



◆ FUNCTIONS ◆ CONVENTIONS ◆ EVENTS ◆

# WestsideHQ Function and Convention Packages

Thank you for considering WestsideHQ for your next function or convention. We will provide dedicated personal service to enhance your event and meet the expectations of you and your guests. Parking is available and our well appointed facilities will enable you to conduct any type of function, event or convention with great success.

## Function Room Options

### Training Room

Private and spacious, the training room provides an attractive space for guests, with internal tea and coffee facilities and washroom. The configuration is ideal for hosting your next meeting, group presentation, training or team brainstorming session. The space is easily transformed for morning tea or lunch, caters for up to 20 people and is available seven days a week. With a range of catering options on hand, our training room is the perfect location to hold your next event.

Room hire:     \$150.00 (up to 5 hours)  
                   \$250.00 (full day)

### Conference Centre

Boasting an attached bar and open dance floor the conference centre is the best place for your function with the capacity to seat 200 people. The conference centre can also be decorated to cater to your individual style and needs. The large polished dance floor and raised stage are complimented by floor to ceiling windows with city views which can be blackened out for a more private event.

Capacity:     Theatre: 190\*  
                   Cocktail: 250\*  
                   Seated: 200\*

*\*Capacities noted are maximum and may alter based on your individual needs*

Room hire:     \$450.00 (up to 5 hours)  
                   \$600.00 (full day)

Room hire includes:

- Access to background music
- Access to internal PA system
- Lectern and microphone
- Dance floor
- TV

*Additional areas of the venue are available on request*

## Plated Meal Selection - Option 1

### 3 Course Alternate Drop

Dinner roll and butter  
Entree (choice of 2)  
Prawns with avocado tian served with summer salad  
Peking duck with beetroot puree and orange salad  
Wild mushroom risotto with truffle oil

### Mains (choice of 2)

Atlantic salmon served with mashed potato and beans with hollandaise sauce  
200gm Eye fillet, cooked medium, served with roasted vegetables and red wine jus  
Chicken supreme served with mash potatoes, greens with peppercorn cognac sauce

### Desserts (choice of 2)

Pavlova with Chantilly cream and berry compote  
Sticky date pudding with butterscotch sauce and ice cream  
Chocolate and peanut butter Panna cotta served with chocolate ganache

### Tea and Coffee

Self-Serve

\$55.00 per person, minimum 20 people

*Price is inclusive of GST and excludes beverages, please see beverage package*

## Plated Meal Selection - Option 2

### 2 Course Alternate Drop 1

Dinner roll and butter  
Soup as a starter (optional) Additional \$8 pp

#### Mains

Atlantic salmon served with potato mash and green beans and hollandaise sauce  
200gm Eye fillet, cooked medium, served with slow roasted vegetables and red wine jus

#### Desserts

Pavlova with Chantilly cream and berry compote  
Sticky date pudding with butterscotch sauce and ice cream

#### Tea and Coffee

Self-Serve  
\$45.00 per person, minimum 10 people

### 2 Course Alternate Drop 2

Dinner roll and butter  
Soup as a starter (optional) Additional \$8 pp

#### Mains

Roast of the day with roasted vegetables and gravy ( choose from lamb, pork or chicken)  
Herb crusted barramundi served with garden salad and chips

#### Desserts

Pavlova served with berries and Chantilly cream  
Chocolate panna cotta with berries and chocolate soil

#### Tea and Coffee

Self-Serve  
\$35.00 per person, minimum 10 people

*Price is inclusive of GST and excludes beverages, please see beverage package*

## Training Room Packages

### Morning or Afternoon Tea Package

Please select two from the following:

Homemade scones served with fresh cream and jam  
Selection of freshly baked pastries  
Traditional lamingtons  
Freshly baked biscuits  
Individual mini quiches  
Fresh seasonal fruit platter

Self-service tea and coffee station

\$14.90 per person, minimum 10 people

### Working Luncheon

Assorted Gourmet Sandwiches and wraps

Roast beef with cos lettuce, Swiss cheese and horseradish cream  
Turkey with cranberry sauce, brie and mesculin lettuce  
Traditional egg and lettuce  
Leg ham, Swiss cheese and Roma tomato

\$19.90 per person, minimum 10 people

### Dessert Selection

Selection small cakes and slices

Self-service tea and coffee station

\$14.90 per person, minimum 10 people

*Price is inclusive of GST, and excludes beverages, please see beverage package*

## Cocktail Menu

### Cold Canapé Selection

Classic mini bruschetta, tomato, olive oil and basil (veg)  
Smoked salmon and dill cream with cucumber en croute  
Beef and caramelised onion tart  
Smashed avocado salsa served on tostada (veg)

