and swiss cheese, roasted zucchini marquis + potatoes
- Roasted lamb rump on kumara mash w/ wilted baby spinach, rosemary jus, babaghanoush and dukkah
- Blackened chicken breast w/ fondant potatoes, spiced sausage, herb salad and hot pepper glaze
- Steamed citrus salmon w/ baby broccoli and coriander potatoes
- Char grilled beef fillet on potato rosti w/ garlic skewered prawns, slow roasted tomatoes, snow peas and béarnaise sauce
- Pan roasted snapper fillet w/ turned potatoes, steamed gai lan and ginger, shallot and soy sauce
- Slow roasted pork belly w/ braised cabbage mash, apple sauce and red wine verjuice reduction
- Spinach and ricotta cannelloni w/ Napoli sauce and shaved grana padana

DESSERT SELECTION

- Guinness beeramisu sponge fingers dunked in Guinnes beer w/ espresso, mascarpone cheese and almond, pistachio biscotti
- Citrus tart w/ wild berry compote
- Poached seasonal fruit w/ aromatic five spice syrup
- Coffee risotto w/ chocolate coated vanilla ice cream balls
- Chocolate and walnut pudding w/ vanilla bean anglaise and ice cream

Special dietary requirements can be catered for individually, or as a group.

BBQ BUFFET MENU Minimum 20 guests



BUFFET INCLUDES:

\$50 per person

BREADS

· Selection of freshly baked baguettes, dinner rolls and ciabatta loaf

SALADS

- Roma tomato with bocconcini cheese and basil
- Roasted balsamic mushrooms with spanish onion, capsicum and baby spinach
- Caesar salad with baby cos, bacon, parmesan and herb croutons
- · Mesclun salad with balsamic and olive oil dressing

HOT ITEMS

- Grilled sirloin steak with béarnaise sauce or red wine jus
- BBQ pork sausages
- Selection of satay and honey soy chicken skewers
- Jacket potato with sour cream and chives
- Spinach and ricotta agnollotti with Napoli sauce
- Steamed assorted vegetables

DESSERTS

- Freshly sliced tropical fruit platter
- Selection of gourmet cakes with fresh cream
- Platter of King Island cheeses with quince, dried fruits and crackers
- Freshly brewed coffee and herbal teas

CANAPE MENU



PACKAGE 1 - SELECTION OF 4 PIECES

\$14 per person

Served for 1 hour

PACKAGE 2 - SELECTION OF 7 PIECES + 1 BOX

\$34 per person

Served for 3 hours

PACKAGE 3 - SELECTION OF 9 PIECES + 2 BOXES

\$45 per person

Served for 4 hours

ADDITIONAL INDIVIDUAL PIECES

\$4 per person

For all above packages, a minimum number of 20 guests is applicable.

COLD CANAPES

- Tomato and basil bruschetta w/ shaved parmesan cheese
- Smoked salmon and cream cheese roulade on blini w/ spinach and dill mayo
- Assorted Japanese nori rolls w/ pickled ginger and soy
- Prawn and guacamole tart w/ sour cream and sweet chilli
- · Bocconcini cheese, roasted cherry tomatoes, basil and olive tartlet
- Sydney rock oysters natural w/ dipping sauce
- · Shot glass of rockmelon and lychee
- Roast beef on crispy bread w/ beetroot relish
- Roast turkey on mini toast w/ brie and cranberry

HOT CANAPES

- Vegetarian spring rolls and samosas w/ sweet soy and chilli dipping sauces
- Lamb and rosemary pies w/ tomato sauce
- Mushroom arancini w/ aioli
- Gourmet mini pizzas
- Pan seared scallops w/ ginger and lime
- Lamb koftas w/ mint yoghurt
- Tempura battered prawns w/ ginger, coriander and lime dipping sauce
- Salt and pepper squid
- Vegetable gyoza (steamed dumpling)
- Lemon and dill fishcakes w/ homemade tartare
- Vegetarian hokkien noodle stir-fry boxes

