REGATTA
HOTEL
EST. 1874

# SPECIAL EVENTS *package*

*The 'Grand Lady of the Brisbane River'*

For over140 years Brisbane has met, mingled and created stories at The Regatta Hotel

www.regattahotel.com.au

Special Events Package 2017

# SPECIAL EVENTS *package*

## FUNCTION FLOOR LEVEL 1

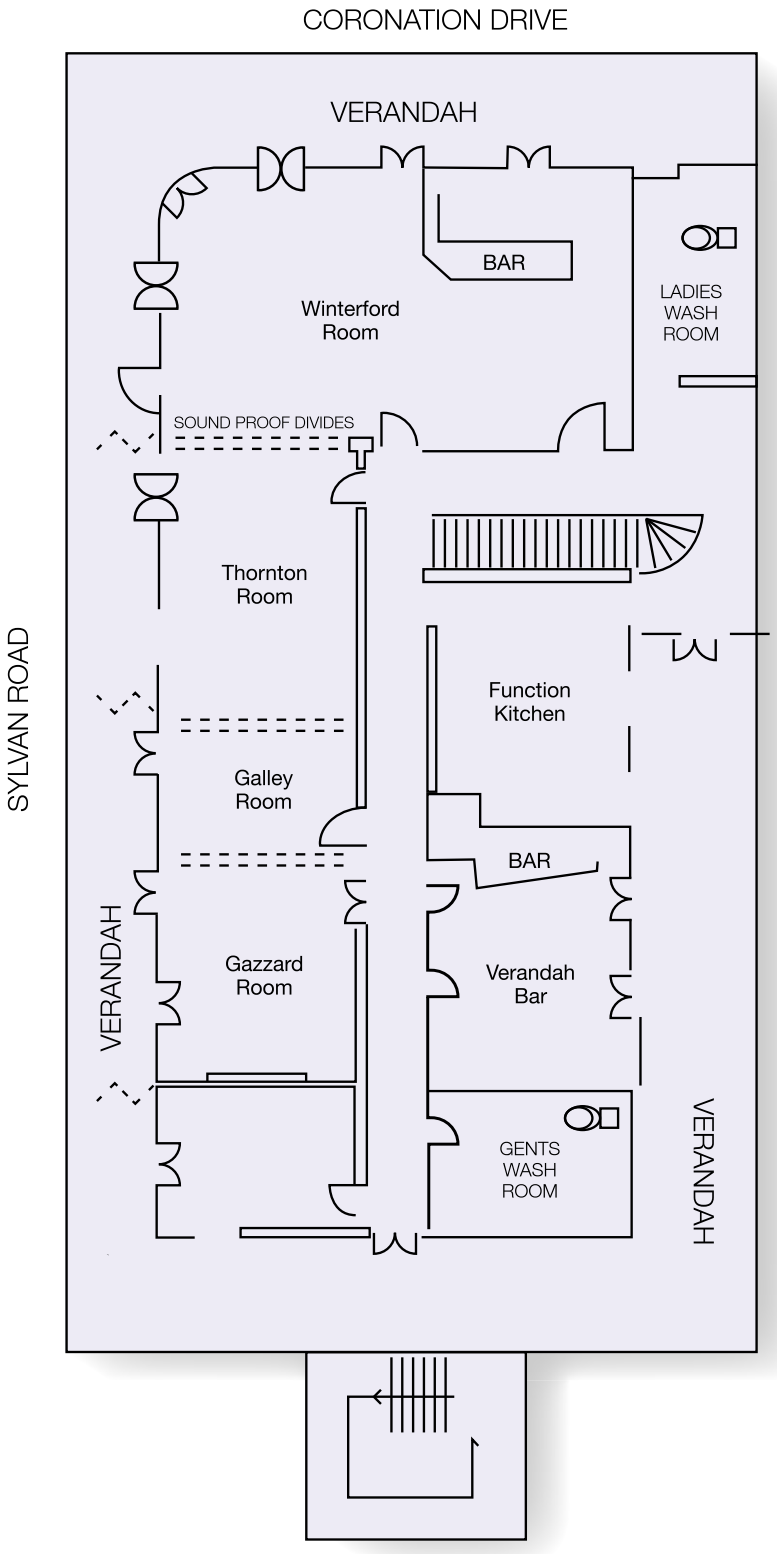
The Regatta Hotel is Brisbane's seasoned entertainer. Our functions department provides our guests with memorable experiences, offering diverse capabilities across a range of events and social functions. The beautifully appointed function floor plays host to an array of different events, from weddings to major corporate functions. We accommodate each and every guest for your specific event needs.

