



Canapé Function Package



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Stamps Room

Stamps is the largest of our three event spaces located in the original mail sorting room. Today, the room features everything you could need to hold your next event. Sliding hide-away walls mean the room can transform to double its size, so no matter how many people you invite, the room will feel perfect for your event. Gilded mirrors hint at the building's heritage and the fireplace will keep you warm through the winter months.

Capacity: 60 or 120 seated
100 to 200 cocktail style

Facilities: Private space
Built-in projector and screen
Wireless microphone
Complimentary Wi-Fi
Private bar
Gilded easels for displays
Split system air-conditioning
Ramp access for deliveries



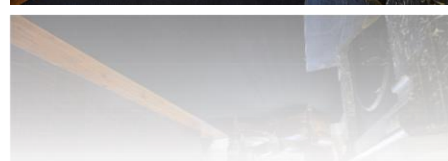
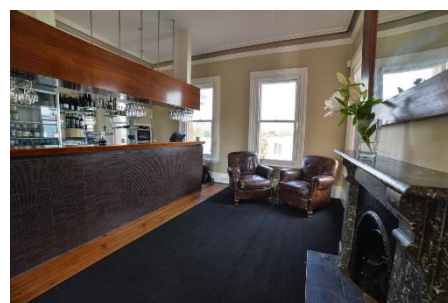
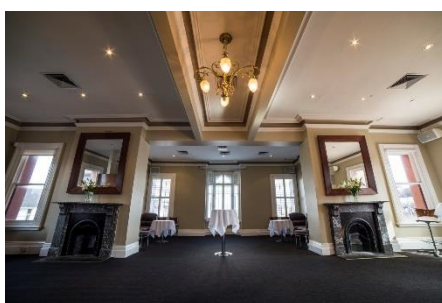


Q-Room

The upstairs Q-Room is the perfect space for small to mid-sized. The old post master's quarters have been transformed into a large open space featuring iron fireplaces, black marble mantelpieces and a bay window. The non-standard shape of this room means your guests will all be able to find a little place for themselves and smaller groups won't feel too spread out.

Capacity: 50 seated
90 cocktail style

Facilities: Private space
Built-in projector and screen
Wireless microphone
Complimentary Wi-Fi
Gilded easels for displays
Split system air-conditioning
Private bar
Private bathrooms
Sunset views



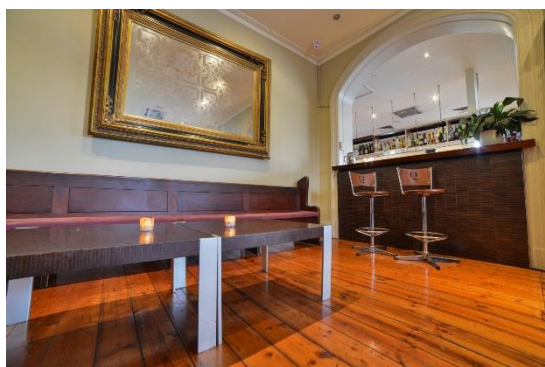


Lounge Area

The lounge area is located behind the restaurant bar. This semi-private space is perfect for groups of up to 30 for cocktail style functions. Direct access to the bar means you never have to go far for your next drink. The lounge features beautiful chesterfield armchairs and couches that you and your guests can relax on and catch up in style.

Capacity: 30 cocktail style

Facilities: Direct bar access
Semi-private/Sectioned off area
Gilded easels for displays





Canapé Pricing

Option 1: Celebration Package

14 canape items per person (choice of 7 items)
1 mini meal per person
Your celebration cake served grazing style
Basic beverage package (4 and a half hours)
\$85 per person
(a saving of \$6.50 per person)

Option 2: Premium Celebration Package

16 canape items per person (choice of 8 items)
1 mini meal per person
1 mini dessert per person
Your celebration cake served grazing style
Premium beverage package (4 and a half hours)
\$100 per person
(a saving of \$8.50 per person)

Option 3: Custom Package

Create your own package from the options below

Start with a selection of canapés:

10 pieces of finger food per person - \$24 per person (choice of 5 items)
12 pieces of finger food per person - \$28 per person (choice of 6 items)
14 pieces of finger food per person - \$32 per person (choice of 7 items)
16 pieces of finger food per person - \$36 per person (choice of 8 items)
20 pieces of finger food per person - \$44 per person (choice of 10 items)

Add some more substantial items:

Mini Meals - \$7 per person
Mini Desserts - \$3 per person
BYO dessert, served grazing style - \$2.50 per person

Quench your thirst

Basic Beverage Package 4.5 hours - \$50 per person
Premium Beverage Package 4.5 hours - \$60 per person
Additional 30 minutes - \$10 per person
Include basic spirits for an extra \$15 per person

We are happy to create exclusive beverage packages to suit you and your guests. Alternatively we can also offer bar tab/on consumption drinks with a set amount - this can be revised at any time during your function & increased if required. We can also provide your guests with a cash bar where they can purchase their own drinks.



