

The background image shows three glasses of drinks on a wooden table. The drinks are garnished with fresh mint leaves and slices of citrus fruit. Two of the glasses have red and white striped paper straws. The text 'Let's Party' is overlaid in a large, white, cursive font across the center of the image.

Let's Party

FUNCTION PACKAGES

HOTEL CBD
VARSITY LAKES

21 Lakes St, Varsity Lakes QLD 4227
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www.hotelcbd.net.au

Private Function Spaces



THE MANHATTAN ROOM

The largest of our two private function spaces, the Manhattan Room has a private street entrance for your guests and can be set and styled to suit any occasion. With great natural lighting, a stage and an incredible private bar, this space is perfect for any event.

Room Hire: \$350
Capacity: 250 (standing)
Minimum Spend: \$2000

THE BROOKLYN ROOM

The more intimate of our private function spaces, the Brooklyn Room also has private street access and the capabilities to be transformed to suit any style of event with access to a private bar. Let our team assist in perfecting your next function in this space.

Room Hire: \$200
Capacity: 100 (standing)
Minimum Spend: \$1000



THE HUDSON ROOM

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

Room Hire: \$550 | Capacity: 400 (standing)
Minimum Spend: \$3000

Reservable Spaces



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.

Room hire: \$50
Minimum Spend: \$300

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.

Room Hire: \$50
Minimum Spend: \$1500



Functions

PLATTERS

(APPROX 10 PEOPLE)

CHEESE

Assorted Australian Cheeses, Grapes, Quince Paste,
Assorted Crackers & Crisp Bread

110

ANTIPASTI

Grilled Mediterranean Vegetables, Marinated Olives,
Grilled Haloumi, Grilled Chorizo, Tzatziki & Pita Bread

120

VEGE STICKS & DIPS

Carrot, Cucumber & Celery Sticks with Hummus,
Spicy Capsicum & Tzatziki Dips

70

FRESH SEAFOOD

Natural Oysters & Fresh King Prawns with Cocktail Sauce

150

HOT SEAFOOD

Prawn Twisters, Salt & Pepper Calamari, Crab Claws,
Fish Goujons with Tartare Sauce

130

CHICKEN SATAY

Grilled Marinated Chicken Skewers with Satay Dipping Sauce

120

SEASONAL FRUIT PLATTER

Assorted Seasonal Fresh Fruit

80

SLIDER PLATTERS (20 X BURGERS)

Grilled Chicken Breast, Lettuce, Tomato, Cheese with Ranch

OR

All Beef Patty, American Cheese, Pickles, Onion with Burger Sauce

120

Functions

BITES

(APPROX 10 PEOPLE)

BITES \$50

SERVED AS 25 PIECES PER PLATTER

COLD

Sundried Tomato & Cheddar Frittata with Aioli

Chicken & Lemon Thyme Mayonnaise
with Toasted Baguette

HOT

Truffle & Porcini Arancini with Aioli

Spring Rolls with Sweet Chilli Sauce

Mushroom Puff Pastry Tart with Truffle Oil & Chive

Chicken & Mushroom Dumpling
with Black Vinegar Dipping Sauce

Prawn Twisters with Sweet Chilli Sauce

Pork Dim Sim with Spiced Soy Sauce

Chilli Con Carne Empanada
with Spiced Tomato Sauce

Pork & Fennel Sausage Roll with Tomato Chutney

BITES \$70

SERVED AS 25 PIECES PER PLATTER

COLD

Tomato Tartlet with Mascarpone & Basil Pesto

Beetroot & Goats Cheese Tart with Pecan Brittle

Pumpkin & Ricotta Tart with Hazelnut Crumb

Prawn & Avocado Tartlet with Jalapeño

Smoked Salmon Crepe with Pickled Onion,
Caper & Sour Cream

Duck & Currant Pate with Toasted Baguette

Roast Beef Crostini with Chive
& Pepper Cream Cheese

HOT

Pepper Steak, Lamb Rosemary, Curry Chicken
& Vegetable Assorted Petite Pies

Functions

GROUP FEASTING MENU

2 COURSE \$60PP | 3 COURSE \$75PP

**ASSORTED DINNER ROLLS
& SALTED BUTTER**

SHARED ENTREE

ROASTED SPICED PUMPKIN
Beetroot Tzatziki, Mixed Nuts & Seeds,
Crumbled Feta & Virgin Olive Oil