Located on the first level of the Hotel, our function rooms have direct access to the iconic verandahs of the Regatta Hotel. With glass bifold, sound-proofed sliding dividers that can be closed or opened up to combine the different spaces, these fully air-conditioned rooms are able to provide the flexibility to meet the needs of any event. Contact us for a personal tour of the Regatta Hotel's function rooms

*Winterford Room, Thornton Room, Gailey Room & Gazzard Room*

# SPECIAL EVENTS *package*

## FUNCTION FLOOR LEVEL 1 – FLOOR PLAN



# SPECIAL EVENTS *package*

## CAPACITY INFORMATION

| ROOM | COCKTAIL CAPACITY | BANQUET CAPACITY | THEATRE CAPACITY | BOARDROOM STYLE CAPACITY |
|---|---|---|---|---|
| Winterford | 90 | 24 | 30 | 16 |
| Thornton | 50 | 16 | 30 | 12 |
| Gazzard | 50 | 16 | 30 | 12 |
| Winterford / Thornton | 150 | 40 | 60 | 25 |
| Winterford / Thornton / Gailey | 200 | 48 | 70 | 30 |
| Winterford / Thornton / Gailey / Gazzard | 350 | 80 | 100 | 40 |
| Thornton / Gailey | 50 | 32 | 60 | 20 |
| Thornton / Gailey / Gazzard | 130 | 50 | 80 | 30 |
| Gailey / Gazzard | 60 | 32 | 50 | 17 |
| Verandah Bar Room | 60 | 16 | 20 | 8 |
| Iconic Verandah | 60 | 25 | N/A | N/A |

*Winterford Room, Thornton Room, Gailey Room & Gazzard Room*

## AUDIO VISUAL INCLUSIONS

- Free high speed wifi with video streaming capability
- 3M x 2M data projector screen with ceiling mounted projector (Gazzard Room only)
- Data projector and stand-alone data projection screen
- Plasma screens (wall mounted in each room)
- Lectern
- Whiteboard
- Flipchart
- Roving microphone (4)
- iPod connectivity
- Staging

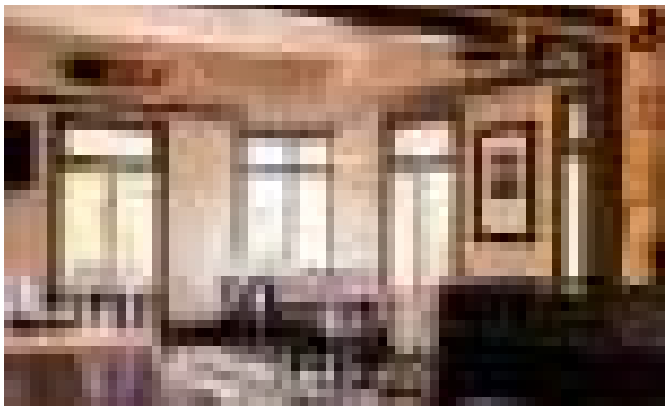
# SPECIAL EVENTS *package*

## WINTERFORD ROOM

The Winterford Room is located at the front of the Hotel and overlooks Coronation Drive and the Brisbane River. The Winterford Room is our premium private function space, well equipped with a beautiful, black marble bar and audio-visual capabilities. The Winterford Room is our most popular room and is a favourite for corporate events, special occasions and wedding receptions.

