

**CBD EVENTS**

— *Function Rooms* —



**CORPORATE**

*Package*



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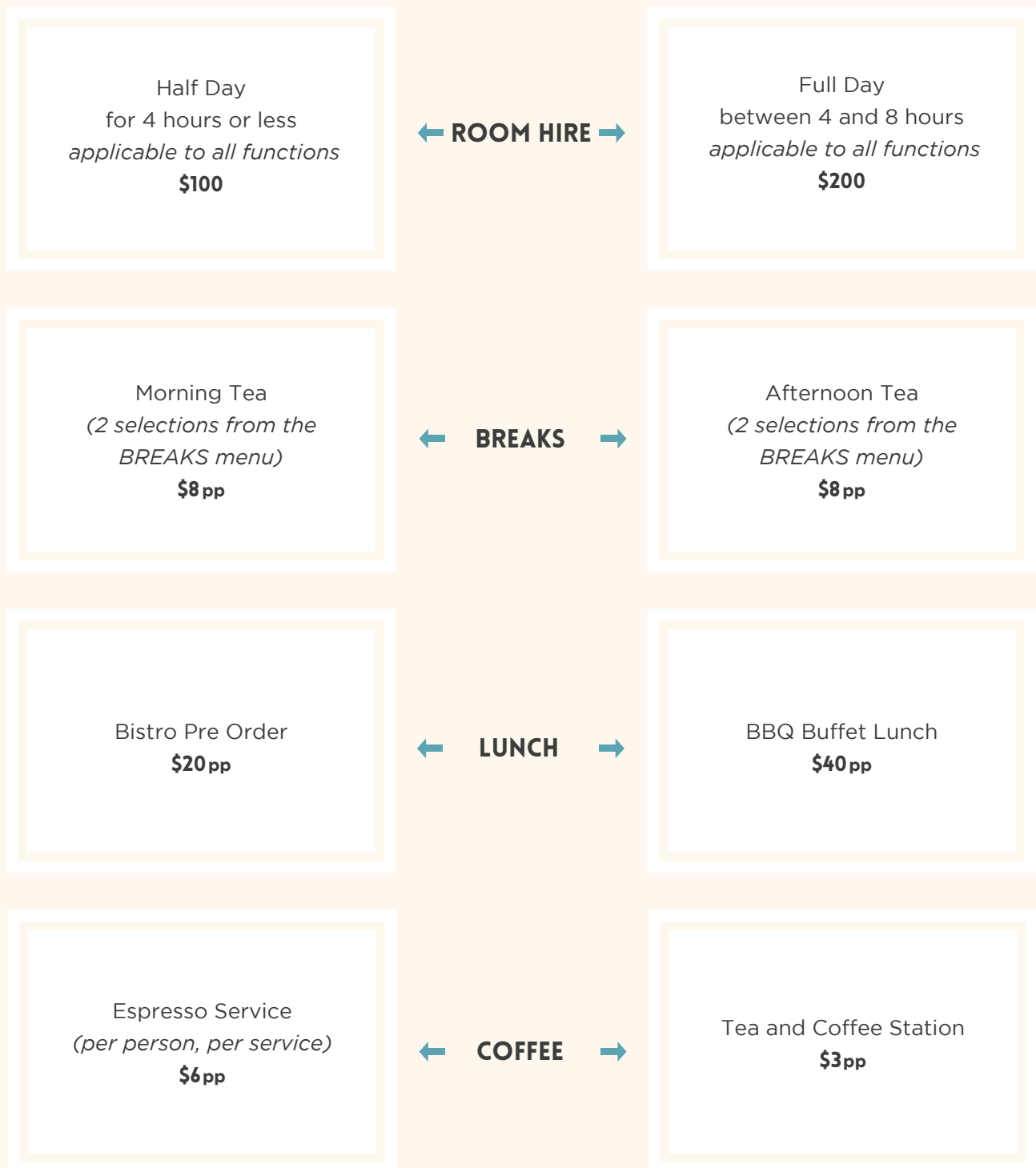


# SPACES



# BUILD YOUR OWN PACKAGE

Build a corporate event that suits you.



See over the page for menus and AV equipment hire.



