



Exclusive Function Package



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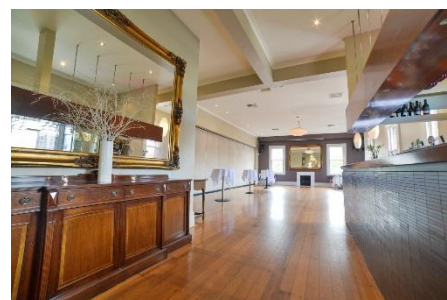
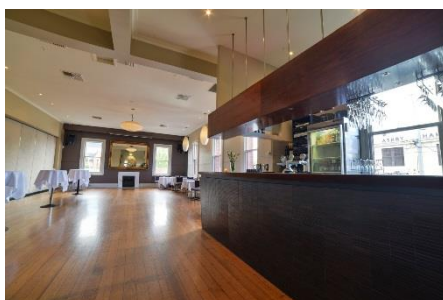


Stamps Room

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



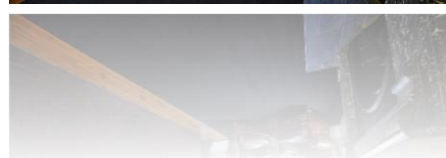


Q-Room

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





Set Menu Pricing

Set Menu, Alternating Drop
Beverage Package runs for 4.5 hours

Mains & Dessert with Basic Beverage Package	\$95pp
Entrée & Main with Basic Beverage Package	\$100pp
Entrée, Main & Dessert with Basic Beverage Package	\$112pp

Additional Extras

Upgrade to Premium Beverage Package - \$10pp

Roving Canapes - from \$12pp (4 choices)

Antipasto Platters - \$7.50pp

Dips, Olives & Turkish bread - \$4pp

Not quite what you had in mind? Please ask our events coordinators about split package pricing.





Sample Menu

Entrée

Warm Beef Salad with wok-seared beef, mixed lettuce, cherry tomatoes, red onion, carrots, capsicum, snow peas & an Asian inspired dressing (gf)

Golden Crumbed Calamari served with rocket & homemade tartare sauce

Herb & Cheese Arancini with a Mediterranean salad & sweet balsamic glaze

Bruschetta with diced tomatoes, red onion, fresh basil, Greek fetta on fluffy Turkish bread & a balsamic glaze

Mains

Lamb Shank slow cooked for 4.5 hours with carrots, celery & tomatoes on a bed of creamy mashed potatoes (gf)

Chicken Breast wrapped in prosciutto, served on a bed of pumpkin & pea risotto, finished with chicken jus (gf)

Eye Fillet Steak cooked medium, served on mashed potatoes with green beans & pepper sauce (gf)

Grilled Atlantic Salmon with spring onion mashed potatoes & a lemon butter sauce (gf)

Dessert

Lemon Tart with freshly whipped cream & citrus sauce

Chocolate Pudding with rich chocolate sauce & vanilla ice cream

Sticky Date Pudding with butterscotch sauce & vanilla ice cream

QPO can cater for most dietary requirements.

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

Wines

Three Vineyards 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

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
Toolangi Pinot Noir - Yarra Valley, Vic

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

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, cheque, 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. \$250 evening, \$180 daytime)

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, payment of food costs, 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 member. 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, dependent on your chosen package. Payment can be made with cash or credit card on the day. Payment can be made with cheque or 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

Amount of guests: _____

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