



**QPO Restaurant & Events**

Tel: (03) 9852 8200 Fax: (03) 9855 2188 Email: info@qpo.com.au

## Booking Form - VicRoads

### CONTACT DETAILS

Function Date \_\_\_\_\_  
Organiser name \_\_\_\_\_  
VicRoads Department \_\_\_\_\_  
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 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 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 | _____ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |             |       |