



**HotelRichlands**

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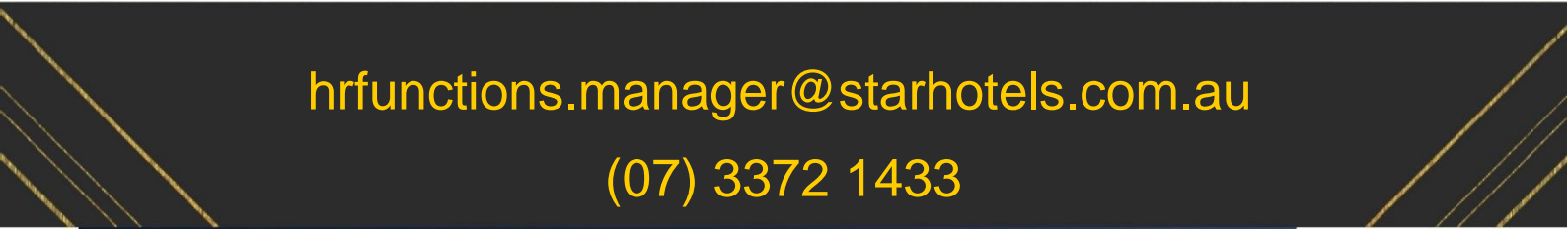
# FUNCTIONS

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- WEDDINGS
- BIRTHDAYS
- SPECIAL EVENTS
- CORPORATE

[hfunctions.manager@starhotels.com.au](mailto: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 Friday

\$26.95

Saturday & Sunday

\$29.95

#### Children

Under 3 Years Free

Aged 3-10 Years \$13.95

Aged 11-15 Years \$18.95

#### Dinner

Monday to Thursday

\$32.95

Friday – Sunday

\$35.95

#### 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***

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

### ***Fruit Platter***

- Mixed fruit platter with a selection of seasonal and dried fruits

### ***Grand Grazing Board (20 people)***

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

## HOT PLATTERS

### ***Garlic Bread Platter***

- 20 pieces of loaf style garlic bread

### ***Kids Platter***

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

### ***Yum Cha Platter***

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

### ***Sportsman's Platter***

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

### ***Grilled Platter***

- Meatballs & chicken kebab skewers accompanied by an assortment of dipping sauces

### ***Fried Seafood Platter***

- Tempura prawns, flathead fillets, calamari accompanied by an assortment of dipping sauces

### ***Pizza Platter***

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

### ***Mega Sliders Platter***

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

**Taco Platter** (Gluten Free Options available on request)

- Chicken or fish tacos

**Chicken Caesar Salad**

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

## SEAFOOD PLATTERS

**Cold Seafood Platter**

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

**Hot Seafood Platter**

- 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**

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

**Scones & Danishes Platter**

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

## ROOM & CAPACITIES

### The Garden Room

\$350 R/H

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SIT DOWN 50 - 100 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

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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. If you're interested in this option, please ask for our Richie's Package.

### Conference Package

\$99 R/H

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ONLY AVAILABLE MONDAY-FRIDAY DURING THE DAY

Our Conference Package is designed to cater to each specific event. Whether you're looking at morning tea, afternoon tea or adding buffet lunch into the mix, we cater to your event as best as we can to ensure your meeting or conference goes as smoothly as possible. Each package includes a tea and coffee station.

## Facilities Available

- 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.

### **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?**

We do not allow for room extensions. The allocated 4.5 hours includes pack down of any decorations or extras and all additional decorations and guests must be out by the end of the room hire.

### **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 booked 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.

**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.

- 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 the 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 for that night will be required to make up the 50% plus the 85% surcharge to reach the requirement of your booking.
- For Monday, Wednesday, and weekends (including Friday)- A 50 person minimum is required in order to book (it is a minimum requirement). Should numbers fall below this requirement a surcharge of the normal guest price will be required to make the difference to reach the 50 people minimum. In addition, should the booking fall below 85% attendance, a surcharge of \$20 a head will be required on top of the 50 people minimum until 85% of total agreed/confirmed attendance is made.

**Hire Extensions:** Room hire includes 4.5 hours of hire as per determined by the venue. We do not do extensions passed the time allocated.

**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 is including should you be onsite prior to function (i.e. for set up, etc).
- If included in the function, all minors must still vacate the premise at 10pm.

**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 agreeance 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.
- For Buffet, 100% of the quoted food price (Your confirmed numbers of attendees and/or the minimum amount required) 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, Power boards: \$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, 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.

**Sound Restrictions:** As a venue that is in a residential area, we are bound by a certain level of sound volume and as such we do have noise restrictions in place. Should the volume of any event go past a certain level, we do ask that it be turned down. As an event, you will receive three chances to keep the volume at a level that meets the restrictions. Should this not be adhered to, the Manager on Duty/Venue Manager/Functions Manager reserves the right to immediately let the organiser know the event is to come to end and everyone is to vacate, and any payment owed is to be paid with all bar tabs to close.

# Hotel Richlands Booking Agreement and Terms & Conditions

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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](mailto: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: \_\_\_\_\_

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: \_\_\_\_\_