

Introduction



OUR PACKAGES...

Our all-inclusive packages incorporate all the ingredients to cater for the perfect reception.

SIGNATURE PACKAGE

- 5-hour reception room hire with complimentary arrival room
- ½ hour waiter service of 3 appetisers served on arrival
- Choice of either black or white chair covers with a coloured sash
- White skirted bridal table with white trimming
- Your choice of gold or silver table scatters
- White skirted cake table with white trimming and a silver cake knife
- Two crystal hurricane lamps with white pillar candles (bridal table)
- 4m x 4m parquetry dance floor
- Lectern with built-in microphone for speeches
- Your wedding cake cut and placed on the tea & coffee buffet

ULTIMATE PACKAGE

- All signature package inclusions PLUS...
- Your choice of 1 of the following 3 centrepiece options: -
 - Boxed fresh flower arrangement (your choice of flowers)*
 - Glass 'brandy balloon' with coloured stones, white pillar candle & rose petals*
 - Table runners, 4 glass tea lights, gold or silver tall willow arrangement*
- 5-hour beverage package
- Bottle of our 'premium' champagne to take with you on your honeymoon

All menus served with bread rolls; after dinner mints; freshly brewed coffee, tea & herbal teas

Wedding Ceremonies



INDOOR & OUTDOOR CEREMONY INCLUSIONS

Red Carpet Path

White Outdoor Chairs for 30 guests

Black or White Chair Covers for 30 chairs with your choice of coloured sash

Clothed Registry Table

2 Chairs with Chair Covers for the Bride & Groom

INDOOR CEREMONIES

\$360

Our Kinaba area is perfect for those couples that don't want to think about the weather on their special day. The high bamboo ceiling features a 'vergola blade' system that allows us to either let the light in, keep the sun out or protect your area from rain.

OUTDOOR CEREMONIES

\$250

Riverglenn is located on prime real estate with access to either Brisbane River frontage or a natural bush land setting. Your bridal cars can pull up right beside your ceremony location with guest car parking available only a short distance away.

WET WEATHER

Should the weather be unkind to you in the lead up to your special day, our wedding coordinator will make contact with you 24 hours prior to make an alternative arrangement.

Riverglenn offers you the flexibility of starting your ceremony at a time designated by you. We do however recommend that your reception commence no later than 30 - 45 mins after the conclusion of your ceremony.

Design your own Buffet

CHOOSE 3 MAINS, 4 MAIN ACCOMPANIMENTS & 2 DESSERTS

SIGNATURE PACKAGE	MON – SAT = \$60 pp	SUN = \$57 pp
ULTIMATE PACKAGE	MON – SAT = \$89 pp	SUN = \$86 pp

* = MENU CAN BE ADJUSTED TO BE GLUTEN FREE PLEASE ADVISE PRIOR IF REQUIRED

MAIN SELECTIONS

Chicken Pieces with Mushrooms, Sour Cream & Thyme	*
Chicken with Butter Sauce, Roast Capsicum & Onion	
Green Thai Chicken Curry	*
Hungarian Beef Goulash	*
Beef Braised in a Red Wine, Smoked Bacon & Wild Mushrooms	*
Roast Sirloin of Beef in a Red Wine Jus & Béarnaise Sauce	*
Traditional Roast Pork glazed with Apple & Port Sauce	*
Pork Medallions with Sherry Cream & Glazed Apples	*
Roast Lamb with Moroccan Spices	*
Barramundi in a Dill & Champagne Sauce	*
Smoked Salmon & Sushi Platter	*
Salmon Steak served with a Champagne Sauce, Dill & Salmon Roe	*

MAIN ACCOMPANIMENT

Steamed Jasmine Rice	*
Seasonal Roast Vegetables	*
Steamed Vegetables	*
Garden Salad	*
Red & White Cabbage Coleslaw	*
Traditional Potato Salad	*
Marinated Vegetable Salad	*
Greek Salad	*
Pasta Salad with Tomato, Basil & Olives	
Caesar Salad	
Tossed Chinese Vegetable Salad with Honey, Soy & Sesame Dressing	

DESSERT

Australian Farmhouse Cheese Platter	*
Freshly Sliced Fruit Platter	*
New York Baked Cheesecake served with whipped cream	
Apple & Rhubarb crumble tarts with Cream Anglaise	
Individual Pavlovas with Cream & Berries	*
Summer Berry Tarts with Double Cream	
Triple Chocolate Mousse	
Chocolate Basket with Double Cream & served with a Prune & Apricot Compote	
Sultana Rice Pudding	



2 Course with Soup starter

CHOOSE 2 SELECTIONS, SERVED ALTERNATE DROP. ORDERS TAKEN PRIOR FOR BRIDAL PARTY ONLY.