## THORNTON ROOM

The Thornton Room can be used independently or as an additional space for events requiring extra room. The Thornton Room is a great space for cocktail events and special occasions, as well as corporate meetings and seated dinners. With access to its own private verandah space overlooking the Brisbane River, the Thornton Room is perfect for your next event



# SPECIAL EVENTS *package*

## GAILEY ROOM

The Gailey Room is used as an adjoining space for the Gazzard or Thornton Rooms to provide additional space for special occasions and corporate events. With access to private verandahs, the Gailey Room is perfect for providing that little bit of extra room to mix and mingle.

## GAZZARD ROOM

The Gazzard Room is the ideal space for your next corporate meeting, networking breakfast, presentation, small cocktail event or exclusive luncheon. The Gazzard Room is popular for corporate events and is equipped with a state of the art ceiling mounted projector and suspended plasma screen. The Gazzard Room has access to private verandahs and is adjacent to our Verandah Bar, which allows guests access to a fully equipped bar or break-out space.

# SPECIAL EVENTS *package*

## FUNCTION LEVEL VERANDAHS

With iconic views of the city skyline and Brisbane River, the function level verandahs are a talking point for all guests attending events at our venue. Our verandahs boast a gorgeous view of the famous Jacaranda blooms on Coronation Drive through September to January and make a gorgeous backdrop for any special occasion. We offer the exclusive use of your function rooms adjoining verandah for private use. and offer assistance and advice as to the syling and optimum use of these beautiful spaces.

# SPECIAL EVENTS *package*

## SET MENU - LUNCH AND DINNER SELECTION

*Two Course $47.90 | Three Course $57.90*

Select two options from each course to be served alternate drop style

Entrée

Freshly shucked natural oysters (6) with lemon & cracked black pepper (GF)

Salt & Pepper Baby Squid, rocket leaves, lemon, aioli

Twice cooked pork belly & seared scallops, cauliflower puree, pork scratching

Baby beetroot salad, goat's curd, garden cress, spring onions (GF/V)

Main

Char grilled beef tenderloin, jacket potato, green vegetables, wild mushroom sauce

Corn Fed Chicken Supreme, kipfler potato, broccolini, leek, thyme cream reduction (GF)

Pan Fried Hiramasa Kingfish Fillet, braised fennel, preserved lemon, tomato, '

shaved fennel, watercress & lemon olive oil (GF)

Caramelised Onion & Ricotta Ravioli, basil pesto, salted capers, eggplant,

extra virgin olive oil, fried basil (V)

Milly hill lamb rump, creamy mash, green beans, lamb stock reduction

Dessert

Cold Pressed Melon, dehydrated fruit salad, sorbet (GF)

Citrus Tart, burnt meringue, mint malto, orange sorbet (GF)

Macadamia tart, honey cremeux, dark chocolate ice-cream

Chef's selection of Australian farmhouse cheese, lavoche and crackers (GF available)

** Dietary requirements catered to with advance notice * Menu is subject to seasonal change and product availability *Please note all steaks will be cooked to medium*

***Want a custom event menu that is out of the box?***
***Regatta Hotel Executive Chef, Anthony Fullerton, can craft a customised menu for you priced accordingly.***

# SPECIAL EVENTS *package*

## CANAPÉ SELECTION

All made in-house with fresh, seasonal produce
selected by our Executive Chef.

*Your selection of 2 cold and 2 hot canapés $21.90 per person*

*Your selection of 3 cold and 3 hot canapés $31.90 per person*

*Your selection of 4 cold and 4 hot canapés $41.90 per person*

*Your selection of 5 cold and 5 hot canapés $51.90 per person*

Cold Canapés

Seared Beef fillet, sour dough crostini, horseradish aioli

Smoked ocean trout potato rosti & herbed crème fraiche

Wild Mushroom & Goat's Curd w/- micro herbs (v)

Heirloom tomato, green basil, pearl mozzarella & extra virgin olive oil (v/gf)

Duck confit & onion marmalade tartlet

Char grilled chorizo, brie cheese, caponata, crispy sage served on cucumber discs (gf)

