



CONFERENCES & BANQUETS

Flexible, well equipped conference and meeting facilities to cater for boardroom meetings of six people to major functions and exhibitions of up to 300 delegates.

Column free convention rooms offering soundproof retractable walls, vehicular and machinery access.

Complimentary undercover parking for conference delegates.
Convention & Function Area.

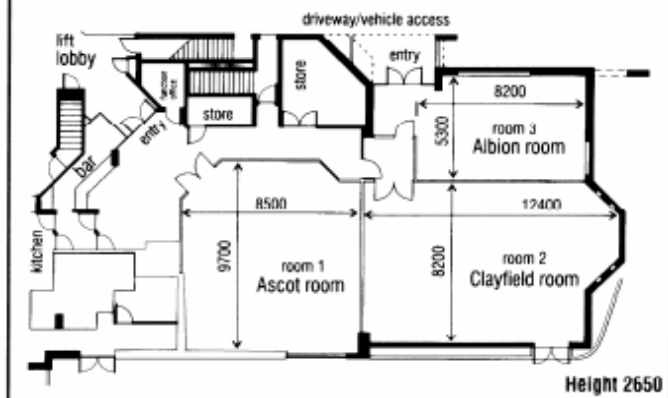
Convention & Function Area	Hamilton Room	Ascot Room	Clayfield Room	Albion Room	Boardroom	Charter Room
Dimensions (m)	25.2 x 13.5	9.7 x 8.5	8.2 x 12.4	5.3 x 8.2	-	-
Area sqm	340.2	82.5	101.6	43.4	40	40
Theatre Style	300	80	100	40	-	35
Classroom Style	150	35	45	20	-	20
Cocktail Style	300	85	100	50	30	35
Banquet Style	200	55	70	30	20	40
U-Shape Style	-	30	35	-	-	17

***Hamilton Room is the Ascot, Clayfield and Albion Rooms combined*

Facilities Include: audio visual equipment, PA system, 3+5 phase power outlets, lectern, stage, screens, whiteboards, display and noticeboards, air-conditioning, heavy machinery and car access, storage available, spotlighting, secretarial services available (word processing, facsimile, photocopier), ground floor access.

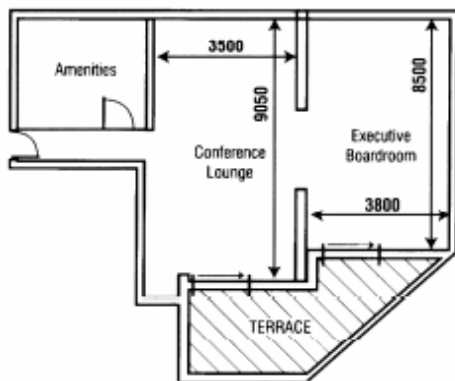


GROUND FLOOR LAYOUT



EXECUTIVE BOARDROOM

first floor





CONFERENCE DAY PACKAGE

Coffee and Tea on Arrival
Morning Tea
Working Lunch
Afternoon Tea
Conference Room Hire
Standard Audio Visual Equipment
(small whiteboard & 6ft screen)
Pads, Pens, Mints and Iced Water
Complimentary Parking

\$69.00 per person per day
(Based on a minimum of 15 people)

MENUS

Morning and Afternoon Teas

Coffee, Tea and Homemade Cookies
Coffee, Tea and Freshly Baked Muffins
Coffee, Tea and Assorted Tea Cakes

Working lunches

Danish Open-faced Sandwiches
Fresh Fruit and Cheese Platter
Coffee, Tea and Orange Juice

Classic Farmhouse Quiche
Salad Panache
Fresh Fruit and Cheese Platter
Coffee, Tea and Orange Juice

Chef's Hearty Sandwiches
Fresh Fruit and Cheese Platter
Coffee, Tea and Orange Juice

All prices are subject to change.
Prices quoted are inclusive of GST.



