

FUNCTION PACKAGE

**Hotel
Richlands**

Phone: 07 3372 1433

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The Garden Room

\$450 room hire

Minimum 60 persons
Maximum 100 persons

Features

Projector
Roaming Microphone
Bluetooth Speaker
Smoking Dosa
Wifi Included
Close access to bar
Close access to buffet

The Garden Room is an elegant and stylish space for medium to large sized events. The Garden Room is catered by our well known and loved All-You-Can-Eat Buffet, meaning even the picky eaters will enjoy something off the buffet.

Whether you want to add on the bottomless soft drink package for your guests or run a customised bar tab there is something for everyone.

Please see next page for per head catering pricing



BUFFET PRICING

Mon – Fri Lunch	Mon – Thurs Dinner	Sat – Sun Lunch	Fri – Sun Dinner
16+ Adult \$35.95	16+ Adult \$41.95	16+ Adult \$38.95	16+ Adult \$43.95
11-15yrs \$23.95	11-15yrs \$23.95	11-15yrs \$23.95	11-15yrs \$23.95
3-10yrs \$17.95	3-10yrs \$17.95	3-10yrs \$17.95	3-10yrs \$17.95

Bottomless soft drink **\$6.99** each



The Buffet Operates from:

Lunch: 11.30am – 2.00pm

Dinner: 5.30pm – 8.30pm

Room Hire Times:

Lunch 10.30am to 3.00pm

Dinner 5.30pm to 10.00pm

Please note the following :

- Buffet menu changes frequently, Mussels may be available Fri, Sat & Sun
- Staff will enter function room at various times to clear tables before Buffet closes at 2.00pm and 8.30pm
- Bottomless soft drinks can be purchased on the day of the event, no jugs can be taken into the function room, unless purchasing alcohol beverages.
 - Function room must be pack down and vacated by 3pm or 10pm.

Richie's Sunken Lounge



Capacity
30 – 60
Cocktail Style

4.5 hour room hire

\$500 minimum
spend

Looking for a more casual approach, Richie's has you covered with our sunken lounge suitable for any cocktail style event.

With a wide range of savoury platters and sweet treats you will have loads to indulge in.

(A security fee may be required)

Conference Package



\$99 room hire includes:

- Projector
- PA System and
- Microphone

Available :
Monday to Friday
9.00am 3.00pm

Morning Tea \$11.50 per person includes Tea & Coffee station, Freshly Baked Scones & Danishes (minimum of 15 persons)

Buffet Lunch \$35.95 per person, when you dine in with us for lunch during Monday to Friday between 11.30 and 2.00pm

Platters : Prices start from \$45, choose a wide range of food platters from our package on page 6-8, one week notice is required, prior to your function.

Water Station : Hot water, tea, coffee, milk, sugar can be set up for additional \$50, once room hire is paid and confirmed.

PLATTER MENU

*Each platter serves approximately 10 people
Please ask our staff if you have any special dietary requirements*

COLD PLATTERS

Fresh Sandwich Platter \$85

Made from a variety of fresh ingredients, including cold meats & salads

Fruit Platter \$85

Mixed fruit platter with a selection of seasonal and dried fruits

Grand Grazing Board (20 people) \$215

4x Cold Meats, 3x selections of cheeses plus dried fruits, fresh fruit, crackers and dip.

Chicken Caesar Salad \$60

Individual serves of Chicken Caesar Salad containing lettuce, bacon, parmesan, egg, croutons & traditional Caesar dressing

SEAFOOD PLATTERS

Cold Seafood Platter \$215

Locally sourced oysters, mussels & king prawns with dipping sauces and fresh lemon wedges

Hot Seafood Platter \$200

Baked mussels, tender calamari & sweet chilli prawns with dipping sauces & fresh lemon wedges

Minimum order of 3 seafood platters per function.



HOT PLATTERS

Garlic Bread Platter \$45

20 pieces of loaf style garlic bread

Kids Platter \$85

An assortment of chicken nuggets, fish bites, mac & cheese croquettes & chips

Yum Cha Platter \$85

Vegetable samosas, mini beef dim sims & spring rolls, accompanied by an assortment of dipping sauces

Sportsman's Platter \$90

Mini quiches, mini sausage rolls and mini pies accompanied by an assortment of dipping sauces

Grilled Platter \$105

Meatballs & chicken kebab skewers accompanied by an assortment of dipping sauce

Pizza Platter \$80

2 large pizzas, your choice of: Meatlovers, Margarita or Hawaiian

Mega Sliders Platter \$104

Mini cheeseburger with pickles & tomato sauce, pulled beef with slaw

Taco Platter (Gluten Free Options available on request) \$105

Choose from Chicken or Fish

Please note : We require Food platters to be chosen at least one or two weeks prior to the event, this helps us prepare for the function in advance and coordinate with kitchen.