### Hot Canapé Selection

Pumpkin arancini balls (vegan)  
Prawn gyoza with asian dipping sauces  
Salt and pepper calamari with lime aioli  
Mini lamb pie with pea puree  
Prawn cones and aioli  
Cheeseburger spring rolls  
Chorizo empanada  
Indian curry samosa with riata (veg)

Select 4 items for 1 hour service - \$20.00 per person  
Select 6 items for 1 hour service - \$23.00 per person  
Select 8 items for 1 ½ hour service - \$26.00 per person  
Select 10 items for 2 hour service - \$30.00 per person

### Substantial Canapés - Add \$5.00 pp per item

Battered fish and chips with tartare  
Miniature chicken Caesar salad  
Butter chicken and coconut rice served in a small noodle box  
Yum cha style Asian savouries served in a noodle box (veg)  
Beef Sliders- lettuce tomato and cheese  
Pulled pork Bao served with cucumber

### Dessert Canapés - Add \$3.00 pp per item

Apple bites  
Choc-hazelnut empanada  
Gluten free caramel slice

Pricing based on a minimum of 40 guests, Chef's selection available upon request. Canapés are not designed as a substantial meal, dietary requirements can be accommodated upon request.

*Price is inclusive of GST, and excludes beverages, please see beverage package*

## All Occasion Cocktail Platters

### Hot Platters

#### Asian Platter

Vegetable spring rolls, samosa, money bags, wontons and sauces  
\$85.00

#### Aussie Platter

Beef pies and sausage rolls with sauces  
\$85.00

#### Chicken Platter

Chicken skewers, drumettes, tenderloins and chips with sauces  
\$85.00

#### Seafood Platter

Beer battered fish pieces, crumbed calamari, prawn cutlets and chips  
with lemon and tartare sauce  
\$85.00

#### Potato Wedges (veg)

Served with sour cream and sweet chilli sauce  
\$65.00

#### Sweet Potato chips (veg)

Served with Aioli and sweet chilli sauce  
\$65.00

We recommend 1.5 platters for every 10 guests,  
platters are not designed to be a substantial meal

*Price is inclusive of GST, and excludes beverages, please see beverage package*

## All Occasion Cocktail Platters

### Cold Platters

#### Assorted Gourmet Sandwiches

Ham, chicken, tuna, egg, cheese and salads  
\$70.00

#### Dips

Assorted dips x 3 served with sourdough bread/corn chips  
\$79.00

#### Cheese and Crackers

Selection of cheeses, dried fruit and nuts  
\$90.00

#### Cake Platter

Assorted cakes  
\$79.00

#### Fruit Platter

Seasonal fruits sliced and berries  
\$75.00

We recommend 1.5 platters for every 10 guests,  
platters are not designed to be a substantial meal

*Price is inclusive of GST, and excludes beverages, please see beverage package*



## Beverage Options

### Standard Four Hour Package

\$50.00 per person

### Local Bottled Beer

Selection of Light, Mid and Full Strength Packaged Beer

#### Red Wine

Premier Red

#### White Wine

Premier White

#### Sparkling Wine

Premier Sparkling

#### Soft Drink

Orange Juice and Post Mix Soft Drinks

*Please note prices and inclusions are subject to change. You will be notified of any changes.*

### Additional Beverage Options

#### Cash Bar

Each guest is responsible for covering the cost of their order when it is placed. Guests may purchase any item from our extensive range of beer, wine and premium spirits

#### Bar Tab Limit

You set the limit on the amount of money you wish to spend. Bar staff advises you when your limit is approaching

*The above packages will apply to all guests attending any function, excluding those under the age of 18 years. Price is inclusive of GST, minimum spend of \$500 for all functions. WestsideHQ Management reserves the right to withhold service of alcohol in accordance with Queensland Liquor Licensing Legislation.*

## Terms and Conditions

To ensure the smooth operation of your event, we ask that you read the following terms and conditions. Should you have any questions please feel welcome to contact us for assistance.

### Tentative Bookings

We are happy to place a tentative hold on your desired date for a period of 14 days, after which time a deposit will be required to secure the booking. Failure to provide a deposit within this period may result in the booking being cancelled.

### Payment Schedule

1. A deposit equivalent to the room hire (unless otherwise specified) is required to confirm your booking within 14 days (as detailed above) along with a signed copy of the terms and conditions.
2. Final payment is required 7 days prior to the event date. Please note that failure to make final payment prior to the event date will result in the cancellation of your booking.
3. Where necessary and at management's discretion a specified venue bond may be required for payment prior to the event. This bond amount will be refunded post-event, minus any additional charges incurred (including any cleaning or other maintenance as a result of the event).

