

FUNCTION PACKAGE

Hotel Richlands

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The Garden Room

Capacity up to 100ppl
60ppl minimum to book

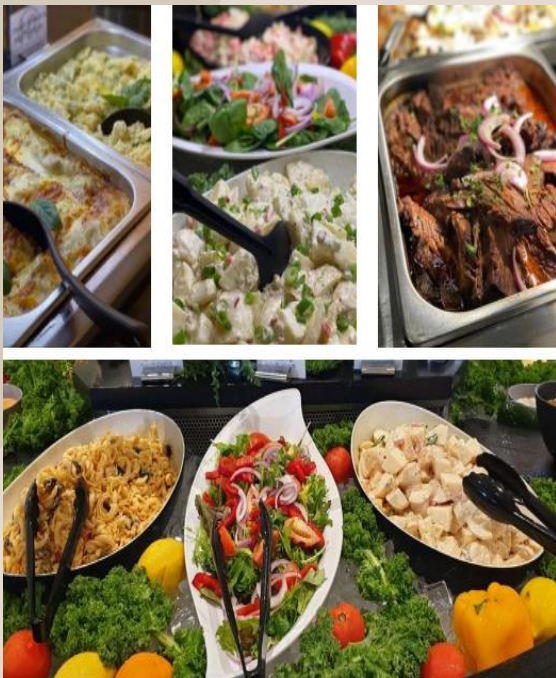
\$450 room hire

Features

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

Elegant and stylish, The Garden Room is a suitable 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

Adult \$31.95

11-15 \$21.95

3-10 \$15.95

Mon – Thurs Dinner

Adult \$37.95

11-15 \$21.95

3-10 \$15.95

Sat – Sun Lunch

Adult \$34.95

11-15 \$21.95

3-10 \$15.95

Fri – Sun Dinner

Adult \$39.95

11-15 \$21.95

3-10 \$15.95

Bottomless soft drink package
\$5.95 each



The Buffet Operates from:

Lunch: 11.30am – 2.00pm

Dinner: 5.30pm – 8.30pm

Room Hire Times:

Lunch 10.30am to 3pm

Dinner 5.30pm to 10pm

*Buffet menu changes frequently

*Not applicable for Richie's bookings

* The prices in this package cannot be used in conjunction with any other offers or discounts

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.

(security fee may be required)

Conference Package

\$99 room hire

Which also includes:

Projector

PA System and

Microphone



Available Monday to
Friday 8.00am – 3.00pm

Morning Tea \$11.50 per person
which includes Tea & Coffee station,
Freshly Baked Scones & Danishes.
*min 15ppl

Have a long meeting? Why not
indulge in our delicious buffet
for lunch for only \$31.95 per
person (Mon – Fri lunch
pricing)

To add on any
additional platters
please refer to our
menu on page 6-8

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

HOT PLATTERS cont.

Mega Sliders Platter \$104

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

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

Chicken or Fish

DESSERT & MORNING TEA PLATTERS

Mixed Sweet Platter \$85

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

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 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.

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. Night Function Only to 11pm. 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.

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 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.

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 60ppl must be paid in full. 2 weeks in advance. If during your function the numbers are below 60ppl there will be no refund made for guests that were not able to attend.

- Functions that have confirmed numbers of 70ppl 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.

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.
- 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.

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.

Hire Extensions: Room hire includes 4.5 hours of hire as per determined by the venue. Extension must be approved by Venue Manager Garden Room latest till 11pm – Richies Suncken area till 11pm

Public Holidays: A 100% Surcharge of Room Hire will be added 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, Fathers Day etc. (i.e Room Hire double in price)

(No Surcharge on Buffet Prices)

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 including 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)

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 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 regard to Platters or specific meals that are pre-ordered, these must be paid a minimum 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.

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 hfunctions.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: _____