SWEET ITEMS

- Chocolate dipped strawberries
- Profiteroles w/ grand marnier filled custard
- Homemade fruit lollipops
- Mini magnums

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CANAPE MENU



PLATTERS (Serves 10 people)

BOXED ITEMS

\$9 per person

- Mini chicken caesar salad plates
- Satay chicken tenderloin on jasmine rice
- Beef hokkien noodle stir-fry
- Fish and chip cone with lemon wedge
- Porcini mushroom risotto in a cup

GRAZING STATIONS

\$7.50 per person

- · Antipasto of marinated and cured Mediterranean delights with crusty breads and lavosh
- Dessert, assorted cakes, tarts, petite fours, fruits and sauces
- Australian cheeses with crusty breads, crackers and dried fruits

BEVERAGE PACKAGES



As a guideline to help you plan your event, we offer a choice of charging on consumption or a beverage package. Depending on the age of your guests and how much you expect they will drink will depend which option you select.

CONSUMPTION BASIS

This is based on a dollar amount set by you. We recommend you start at \$15.00 per person which will provide approximately 2 drinks per person. There is an option to extend this amount once the limit has been reached, using either cash or credit card. We do not allow for accounts to be paid for after the event.

We recommend a 'limited bar' of beer, house wine, sparkling wine, basic spirits and soft drink. Of course if you choose to include premium products, the price you allocate per person will need to be approximately 50% higher.

BEVERAGE PACKAGE

Includes unlimited amounts of the following beverages:

- Beers: Carlton Draught, Pure Blonde, Toohey's Extra Dry and Cascade Light
- White Wines: Hardy's Chardonnay, Sauvignon Blanc, Riesling and Fruity White
- Red Wines: Hardy's Cabernet Merlot and Shiraz Cabernet
- Sparkling Wines: Hardy's Brut NV
- Non Alcoholic: A variety of soft drinks and juices

•	1 Hour	\$22.00 per person
•	2 Hours	\$28.00 per person
•	3 Hours	\$35.00 per person
•	4 Hours	\$42.00 per person

Additional service is available at \$7 per person per hour, or part thereof

CASH BAR

The option of a cash bar is also available, however due to the additional labour required to service your guests adequately a service charge of \$2.50 per person per hour will apply.

Please note that liquor licensing laws allow us to refuse service to any person, or all persons, that are intoxicated, rude or abusive.

EXTERNAL CATERING MENU



Aside from delectable meals served in our Coldwater Creek Tavern, Chifley Eastern Creek also offers external catering. Not only can you come and enjoy the hotel and a meal, we can also come to you. Take the delightful Chifley experience and treat your staff to a variety of fresh, gourmet meals prepared especially for you by our team of talented chefs.

• Includes: Delivery to office, napkins, paper plates, plastic knives and forks

PATISSERIE ITEMS

Plain croissants served with jam and butterHam and cheese croissants	\$3.00 per person \$4.50 per person
Assorted mini muffins	
Danish pastries	\$3.00 per person
Banana bread served with jam and butter	\$6.00 per person
• Pear and raspberry bread served with jam and butter	\$6.00 per person
Gourmet cookies	\$3.00 per person
Portuguese tarts	\$3.00 per person
• Australian cheese platter: Brie, Blue Vein and Cheddar Cheese	\$7.00 per person
• Fruit platter	\$5.00 per person
Home made scones served with jam and cream	\$4.50 per person
• Friands (Gluten Free)	\$3.00 per person
• Jam donuts	\$3.50 per person
Assorted iced donuts	\$4.00 per person

SANDWICHES

Assorted sandwiches (6 points)	\$11.00 per person
Assorted baguettes (3 pieces)	\$13.00 per person
Assorted Turkish bread sandwiches (3 pieces)	\$13.00 per person
Assorted wraps (2 halves)	\$13.00 per person
Mixed platter	\$19.00 per person

