



FUNCTION *Kit*

HOTEL CBD
— Varsity Lakes —

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CAPACITIES	VENUE HIRE	MINIMUM SPEND	U-SHAPE	THEATRE	CLASSROOM	COCKTAIL	SEATED
Manhattan	\$350.00	\$2000.00	40	45	36	250	
Brooklyn	\$200.00	\$1000.00	18	30	12	100	
Hudson	\$500.00	\$3000.00				400	
Deck		\$1000.00				80	50
Alfresco		\$200.00				30	16

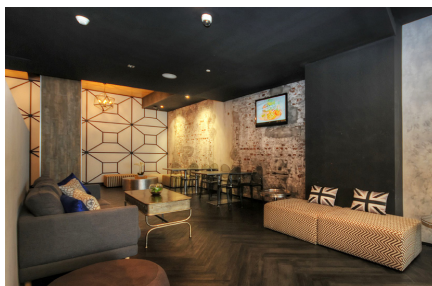
THE MANHATTAN ROOM

Welcome to the island of the rich and famous. Imagine you are transported back to the 1970s where anything is possible. Fine dining, dancing and five-star service. Let us create the Central Park experience of beauty and sophistication that you desire.



THE BROOKLYN ROOM

Dare to dream with an experience as thrilling as the roller coasters of Coney Island. Experience the freedom with all of your needs and wants being catered for by our enthusiastic team. An environment full of masterpieces that flourish and come to life.



THE HUDSON ROOM

A combination of 'The Manhattan Room' and 'The Brooklyn Room'.

ALFRESCO LOUNGE

Sit back, relax and enjoy. Our open plan layout welcomes the outside in with an ambient lit atmosphere creating a warmth ideal for any setting.



THE DECK

Stretch out onto the deck with an ice cold beverage and watch the sunset. You can enjoy the famous Queensland weather in all its glory all year round.



CANAPÉ PACKAGES

Canapés can be purchased at a per head cost, or by the platter

\$10 PER PERSON

Kids menu

\$25 PER PERSON

Your choice of:

6 canapés

1 premium canapé

**CHOOSE A
PACKAGE THAT
SUITS YOU**

MINIMUM 20 PEOPLE

\$20 PER PERSON

Your choice of:

4 canapés

1 premium canapé

\$30 PER PERSON

Your choice of:

6 canapés

2 premium canapés

Perfect for smaller functions or to add a little something to your food package. Select as many or as few as you like!

NIBBLES PLATTER

(15 people)

Selection of chips and mixed nuts

\$35

SEASONAL FRUIT PLATTER

(15 people)

Assorted seasonal fresh fruit with vanilla yoghurt and honey

\$60

BACK YARD PLATTER

(15 people)

Mild and spicy cabannosi, diced cheddar cheese, French onion dip and jatz crackers

\$60

CHEESE PLATTER

(10 people)

Selection of Australian cheeses with fresh fruit and crackers

\$100

MIXED COLD PLATTER

(40 pieces)

Choose two options from the cold canapé menu

\$90

MIXED HOT PLATTER

(40 pieces)

Choose two options from the hot canapé menu

\$90

PREMIUM PLATTER

(20 pieces)

Make a selection from the premium canapé menu

\$100

COLD PLATTER OF PRAWNS AND OYSTERS

(10 people)

Natural oysters and fresh king prawns with cocktail sauce and aioli sauce

\$100

HOT SEAFOOD PLATTER

(10 people)

Beer battered prawns, flathead and scallops with preserved lemon and caper mayonnaise

\$100

MEDITERRANEAN PLATTER

(15 people)

Mixed olives, marinated grilled vegetables, hummus, tzatziki, grilled haloumi, selection of souvlaki, grilled chorizo and grilled pita bread

\$90



CANAPÉ MENU SELECTIONS

12" PIZZAS

Gluten free base add \$3

Margherita (v) \$14

Tomato base, mozzarella, bocconcini, fresh basil and virgin olive oil

Prawn \$19

Tomato base, mozzarella, garlic prawn, red onion, capsicum, cherry tomato, wild rocket

Ham & Pineapple \$16

Tomato base, mozzarella, double smoked ham, pineapple

Pepperoni \$17

Tomato base, mozzarella, hot pepperoni, mushroom, olives

Supreme \$17

Tomato base, mozzarella, double smoked ham, hot pepperoni, capsicum, onion, olives

Capriccioso \$17

Tomato base, mozzarella, double smoked ham, mushroom, olives, anchovy

CBD Meat Lovers \$17

BBQ sauce, mozzarella, chicken, double smoked ham, hot pepperoni, grain fed rump

Vegan \$17

Cauliflower puree base, cherry tomato, artichoke, green olive, capers, rocket

Cheese & Garlic Pizza (v) \$9

PREMIUM CANAPÉS

Buttermilk fried chicken wings

With chipotle mayonnaise (IPC)

