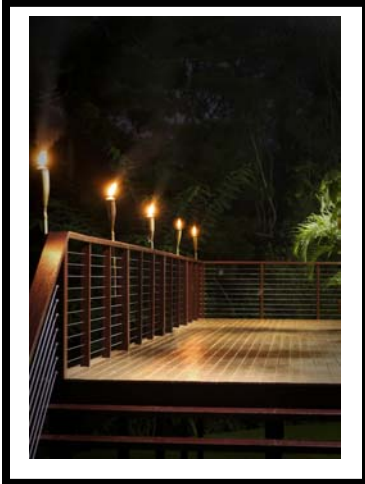


# Introduction



## ALL PRIVATE FUNCTIONS INCLUDE...

- Presentation / Registration / Present Table all clothed & skirted**
- 4m x 4m parquetry dance floor**
- Lectern with roving microphone for speeches**
- Access to plug into our 'Bose Audio System' for ipods / laptops**
- Linen Napery**
- Frosted glass candles or Wrought Iron Animal Centrepiece**
- Designated Function Supervisor**
- Screen to project a data presentation**
- Clothed cake table and silver cake knife if required**
- Complimentary background music**
- Flexible bar options with cash, tab or package available**
- Function start time determined by organiser not the venue**
- 1-hour extensions available if requested more than 1-week prior**
- Account facilities available for Corporate events**
- Fully licensed venue until midnight each night**

**DISCOUNTS AVAILABLE FOR SUNDAY PRIVATE FUNCTION BOOKINGS  
(SEE ROOM HIRE SHEET)**

Menus and inclusions valid until 31 December 2011 Surcharge for Public Holidays. Min 20 adults.



# Room Hire

1 HOUR EXTENSION AVAILABLE @ \$150. PLEASE ADVISE 1 WEEK PRIOR IF REQUIRED.

## MOSSMAN

**\$250 (up to 5 hr hire)**

**FEATURES:** Natural bushland views  
Air-conditioning  
Bar facilities  
French doors opening onto a deck

**CAPACITY:** 20 – 50 guests

**SUNDAY RATE:** **\$200 (up to 5 hr hire)**



## DAINTREE

**\$350 (up to 5 hr hire)**

**FEATURES:** Natural bushland views  
High ceilings  
Air-conditioned  
Bar facilities  
Complimentary arrival room

**CAPACITY:** 50 – 220 guests

**SUNDAY RATE:** **\$250 (up to 5 hr hire)**



## KINABA

**\$350 (up to 5 hr hire)**

**FEATURES:** Stylish Bamboo thatched roof  
Vergola blade system roof  
Ceiling fans & air-conditioned  
Access to bar facilities  
Complimentary arrival room

**CAPACITY:** 20 – 160 guests

**SUNDAY RATE:** **\$250 (up to 5 hr hire)**



# Breakfasts

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## CONTINENTAL BUFFET

**\$19 pp**

Freshly Sliced Fruit  
Variety of Cereals  
Selection of White, Multigrain & Wholemeal Breads with a variety of conserves  
Croissants  
Variety of Individual Yoghurts  
Fruit Juice  
Freshly Brewed Coffee, Tea & Herbal Teas

## HOT BUFFET

**\$22 pp**

Selection of White, Multigrain & Wholemeal Breads with a variety of conserves  
Fried Rashers of Bacon  
Scrambled Eggs  
Hashbrowns  
Grilled Herb Tomatoes  
Fruit Juice  
Freshly Brewed Coffee, Tea & Herbal Teas.

## COMBINATION BUFFET

**\$25 pp**

Freshly Sliced Fruit  
Variety of Cereals  
Selection of White, Multigrain & Wholemeal Breads with a variety of conserves  
Fried Rashers of Bacon  
Scrambled Eggs  
Spaghetti  
Grilled Herb Tomatoes  
Variety of Individual Yoghurts  
Fruit Juice  
Freshly Brewed Coffee, Tea & Herbal Teas.

## UPGRADES

**\$3 per selection**

- ◆ Ham & Cheese filled Croissants
- ◆ Grilled Gourmet Breakfast Sausages
- ◆ Lightly Scrambled Eggs
- ◆ Piping Hot Baked Beans
- ◆ Oven Baked Hash Browns
- ◆ Homemade Pork, Parsley & Oat Rissoles
- ◆ Grilled Lamb Cutlets
- ◆ Mini Spinach Volauvents
- ◆ Spaghetti
- ◆ Lightly Sautéed Mushrooms

Menus and inclusions valid until 31 December 2011. Surcharge for Public Holidays. Min 20 adults.



