



Corporate Function Package



186 High St, Kew 3101

(03) 9852 8200

info@qpo.com.au



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 _____
Email _____
Mobile _____ Landline _____

Venue: please circle/highlight

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

Stamps Room (downstairs/restaurant level)

Function type: please circle/highlight

Corporate/Self Service Event

Sit Down Event

Canape Event

Start time: _____ (this is the time you will have access to the room from)

Conclusion time: _____

Amount of guests: _____

Room Hire: \$200 Daytime event (events starting from 8am and concluding before 5pm)

\$250 Evening and Weekend events (events start from 9am on weekends/public holidays and conclude after 5pm)

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 (\$30)

Flipchart (\$30)

Microphone (\$30)

Catering Requirements:

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. \$9.00 per person
Served at: _____

Lunch Package: Assorted platters of focaccias, sandwiches or wraps. \$12.00 per person
Served at: _____ please circle/highlight 1 only focaccias sandwiches wraps

Afternoon Tea Package: Selection of pastries, juice, tea, Nespresso coffee. \$9.00 per person
Served at: _____

All Day Tea & Coffee: Self-serve tea, Nespresso coffee. \$6.00 per person

Additional Items:

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

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

Cheese Platters \$6.00 per person. Served at: _____

Antipasto Platters \$7.50 per person. Served at: _____

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

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

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 emails are not always attended by staff.

ACKNOWLEDGEMENT OF TERMS & CONDITIONS

I agree for the total invoice to be settled in full at the completion of my function and charged to the credit card provided below. 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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>																							Expiry date

Card holder name _____ Signature _____