SIGNATURE PACKAGE

2 COURSE

MON – SAT = \$55 pp

SUN = \$52 pp

ULTIMATE PACKAGE

2 COURSE

MON – SAT = \$84 pp

SUN = \$81 pp

* = MENU CAN BE ADJUSTED TO BE GLUTEN FREE PLEASE ADVISE PRIOR IF REQUIRED
(V) = VEGETARIAN

SOUPS

Roast Pumpkin Soup with Chives & Croutons	*	(V)
Green Pea Soup topped with Croutons & Crispy Bacon	*	
Cream of Chicken & Sweet Corn Soup with Cheese Croutons	*	
Leek & Potato Soup with Croutons & Chives	*	(V)
Spicy Coconut & Spinach Soup topped with Crispy Noodles		(V)
Minestrone		
Fresh Tomato Soup with Croutons and Basil Pesto	*	(V)

MAIN

Eye Fillet of Beef with Caramelised Onion & Green Peppercorn Jus	*	
Lamb Fillet with Grilled Vegetables Wrapped in Puff Pastry in a Spiced Moroccan flavoured Sauce	*	
Prosciutto Wrapped Chicken Breast Filled with Brie & Asparagus Mousse in a Champagne Sauce	*	
Grilled Pork Cutlet served with an Apple & Raisin Compote & Port Sauce	*	
Grilled Barramundi served with Lemon Beurre Blanc	*	
Salmon Steak with Cajun Spice & a Roast Capsicum Cream Sauce	*	
Spinach, Ricotta & Wild Mushroom Filo served with a Garlic Cream Sauce		(V)
<i>All mains are served on a bed of Potato Mash & Seasonal Vegetables</i>		



2 & 3 Course with Entrée starter

CHOOSE 2 SELECTIONS, SERVED ALTERNATE DROP. ORDERS TAKEN PRIOR FOR BRIDAL PARTY ONLY.

SIGNATURE PACKAGE

2 COURSE	MON – SAT = \$58 pp	SUN = \$55 pp
3 COURSE	MON – SAT = \$68 pp	SUN = \$65 pp

ULTIMATE PACKAGE

2 COURSE	MON – SAT = \$87 pp	SUN = \$84 pp
3 COURSE	MON – SAT = \$95 pp	SUN = \$92 pp

* = MENU CAN BE ADJUSTED TO BE GLUTEN FREE PLEASE ADVISE PRIOR IF REQUIRED
(V) = VEGETARIAN

ENTRÉE

Spinach Linguini with Wild Mushrooms, Bacon and Shallots	*	
Roast Duck Rice Rolls with Asian Greens & a Honey & Chilli Dressing	*	
Warm Cajun Chicken Salad with Roast Capsicum & Chilli Dressing	*	
Boccocini & Black Olive Frittata with Semi Dried Tomato Salad	*	(V)
Crab & Smoked Salmon on Potato Rosti with Lemon & Dill Mayonnaise	*	
Peppered Sirloin with Balsamic Beetroot Salad	*	
Smoked Chicken & Avocado Salad with Honey & Grain Mustard Dressing	*	
Scallops with Dijon Mustard; Prawns with Tomato Mayonnaise; Salmon with Red Onion & Caper	*	

MAIN

Eye Fillet of Beef with Caramelised Onion & Green Peppercorn Jus	*	
Lamb Fillet with Grilled Vegetables Wrapped in Puff Pastry in a Spiced Moroccan flavoured Sauce	*	
Prosciutto Wrapped Chicken Breast Filled with Brie & Asparagus Mousse in a Champagne Sauce	*	
Grilled Pork Cutlet served with an Apple & Raisin Compote & Port Sauce	*	
Grilled Barramundi served with Lemon Beurre Blanc	*	
Salmon Steak with Cajun Spice and a Roast Capsicum Cream Sauce	*	
Spinach, Ricotta & Wild Mushroom Filo served with a Garlic Cream Sauce		(V)
<i>All mains are served on a bed of Potato Mash & Seasonal Vegetables</i>		