Asian style soya poached chicken (g)

And crisp fried noodles salad with black rice vinegar

Sticky lamb ribs

With honey and soy (2 BONES)

Crisp pork belly

With chilli jam and egg fried rice

Cheese slider

All beef patty, American cheese, pickles, onion, burger sauce toasted milk bun

Classic slider

All beef patty, American cheese, lettuce, tomato, pickles, onion, burger sauce, toasted milk bun

Mushroom slider (v)

Slow roasted Portobello mushroom, American cheese, lettuce, tomato, pickles, onion, burger sauce, toasted milk bun

Chicken slider

Grilled chicken breast, lettuce, tomato, onions, avocado, chipotle mayonnaise, toasted milk bun

Grazing table(s) available on request

HOT CANAPÉS

Ricotta and spinach triangles (v)

Jalapeno poppers with bacon and cream cheese

Prawn twisters with garlic butter

Crab cakes with aioli

Caramelized salmon with miso

Pork and fennel meatballs

Pumpkin and goats cheese arancini

Chicken and lemon pepper skewers (g)

Pork belly skewers with Chinese five spice

Lamb skewers with lemon and oregano (g)

Selection of meat pies

Vegetarian spring rolls (v)

Curry puffs (v)

Sausage rolls

COLD CANAPÉS

Vegetarian Vietnamese rice paper rolls (v) (g)

Lemon grass chicken rice paper rolls (g)

Zucchini and feta fritters with dill yoghurt (v)

Tomato, torn buffalo mozzarella and basil tartlets (v)

Peking duck pancakes

King prawn and shallot skewers (g)

Caesar salad wraps (v)

Smoked salmon on toasted brioche



BUFFET MENUS

Minimum Numbers- 20 people

\$40 PER PERSON

Served with bread rolls, steamed vegetables and roasted potato

SALADS CHOOSE 2

Garden salad
Greek salad

Roasted sweet potato broccolini, pepitas, halloumi grilled chorizo, beetroot and rocket
Torn mozzarella, slow roasted tomato, watercress and green lentil salad with lemon vinaigrette
Classic Caesar salad of cos lettuce, bacon crisp, parmesan, garlic croutons and soft poached egg, caesar dressing

FROM THE OVEN CHOOSE 1

Roasted chicken with preserved lemon and green olives
Slow roasted lamb shoulder with rosemary pan juices
Rolled pork belly with caramelized apple and cider gravy
Beef sirloin rubbed with wholegrain mustard and red wine sauce

ACCOMPANIMENTS CHOOSE 2

Ricotta, parmesan and pecorino cannelloni with garlic and hazelnut crumb, watercress and radish salad
Leek, portobello mushroom and thyme tart with Persian feta
Pumpkin and goats cheese arancini with salsa rossa
Salt and pepper calamari with coriander fresh chilli and lime

DESSERT CHOOSE 1

Mini pavlova with seasonal fruit
American brownie with choc fudge sauce
Baked New York cheesecake

BBQ BUFFET

\$40 PER PERSON

Served with bread rolls, steamed
vegetables and assorted condiments

200gm beef sirloin or 200gm salmon fillet

Vegetable and haloumi skewer
Chicken and lemon pepper skewer

Lamb skewer with lemon and oregano

Gourmet sausage

Jacket potato with sour cream and chives

Garden salad

Caesar salad of cos lettuce, bacon
crisp, parmesan, garlic croutons

Seasonal fruit platter

SET MENU

Minimum Numbers - 20 people

1. TWO COURSES | 1 SELECTION ONLY | \$40 PER PERSON
2. TWO COURSES | 2 SELECTIONS, ALTERNATE SERVE | \$45 PER PERSON
3. THREE COURSES | 2 SELECTIONS, ALTERNATE SERVE | \$55 PER PERSON

ENTRÉE

Roasted Sweet Potato

Broccolini, pepitas, halloumi grilled chorizo, beetroot and rocket, topped with poached egg *v option, gf*

Pumpkin and Goats Cheese Arancini

With salsa rossa

Grilled Scallops on the Half Shell

With green mango and lime salad

King Fish Sashimi

with avocado and pickled ginger puree, edamame beans with black vinegar, ginger and sesame dressing