DESSERT

Mixed Sweet Platter \$85

An assortment of mini tarts, cheesecakes & slices served with whipped cream & berry compote

MORNING TEA PLATTERS

Scones & Danishes Platter \$75

Scones, Danishes & Sweet Pastries, baked fresh and served with jam & cream

FREQUENTLY ASKED QUESTIONS

Can we bring our own catering?

All catering consumed by guests must be provided by Hotel Richlands commercial kitchen. Celebratory Cake, cupcakes and Lollybar display are welcomed (no bakery goods, ie cold/hot desserts, however the latter must be approved by Venue Manager or Functions Manager.

Can we BYO?

Liquor licensing laws do not permit you to bring your own drinks on to the premise. All drinks consumed must be provided by Hotel Richlands. Anyone found with beverages purchased from outside the bar will have them confiscated and be removed from the premise. This includes both alcoholic and non-alcoholic beverages.

When do we have to provide final numbers?

For catering and operational purposes, we require confirmed numbers 2 weeks prior to the event, for small adjustments i.e. 2-5 people, at least 48 hours before the event.

Can we hire the room for longer than the allowed time?

The room hire time can be extended at the cost of \$65 per hour subject to availability. Night Function Only to 11pm. Extensions need to be confirmed and paid for two weeks prior to the event.

Do you have onsite parking for guests?

Yes, guests are welcome to utilise any of the parking spaces in our front or rear car park

Does my deposit get refunded if I cancel my event?

Cancellations made with more than a month's notice, deposit will be refunded in full, cancellations made with less than a month's notice, deposit will not be refunded. Cancellations for bookings made for November & December are non-refundable.

Can we bring our own decorations?

You are welcome to bring your own decorations however the use of sticky tape, wall tacks or glue is not permitted, this also includes tying decorations or items to light fittings, blinds or curtain rods. Any decorations brought in must be packed up in advance to meet the correct departure time agreement. There is to be no confetti or any table sprinkles - this will incur a cleaning fee

What time do minors have to leave the premises?

Minors are not able to be on venue premises after 10pm.

TERMS AND CONDITIONS

Booking: Your booking is not finalised or confirmed until the room hire deposit is made and you have provided the venue with a **signed Terms and Conditions**. We do not take tentative bookings (only booking enquiries with no payment).

Deposit: When making your initial deposit, you will be given Terms & Conditions to read and sign. Please ensure to return the last page of this functions package, when you finalise your confirmed numbers two weeks prior to the event.

Terms and conditions : A confirmation email, will be sent to you to confirm your initial deposit and when the confirmation numbers and payment is required, you will be emailed a copy of the Terms & Conditions, this will be accepted as having read and agreed to follow these conditions.

Payment: Payment can either be cash or bankcard in person, over the phone via card payment. Cheques or Account deposits are only considered for corporate, associations and organisations in special cases approved by Function or Venue Manager.

A 60 person minimum is required to book our function room. Unless approved by the Venue Manager or the event is included in the conference package (Monday – Friday Lunch).

Functions with 60 people must be paid in full, two weeks prior to the event. If during your function the numbers are below 60 persons, there will be no refund made for guests that were not able to attend.

Functions that have confirmed numbers of 65ppl or more is required to pay 85% of your guests 2 weeks in advance. The remaining guests can be paid on the day. If there are guests that did not show on the day will be charged \$25 each to reach your confirmed numbers.

Confirmation: Confirmation of function numbers & details must be completed 2 weeks prior to the event. Small increase or decreases are acceptable; however, lack of notification will result in surcharges to be paid. This may result in \$100 payment fee for more than 10 people over confirmed numbers.

Hire Extensions: A one hour extension can be requested for \$65, both the Garden Room and Richies Sports Bar – Sunken Lounge area latest till 11pm, this must be approved by Function/Venue Manager.

Public Holidays: A \$900 Room hire will charged on any public holiday that the venue has availability. The venue does not book functions on event days such as Christmas Eve, Christmas Day, Boxing, Easter Sunday, Fathers Day etc. (There is no surcharge on buffet prices for public holidays, where there is no set menu.

Minors (Under 18): Minors (persons under 18) are only allowed on venue premise in supervision by a parent or guardian as per our Venue Licensing and House Policy.

- Minors must be accompanied at all times by an adult and supervised when outside the function Room.
- Minors must also vacate the premise by 10pm, please note this is also including set up/pack down time.