DESSERT

Bread & Butter Pudding with Vanilla Crème Anglaise & Double Cream	
Australian Farmhouse Cheeses with Fresh & Dried Fruits	*
Sticky Date Pudding with Butterscotch Sauce	
Brandy Snap Baskets Filled with Tropical Fruit & Cream	
Baked Vanilla Cheesecake with Marinated Strawberries	
Triple Chocolate Mousse with Double Cream	
Apple & Rhubarb Crumble with Crème Anglaise	
Individual Pavlovas served with Tropical Fruit	*
Sultana & Rice Pudding	*



Children's Menu

0 - 12 YEARS

\$17.50 pp

Chef's Selection of either Chicken pieces / Chicken nuggets / Fish fillets

Small side of salad

Hot Chips

Chair Cover & Sash

High Chair available (please advise prior)

OTHER

Ice Cream with Topping

\$2.00 pp

Chair Cover with Sash (where no meal is required)

\$4.50 pp

SPECIAL QUOTE AVAILABLE FOR GUESTS UNDER 12 WHO WOULD LIKE TO EAT THE SAME AS THE ADULT MEAL SELECTED.

GUESTS OVER 13 YEARS ARE CHARGED THE FULL ADULT MENU PRICE (EXCLUDES ULTIMATE PACKAGE)



Beverage Menu

NON ALCOHOLIC

Soft drinks	\$2.50	\$10 jug
Lemon Lime Bitters / Cordials	\$3.50	
Fruit Juice	\$3.00	\$12 jug

WHITE WINES

Deakin Estate Chardonnay *	\$16	\$4.50 glass
Ferngrove Sauvignon Blanc Semillon	\$20	
Chapel Hill Pinot Grigio	\$26	
Crowded House Sauvignon Blanc	\$27	\$6 glass
Leeuwin Estate Art Series Riesling	\$31	

RED WINES

Deakin Estate Merlot *	\$16	\$4.50 glass
Sticks Cabernet Merlot	\$20	
Omrah Shiraz	\$25	\$6 glass
Hollick Shiraz Cabernet	\$26	
Blue Pyrenees Cabernet Sauvignon	\$28	
Ninth Island Pinot Noir	\$31	

CHAMPAGNE

Deakin Estate Brut NV *	\$16	\$4.50 glass
Blue Pyrenees Vintage Brut	\$28	

HOUSE BEERS (bottles)

XXXX Bitter, VB, XXXX Gold, Carlton Midstrength, Hahn Premium Light	\$4
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PREMIUM BEERS

Crown Lager, Tooheys Extra Dry, Corona, Becks, Heineken, Pure Blonde	\$6
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DRAUGHT

XXXX Bitter, VB, XXXX Gold, Cascade Premium Light	\$3	\$12 jug
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SPIRITS

Basic (Rum, Vodka, Bourbon, Scotch, Gin)	\$6
Premium (Brandy, Tequila, Ouzo, Southern Comfort, Bacardi, Malibu)	\$7
Deluxe (Kaluha, Baileys, Cointreau, Tia Maria, Midori)	\$8

PRE-MIXED CIDERS

Strongbow	\$6
Pre-mixed Spirits	\$7.50

PORT

House Port	\$30	\$4.50 glass
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Beverage Package

ALCOHOLIC – ‘HOUSE’

5 hours \$30

Deakin Estate Chardonnay
Deakin Estate Merlot
Deakin Estate Brut NV
XXXX Bitter, VB, XXXX Gold, Cascade Premium Light (Draught)
Soft Drink
Fruit Juice

ALCOHOLIC – ‘PREMIUM’

5 hours \$40

Crowded House Sauvignon Blanc
Omrah Shiraz
Blue Pyrenees Vintage Brut
XXXX Bitter, VB, XXXX Gold, Cascade Premium Light (Draught)
Tooheys Extra Dry, Crown Lager, Pure Blonde (Bottles)
Soft Drink
Fruit Juice

Spirits can be purchased at the bar or included in a package at an additional cost.