AUDIO VISUAL EQUIPMENT

Equipment Cost per day

6 ft Tripod Screen	\$44.00
8 ft Tripod Screen	\$55.00
Data/Video Projector & Screen	\$262.00
Laser Pointer	\$45.00
Small Whiteboard	\$33.00
Large Whiteboard	\$44.00
Electronic whiteboard	\$192.50
Flipchart and paper	\$44.00
Lectern (no microphone)	\$40.00
Hand held Microphone with PA system *	\$135.00
Lapel Microphone with PA system*	\$135.00
DVD/VCR & TV (28"monitor)	\$176.00
DVD/VCR & TV (41"monitor)	\$262.00
Video camera with tripod	\$165.00

** suitable up to 50 people*

Please note, we work in conjunction with an external Audio Visual supplier. We are happy to arrange quotes for any additional equipment you may require, or for a dedicated on-site technician.

All prices are subject to change.
Prices quoted are inclusive of GST.



BRISBANE
riverviewhotel

COFFEE BREAKS

Morning & Afternoon Tea Selections

Freshly brewed coffee, tea
\$5.50

with

Home style cookies
\$6.50

or

Danish pastries
Tea cakes
Raisin and plain scones, preserves & cream
Banana & carrot cake
Freshly baked muffins
\$9.50

Prices per person

All prices subject to change.
Prices quoted are inclusive of GST.



FUNCTION BREAKFAST

Continental

Choice of two chilled juices
(orange, pineapple, grapefruit or tomato)
Sliced tropical fruits
Assorted cereals or muesli
Croissants & Danish pastries
Toast with fruit preserves, butter, vegemite & honey
Freshly brewed Tea & Coffee
\$29.00 per person

Australian

Choice of two chilled juices
(orange, pineapple, grapefruit or tomato)
Sliced tropical fruits
Croissants & Danish pastries
Toast with fruit preserves, butter, vegemite & honey
Scrambled eggs, bacon, sausage & grilled tomato
Freshly brewed Tea & Coffee
\$36.00 per person

Plated Breakfast

Scrambled eggs, bacon, sausage & grilled tomato
Toast with fruit preserves, butter, vegemite & honey
Freshly brewed Tea & Coffee
\$25.00 per person

Minimum of 10 guests
plus additional room hire fee

All prices are subject to change.
Prices quoted are inclusive of GST.



WORKING LUNCHES

The European

Selection of juices

Open Faced sandwiches with assorted cold cuts
Tomato, cucumber, olives, Spanish onion & fetta salad
Cheese platter with fresh fruit and nuts

Tea & Coffee

\$27.50 per person

The Mediterranean

Selection of juices

Lavosh wraps & panini with assorted fillings
Green garden salad with balsamic vinaigrette
Pasta salad with pesto & sundried tomatoes

Sliced tropical fruits

Tea & Coffee

\$29.50 per person

Quiches Galore

Selection of juices

Smoked ham, tomato & bocconcini
Asparagus & smoked salmon
Variety of mushrooms with garden thyme (vegetarian)
Crispy French fries

Garden gourmet salad with red wine dressing
Cheese platter with fresh fruit and nuts

Tea & Coffee

\$28.50 per person

All prices are subject to change.
Prices quoted are inclusive of GST.



WORKING LUNCHEES (*cont*)

The Australian

Selection of juices
Variety of gourmet pies & crispy fries
Garden salad & balsamic dressing
Assortment of Australian cheeses
Sliced tropical fruits
Tea & Coffee
\$29.50 per person

The Mexican

Selection of juices
Make your own Burrito with:
Traditional spicy beef
Southern fried Cajun chicken
Guacamole, sour cream, lettuce, shredded cheddar,
tomato salsa & chilli sauce
Sliced tropical fruits
Tea & Coffee
\$29.50 per person

The Asian

(minimum 15 persons)
Selection of juices
Indonesian Hokkien noodles
Red chicken curry
Jasmine rice
Thai beef salad
Mixed green leaves with soy & sesame dressing
Sliced tropical fruit
Tea & Coffee
\$35.50 per person

All prices are subject to change.
Prices quoted are inclusive of GST.