Canapé Menu

Canape Items

Seafood Items

- Calamari Rings – *served with house-made tartare sauce (gfo)*
- Tempura Prawns - *served with house-made tartare sauce (gfo)*
- Fresh Oysters – *Your choice of natural (gf) red wine vinaigrette (gf) or beer battered*
- Salmon Sushi (nori rolls) – *served with soy sauce (gf)*
- Fish goujon bites – *served with house-made tartare sauce*

Meat Items

- Meatballs – *served with Napoli sauce & freshly grated parmesan (gfo)*
- Beef & Pinenut Pastries – *served with house-made tzatziki*
- Moroccan Crumbed Chicken Strips – *served with house-made sweet chilli mayonnaise*
- Chorizo Sausage Rolls – *served with traditional ketchup*
- Capricciosa Pizza – *with ham, olives & mushrooms*
- Vol-au-Vaunts – *pastry filled with chicken, bacon, mushroom & cheese (counted as 2 items)*

Vegetarian Items

- Trio of Mediterranean dips – *served with warm Turkish bread (gfo)*
- Vegetarian Curry Samosas – *served with sweet chilli sauce*
- Vegetarian Spring Rolls – *served with sweet chilli sauce*
- Vegetarian Sushi (nori rolls) – *served with soy sauce (gf)*
- Roasted Vegetable Pizza – *with pumpkin, roasted capsicum, mushrooms & olives*
- Margherita Pizza – *tomato sugo, fior di latte, fresh herbs*
- Bruschetta – *tomato, Spanish onion, basil, feta, balsamic reduction on crusty baguette (gfo)*
- QPO's signature arancini – *herb & cheese filled risotto balls*

Additional Items

Mini Meals

These mini meals are served in individual noodle boxes and are perfect for functions at meal times.

- Fish and Chips
- Mushroom Risotto (gf)
- Pumpkin Risotto (gf)
- Lentil & Grain Salad (gf)

Mini Desserts

These are served at the end of your function. A bite sized sweet to conclude your event.

- Selection of mini slices (gfo)
- Selection of mini tarts (gfo)
- Chocolate dipped strawberries

QPO can cater for most dietary requirements. (gfo) denotes gluten free option available upon request.

Please chat to your function coordinator about you and your guests' specific needs.

You are welcome to bring in your own celebration cake instead of a dessert course. This will incur a \$2.50pp charge.



Beverage Packages

Basic Beverage Package

4.5 hours - \$50pp

Wines

Sunny Cliff Brut – Yarra Valley, Vic
Baby Doll Sauvignon Blanc – Marlborough, N.Z.
Toolangi Shiraz – Yarra Valley, Vic

Beers & Cider

Cascade Premium Light
Victoria Bitter
House Tap Beer & Cider

Non-Alcoholic Beverages

A selection of soft drinks, juice and mineral water will be available
Tea and coffee is available from the restaurant

Premium Beverage Package

4.5 hours - \$60pp

Wines

Veuve D' Argent Brut – France
Baby Doll Sauvignon Blanc – Marlborough, N.Z.
Toolangi Paul's Lane Chardonnay – Yarra Valley, Vic.
Kangarilla Road Shiraz – McLaren Vale, Vic
Charlotte Sounds Pinot Noir - Marlborough, N.Z.

Beers & Cider

Cascade Premium Light
House Tap Beer & Cider
Choice of two of the following:
Victoria Bitter – Peroni Nastro Azzurro
Corona – Asahi – Little Creatures Bright Ale – 4 Pines Kolsch

Non-Alcoholic Beverages

A selection of soft drinks, juice and mineral water will be available
Tea and coffee is available from the restaurant

Additional 30 minutes - \$10pp

Non Package Beverage Pricing

Sparkling Wine

Sunny Cliff brut. <i>Yarra Valley, Vic.</i>	30
Katnook 'Founder's Block' chardonnay pinot noir sparkling. <i>Coonawarra, S.A.</i>	40
Veuve D'Àrgent brut. <i>France</i>	55

White Wine

Alexandra hill moscato. <i>Willbriggie, N.S.W</i>	32
Pasqua pinot grigio. <i>Italy</i>	34
Pizzini pinot grigio. <i>King Valley, Vic.</i>	38
Toolangi Paul's Lane chardonnay. <i>Yarra Valley, Vic.</i>	40
Beachwood sauvignon blanc. <i>Marlborough, N.Z.</i>	32
Baby Doll sauvignon blanc. <i>Marlborough, N.Z.</i>	34
Hoggies Estate riesling. <i>Coonawarra, S.A.</i>	36

Red Wine

Katnook 'Founder's Block' cabernet sauvignon. <i>Coonawarra, S.A</i>	40
Toolangi shiraz. <i>Yarra Valley, Vic.</i>	35
Kangarilla road shiraz. <i>McLaren Vale, S.A.</i>	37
Charlotte sounds pinot noir. <i>Marlborough, N.Z.</i>	35
Serafino sangiovese <i>McLaren Vale, S.A.</i>	38
Lumiere cabernet merlot. <i>Heathcote, Vic.</i>	33