NON ALCOHOLIC – ‘BASIC’ (up to 17 years)

5 hours \$12

Soft Drink
Fruit Juice

NON ALCOHOLIC – ‘PREMIUM’

5 hours \$25

Fruit Punch
Maison White Wine
Sparkling Apple Juice
Soft Drink
Fruit Juice

ON CONSUMPTION

Min \$500 spend

Riverglenn provides an opportunity for all beverages to be charged on consumption through a ‘cash’ or ‘tab’ preference. This option requires a minimum bar sale of \$500. If your cash or tab sales do not reach this limit, the difference will be invoiced with your final account.



Upgrades



CATERING

Wedding cake cut, plated & served with coulis & cream	\$5 pp
Add a plated dessert to your 2 Course <u>w</u> Soup Starter Menu	\$10 pp

ADDITIONAL ITEMS TO ADD TO YOUR BUFFET SELECTION

Seafood Sampler -Ocean King Prawns, Shelled Crab Meat & Marinated Sea Scallops	\$10 pp
Vegetarian Antipasto Platter	\$6.50 pp
Dressed Whole Salmon (served cold)	\$6.50 pp
Smoked Salmon & Sushi Platter	\$6.00 pp
Freshly Sliced Fruit Platter	\$3.50 pp
Assorted Cheeses with Crackers and Dried Fruit	\$5.50 pp

DECORATIONS / THEMING

Table Runners	\$7.00 / table
Bonbonniere - Miniature Champagne bottles	\$4.50 / bottle
Large Wooden Wishing Well	\$50
Boxed Flower Arrangement	\$35 / table
Glass 'brandy balloon' with coloured stones, white pillar candle & rose petals	\$35 / table
Table runners, 4 glass tea lights, gold or silver tall willow arrangement	\$35 / table

OTHER

DJ for 5 hour duration (Alan Casey Entertainment Agency)	\$500
Additional chairs with Chair Covers and sashes for Ceremonies	\$6.00 / set
Decorated Wedding Arch	\$150
Room Hire Extension (1 hr max)	\$150

Preferred Suppliers

CELEBRANT

Debbie Scott

P 3878 7330 / 0412 148 017

E debbie@dusktodawncelebrant.com.au

W www.dusktodawncelebrant.com.au

DECORATIONS / THEMING

Event Décor

Susan Lucas / Kate Titman

P 0409 623 116 / 0413 147 723

E eventdecor@lycos.com

Captivating Moments

Natasha & Tony Ricco

P 07 3422 1032

E natasha@captivatingmoments.com

ENTERTAINMENT

All Occasions Entertainment Agency

Alan Casey

P 3290 1733

E acasey@vtown.com.au

W www.alancaseyentertainment.com.au

FLORIST

Floriginality

Jenny Kershaw

P 3300 5581

E floriginality@bigpond.com

W www.floriginality.com.au

PHOTOGRAPHY

JustIncredible Images

Justin Adams

P 0411 488 085

E info@justincredibleimages.com

W www.justincredibleimages.com

Wedding Booking Form

A COMPLETED BOOKING FORM + \$500 DEPOSIT WILL CONFIRM YOUR WEDDING.

CONTACT INFORMATION

BRIDE 'S NAME _____ GROOM'S NAME _____

ADDRESS _____

HOME PHONE _____ MOBILE _____

EMAIL _____

BRIDE'S PARENTS _____

GROOM'S PARENTS _____

EVENT INFORMATION

WEDDING DATE _____ APPROX. # _____

CEREMONY LOCATION _____

CEREMONY START TIME _____ CEREMONY FINISH TIME _____

RECEPTION LOCATION _____

RECEPTION START TIME _____ RECEPTION FINISH TIME _____

BEVERAGES Tab Cash Alcoholic Package Non-Alcoholic Package

MENU Buffet 2 Course w Soup 2 / 3 Course w Entree

PACKAGE Signature Ultimate

MARKETING USE

How did you discover us? _____

The above details, and any other information attached, represents a true and accurate representation, at this point in time, of requirements for my proposed event. I am aware that I can make changes or alterations to these details up until 7 days prior to my event - however I do realise that any significant changes made may affect the cost, provision of selected services or facility allocations identified or quoted. I recognise that it is my responsibility to keep Riverglenn informed of any changes or alterations and shall do so in writing. I also accept that, at a minimum, Riverglenn has the right to invoice me in accordance with the information detailed on these pages. I have read the accompanying 'Riverglenn Function Information & Conditions' and accept all terms stated in this document. I also acknowledge that GST is payable on this event and prices are subject to change without notice.