COCKTAIL RECEPTIONS

PRE-DINNER SAVOURIES

Chef's selection of hot canapés **\$15.00**

Chef's selection of hot & cold canapés **\$19.50**

MENU ONE

\$24.00

Cold

Pink roast beef with pesto on rye crouton
Mediterranean vegetables with bocconcini & tapenade
in crisp pastry

Chicken roulade with sundried tomato salsa on
parmesan crouton

Hot

Spring roll with sweet chilli sauce

Chicken Florentine pies

Reef fish, parmesan goujons, roast garlic aioli

MENU TWO

\$29.00

Cold

Smoked salmon & cream cheese roulade on dill blini

Prawn & avocado tartlet

Persian fetta and roasted bell peppers on olive crouton

South Australian brie on walnut bread, pear confit

Hot

Chicken fillet with southern spiced batter

Crumbed Emmental cheese batons, grain mustard mayonnaise

Mini pizza with pancetta, Roma tomato & mozzarella

Mini lamb satays, peanut sauce

All prices are subject to change.
Prices quoted are inclusive of GST.



BRISBANE
riverviewhotel

COCKTAIL RECEPTIONS *(cont)*

MENU THREE

\$35.00

Cold

Smoked salmon swans
Tasmanian oyster, ginger cucumber salsa
Seared scallop with mango & lemon aioli
Steak tartar on rye & linseed bread
Persian fetta & roasted bell peppers on olive crouton

Hot

Chicken & tarragon with champagne sauce in pepper pastry
Roasted duck tartlet a l'orange
Grilled prawn, coriander sauce
Forest mushroom & thyme frittata
Lamb fillet, Mediterranean marinade

Menus subject to seasonal change.
Prices quoted are inclusive of GST.



BANQUET ONE

PRE-DINNER SAVOURIES

Chef's selection of hot canapés **\$15.00**

Chef's selection of hot & cold canapés **\$19.50**

ENTRÉE

Minestrone or potato & leek soup

Caesar salad with spiced chicken tenderloins

Spinach gnocchi with roasted parma ham & pesto cream

Avocado salad, smoked chicken & tomato chilli salsa

MAIN

Grilled chicken breast with basil & thyme on potato mash,
green beans & balsamic tomato coulis

Roast fillet of beef on soft polenta, mushroom ragout
& port wine sauce

Pan-fried reef fish on charred Mediterranean vegetables,
basil hollandaise & parmesan wafer

Roast sirloin, sweet potato boulangere, creamed spinach
& pepper sauce

DESSERT

Poached coconut caramel with tropical fruit in vanilla syrup
Baked Granny Smith apples in crisp filo, Austrian marinade,
anglaise & vanilla ice-cream

Pavlova with marinated strawberries, passionfruit & cream

Selection of Australian cheeses with dried fruit, nuts
& water crackers

Tea, Coffee & After Dinner Mints

\$59.00 per person - two courses

\$69.00 per person - three courses

Set or alternate drop menu to be selected.

Courses may be mixed between menus.

All prices are subject to change.

Prices quoted are inclusive of GST.



BANQUET TWO

PRE DINNER SAVOURIES

Chef's selection of hot canapés **\$15.00**
Chef's selection of hot & cold canapés **\$19.50**

ENTRÉE

Pea & ham soup
New England smoked trout, avocado & orange salad
Thai beef salad
Ballantine of snapper & trout with watercress sauce

MAIN

Veal cutlet, minted pea puree & shiraz sauce
Smoked pork loin on colcannon with apple, sultana
& saffron chutney, red wine sauce
Fillet of reef fish with prawn & crab mousse, champagne
cream sauce
Baked chicken breast with tiger prawns, sundried tomato
pesto & pumpkin chive risotto

DESSERT

Baked cherry cheese tartlet with Baileys ice-cream
& cherry compote
Zesty lemon tart, apricot ice-cream & strawberry
& orange salad
Almond japonaise with chocolate mousse, espresso ice-cream
& amaretto anglaise
Selection of Australian cheeses with dried fruit,
nuts & water crackers
Tea, Coffee & After Dinner Mints

\$68.00 per person – two courses
\$80.00 per person – three courses

Set or alternate drop menu to be selected.
Courses may be mixed between menus.