Hot Canapés

Prawn Cones w/- lemon caper aioli

Peking duck spring roll w/- spiced plum sauce

Caramelised onion & blue cheese arancini w/- tomato chutney (v)

Chickpea, Onion & spinach pakoras, cumin & mint yoghurt (v)

Chicken & Mushroom Filo w/- green tomato relish

Skewered Beef kofta w/- sumac & yoghurt (gf)

Chorizo Empanada w/- saffron aioli

Slow braised pork belly sliders w/- pickled slaw & honey mustard

Sweet Canapés

Assorted Petite Four Cakes & Tarts (gf-option)

Assorted baby cup cakes

Cream filled chocolate profiteroles

Portuguese tartlets

# SPECIAL EVENTS *package*

## PLATTER SELECTION

These platters cater for approximately 15- 20 guests per platter:

**Ploughmans Platter $100**

Selection of cold meats, cheeses, pickles, breads & condiments

**Garden Platter $65 (V)**

Marinated olives, fetta, chargrilled assorted vegetables, crostini, hummus

**Hot and Cold Seafood Platter** (*Two course service*) **$200**

Selection of natural oysters, prawns, smoked salmon, crab and avocado tartlets

Salt and pepper squid, reef fish goujons, tempura prawns, chips, lemon and dipping sauces.

**Party Platter $65**

Cocktail sausage rolls, meat pies, tomato & BBQ sauce

**Asian platter $65**

Spring rolls, vegetable samosa, fried wontons, money bags, marinated prawn cones, sweet chilli dipping sauce

**Cheese Platter $90**

Trio of cheeses served with dried and fresh fruits, crackers & preserves

**Junior Platter $50**

Chicken nuggets, sausage rolls, fish goujons & condiments

**Wedge Platter $50**

Seasoned potato wedges served with sour cream & sweet chilli

**Dips Platter $50**

Chef's trio of dips served with warmed pita bread

**Pizza platter $70**

Assorted mini pizzas

**Assorted chicken skewer platter $110**

Mixture of Thai, Tandoori & Teriyaki chicken skewers

# SPECIAL EVENTS *package*

## GRAZING BOXES

*$12.90 per guest per selection – Minimum of 20 per selection*

*The perfect addition to your canapés, these options are served individually to your guests*

Beer battered fish, chips, tartare & lemon

Warm confit duck salad, pomegranate dressing (GF)

Spinach & ricotta tortellini, roasted vegetables, creamy pesto sauce (V)

Lamb & chorizo cassoulet, creamy potato mash (GF)

Chicken Nasi Goreng, Asian herb salad

Dietary requirements can be catered for, upon consultation with our Functions Team

## BUFFET STYLE OPTIONS

*Minimum of 20 guests required for each option*

| | |
|---|---|
| Seasonal fruit platter | $6 per person |
| Chocolate filled donuts | $6 per person |
| Gluten free friands | $6 per person |
| Gourmet muffin selection | $6 per person |
| Mini ham & cheese croissants | $12 per person |
| Assorted mini quiches | $12 per person |
| Gourmet pizza selection | $12 per person |
| Finger sandwiches | $12 per person |
| Beef sliders | $15 per person |

# SPECIAL EVENTS *package*

## BEVERAGES

The Regatta Hotel offers the option of a bar tab, beverage package or drinks on consumption for guests attending private functions. Our friendly functions team are available to assist in selecting the best option for your upcoming event and include below information for your consideration.

### Beverage Packages

Beverage packages are offered in a range of duration and product offerings. Minimumspend and RSA conditions apply to the service of all beverage packages and our friendly functions team are here to assist with the suitability and selection of your preferred package.

### Bar Tabs

Bar tabs are pre-set amounts for beverage consumption of guests on the evening and can be increased in monetary amounts if necessary throughout the event. Hosts are welcome to select any combination fo beer, wine, spirits or cocktail options available to guests on a bar tab basis. Beverage availability and price lists can be provided on request. Minimum spend requirements apply.