Name _____ **Signed** _____ **Date** _____

PLEASE FAX TO: (07) 3878 2366 OR POST: PO Box 770, INDOOROOPILLY Q 4068

DEPOSIT (Office Use Only)

Date Received _____ **Paid via** _____ **Deposit #** _____

Terms & Conditions

Cancellations / Refunds / Penalties are as follows:

- Cancellations more than 90 days before the event will receive a full deposit refund if the facilities can be re-booked
- Cancellations less than 90 days before the event will forfeit their deposit
- Cancellations less than 30 days will forfeit their deposit plus an additional cancellation fee will apply
- If confirmed numbers are 50% less than the proposal, a revised quote is applicable

Confetti will incur an additional fee if cleaning is excessive.

Confirmation of Bookings can only be made once Riverglenn has received a fully completed (signed) booking form and receipt of either a holding deposit or, by arrangement, a purchase order number has occurred. Companies, organisations and government departments should quote their ABN.

Confirmation of Guest Numbers is required by 5:00pm the Monday before your event. Riverglenn reserves the right to charge, at a minimum, in accordance with the details supplied to us at this time.

Damage to the Venue, Breakages & Theft caused by guests will be the financial responsibility of the organiser. Cleaning fees may apply if excessive cleaning of facilities is required.

Dress Footwear must be worn in all public areas of the facility.

Duration of Use of facilities is for a FIVE (5) hour duration. Time extensions must be negotiated with the function manager at least three working days prior to the event and is charged at \$150.00 per hour.

External Suppliers must be informed that there may be some limitations to access of a function room / area prior to the booked time. It is therefore important that arrangements are made with Riverglenn before the delivery of any goods or equipment.

Final Details Details such as Food and Beverage selections, room set-up and decorating requirements will be discussed in a meeting with your Function Coordinator approximately 6 weeks prior to your function date (Weddings only).

Food and Beverage All food and beverage must be supplied by Riverglenn. No food or beverage (alcoholic or non-alcoholic) is permitted to be brought to Riverglenn. In addition no food or beverages served by Riverglenn will be allowed to leave the premises. By law alcohol can only be consumed at Riverglenn in designated licensed areas between the hours of 8:00 am and Midnight. It is the responsibility of the organiser to ensure guests comply with these ordinances.

Holding Deposit of \$500.00 will be required to secure your booking.

Noise restrictions apply for all clients at all times. Please check with management regarding noise restrictions & limitations.

Notice of Cancellation or Changes to Details for any event must be advised in writing.

Payment can be made by Cash, EFTPOS, EFT, Mastercard, Bankcard, Visa, American Express, Bank Cheque or Company Cheque. Personal cheques will be accepted at the manager's discretion. Riverglenn at its discretion, may also request credit references to be supplied.

Payment of Account is to be settled by the Monday before your event. Account facilities for commercial and government clients are available if arranged in advance – Tax Invoices have 14-day terms (Corporate Functions only). A Credit Card Number is required prior to all functions with a Bar Tab. The final amount will be given upon conclusion with payment processed the next business day.

Prices are Subject to Change Without Notice - While every effort is made to maintain prices as printed, in order to meet rising costs, prices may be subject to increase at the Management's discretion. GST is payable on all goods and services supplied by Riverglenn, unless indicated.

Public Liability Insurance lies with the event organiser and evidence of this should be readily available if requested.

Responsibility for Insurance, Security & Briefing Visitor / Group Safety lies with the event organiser.

Riverglenn's Responsibilities are limited to the provision of selected facilities and services. We do not accept responsibility for the loss or damage of equipment, or merchandise, left on the premises prior to, during, or after an event, nor for any personal valuables left in rooms. Furthermore, no responsibility can be taken for actions or outcomes that are directly attributable to other program providers, other guests, other venue users or external providers of goods, services, equipment or utilities – including electricity & telecommunications.

Smoking is prohibited in all buildings and function areas.

Surcharges apply to functions before 7:00 am. Surcharges will also apply on Public Holidays, for extended trading hours, and for extra-ordinary services.

Tentative Bookings will be held for a maximum of 7 days unless otherwise stated.