All prices are subject to change.
Prices quoted are inclusive of GST.



BANQUET THREE

PRE-DINNER SAVOURIES

Chef's selection of hot canapés **\$15.00**

Chef's selection of hot & cold canapés **\$19.50**

ENTRÉE

Cured Atlantic salmon with buckwheat blini & dill sauce

Oysters natural, lime dressing

Tiger prawn, rock oysters & seared scallops with tomato
lime chilli salsa

Four cheese and mushroom ravioli with herbed chicken
fillet, tomato cream sauce

Sorbet

MAIN

Baked barramundi, lemon scented risotto, chardonnay
saffron cream sauce

Roasted duck breast, potato roesti, green bean
& walnut salad, orange sauce

Rack of lamb with soft polenta, field mushrooms, grilled
zucchini & roast garlic jus

Fillet of beef with mushroom strudel, béarnaise sauce

DESSERT

Raspberry parfait & mango sorbet, chocolate sail & berry coulis

Chocolate & hazelnut pudding with caramel sauce
& white chocolate ice-cream

Pannacotta on rhubarb & strawberry compote, tuile biscuit

Selection of Australian cheeses with dried fruit, nuts & crackers
Tea, Coffee & Petit Fours

\$88.00 per person

Set or alternate drop menu to be selected.

Courses may be mixed between menus.

All prices are subject to change.

Prices quoted are inclusive of GST.



BARBECUE MENUS

PRE-DINNER SAVOURIES

Chef's selection of hot canapés **\$15.00**
Chef's selection of hot & cold canapés **\$19.50**

COCKTAIL BARBECUE

Tiger prawn, garlic ginger & lemongrass
Lamb & coriander kebab
Thai style fish cake, coriander sauce
Veal chipolata
Prune & bacon skewer
Marinated mini chicken drumstick
Chicken & pineapple kebab
Salt & pepper calamari

\$49.00 per person

POOLSIDE BARBECUE

Bread rolls & butter
Rib fillet steak
Mediterranean chicken breast
Spicy veal chipolatas
Sautéed onion & mushrooms
Baked potato
Selection of fresh salads
Condiments & dressings
Tropical fruit platter
Selection of Australian cheeses, dried fruit & nuts
with water crackers
Tea, Coffee and After Dinner Mints

\$65.00 per person
(minimum 20 persons)

Menu subject to seasonal change.
Prices quoted are inclusive of GST.



HOT FORK DISHES

Thai style chicken curry
Chicken chasseur
Chicken a la King
Beef stroganoff
Stir-fried beef in black bean sauce
Beef with red wine sauce, bacon & mushroom
Paprika veal goulash
Veal in tomato sauce with olives & capsicum
Lasagne – meat or vegetarian
Tortellini in tomato & basil sauce
Beef rending (mild to super hot)
Please select two
All served with rice pilaf
Cheese & fruit platter
Bread rolls
Tea & Coffee

\$56.00 per person

OPTIONS

Seafood thermidor
Prawn & scallop with assorted sautéed mushrooms
Tandoori lamb, minted cucumber salsa
Moroccan style lamb
Please select two
All served with rice pilaf
Cheese & fruit platter
Bread rolls
Tea & Coffee

An additional \$10.00 per item, per person applies
(minimum 15 persons)

Menu subject to seasonal change.
Prices quoted are inclusive of GST.