# Cocktails

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## WAITER SERVICED FOR 2 HOURS

**8 Selections (6 hot+ 2 cold) \$24 pp**

**12 Selections (8 hot + 4 cold) \$33 pp**

### *Menu served with*

Freshly Brewed Coffee, Tea & Herbal Teas  
After Dinner Mints

(GF) = GLUTEN FREE / (V) = VEGETARIAN

## HOT SELECTIONS

- Tempura Prawns with Honey, Sesame & Chilli Sauce
- Potato Skins with Sour Cream & Sweet Chilli (V)
- Vegetable Samosas with a Red Curry Sauce (V)
- Vegetable Spring Rolls with Soy Sauce (V)
- Assorted Mini Quiches
- Whiting Fillets with Dill Mayonnaise
- Swedish Meat Balls with Tomato & Basil Sauce
- Falafel Fritters & Hommus Dip (V)
- Fried Chicken & Ginger Wantons with Soy Sauce
- Lamb Skewers with Roast Capsicum & Chilli Sauce
- Pumpkin Risotto Balls with Basil Pesto
- Chicken & Prawn Balls with Almonds
- Sweet Potato & Cashew Empanada (V)
- Lentil Patties with Spicy Mango Chutney (V)

## COLD SELECTIONS

- Japanese Nori Rolls with Soy Dipping Sauce, Wasabi & Pickled Ginger (GF)
- Smoked Salmon on Crostini with Herbed Cream Cheese & Dill
- Smoked Chicken Canapé with Avocado
- Goats Cheese & Sun-dried Tomato Relish on Crusty Baguette (V)
- Sun-dried Tomato & Black Olive Tapenade En Croute (V)
- Prawn Barquet with Dill & Garlic Aioli
- Pastrami, Pickled Cucumber & Mustard on Melba Toast
- Roast Pumpkin Mousse topped with Walnuts on Toasted Baguette (V)
- Crab Meat Canapé with lemon Mayonnaise
- Roast Eye Fillet with Horseradish & Cucumber on Mini Toast



# Design Your Own BBQ Buffet

<b><u>BBQ DESIGNER 1</u></b>	<b>2 MAINS, 2 ACCOMPANIMENTS &amp; 1 DESSERT</b>	<b>\$35 pp</b>
<b><u>BBQ DESIGNER 2</u></b>	<b>3 MAINS, 2 ACCOMPANIMENTS &amp; 1 DESSERT</b>	<b>\$41 pp</b>
<b><u>BBQ DESIGNER 3</u></b>	<b>3 MAINS, 3 ACCOMPANIMENTS &amp; 2 DESSERTS</b>	<b>\$45 pp</b>

## *Menu served with*

Chef's Selection of 3 Appetisers on arrival (1/2 hour service)  
Freshly Brewed Coffee, Tea & Herbal Teas  
Bread Rolls  
After Dinner Mints

(GF) = GLUTEN FREE / (V) = VEGETARIAN

## **MAIN SELECTIONS**

Grilled Seasoned Minute Steak	(GF)
Gourmet Sausages	
Freshly made Beef Pattie	
Barbecued Pork Rashers	(GF)
Barbecued Chicken Fillet of Thigh	(GF)
Chicken Satay Kebabs	
Skewered Lamb Koftas with Mint & Yoghurt Sauce	(GF)
Vegetable Patties	(V)
Grilled Barramundi	

## **SALADS**

Red & White Cabbage Coleslaw	(GF)
Traditional Potato Salad	(GF)
Marinated Vegetable Salad	(GF)
Traditional Garden Salad	(GF)
Greek Salad	(GF)
Rice Salad with Toasted Pine Nuts	(GF)
Pasta Salad with Tomato, Basil & Olives	
Green Bean Salad with Capsicum & Fetta	(GF)
Caesar Salad	
Tossed Chinese Vegetable with Honey, Soy & Sesame Dressing	

## **DESSERTS**

Australian Farmhouse Cheese Platter	(GF)
Freshly Sliced Fruit Platter	(GF)
New York Baked Cheesecake served with Whipped Cream	
Apple & Rhubarb Crumble Tarts with Cream Anglaise	
Individual Pavlovas with Cream & Berries	(GF)
Summer Berry Tarts with Double Cream	
Triple Chocolate Mousse	
Bread & Butter Pudding	

Menus and inclusions valid until 31 December 2011. Surcharge for Public Holidays. Min 20 adults



# Design your own Buffet

<u>DESIGNER 1</u>	<b>2 MAINS, 3 ACCOMPANIMENTS &amp; 1 DESSERT</b>	<b>\$37 pp</b>
<u>DESIGNER 2</u>	<b>2 MAINS, 4 ACCOMPANIMENTS &amp; 2 DESSERTS</b>	<b>\$44 pp</b>
<u>DESIGNER 3</u>	<b>3 MAINS, 4 ACCOMPANIMENTS &amp; 2 DESSERTS</b>	<b>\$48 pp</b>