# MENUS AND AV EQUIPMENT HIRE

## BREAKS MENU

Morning Tea and Afternoon Tea Break Selections are made from this menu.  
*Please select TWO options per break*

### MORNING TEA

Yoghurt Muesli Cups  
Ham & Cheese Croissants  
Assorted Muffins  
Fruit Danishes & Pastries  
Seasonal Fruit Platter  
Finger Sandwiches

### AFTERNOON TEA

Savoury Tarts  
Sweet Tartlets  
Pork & Fennel Sausage Rolls  
Finger Sandwiches

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## BISTRO PRE ORDER

*Served as a working lunch or in a breakout area; guests will be asked to nominate their preferred dish on the pre-order form provided upon arrival. Please have your pre-order ready for collection at 10.30am*

Butter Chicken  
Potato Gnocchi  
Beer Battered Fish & Chips  
250 Gram Rump Steak with Chips & Salad  
Chicken Schnitzel with Chips & Salad  
Trio of Chicken Skewers  
Classic Burger with Chips  
Superfood Salad  
Sweet Potato Salad

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## BBQ LUNCH BUFFET

*Served as a working lunch or in a breakout area; guests will be served all items from the following menu*

120g Scotch Fillet or Grilled Salmon Fillet  
Satay Chicken Skewers  
Chargrilled Vegetable Kebabs  
Gourmet Sausages  
Jacket Potatoes and Sour Cream

### Served With:

Caesar Salad  
Garden Salad  
Seasonal Fruit Platter

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## EQUIPMENT HIRE

- Tripod Projector Screens – 9 ft. \$50 per day
- Projector \$70 per day
- Mobile White Board 1200 x 900 \$50 per day
- Note Pads and Pens \$2 per person per day
- Cordless Microphone \$10 per day
- Lectern \$10 per day

*These prices are accurate at time of publication. They are subject to change.  
Please contact the Functions Manager for a formal quote.*



# TERMS & CONDITIONS

## ROOM HIRE & MINIMUM SPENDS

Prices may vary and will be discussed with you by the Functions Coordinator. Prices may change depending on high/low season, food requirements and final numbers. Please note that a surcharge applies to functions that occur on Public Holidays.

## BOOKINGS, CONFIRMATION & PAYMENT

Bookings will be considered tentative and held for a maximum of 7 days until the booking form is completed, signed & received by the Functions Coordinator complete with credit card details and a \$200 holding deposit.

## CANCELLATIONS

Cancellations that are made six weeks in advance will receive a full refund. Any cancellations made less than six weeks in advance will forfeit the \$200 deposit and will receive a refund on all other payments made. Cancellations made less than fourteen days in advance will be charged 50% of the final food bill. If the group booked does not present themselves on the confirmed date, without prior notification of cancellation, 100% of the total food bill will be deducted from the client's credit card. Cancellations must be made with the Functions Coordinator and are only valid upon reply.

## FINAL PAYMENT

Hotel CBD will accept cash, credit card or EFTPOS payment in advance or on the day of the event. No personal cheques will be accepted. Credit card details will need to be provided when booking the function and kept until the account is paid in full. This card may be charged if any costs remain after the conclusion of the event.

## FOOD SELECTION AND FINAL NUMBERS

Food selection is required no less than 14 days prior to the event. Final numbers for your function need to be confirmed 7 days prior to the event from which your final bill will be determined. No food is to leave the premises at close of function. We are bound by law to not provide takeaway function food. No outside catering is allowed at Hotel CBD. All food must be provided by the hotel.

## PRICES

Prices and selection of beverages and food menus are subject to change.

## LENGTH OF FUNCTIONS

All corporate functions at Hotel CBD are for a 4 or 8 hour period and will be determined in conjunction with the hotel's trading hours. Any extension of these hours will incur additional room hire/staffing fees.

## DAMAGE

The client will be accountable for any loss or damage caused to the premises, by any guest at your function.

## MUSIC

Depending on the area booked for the function there may be a variety of music options available. The volume of the music is at the manager's discretion.

## DECORATIONS

Decorations and theming are at the function coordinator's discretion. When decorating, no hooks, screws or tape are to be used anywhere on the premises. We do not allow glitter or small tinsel pieces to be used. Please note that any decorations left at the end of the function will be disposed of unless otherwise stated in writing prior to the event.