HOT FOOD ITEMS

\$7.50 per item

- Chef's selection soup served with a dinner roll
- Individual beef pie
- Individual beef and potato pie
- Individual curry chicken pie
- Sausage roll
- Spinach and feta roll

EXTERNAL CATERING MENU CONTINUED:



STONE BAKED WOODFIRED PIZZAS

• Napoletana: Napoli sauce, kalamatta olives and anchovies	\$17.50
Big Kahuna: Tomato base, ham and pineapple	
Old Skool: Pepperoni, mushroom and mozzarella cheese	
Margarita: Fresh tomato, basil and bocconcini cheese	\$17.50
• Backyard BBQ: Ham, bacon, pepperoni, cabanossi, chicken and BBQ sauce	\$22.50
• Supreme: Pepperoni, ham, spanish onion, capsicum, mushroom, pineapple and olives	\$23.00
• Hot & Spicy: Pepperoni, chorizo, Spanish onion, capsicum and jalapenos	\$24.50
• BBQ rubbed chicken: Tomato base w/ ham, bacon, pineapple, onion, mozzarella	\$23.50
• Chorizo sausage w/ mushroom, spanish onion, olives, semi dried tomato and fetta	\$23.00
• Garlic prawn and marinated squid w/ pepperonatta and fetta	\$26.50
 Vege pizza: Basil pesto base w/ chargrilled eggplant, zucchini, capsicum, semi dried 	
tomato and feta	\$24.50

PASTA Your choice of 1 item from the below menu

\$12 per person

- Pumpkin gnocchi in a basil pesto cream
- Spinach and ricotta agnolotti in a Napoli sauce
- Linguine with bacon, mushroom and parmesan cream sauce

SIDES Your choice of 1 item from the below menu

\$5 per person

- Garlic bread
- Hot chips
- Garden salad
- Roasted butternut pumpkin and spinach salad
- Caprese salad

DRINKS

Pepsi, Pepsi Max and Lemondade (300ml)	\$3.50 each
Cool Ridge Mineral Water (600ml)	\$3.00 each
Bundaberg Ginger Beer (375ml)	\$4.00 each
Monster Energy Drink (500ml)	\$5.00 each

ACCOMMODTION TERMS AND CONDITIONS



- The agreed room rates and inclusive of GST.
- Additional adults in room are charged at a set fee of \$40.00 per night.
- The agreed rates shall apply 7 days before and after your event for those delegates wishing to extend their stay.
- All luggage should be clearly labelled with guests name.
- Non-guaranteed rooms will be released at 6.00pm on the day of arrival if we have not been notified of late arrival.
- Check in is at 2.00pm and check out is at 11.00am.
- Access outside of these hours is subject to availability and additional charges may be incurred.
- In the event of a group arrival, please provide the anticipated arrival time. Upon checking in, all guests are asked for a credit card guarantee of \$100.00, (photo Identification will be required for cash deposits at checkin) to cover incidental costs throughout their stay. Unless charges otherwise agreed to by conference organiser.

CANCELLATIONS

• Cancellations must be made in writing at all times. Cancellations made within 24hrs will incur a cancellation fee of the first nights accommodation per cancelled room.

7 DAYS PRIOR TO ARRIVAL

- The final rooming list is required 7 days prior to arrival.
- Once final rooming list is established Chifley Eastern Creek will provide a pro forma invoice for the full accommodation charges to be paid in full 48 hours prior to arrival.
- Failure to provide final rooming list will entitle Chifley Eastern Creek to forfeit bookings and re allocate at Chifley Eastern Creeks discretion.
- Guests choosing to depart prior to the original reservation departure date may also be subjected to charge cancellation charge of one full night.