BEVERAGE LIST

APERITIFS

Sherry (Dry, Medium, Sweet, Cream)	\$5.50
Clayton's Kola Tonic	\$5.50
Campari	\$8.00
Cinzano (Sweet, Dry, Bianco)	\$8.00
Pimms No. 1.	\$8.00

BEER ON TAP

XXXX Bitter	\$4.20
XXXX Gold	\$4.20
Hahn Premium Light	\$4.20

BEERS (STUBBIES)

XXXX Bitter	\$5.50
XXXX Gold	\$5.00
Crown Lager/Hahn Premium	\$7.50
Victoria Bitter	\$5.50
Imported & Boutique Beers	\$8.00

HOUSE SPIRITS (INCLUDING MIXERS)

Scotch, Bourbon, Gin, Vodka, Rum, Bacardi, Tequila & Brandy	\$6.50
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DELUXE SPIRITS (INCLUDING MIXERS)

Jack Daniels	\$8.00
Southern Comfort	\$6.50
Chivas Regal	\$9.50
Johnny Walker Black	\$8.50
Glenfiddich Malt	\$8.50
Remy Martin XO Cognac	\$20.00
Yalumba Directors' Special	\$6.00

SPARKLINGS AND CHAMPAGNES

The Lone Fig by Richmond Grove (house)	\$25.00
Trilogy	\$34.00
Asti Riccadonna	\$40.00
Moet & Chandon (non vintage)	\$200.00



BEVERAGE PACKAGES

Standard Beverage Packages are inclusive of the following:

The Long Fig by Richmond Grove Semillion Sauvignon Blanc, Shiraz and Brut Cuvee
Light, Gold and Heavy XXXX beer on tap
Soft drink and Orange Juice

Beverage Packages start from:

4 Hours	\$30.00 pp
5 Hours	\$34.00 pp
6 Hours	\$38.00 pp

Including our "Richmond Grove Cellar Collection" range of wines in your Beverage Package, prices start from:

4 Hours	\$34.00 pp
5 Hours	\$39.00 pp
6 Hours	\$44.00 pp

WINE LIST

WHITE WINE

The Long Fig by Richmond Grove Semillion Sauvignon Blanc (house)	\$24.00
Wyndham Bin 777	\$38.00
Beelgara Semillon Sauvignon Blanc	\$28.00

RED WINE

The Lone Fig by Richmond Grove Shiraz (house)	\$24.00
Wyndham 1828 Range	\$28.00
Beelgara Merlot	\$28.00
Beelgara Shiraz Cabernet	\$28.00
Wine of the Month	POA

To ensure availability of Premium Wines, please advise four days prior



TERMS & CONDITIONS

Our philosophy is to provide event facilities and services of the highest quality. In order to fulfill this expectation, the following terms and conditions have been designed to ensure your function runs smoothly.

Tentative Bookings / Confirmations

Tentative bookings will be held for a maximum of 7 days. If the event is not confirmed during this time, the space will be released without notice. All bookings are to be confirmed in writing.

Deposit

A deposit is required to guarantee your booking. Your booking will not be confirmed until the deposit is received:

- Conferences – Deposit is the cost of room hire or 50% of your selected Conference Package dependent on the type of package selected
- Dinners in the Hamilton Room – Deposit \$1,000
- Dinners in the Charter Room – Deposit \$450

We reserve the right to allocate the most suitable room to your event.

Payment

All event accounts are to be paid in full two working days prior to the event. Any additional charges are requested to be paid for at the conclusion of the event. These include any additional charges not authorised in the original contract.

Cancellation/Postponement of Event

In the case of an event being cancelled, or the date changed, the following terms are applicable:

- If less than 60 days written notice is received, the entire deposit fee is retained as a cancellation fee.
- 30-60 days written notice – the cancellation fee will be equivalent to 25% of the estimated value of the function.
- 3-29 days written notice – the cancellation fee will be equivalent to 50% of the estimated value of the function.
- Within 3 working days written notice – 100% of the estimated value of the function will be charged.

Should the Hotel be able to re-sell the conference space we will charge the difference between the functions as a cancellation fee.