BAKED PRAWNS
Celeriac Mash, Pea Tendrils &
Green Goddess Dressing

PROSCIUTTO
Gorgonzola, Rocket, Parsley, Pecan &
Seeded Mustard Dressing

MAINS

SELECT ONE FROM EACH PAIR

TOMATO ORZO "RISOTTO"
Orzo Pasta, Cherry Tomato, Basil,
Pickled Zucchini & Haloumi

OR

GRILLED CHICKEN SUPREME
Truffle Mayonnaise, Chives & Chicken Jus

AND

ROASTED BARRAMUNDI
Fried Shallots, Chilli & Coconut Sauce

OR

SLOW COOKED BEEF
Parmesan Crumb & Braising Jus

SIDES

SELECT THREE FROM BELOW

ROASTED WINTER VEGETABLES

BUTTERY POTATO MASH

GARDEN SALAD

GREEK SALAD

BROCCOLI W ALMONDS

DESSERT

CHOCOLATE BROWNIE
Berry Coulis & Vanilla Ice Cream

OR

STICKY DATE PUDDING
Pecan Toffee Sauce & Salted Caramel Ice Cream

**BOTH DESSERTS ARE SERVED
WITH SEASONAL FRUIT PLATTERS**

Functions

SIT DOWN MENU | ALTERNATE SERVE

2 COURSE \$65PP | 3 COURSE \$80PP

Please select two dishes from each course to be served alternate drop. Please choose two sides to be served with Mains.

ASSORTED DINNER ROLLS & SALTED BUTTER

ENTRÉE

PUMPKIN & SAGE GNOCCHI

Goats Curd, Rocket, Brown Butter & Hazelnut

TIGER PRAWNS & AVOCADO

Cherry Tomato, Cucumber, Lettuce, Radish, Watercress, Chives, Cocktail Sauce & Tomato Vinaigrette

SEARED SCALLOPS

Sicilian Salsa, Aioli & Herb Salad

ASIAN SOY POACHED CHICKEN

Sesame Dressing, Avocado, Radish, Green Shallot, Coriander, Black Sesame & Crispy Wonton

PROSCIUTTO

Smoked Mozzarella, Seasonal Leaves, Fresh Ricotta, Pickled Zucchini, Grapes, Hazelnut & Balsamic Dressing

MAIN

SLOW ROASTED EGGPLANT

Cucumber Raita, Toasted Coconut & Papadum

CRISPY SKIN BARRAMUNDI

Pressed Potato & Hollandaise

GRILLED CHICKEN SUPREME

Pressed Potato & Thyme Jus

BEEF SIRLOIN (250GM)

Pressed Potato & Thyme Jus

SIDES

ROASTED WINTER VEGETABLES

BUTTERY POTATO MASH

GARDEN SALAD

GREEK SALAD

BROCCOLI W ALMONDS

DESSERT

VANILLA PANNA COTTA

Passionfruit Coulis, Seasonal Fruit & Biscotti Crumble

STICKY DATE PUDDING

Pecan Toffee Sauce & Salted Caramel Ice Cream

CHOCOLATE MOUSSE

Seasonal Berry Salad, Chantilly & Sable Biscuit

SEASONAL FRUIT

Sweetened Vanilla Mascarpone & Mint

KIDS MENU

CRUMBED CHICKEN & CHIPS

CRUMBED FISH & CHIPS

PENNE WITH TOMATO & PARMESAN

CHEESEBURGER & CHIPS

HAM & PINEAPPLE PIZZA

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.

CASH BAR

Guests purchase their own drinks at the bar.

BEVERAGE PACKAGE

Available on request.

Terms & Conditions

ROOM HIRE & MINIMUM SPENDS

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 non-refundable deposit of \$200 will need to be made and Credit Card details will be taken to confirm the booking.

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.

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

The function host is welcome to provide their own cake. We will store it and take every care; however, we can accept no responsibility to any damage that may occur. We will provide all private functions with a cake knife, napkins, plates and cutlery inclusive of room hire at no extra charge. If the host wishes to have the cake cut and served with ice cream, a fee of \$3 per person will apply.

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 for the duration of the function.

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. 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.

Terms & Conditions

ENTERTAINMENT

Hotel CBD has a strict entertainment policy. Please check with your Functions Coordinator before you book your entertainment. DJs are available for hire, 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: _____

CREDIT CARD DETAILS

Cardholder: _____

Card Type: _____

Card Number: _____

CVV: _____

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 this is a legally binding contract. I also understand 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

MANAGER