### Cash Bar

Drinks on consumption basis is available for hosts requesting guests purchase drinks on a cash bar basis throughout the event. Standard and premium offerings can be made availkable for guests purchase on upon request of our. Beverage availability and price lists can be provided on request. Minimum spend requirements apply.

### Drink Tickets

The Regatta Hotel can assist in allocating a drink per person in the style of drink tokens pre-purchased for ticketed events such as reunions and fundraisers. Please contact our Functions Team to chat further regarding details and pricing for this option at your upcoming event.

# SPECIAL EVENTS *package*

REGATTA HOTEL

## DELUXE BEVERAGE PACKAGE

*2 hours $48.00 per person | 3hours $63.00 per person | 4hours $75.00 per person*

Soft Drinks and Juice

**Draught Beer:**

XXXX Gold, Pure Blonde, Carlton Draught Fresh, Great Northern, Peroni Nastro, Peroni Leggera, Bulmers Original Cider

**Basic Spirits:**

Smirnoff Vodka, Makers Mark Bourbon, Jack Daniels, Bundaberg Rum, Gordon's Gin, Johnny Walker Red Label

**Bottled Beer (choose 1)**

3 Pub Circus OR Corona

**White Wine (choose 2)**

Cape Mentelle Semillon Sauvignon Blanc, Margaret River, WA

Shaw & Smith Sauvignon Blanc, Adelaide Hills, SA

T'Gallant 'Juliet' Pinot Grigio, Mornington Peninsula, VIC

St Hubert 'Hubert the Stag' Chardonnay, Yarra Valley, VIC

**Sparkling**

Moet

**Red Wine (choose 2)**

Ruffino Chianti, Tuscany, Italy

Mount Langi Billi Billi Shiraz, Grampians, VIC

Grant Burge 'Tenet' Merlot, Barossa Valley, SA

Franklin Estate 'Rocky Gully' Cabernet Sauvignon, Maragaret River, WA

# SPECIAL EVENTS *package*

## PREMIUM BEVERAGE PACKAGE

*2 hours $42.00 per person | 3 hours $54.00 per person | 4 hours $64.00 per person*

Soft Drinks and Juice

**Draught Beer:**

XXXX Gold, Pure Blonde, Carlton Draught Fresh, Great Northern, Peroni Leggera, Peroni Nastro, Bulmers Original

**Bottled Beer (choose 1)**

3 Pub Circus OR Corona

**Sparkling (choose 1)**

Beaumont Sparkling, NV

Seppelt Fleur de Lys, NV

**White Wine (choose 2)**

The Ned Sauvignon Blanc, Marlborough NZ

T'Gallant Juliette Pinot Grigio, Mornington Peninsula, VIC

St. Hubert ' Hubert the Stag' Chardonnay, Yarra Valley, VIC

**Red Wine (choose 2)**

Sister's Run Shiraz, McLaren Vale, SA

Mount Langi Billi Billi Shiraz, Grampians, VIC

Grant Burge 'Tenet' Merlot, Barossa Valley, SA

## BASIC BEVERAGE PACKAGE

*2 hours $31.00 per person | 3 hours $41.00 per person | 4 hours $49.00 per person*

**Soft drinks and juice**

| | |
|---|---|
| **Draught Beer** | XXXX Gold, Pure Blonde, Carlton Draught, Great Northern |
| **Sparkling** | Beaumont Sparkling NV |
| **White Wine** | The Ned Sauvignon Blanc, Marlborough, NZ |
| **Red Wine** | Sister's Run Shiraz, McLaren Vale, SA |

# SPECIAL EVENTS *package*

Functions Terms and Conditions

We would be delighted to welcome you to the Regatta Hotel for your next event. As the event co-ordinator we ask that you please acquaint yourself with the below terms & conditions of hire which will apply to your function. Should you have any questions please do not hesitate to contact us.