Room Hire – Catering Rate / Non-Catering Rate

The Room Hire Catering Rate option is available when the client has ordered Full Catering requirements as follows:

- Breakfast minimum spend of \$25* per head – total Food & Beverage
- Lunch minimum spend of \$35* per head – total Food & Beverage (based on minimum 15 persons)
- Dinner minimum spend of \$80 per head – total Food & Beverage
- Cocktail minimum spend of \$40 per head – total Food & Beverage

The Room Hire Non-Catering Rate applies to events where catering does not reach the above mentioned requirements.

***Numbers below 15 people the Non-Catering Rate is applicable

Prices

The prices are current at the time of quotation but may be subject to change at the discretion of Hotel management. Upon receipt of your written confirmation and deposit, prices will be confirmed in writing.

Parking

All car parking is complimentary and subject to availability.

Guaranteed Numbers

A guaranteed minimum number of guests attending the event is requested three full working days prior to the event, or as otherwise advised. Should the final attendance fall substantially below the estimated numbers in the initial contract a room hire fee may be charged. Charges will be based on the actual number of people attending the function or the guaranteed number, whichever is the greater. Note: If event guest numbers decrease less than the minimum numbers required a fee will be charged.

Menu Selection

Please confirm your menu selection at least three weeks prior to the event, or as otherwise advised. To ensure a successful and well-organised event, all details relating to schedule, menus, beverages and room set-up are required three weeks prior to the event date.

Food and Beverage

No food or beverage may be brought onto Hotel premises for consumption during the event. The hotel does not offer a cash bar for functions over 40 guests. Only an arranged beverage package or beverages on consumption may be organised.

Responsible Service of Alcohol

You accept full responsibility for the consumption of alcohol by all guests associated with the event.

Client Responsibility

It is your responsibility to ensure all guests behave in an orderly manner during the event.



Damage

You are financially responsible for any damage caused to Hotel property and fittings during the event. No attachments are to be used on the walls without prior arrangement with Hotel management.

Insurance

The Hotel does not take responsibility for damage to, or loss of items, before, during or after an event, and recommends that you arrange appropriate insurance cover.

Security

Arrangements for special security can be made upon request, but may attract an additional charge.

Function Rooms

We reserve the right to re-allocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of the quote or confirmation, we may substitute a more appropriate room, such changes will be discussed with you when the decision is made.

Poolside Area

No client has the sole right to this area as it remains available to in-house guests at all times. Access to the poolside is to cease at 2200 hours for the reason of keeping within residential law restrictions. No Glassware is permitted in the pool area at anytime, this is due to Occupational Health & Safety Laws.

Entertainment

We will be happy to arrange entertainment upon request. An entertainment license may apply, subject to local legislation.

Extended Hours/Timing

A Surcharge of \$350 per hour or part thereof will be charged for receptions past midnight or in excess of five hours from the agreed arrival at the Hotel. This must be pre-arranged with the Banquet Sales Manager two weeks before the event. If numbers fall below the required minimum a surcharge is applicable.

Surcharges

A surcharge of 10% of the total cost of the event is applicable for events held on Public Holidays.

Accommodation

Special accommodation rates will be offered in conjunction with your event (subject to availability).

Advertising

Prior permission is required to use the Hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by Hotel management prior to publication.

Photography/Recording of the Event

Prior permission is required for photography, sound or video recording of events or guests within Hotel facilities.

Cleaning

General and normal cleaning is included in the cost of the room hire. Additional charges may be incurred by you where an event has created cleaning requirements which are considered to be over and above normal cleaning.

Responsibility

Should we be unable to provide the facilities reserved due to circumstances beyond our control, no further claim may be made on the Hotel other than an entitlement to full refund of any deposits paid. We will endeavor to provide you with reasonable notice.

Additional Service

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, etc. A charge may be incurred for some services. If the event is cancelled, such service charges will be your responsibility.

Content of an Event

If the Hotel has reason to believe that an event will affect the smooth running of the Hotel's business, security or reputation, the Hotel management reserves the right to cancel the event, at its discretion, without notice or liability.