Outside Food and/or Beverages: No outside food or beverages are to be consumed in or around the venue grounds. This includes alcohol (purchased from our bottle shop or other where's), food from other venues, non-alcoholic beverages (juices, soft drinks, water bottles, etc)

Any refusal of this will result in confiscation of items and lead to possible removal.

The only exceptions to this are: Celebratory cakes Lolly / dessert buffet (needs to be approved by Venue/Function Manager) Infant feeding requirements (i.e. baby food, formula, etc)

Should you need any exemptions to this for medical reasons, they need to be noted and approved by Venue and/or Functions Manager 2 weeks prior to event. (i.e. Feeding tubes, Dietary Requirements, etc)

TERMS AND CONDITIONS

Prices & Payment: All prices quoted are inclusive of GST, prices are subject to change unless prior agreement and quoted in writing approved by Venue and/or Function Manager. - For Buffet all guests aged 3+ need to be paid for before entering the room as per Buffet age limits. Any exceptions to this need to be approved in writing by the Venue and/or Functions Manager. All Food platters or specific meals that are pre-ordered, requires minimum of 1-2 weeks notice prior to the event.

Discounts: There are no discounts for Buffet in Functions room, this includes but is not limited to Seniors and Star Rewards members discounts. Any room hire fee discount is at Venue/Function manager discretion.

Responsible Service of Alcohol: All Guests must adhere to the current laws of the Office of Liquor and Gaming Regulation QLD. Hotel Richlands Management & Staff (including our contracted crowd control staff/security, support the responsible service of alcohol. All staff are trained in the Responsible Service & Supply of Alcohol and reserve the right to refuse service to anyone deemed disorderly or unduly intoxicated. Management also reserves the right to remove the refused patron from the venue.

Identification: Only the following types of identification are valid and accepted as evidence of age: *Current Driver's License *Current 18+/Proof of Age Card *Current Australia Post Keypass ID *Current Passport. NOTE: if foreign license and/or passport not in English, it cannot be accepted as proof of age. All forms of identification must be current and valid.

Unduly Intoxicated and Disorderly Patrons: Licensing Laws prohibit supply of Liquor to disorderly, unduly intoxicated, or underage persons. Patrons showing signs of undue intoxication or disorderly behavior will be refused service and may be asked to leave the premise. Hotel Richlands will not tolerate any harassment of Patrons or Staff of any kind and offending patrons will be asked to leave the premise. Management supports staff refusing service.

Security Requirements: Depending on the number of guests and the nature of the event, security may be required. The contract signatory is liable for the costs of security which are to be provided by Hotel Richlands security partners.

Damages: The contract signatory assumes responsibility for all damage caused by them or their guest invitees or other people attending the function, whether in the function rooms or in another part of the hotel.

Decorations: All decorations supplied by the customer are to be packed up in advance to meet the correct departure time agreement (e.g chair covers, back drops, etc). - Glitter, confetti, confetti cannons, etc are not to be used inside the venue: use of these will incur an immediate cleaning charge – this charge is up to manager discretion at the time and depends on the extent of the cleaning requirement. - Decorations are not to be taped, pinned, stuck, blue tacked, tied to any part of the venue (walls, windows, blinds, light fittings, doors, etc)

Cleaning: General and normal cleaning is included in the room hire charge, however additional charges may be payable if the function has created cleaning needs above and beyond standard cleaning.

Theft/Crime: If Hotel Richlands property is damaged or stolen then you will be liable to pay for damages or missing items. These include, but are not limited to: Cords (AUX, HDMI, Electrical, Power boards) = \$20, Projector Remote = \$500, Projector = \$4500, Projector Screen = \$1000, Microphone/Speaker = \$500.

Late Fee: Each function is allocated 4.5 hours in the room. All guests/decorations/etc must be off premise by the end time stated in your room hire. Failure to do so will incur a late fee of \$50 for every 30 minutes over that end time should it take for the room to be vacated.

Hotel Richlands Booking Agreement and Terms & Conditions

Please read the Terms & Conditions carefully, fill out and sign the form below and return ASAP to the venue (in person or via email to hrrfunctions.manager@starhotels.com).

Bookings will not be confirmed until deposit has been paid and this form has been completed.

I have read & accepted the Hotel Richlands Function Terms & Conditions

FULL NAME: _____

MOBILE: _____

ADDRESS: _____

EMAIL: _____

Credit Card details will be required as a security for any damages, time extensions or any additional expenses; a security charge of \$1 will be made to the credit card once this form has been signed & returned.

Mastercard / Visa / American Express (Please Circle Which One)

Card Holder's Name: _____

Card Number: _____

Expiry Date: _____ CVV: _____

Signature: _____ Date: _____
