



HotelRichlands

FUNCTIONS

- WEDDINGS
- BIRTHDAYS
- SPECIAL EVENTS
- CORPORATE

hfunctions.manager@starhotels.com.au

(07) 3372 1433

ALL YOU CAN EAT BUFFET

Available 7 days: Lunch and Dinner in the Garden Room

PRICING

Lunch

Monday to Thursday

\$23.95

Friday, Saturday & Sunday

\$26.95

Children

Under 3 Years Free

Aged 3-10 Years \$9.95

Aged 11-15 Years \$14.95p

Dinner

Monday to Thursday

\$29.95

Friday – Sunday

\$32.95

Beverage

Bottomless Soft Drinks

\$4.95

*The Prices in this package cannot be used in conjunction with any other offer or discount.



COCKTAIL PLATTER MENU

Serves approx. 6-10 people per platter

Please ask our staff if you have any special requests or dietary requirements

COLD PLATTERS

- | | |
|---|-------|
| Fresh Sandwich Platter | \$70 |
| - Made from a variety of fresh ingredients, including cold meats & salads | |
| Fruit Platter | \$75 |
| - Mixed fruit platter with a selection of seasonal and dried fruits | |
| Grand Grazing Board (20 people) | \$199 |
| - 4x Cold Meats, 3x selections of cheeses plus dried fruits, fresh fruit, crackers and dip. | |

HOT PLATTERS

- | | |
|--|------|
| Garlic Bread Platter | \$40 |
| - 20 pieces of loaf style garlic bread | |
| Kids Platter | \$70 |
| - An assortment of chicken nuggets, fish bites, mac & cheese croquettes & chips | |
| Yum Cha Platter | \$80 |
| - Vegetable samosas, mini beef dim sims & spring rolls, accompanied by an assortment of dipping sauces | |
| Sportsman's Platter | \$80 |
| - Mini quiches, mini sausage rolls and mini pies accompanied by an assortment of dipping sauces | |
| Grilled Platter | \$80 |
| - Meatballs & chicken kebab skewers accompanied by an assortment of dipping sauces | |
| Fried Seafood Platter | \$85 |
| - Tempura prawns, flathead fillets, calamari accompanied by an assortment of dipping sauces | |
| Pizza Platter | \$70 |
| - 2 large pizzas, your choice of: Meatlovers, Margarita or Hawaiian | |
| Mega Sliders Platter | \$99 |
| - Mini cheeseburger with pickles & tomato sauce, pulled beef with slaw | |

Taco Platter (Gluten Free Options available on request) \$85

- Chicken or fish tacos

Chicken Caesar Salad \$40

- Individual serves of chicken Caesar salad containing lettuce, bacon, parmesan, egg croutons & traditional Caesar dressing

SEAFOOD PLATTERS

Cold Seafood Platter \$185

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

Hot Seafood Platter \$165

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

Minimum order of 3 seafood platters per function.

DESSERT & MORNING TEA PLATTERS

Mixed Sweet Platter \$70

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

Scones & Danishes Platter \$65

- Scones, danishes & sweet pastries, baked fresh and served with jam & cream

ROOM & CAPACITIES

The Garden Room

\$350 R/H

SIT DOWN 50 - 90 Guests

COCKTAIL STYLE 60 - 90 Guests

Elegant and stylish, The Garden Room is a very versatile space suitable for all types of events from corporate to more social style settings and intimate private dinners. We have all the facilities required to provide an unforgettable atmosphere for you and your guests. The room hire includes: 4.5 hours of room hire (Lunch: 10:30am – 3:00pm; Dinner: 5:30pm – 10:00pm), the set up and pack down of the room's furniture, tables cloths as well as access to the projector, microphone, sound system & private smoking area.

Richie's Sunken Lounge

\$250 R/H

COCKTAIL/CASUAL STYLE: 30 – 60 Guests

In our newly renovated Sport's Bar: Richie's, we have an area away from the hustle and bustle of the crowds that can be hired for just you and your guests. This area will be sectioned off for you and your guests, as well as include tablecloths and coloured napkins as well as wristbands if needed for bar tabs, etc. An unlimited self-serve Tea & Coffee Station is included as well. You can also utilise other areas of the Sports Bar, however, please understand that they are public areas to share with other patrons.

Richie's Main Bar

Minimum Spend \$500 (inclusive Food & Drinks : Prepaid)

COCKTAIL STYLE 60 – 150 Guests

The Main Bar in Richie's is available to hire, however this is still a public space and other patrons can venture through the area. The room hire includes tablecloths & coloured napkins as well as wristbands if needed for bar tabs. Access to the stage is available by request only and does require prior organisation. You can also utilise other areas of the Sports Bar, however, please understand that they are public areas to share with other patrons.

STYLING & FACILITIES

Subject to room and availability

Take the stress of planning and styling away and let us do the work. You will be in the very capable hands of the events team and we will work closely with you to understand your unique style and budget to interpret your vision as best we can with our styling partners.

Styling & Decorations

Prices upon request

- Chair Covers with Sash
- Table Runners
- Table Skirting / Swagging
- Backdrops
- Lighting
- Centre Pieces
- Wishing Wells
- Balloon Arrangements / Garlands
- Floral Arrangements

Facilities Available

Subject to function area & availability

- Sound system
- Microphone
- TV/Projector
- Easy Access to Bar & Food
- Shared bathrooms
- Designated outdoor smoking areas
- Self-Serve Tea & Coffee Station (\$65)

FREQUENTLY ASKED QUESTIONS

Can we bring our own catering?