Booking Confirmation and Deposit

A tentative booking will (on request) be held for a maximum period of seven (7) days after which time a deposit (equivalent to 20% of the minimum Food and Beverage spend) will be required to confirm your booking. Additionally a completed booking confirmation form is required as part of the confirmation process. This booking contract will be tailored to your specific event and can be sent to you upon request from our Functions Coordinators. Once both the deposit and confirmation form have been received your booking will be confirmed.

Cancellations

We appreciate that circumstances may occur which could make it necessary for a function to be cancelled. In all instances written notice is required and the following deposit conditions would apply.

- Notification up to 1 month prior to the scheduled event – deposit is transferrable only upon rebooking of the original date.
- Notification within 1 month of the scheduled event – deposit is non refundable.

Final Guest Numbers and Event Details

In order to effectively plan for your event the Hotel's Functions team will require the following:

- Final details including, minimum guest numbers, menu selection, beverage arrangements, entertainment, audio visual requirements, room set up and running schedule fourteen (14) days prior to the event.
- After this time only increases in guest numbers will be permitted up to 72 hour prior to the event date. Please note that any increases within 72 hour of the event date may pose catering concerns and cannot be guaranteed. Should this be necessary please contact your functions co-ordinator to further discuss.
- A final seating plan (if applicable) should be provided 72 hours prior to the commencement of your function.

Price Variations and Surcharges

Although every effort is made by the Hotel to maintain menu prices as printed, price variations may occur at the discretion of management.

- A surcharge applies if numbers are less than the required minimum number of guests; please see individual packages for minimum number requirements.
- A surcharge of 25% is applicable on room hire and menu prices to functions being held on a public holiday.

Final Payment

Final payment is required in full 7 days prior to your event

Final payment of all catering expenses is required no later than 72 hours prior to the function date. Your beverage account is required to be paid at the completion of the function. Please note, where a minimum food and beverage spend applies to your event any amounts outstanding will be required to be paid at the conclusion of your function as room hire.Payment can be made by credit card, cash or direct debit into our bank account (please refer to the booking confirmation form or invoice for bank details). If paying by direct debit, please quote your booking reference name/number upon payment and provide a copy of your remittance advice to functions once payment has been made for reconciliation purposes.

Food and Beverage Policy and Licensing

Due to the nature of the Hotel's license and policies, we are unable to permit patrons, guests or invitees to bring liquor or food onto the premises. Similarly, no food or beverage can be removed from the premises. Celebration Cakes are exempt from this rule – a limit of one cake per function applies.

# SPECIAL EVENTS *package*

Entry Requirements

Guests attending your function are welcome to enter the premises primarily for that purpose. Should your guests wish to utilize the Hotel's many other facilities, they must meet the Hotel's dress code requirements.

Responsible Service of Alcohol and Minors

Responsible Service of Alcohol applies to all functions. All guests under the age of 18 must have a guardian remain in the function at all times during their stay. Minors must wear a wristband to ensure that they are easily detectable. Should they remove their wristband, hotel security will ask the minor and his/her responsible guardian to leave due to hotel policy. All minors must vacate the premises by 10.00pm. A copy of the House policy is available on request.

Property and Damages

The Regatta Hotel will take all due care with client/guests and third party property, however we do not take responsibility for any items that have been left behind, lost, stolen or damaged during your function. The organiser is financially responsible for any damage to the Hotel's property and equipment as a result of your function, along with any damages to equipment hired for use during your function.

Decorations

You are welcome to supply additional decorations to compliment your chosen theme. Please check with your Functions Coordinator before attaching fixtures to the Regatta Hotel property.

Equipment and Entertainment

All equipment and entertainment provided by the client must have prior permission from the Hotel. It is advised that a time be scheduled prior to your function to ensure compatibility of equipment and software. No responsibility will be taken by the Hotel if data/equipment is incompatible.

If you wish to arrange a juke box, DJ or band you must contact the Functions Coordinator to discuss the sound regulations at least two days prior to your function. Please note that strict sound limitations apply and management reserves the right to control the volume of any entertainment.

*The 'Grand Lady of the Brisbane River'*