



## Corporate Function Package





## Corporate Meetings and Conferences

QPO has two private function rooms that are perfect for all types of functions including meetings and conferences.

Our beautiful heritage building is a local landmark that is sure to impress your guests. With plenty of natural light and many original Victorian fittings, QPO provides a welcome change to standard corporate event spaces.

We have packages to suit whatever you need from self-serve facilities (detailed on the next page) to fully staffed and serviced events (please see our set menu packages). Whatever your budget or needs QPO has the perfect solution for your next event.

Our booking form has been provided on the following pages, however if you have something else in mind please let us know.

We are happy to work with you to organise a custom package. Please contact one of our experienced events managers to discuss your needs.





## Booking Form

### CONTACT DETAILS

Function Date \_\_\_\_\_  
Organiser name \_\_\_\_\_  
Guest of honour/Event title \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Mobile \_\_\_\_\_ Landline \_\_\_\_\_

**Venue:** please circle

Q-Room (upstairs, please note the only access is via stairs)

Stamps Room (downstairs/restaurant level)

**Function type:** please circle

Sit Down Event      Canape Event      Corporate/Self Service Event

**Start time:** \_\_\_\_\_ (this is the time you will have access to the room from)

**Conclusion time:** \_\_\_\_\_

**Room Hire:** \$180 Daytime event (events starting from 8am and concluding before 5pm)

\$250 Evening and Weekend events (events start from 9am on weekends/public holidays, or concluding later than 5pm on a weekday)

**Room Set Up:** please circle

Stamps : U-Shape (max 36)    Seated for presentation (max 60)    Theatre Style (max 100)    Classroom (max 30)

Q-Room : U-Shape (max 22)    Seated for presentation (max 40)    Theatre Style (max 40)    Classroom (max 20)

**Other set up:** please describe

\_\_\_\_\_

**Equipment Requirements:** please circle

Projector & Screen (\$100)      Whiteboard (\$25)      Flipchart (\$25)      Microphone (\$30)

**Catering Requirements:**

*The following packages are for self-serve functions only. For corporate luncheons or dinners please download our set menu or canape function packages.*

**Buffet Breakfast Package:** Poached eggs on sourdough toast per person with shared platters of grilled tomatoes, hash browns, bacon & sautéed mushrooms with juice, tea, Nespresso coffee. \$27.00 per person  
Served at: \_\_\_\_\_

**Basic Morning Tea Package:** Selection of muffins, juice, tea, Nespresso coffee. \$8.50 per person  
Served at: \_\_\_\_\_

**Premium Morning Tea Package:** Small bircher muesli, juice, tea, Nespresso coffee. \$12.00 per person  
Served at: \_\_\_\_\_

**Lunch Package:** Assorted platters of focaccias, sandwiches or wraps. \$12.00 per person  
Served at: \_\_\_\_\_ please circle/highlight focaccias sandwiches wraps

**Afternoon Tea Package:** Selection of pastries, juice, tea, Nespresso coffee. \$8.50 per person  
Served at: \_\_\_\_\_

**All Day Tea & Coffee:** Self-serve tea, Nespresso coffee. \$4 per person

**Additional Items:**

Side Chips      \$7.00 per bowl.      Served at: \_\_\_\_\_

Side Salads      \$9.00 per bowl.      Served at: \_\_\_\_\_

Cheese Platter      \$6.00 per person.      Served at: \_\_\_\_\_

Antipasto Platter      \$7.50 per person.      Served at: \_\_\_\_\_

Fruit Platter      \$4.00 per person.      Served at: \_\_\_\_\_

Soft Drink/Juice      \$12.00 per jug.      Served at: \_\_\_\_\_

Canape items menu available on request.

*Please note, rooms must be vacated promptly at the conclusion of your function and accounts settled in full at this time unless prior arrangements have been made with QPO's management.*

*We request that guests do not bring in food or coffee from other venues. Additional coffee may be purchased from the restaurant front counter.*

*If you have multiple functions over several days we may not be able to store equipment on the premises or leave items set up overnight. Please enquire with management well in advance if you wish to do so. QPO is not responsible for items left on the premises.*

*If there are any changes to your booking within **48 hours** of your event, we encourage you to contact us **by telephone** as the office is not always attended by staff.*

## ACKNOWLEDGEMENT OF TERMS & CONDITIONS

Any authorised or additional charges may be charged to the credit card supplied or be invoiced. On behalf of the client I agree that I have read and understood the terms and conditions outlined above with respect to the function facilities at QPO.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### CREDIT CARD DETAILS

	Visa	MasterCard	Diners	Amex (2.2% surcharge)																					
Card number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																								Expiry date _____
Card holder name	_____			Signature _____																					