*Menu served with*

Chef's Selection of 3 Appetisers on arrival (1/2 hour service)  
 Freshly Brewed Coffee, Tea & Herbal Teas  
 Bread Rolls  
 After Dinner Mints

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

## MAIN SELECTIONS

Chicken Pieces with Mushrooms, Sour Cream & Thyme	*	
Lamb Rogan Josh		
Green Thai Chicken Curry	*	
Hungarian Beef Goulash	*	
Beef Braised in 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	*	
Chicken Tikka Masala		
Roast Lamb with Grain Mustard & Rosemary Sauce	*	
Barramundi in a Dill & Champagne Sauce	*	
Smoked Salmon & Sushi Platter	*	
Salmon Steak served with a Champagne Sauce, Dill & Salmon Roe	*	
Tofu & Cashew Vegetable Stirfry	*	(V)

## 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		
Bread & Butter Pudding		

Menus and inclusions valid until 31 December 2011. Surcharge for Public Holidays. Min 20 adults.



# 2 Course with Soup starter

CHOOSE 2 SELECTIONS, SERVED ALTERNATE DROP.

**2 COURSE**

**2 COURSE SOUP STARTER + MAIN**

**\$43 pp**

## *Menu served with*

Chef's Selection of 3 Appetisers on arrival (1/2 hour service)

Freshly Brewed Coffee, Tea & Herbal Teas

Bread Rolls

After Dinner Mints

\* = 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 Medallion with Spinach & Ricotta wrapped in Puff Pastry & served with a Dijon Mustard Sauce		
Prosciutto Chicken Breast Filled with Brie & Asparagus Mousse in a Champagne Sauce	*	
Pork Medallion wrapped in Bacon with a Glazed Apple & Port Sauce	*	
Grilled Barramundi served with Beurre Blanc & Toasted Macadamia	*	
Salmon Steak with Mushroom, White Wine & Basil Sauce	*	
Spiced Roast Vegetables wrapped in Filo Pastry with a Moroccan Sauce		(V)

**All mains are served with Potato & Seasonal Vegetables**

Menus and inclusions valid until 31 December 2011. Surcharge for Public Holidays. Min 30 adults.



# 2 & 3 Course with Entrée starter

CHOOSE 2 SELECTIONS, SERVED ALTERNATE DROP.

2 COURSE  
3 COURSE

ENTRÉE STARTER OR DESSERT + MAIN  
ENTRÉE STARTER + MAIN + DESSERT

\$46 pp  
\$54 pp

## *Menu served with*

Chef's Selection of 3 Appetisers on arrival (1/2 hour service)

Freshly Brewed Coffee, Tea & Herbal Teas

Bread Rolls

After Dinner Mints

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

## ENTRÉE

Spinach Linguini with Wild Mushrooms, Bacon and Shallots

BBQ Pork Rice Rolls with Asian Greens & a Honey & Chilli Dressing

Salt & Pepper Squid with Lemon infused Aioli

Boccocini & Black Olive Frittata with Semi Dried Tomato Salad

Smoked Salmon on Potato Rosti with Lemon & Dill Mayonnaise

Smoked Chicken & Avocado Salad with Honey & Grain Mustard Dressing

Grilled King Prawns with Caponata Garlic Bruschetta & Chilli Oil

\*

\*

\*

\*

\*

(V)

## MAIN

Eye Fillet of Beef with Caramelised Onion & Green Peppercorn Jus

Lamb Medallion with Spinach & Ricotta wrapped in Puff Pastry & served with a Dijon Mustard Sauce

Prosciutto Chicken Breast Filled with Brie & Asparagus Mousse in a Champagne Sauce

Pork Medallion wrapped in Bacon with a Glazed Apple & Port Sauce

Grilled Barramundi served with Beurre Blanc & Toasted Macadamia

Salmon Steak with Mushroom, White Wine & Basil Sauce

Spiced Roast Vegetables wrapped in Filo Pastry with a Moroccan Sauce

\*

\*

\*

\*

\*

(V)

**All mains are served with Potato & Seasonal Vegetables**

## DESSERT

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

Warm Chocolate Pudding with Mixed Berries & Double Cream

Apple & Rhubarb Crumble with Crème Anglaise

Individual Pavlovas served with Tropical Fruit

\*

\*

Menus and inclusions valid until 31 December 2011. Min 30 adults.



# Children's Menu

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## **0 – 12 YEARS**

**\$15 PP**

Chef's Selection of either Chicken pieces / Chicken nuggets / Fish fillets  
Small side of salad  
Hot Chips  
High Chair available (please advise prior)

## **OTHER**

Ice Cream with Topping

**\$3 PP**

Chair Cover with Sash

**\$5 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.

Menus and inclusions valid until 31 December 2011. Min 50 adults.



# Beverage Menu

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## 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

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## 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 \$27

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 after the event.