Spice Crisp Duck

With kipfler potato, watercress and caramelized red wine vinegar

MAIN

Potato Gnocchi

With asparagus, cherry tomato and pesto cream

Pan Fried Barramundi

Broccolini, celeriac and sage cream, toasted almond butter

Pan-Fried Chicken Breast

With mushroom, parsley, white wine sauce, buttered potato and green beans

Lamb Rump

With crisp rosemary potato, caponata and rosemary jus

Pasture Fed Black Angus Sirloin

With roasted baby beet, caper berries and red wine jus

DESSERT

American Brownie

With choc fudge sauce

New York Cheesecake

With strawberry compote and sweetened mascarpone cream

Lemon Meringue Pie

With cream and berry coulis

Steamed Sticky Date Pudding

With brandy butterscotch and vanilla bean ice cream

Selection of Australian Cheese

With seasonal fruit

MEETING MENU AND AV HIRE

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

Potato Gnocchi - \$17

Beer Battered Fish & Chips - \$19

250g Rump Steak with Chips & Salad - \$19

Chicken Schnitzel with Chips & Salad - \$17

Classic Burger with Chips - \$18

Chicken Burrito Bowl - \$19

Sweet Potato and Chorizo Salad - \$17

BBQ LUNCH BUFFET - \$40PP

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

BREAKS MENU - \$8PP PER BREAK

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

Yoghurt Muesli Cups

Ham & Cheese Croissants

Assorted Muffins

Fruit Danishes & Pastries

Seasonal Fruit Platter

Finger Sandwiches

Savoury Tarts

Sweet Tartlets

Pork & Fennel Sausage Rolls

Finger Sandwiches

Espresso Service \$6pp

Tea and Coffee Station \$3pp

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.

BEVERAGE OPTIONS

BAR TABS / BEVERAGES ON CONSUMPTION

Please nominate an amount spend and alcohol you would like available throughout the duration of your package. Wristbands are available to determine who has access to the drinks package. Bar tab can be increased during your event, but must be paid prior to close. Credit Card details must be provided.



BEVERAGE PACKAGE

Available on request.



CASH BAR

Guests purchase their own drinks at the bar.



TERMS & CONDITIONS

Room Hire & Minimum Spends

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 & held for a maximum of 7 days until the booking form is completed, signed and returned in person, by fax, or email, a deposit of \$200 is made and credit card details are given.

Cancellations

Cancellations that are made 6 weeks in advance will receive a full refund. Any cancellations made less than 6 weeks in advance will forfeit the \$200 deposit and will receive a refund on all other payments made. Cancellations made less than 14 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 payments in advance or on the day of the event. No personal cheques will be accepted. A credit card 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.

Prices

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

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. 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, with the exception of one birthday cake (there will be no cakeage fee).

Length of Functions

All functions at Hotel CBD are for a 5 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 charges.

Damage

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

Cake

Guests are welcome to bring their own cake. We will store it and take every care; however we accept no responsibility for any damage that may occur. A cake knife and serviettes will be provided free of charge. Please consult the Functions Coordinator if you would like your cake cut and plated by Hotel CBD kitchen staff.

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. The Functions Coordinator is happy to source decorations for you. If you wish to make use of this service, an additional 20% labour charge will be added to the final cost of decorations.

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 and must be off premise at 10pm. 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 siblings, cousins or friends. 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

A Security Guard is required for all functions deemed high risk by Hotel Management at a flat fee of \$200 for a 5 hour period.

18th Birthday Parties

Hotel CBD does not take bookings for 18th birthday parties.

21st Birthdays

21st Birthdays require one security guard for the duration of the function at a flat rate of \$200. Yard glasses or large glasses of another kind are not permitted.

Staffing

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

Furniture

Hotel CBD has limited furniture in-house. If additional furniture is required there will be a furniture hire charge incurred.

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 \$120 per hour, for a minimum of 2 hours, including microphone and lighting.

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 managements discretion and cannot exceed 93 decibels in the function room.

Lighting

All lighting is to remain on for the duration of the event and will not be turned off/dimmed under any circumstances.

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 host falsifies information or a function is booked on false pretenses, Hotel CBD reserves the right to cancel that function without notice and at the expense of the host.

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 licenced 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.

BOOKING SHEET

Name of function _____

Date of function _____

Contact Details

Contact Name _____

Address _____

Contact Number _____

Email Address _____

Function Details

Function Area _____

Start and Finish Times _____

Number of Guests _____

Menu Chosen _____

Food Service Time _____

AV Equipment _____

Bar Tab _____

Other Details _____

Make me a Hotel CBD VIP Member (tick box)

Credit Card Details

Cardholder _____

Card Type _____

Card Number _____

Expiry _____

Card Signature _____

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

Terms and Conditions

I have read and understood the terms and conditions 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

FOOD
MINIMUM

BAR
MINIMUM

EXTRA
STAFF

SECURITY

AV
HIRE

EXTRAS

DEPOSIT

DEPOSIT
PAID

MANAGER