## DRESS REGULATIONS

Guests must comply with Hotel CBD's dress regulations. Minimum requirements are smart casual wear.

## MINORS

Minors are only permitted in certain areas of the hotel until 10.30pm. They must be accompanied by and in the immediate presence of a responsible guardian at all times. This may include parents or a legal guardian, this does not include brothers/sisters or cousins. The attendance of minors under the age of 18, babies and infants must be approved by management prior to the function. In the event that an unidentified minor is present at the function, the minor will be asked to leave the premises by security. Any guest found supplying alcohol to a minor will be referred to the police and fined.

## SECURITY GUARDS

Security guards will be required for some functions and costs will incur.

## STAFFING

Function hire includes base levels of staff. Additional staff can be provided for the cost of \$35 per hour.

## ENTERTAINMENT

Hotel CBD has a strict entertainment policy. Please check with your Functions Coordinator before you book your Entertainment. DJs are available for hire at \$150 per hour, for a minimum of 2 hours, including microphone and lighting.

## AV EQUIPMENT

AV equipment is available for hire at your request. IPOD and VGA connections are available for playing music and presentations. We advise you test all AV equipment prior to your function to avoid technical difficulties. Damage or loss of AV equipment will incur replacement fees.

## CLAUSE

When booking a function it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information or a function is booked on false pretences, Hotel CBD reserves the right to cancel that function without notice and at the expense of the guests.

## RESPONSIBLE SERVICE OF ALCOHOL

Hotel CBD is committed to the responsible service of alcohol at all times. Hotel CBD and its Licensee assumes responsibility for all persons in the venue and reserves the right to refuse entry, refuse service or remove any person that management feels is in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy.

Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on the premises. If a person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to a fine for "failure to quit a licensed premises".

Any persons involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation. No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.



# FUNCTION BOOKING SHEET

Name of Function (*for signage purposes*) \_\_\_\_\_

Date of Function \_\_\_\_\_

## CONTACT DETAILS

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

## CREDIT CARD DETAILS

Cardholder \_\_\_\_\_

Card Type \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry \_\_\_\_\_

Card Signature \_\_\_\_\_

Invoice Addressed to \_\_\_\_\_

Invoice Forwarded to \_\_\_\_\_

Comments/Requests \_\_\_\_\_

This credit card is used to secure your function booking, and as security should any damage occur during your function. You will be notified prior to any charges being processed.

## FUNCTION DETAILS

Start Time (*access to room will be made available 1/2 an hour prior to Start Time*) \_\_\_\_\_

Finish Time \_\_\_\_\_

Number of Guests \_\_\_\_\_

Room Set Up:  U Shape  Cabaret  Theatre  Other - Please Specify: \_\_\_\_\_

Package Chosen: *BUILD YOUR OWN*

Additional Bar Tabs:  Food  Beverage

## PLEASE COMPLETE PACKAGE DETAILS

*Build Your Own*

Basics:  Room Hire  Tea & Coffee Station  Espresso Service

Number of hours: 4 / 8

How many? \_\_\_\_\_ Please specify Time: \_\_\_\_\_

Morning Tea: Y / N      Break Time \_\_: \_\_      Selection 1 \_\_\_\_\_      Selection 2 \_\_\_\_\_

Lunch:                      Break Time \_\_: \_\_       Bistro Pre Order       BBQ Buffet

Afternoon Tea: Y / N      Break Time \_\_: \_\_      Selection 1 \_\_\_\_\_      Selection 2 \_\_\_\_\_

Extras/Comments \_\_\_\_\_



# AV EQUIPMENT HIRE

Please select:

Equipment Details		Please Select	Duration Days
Note Pads & Pens	\$2 per person per day		
Tripod Projector Screens 9 ft.	\$50 per day		
Projector	\$70 per day		
Mobile White Board 1200 x 900	\$50 per day		
Lectern	\$10 per day		

## TERMS AND CONDITIONS

I have read and understood the terms and conditions stated above and understand that it is a legally binding contract and that the venue reserves the right to refuse entry without exception.

I understand the responsibility the venue and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## OFFICE USE ONLY

Room Hire     Extra Staff     Security     AV Hire     Deposit     Manager