All catering consumed by guests must be provided by Hotel Richlands commercial kitchen. Celebratory cakes & lolly or dessert buffets are welcome, 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.

Are we required to be vaccinated?

Yes, as per the current Queensland mandate, any patrons 16+ are required to be fully vaccinated to be allowed to enter the venue. Those with exemptions will also be allowed. Guests must have their proof of vaccine or exemption with them at all times.

When do we have to provide final numbers?

For catering and operational purposes, we require at least 7 days' notice for final numbers of your 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. Extensions need to be confirmed and paid for 7 days in advance of 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.

Please note: that cancellations in relation to COVID Vaccination Mandates, less than a month out will not receive a refund, as you are notified upon booking.

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. If in the Function Room, Minors may stay on premise until 12am, providing that they do not leave the function room.

TERMS AND CONDITIONS

Booking: Your booking is not finalised or confirmed booked until the room hire deposit is made. We do not take tentative bookings (only booking enquiries with no payment)

Deposit: when making your deposit, you will be given the Terms & Conditions to read and sign. Please ensure to ask any questions you might have regarding these.

Terms & Conditions: If you have been 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 over the phone via card or in person via cash or card. Cheque or Account Deposits need to be approved by Venue and/or Functions Manager and are only available in special cases.

Cancellation Policy: In the event of cancellation the following applies:

- Cancellations made with more than 1 month notice will be refunded in full.
- Cancellations made less than 1 month in advance will not be refunded their room hire deposit.
- Cancellations made by default (lack of contact/no show/etc will receive no refund at all for any deposit or prepayment made.
- Cancellations from COVID related matters are to be postponed to another more suitable date.

NOTE: should cancellation be happening due to lack of vaccination; room hire deposit will not be refunded.

- Functions Cancelled throughout November – December will not have their room hire deposit refunded, however events may be postponed based on a case by case as per approved by Venue and/or Functions Managers.

COVID19 Vaccinations: As per the current QLD Government Requirements, all guest attendees 16+ are required to be vaccinated and have proof of vaccination. Any refusal to provide proof of vaccination or proof of exemption will result in refusal of entrance to venue.

- Exemptions to this are: those under 16-year-old & those with proof of medical exemption.

NOTE: those who do have exemption for medical reasons will need to carry their proof from medical professional on them to be allowed to enter the venue.

NOTE: Refusal of Entrance due to insufficient of proof of vaccination will not receive any refund or exemption from the venue.

Confirmation: Confirmation of function numbers & details must be completed 2 weeks in advance of event. Small increase or decreases are acceptable; however lack of notification will result in surcharges to be paid.

- If attendee numbers drop below 85% of the pre-arranged/confirmed numbers without contact to the venue, a surcharge of \$20 per head will be required to make up to 85%

- If attendee numbers drop below 50% of the pre-arranged/confirmed numbers without contact to the venue, a surcharge of the standard guest price will be required to make up the 50% + the 50%-85% surcharge.

- For Friday Night – Sunday Night Events: If attendee numbers drop below 50 people (minimum requirement) a surcharge of the normal guest price will be required to make up to the 50 people, plus any percentage surcharge that is required.

Hire Extensions: Room hire includes 4.5 hours of hire as per determined by the venue. Should you want to extend beyond these hours the following is required:

- Room hire extension is priced at \$65 per hour: this is to cover the cost of staff and/or security requirements.

- The room hire in any case can only be extended for evening functions until midnight (12am)

- Room hire needs to be confirmed and paid 2 weeks in advance and approved by Venue and/or Functions Manager

Public Holidays: A 100% Surcharge of Room Hire will be added for occurring on any public holiday that the venue has available. The venue does not book functions on event days such as Christmas Eve, Christmas Day, Boxing, Easter Sunday, etc. (i.e. Room Hire Normal = \$350, Room hire Public Holiday \$700)

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 also includes should you be onsite prior to function (i.e. for set up, etc).

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)

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 Functions: all guests aged 3+ need to be paid for before entering the room as per Buffet requirements. Any exceptions to this need to be organised and approved in writing by the Venue and/or Functions Manager

- In regards to Platters or specific meals that are pre-ordered, these must be paid a minimum 1 week in advance.

- For Buffet, 50% of the quoted food price must be paid 1 week in advance.

Discounts: Unless prior organised and approved by Venue and/or Functions Manager, there are no discounts for functions. This includes but is not limited to seniors discounts, and Star Members Discounts.

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 behaviour 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.

Hire Items: Should you need to hire any items from us, these will need to be organised as soon as possible. Hiring costs are as follows: Electrical Cords, Aux Cords, HDMI Cords, Powerboards: \$5 each, Laptop: \$75, Decorations: to be quoted depending on what is being ordered (Please note: decorations are hired from another company, these need to be organised in advance).

Damages: The contract signatory assumes responsibility for all damage caused by them or their guests, 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, blutacked, 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, Powerboards) = \$20, Projector Remote = \$500, Projector = \$4500, Projector Screen = \$1000, Microphone/Speaker = \$500.

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 hfunctions.manager@starhotels.com).

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

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

FULL NAME: _____ MOBILE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

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: _____