### Cancellation

We would be disappointed if you were forced to cancel your booking, however we understand that circumstances occasionally make this necessary:

1. If notification of cancellation is received up to 2 months prior to the scheduled event a full refund of the deposit will apply.
2. If notification of cancellation is received up to 30 days prior to the scheduled event the deposit will only be refunded upon successful re-booking of the venue.
3. If notification of cancellation is received up to 30 days prior to the scheduled event the deposit will be forfeited.
4. If notification of cancellation is received within 1 week prior to the scheduled event the client is required to pay 100% of the anticipated food, beverage and outsourced costs.

### Final guest numbers/Minimum spend

A minimum guest number will be required no later than 14 days prior to the event date, after which time, only increases in guest numbers will be accepted.

A surcharge may apply if minimum guest numbers are not met.

Please note where a bar tab is selected a minimum spend of \$500 applies (based on 40 guests).

### Final details

Menus, beverage arrangements, entertainment, audiovisual requirements, room set up and running schedule must be confirmed no later than 14 days prior to the event date.

## **Damages/Indemnity**

Where a function has created additional cleaning over and above the normal cleaning function a cleaning fee may apply. Please note that the organizer is financially responsible for any damage to property/equipment and any third party items hired on your behalf. The client agrees that any payment of damages will be made within 7 days of the date of invoice. Under no circumstances are items to be glued, pinned or attached to the property without prior permission.

WestsideHQ will take all reasonable care with client/guests and third party property, however will not accept any responsibility for damages to, or loss of items whilst within the venue.

Where matters beyond the control of WestsideHQ Management impair or prevent from performing its obligations under the event order, WestsideHQ and Management will be released from all liabilities.

## **HACCP**

Please be advised that due to HACCP accreditation, no food or beverages are permitted to be brought onto premises without prior written approval. Similarly, no food or beverage may be removed from the premises. Celebration cakes are exempt from this rule.

## **Responsible Service of Alcohol**

WestsideHQ is aware of and practices Responsible Service of Alcohol to all patrons including those attending events with the venue. While we are here to ensure you and your guests are enjoying the facilities at the event, when deemed necessary venue staff are bound by Liquor Licensing Laws to refuse alcohol service to patrons.

No alcohol may be brought into the venue or taken from the venue. Should any type of alcohol be brought into the venue, the Manager on duty has the right to call off the function at full cost to the organiser.

If minor/s are found in possession of alcohol, the Manager on duty has the right to call off the function at full cost to the organiser.

Management reserves the right to refuse entry or service of any patron or guest who fail to adhere to Liquor Licensing Laws.

## Entertainment

Management reserves the right to control the quality, style and volume of any entertainment booked. A certificate of currency is required from the entertainers for public liability insurance, this needs to be sent to the venue a minimum 7 days prior to the event.

## DJ or Band

- Time of Arrival
- Requirements of any tables etc...
- Power requirements.
- When the equipment will be removed
- How many pieces and what instruments
- Space required

## Room Allocation

Should guest numbers decrease significantly from the minimum numbers advised, management reserves the right to re-allocate the function to a more appropriate area.

The client agrees to commence and conclude the function at the scheduled times agreed upon. Failure to do so may result in a surcharge being applied (\$200/hour)

To confirm your booking, please read the Terms and Conditions carefully, sign below and return this page to WestsideHQ within 14 days of making your booking

Box 214 Corinda, QLD, 4075  
functions@westsidehq.org.au

Your booking will be confirmed on receipt of this form together with your deposit payment. I have read and accept the conditions stated in this agreement.

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

Date of function \_\_\_\_\_

Approx. number of guests \_\_\_\_\_

Function package selected \_\_\_\_\_

Organiser's name \_\_\_\_\_

Company name \_\_\_\_\_

Postal Address \_\_\_\_\_

Mobile number \_\_\_\_\_

Work number \_\_\_\_\_

Email \_\_\_\_\_

Deposit enclosed: \$ \_\_\_\_\_ .00      ( ) Mastercard    ( ) Visa    ( ) Cheque    ( ) Cash

Cardholders Name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Number \_\_\_\_ (3 digits)

Bank Payment:

Account Name: Sherwood Services Club Inc.

Bank: Westpac

BSB Number: 034 087

Account Number: 010 839

Reference \_\_\_\_\_

*(please quote your surname as a reference when transferring monies)*

Invoice/Receipt Number: (Office Use Only) \_\_\_\_\_

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