Beers

Victoria Bitter – Cascade Premium Light	6.5
Corona – Peroni – James Squire Amber Ale – 4 Pines Kolsch – Asahi	8
Little Creature Bright Ale	9

On Tap

House Draught	5
House Cider	6

Spirits & Mixed Drinks

Basic	8
Premium	9

Non-Alcoholic

Tea and Coffee	3 – 5
Standard soft drink & juice	4
Mineral waters	4.5 - 6

Terms & Conditions

1. CONFIRMATION OF BOOKING AND DEPOSIT

A **\$500 deposit** is required **upon** booking. Booking is not secured until deposit is processed. This can be made by bank transfer (EFT), cash, or credit card at venue or over the phone. The deposit amount will be deducted from your final account.

2. MINIMUM SPENDS

Minimum spends apply for most functions. These will be confirmed by your function coordinator. However please see below as a guide

Saturday night Stamps Room	\$4,000 across food and beverages
Saturday night Q-Room	\$3,000 across food and beverages
Friday night Stamps Room	\$2,500 across food and beverages
Friday night Q-Room	\$1,500 across food and beverages
All other times	\$1,000 or as agreed (Room Hire applies. \$180 daytime, \$250 evening)

3. SECURITY

As part of liquor licensing laws QPO requires security guards where there is "musical entertainment." This is defined as any amplified or live music. As a general guide, if the music is loud enough to dance to then security is required. Background music does not require security.

Security is charged at **\$330** (inc. GST) for the first hundred guests or part thereof, based on a 5 hour function. Additional costs may apply if you extend the length of your function or if you have more than 100 guests. Security cost is **not** included in the minimum spend.

4. RESPONSIBLE SERVICE OF ALCOHOL

The client acknowledges that QPO and its personnel will enforce a responsible service of alcohol policy, and that any guest(s) who in the opinion of the QPO personnel are intoxicated to an unacceptable level and minors will be refused service of alcohol. QPO reserves the right to end the function before the scheduled conclusion time if in the opinion of the QPO personnel the behavior of the Client's guest(s) is unacceptable.

5. CONFIRMATION OF MENU, FINAL NUMBERS AND PAYMENT

Confirmation of menu, beverage selection, dietary requirements and final number of guests is required **14 days** prior to your event. After this time guest numbers cannot be decreased. Depending on the circumstances it may be possible to increase guest numbers. If actual number of guests exceeds the confirmed number of guest then the client will be charged for the total number of attendees. If your function requires security this also must be confirmed 14 days prior to your event.

6. CANCELLATION

All cancellations must be made in writing. If notice of a cancellation is made less than **60 days** prior to the function date the deposit will be forfeited. If notice of a cancellation is made between **60 and 90** days prior to the function date then 50% of the deposit will be refunded. If notice of a cancellation is made more than **90 days** prior to the function date then 100% of the deposit will be refunded. QPO offers a 7 day cooling off period where 100% of the deposit will be refunded. If a deposit is made within 7 days of the function date then no cooling off period applies.

7. ACCESS TO VENUE

Access to the venue is guaranteed one (1) hour prior to the commencement of your event. Depending on availability of the room earlier access may be granted. Alternative arrangements can be organized with your function coordinator.

8. LIABILITY

The client is financially responsible for any damages or theft that may occur to or at the venue (including fittings, equipment and surrounding areas). The client is also responsible for any damages caused by their guests or contractors before, during or after the event. This also includes extra cleaning that may be required at the conclusion of the function. Credit card details must be provided to us before your function and these costs will be charged to it. Please also be aware the event will cease where it appears that, if the event continues, there will be a risk to the health or safety of any person including any QPO staff members. The client must immediately, or as soon as practicable, notify QPO staff of any accident or injury occurring in connection with the event.

9. PAYMENT

Payment is due prior to or at the conclusion of your event. Payment can be made with cash or credit card on the day. Payment can be made with bank transfer (EFT) **three (3) business days prior** to your event.

10. FUNCTION DURATION

Room hire charges and minimum spends are based on function duration of 5 hours. Additional costs may apply for longer functions. If the client or their guests have not left the venue by the agreed time, room hire is charged at \$75 per half hour. If the client or their guests have not left the venue by 1am, then room hire is charged at \$400 per hour or part thereof.

Pricing and content subject to change without notice.



Booking Form

CONTACT DETAILS

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

Venue: please circle

Q-Room Stamps Room Lounge Area

Function type: please circle

Sit Down Event Canape Event Corporate/Self Service Event

Start time: _____

Conclusion time: 5 hours after start time

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

Card number

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 Visa MasterCard Diners Amex (2.2% surcharge)
Expiry date _____
Card holder name _____ Signature _____