# Upgrades



## CATERING

Celebration Cake cut, plated & served with Coulis & Cream  
Add a plated dessert to your 2 Course w Soup Starter Menu

\$5 pp  
\$9 pp

## ADDITIONAL ITEMS TO ADD TO YOUR BUFFET SELECTION

Seafood Sampler –Ocean King Prawns, Shelled Crab Meat & Marinated Sea Scallops  
Vegetarian Antipasto Platter  
Dressed Whole Salmon (served cold)  
Smoked Salmon & Sushi Platter  
Freshly Sliced Fruit Platter  
Assorted Cheeses with Crackers and Dried Fruit

\$10 pp  
\$6.50 pp  
\$6.50 pp  
\$6.00 pp  
\$3.50 pp  
\$5.50 pp

## DECORATIONS / THEMING

Table Runners  
Chair Cover & Coloured Sash  
Large Wooden Wishing Well  
Small Boxed Flower Arrangement  
Small Boxed Flower Arrangement with additional flowers  
Large Flower Arrangement  
Glass 'Brandy Balloon' with coloured stones, white pillar candle & rose petals  
Table runners, 4 glass tea lights, gold or silver tall willow arrangement

\$7.00 / table  
\$5.00 pp  
\$50  
\$40 / table  
\$55 / table  
\$85 / arrangement  
\$35 / table  
\$35 / table

## OTHER

Room Hire Extension (1 hr max)

\$150

# Preferred Suppliers

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## DECORATIONS / THEMING

Captivating Moments

Natasha & Tony Ricco

**P 07 3422 1032**

**E [natasha@captivatingmoments.com](mailto:natasha@captivatingmoments.com)**

Southern Cross Party Hire

Tony & Ange Guilk

**P 07 3720 0014**

**E [info@southerncrosspartyhire.com.au](mailto:info@southerncrosspartyhire.com.au)**

## ENTERTAINMENT

All Occasions Entertainment Agency

Alan Casey

**P 07 3290 1733**

**E [acasey@vtown.com.au](mailto:acasey@vtown.com.au)**

**W [www.alancaseyentertainment.com.au](http://www.alancaseyentertainment.com.au)**

## FLORIST

Floriginality

Jenny Kershaw

**P 07 3300 5581**

**E [floriginality@bigpond.com](mailto:floriginality@bigpond.com)**

**W [www.floriginality.com.au](http://www.floriginality.com.au)**

## PHOTOGRAPHY

JustIncredible Images

Justin Adams

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**W [www.justincredibleimages.com](http://www.justincredibleimages.com)**

# 2011 Function Booking Form

**A COMPLETED BOOKING FORM + SIGNED FUNCTION TERMS & CONDITIONS + \$500 DEPOSIT WILL CONFIRM YOUR FUNCTION**

## RIVERGLENN EVENT COORDINATOR

### CONTACT INFORMATION

GROUP NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_ ABN \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW DID YOU FIND US? YELLOW PAGES INTERNET REFERRAL BRISBANE MARKETING EXISTING CLIENT

OTHER \_\_\_\_\_

### EVENT INFORMATION

FUNCTION DATE \_\_\_\_\_ APPROX. # \_\_\_\_\_

ARRIVAL TIME \_\_\_\_\_ DEPARTURE \_\_\_\_\_

ROOM BOOKING **DAINTREE** **MOSSMAN** **KINABA**

AV EQUIP **SCREEN** **CD PLAYER** **PRESENTATION/REGO TABLE**

BEVERAGES **TAB** **CASH** **ALCOHOLIC PACKAGE** **NON-ALCOHOLIC PACKAGE**

MENU SELECTION **BREAKFAST** **COCKTAIL** **BBQ BUFFET** **BUFFET**  
**2 COURSE W SOUP STARTER** **2 / 3 COURSE W ENTREE**

COST P/P \_\_\_\_\_

UPGRADES \_\_\_\_\_

OTHER \_\_\_\_\_

*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 also acknowledge that GST is payable on this event and prices are subject to change without notice.*

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please also read and sign the attached Function Terms & Conditions and return it with your Booking Form**

**PLEASE FAX TO: (07) 3878 2366 OR POST: PO BOX 770, INDOOROPILLY Q 4068**

### DEPOSIT (Office Use Only)

Date Received \_\_\_\_\_ Paid via \_\_\_\_\_ Deposit # \_\_\_\_\_

# Function Terms & Conditions

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Cancellations / Refunds / Penalties are as follows:

- Cancellations more than 3 months before the event will receive a full deposit refund
- Cancellations between 1–3 months before the event will forfeit their deposit
- Cancellations between 0–1 month before the event 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.

I have read the Riverglenn Function Terms & Conditions and accept all terms stated in this document. I have retained a copy for my records.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_