CONFERENCE TERMS AND CONDITIONS



CONFIRMATION

- A booking will be regarded as 'Confirmed' only upon receipt of the initial deposit along with the signed contract.
- Progressive payments, based on a percentage of anticipated revenue, may be payable in accordance with the deposit schedule.
- Special conditions included in individual proposals/quotations may over-ride the general terms and conditions.

FUNCTION DETAILS

- Details of all arrangements must be supplied to the conference coordinator fourteen (14) days prior to the commencement of the function.
- Short notice bookings may require payment in full over normal deposit requisition.

CATERING

- All catering and function room requirements must be charged to your Master Account we are unable to charge to individual guest room accounts.
- Minimum numbers, menu choices and event details must be established fourteen (14) days prior to the function.
- It is the responsibility of the client to contact the hotel, in writing, regarding the final menu details of event and attendees.
- 'Final guaranteed numbers' and last minute confirmation of details are required in writing, by noon, two (2) working days (Monday- Friday) prior to the date on which the event commences.
- The 'final guaranteed numbers' will be charged on the day unless 'final guaranteed numbers and event detail changes' exceed this figure.
- Should final guaranteed numbers not be received, the account will be calculated on the basis of the attendee numbers indicated on the contract or where initial minimum numbers were established.
- Chifley Eastern Creek reserves the right to provide all catering on the premises. No food or beverage may be brought into the hotel for consumption before, during or after a function.
- Quotations for functions are based on the understanding that should numbers attending your function decrease by 10% or more from the original number booked, 'Final Numbers' agreed will be incurred and the function may be moved to a more suitable room at the hotel management's discretion.
- Labour surcharges are incurred on cash bars.
- Chifley Eastern Creek enforces responsible service of alcohol (RSA).
- Surcharges may apply to events on Public Holidays and Sundays, prices on application.

CONFERENCE TERMS AND CONDITIONS CONTINUED:



ROOM ALLOCATION/EVENT TIMINGS

- Chifley Eastern Creek reserves the right to assign an alternative room or venue where the original room or venue is inappropriate or unavailable due to circumstances beyond the control of the hotel.
- Should attendee numbers decrease significantly (greater than 10%) from final initial numbers advised at the time of confirmation, the hotel reserves the right to re-allocate space to a more appropriate area.
- You may reduce your space allocation up to seven (7) days prior to the event without penalty. After this, space reductions will be accepted, however, room hire will apply unless the space is subsequently re-sold at no less favourable terms.
- The client agrees to commence its event at the scheduled time and agrees to have its personal members, guests and invitees vacate the designated function space at the closing hour indicated. If the client breeches this condition, the client will be liable for extra charges incurred by the hotel (i.e. labour).
- No banners, signs or posters may be attached to any surface of the Hotel without advance approval from the conference coordinator or hotel manager.
- Chifley Eastern Creek signage must not be covered or obscured in any way.
- Any loss of or damage to the conference centre, accommodation facilities or equipment caused by the
 organiser, their guests or contractors before, during or after the event is the financial responsibility of the
 organiser.

SECURITY AND CONDUCT

- Chifley Eastern Creek requires that function organisers accept responsibility for the orderly conduct of attendees and contractors. Should the hotel have any reason to believe an event will adversely affect the smooth running of the hotel's business, its security or good reputation, it reserves the right to cancel the event.
- Chifley Eastern creek will advise security requirements where needed for any event according to NSW responsible service of alcohol laws (RSA).

AMENDMENTS

• Amendments to these terms and conditions shall only be valid if made in writing and signed by Chifley Eastern Creek management. The waiver of terms and conditions stated in the contract applies to the particular occasions as documented in an amendment. This shall not be deemed a waiver of these terms and conditions for future occasions.

BASIS OF AGREEMENT

• Performance is contingent upon the ability of the hotel to complete same and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions, restrictions upon travel, transportation, food, beverages, supplies, equipment failure and other causes, whether enumerated herein or not, which are beyond the control of the hotel. In no event shall the hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the hotel's liability be in excess of the total amount of the food and beverages contracted heretofore.