



Thank you for your interest in Leisure Inn Plaza Hotel for your forthcoming function. Our friendly and dedicated staff are here to help you and ensure a great event. Following, you will find information on the options for all sorts of exciting functions be it an 18th birthday party to a 60th wedding anniversary.

Please don't hesitate to contact me should you wish to discuss your function or you would like to view one of our function spaces.

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Conference Coordinator

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Functions Manager

Leisure Inn Plaza Hotel

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Function Venues

The Grandstand Bar is located next to Reception and offers the perfect location for your guests to gather and enjoy drinks and nibbles prior to moving upstairs to your function venue, be it the James Cook Room or the Matthew Flinders Room. Affectionately known as the G Bar, the Grandstand Bar can be hired exclusively for a cocktail type function or pre and post function gatherings.

The James Cook Room and Matthew Flinders Rooms are located on the first floor at the top of the staircase (lift access is available).

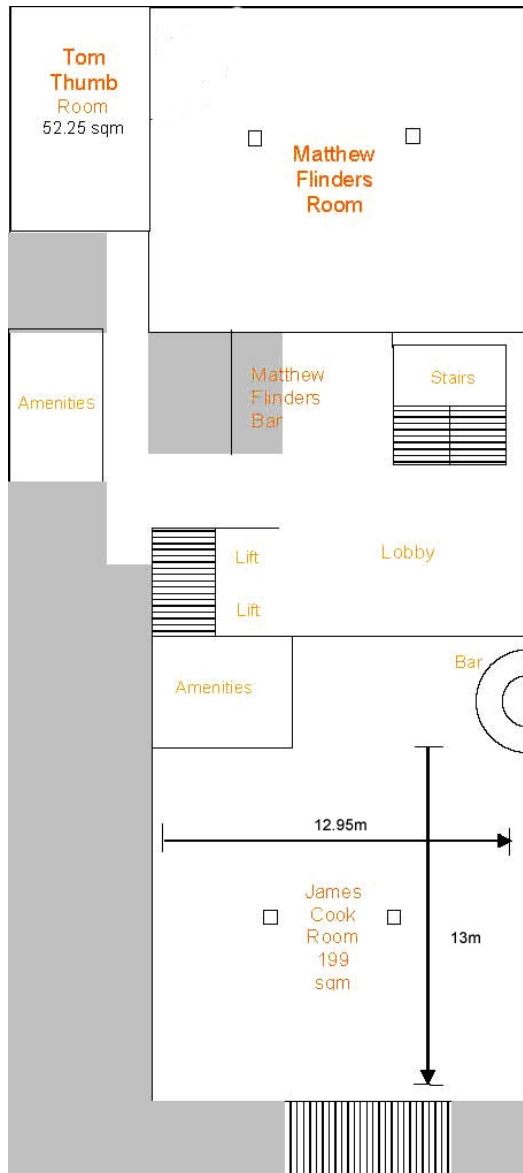
Room Capacities

Function Room	Banquet with Dance floor	Cocktail with Dance Floor	Cost	Area m2
James Cook	100	200	\$450	199
Matthew Flinders	80	120	\$350	180.5
GBAR	No applicable	100 (no dance floor)	\$350	-





Floor Plans and Function Room Hire



Venues

The G Bar (exclusive use) – from \$350*
*Includes security for up to 4 hours. Please note: Should your numbers exceed 100; a second security guard is required. The fee for the second security guard is \$50 per hour with a minimum of 4 hours required. Room hire is for a maximum of 5 hours and bar must be vacated by 11.00pm

Function Room Hire

James Cook Room from \$450*
Matthew Flinders Room from \$350*

*Includes security for up to 4 hours. Please note: Should your numbers exceed 100; a second security guard is required. The fee for the second security guard is \$50 per hour with a minimum of 4 hours required. Room hire is for up to 6 hours with the function room vacated by midnight. Should you function exceed midnight, a \$350 per hour or part thereof fee will apply.

***10% surcharge applies for Sunday functions. 20% surcharge applies for functions on public holidays or long weekends.*





Cocktail Food (Sample)

1 hour – from \$16 per person
3 food selections & receive 9 pieces per person

2 hours – from \$25 per person
5 food selections & receive 15 pieces per person

- Crostini served with:
 - Olive tapenade,
 - Artichoke & parmesan,
 - Feta & sun dried tomato
- Seared beef teriyaki
- Grilled Scallop with spiced avocado
- Lamb and goats cheese filo
- Chef's selection of sushi rolls
- Salt and pepper calamari
- Lightly spiced vegetable samosa
- Coconut crumbed prawns
- Spring roll
- Vegetable frittata
- Mini Thai fishcakes with sweet chilli dip
- Satay skewers
 - Prawn
 - Beef
 - Chicken

A minimum spend of \$200 for food applies if alcohol is being served.

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Platters

Yum Cha – 75 pieces per platter Includes: spring rolls, dim sims, samosa, curry puffs (items vary)	from \$85.00
Mini Pies and Quiches – 55 pieces per platter	\$85.00
Bruschetta – serves 15 to 20 people per platter	\$45.00
Crostini – crusty breads with dips - serves 15 to 20 people per platter	\$45.00
Antipasto Platter Serves 15 to 20 people Includes: cheeses, salami, olives, semi-sun dried tomatoes, Turkish bread, roasted capsicum and marinated mushrooms (items vary)	\$55.00

Beverage Options

A bar tab can be arranged to suit your needs with beverages on a consumption basis or cash basis

Beverage Packages

2 hour package	\$25. 00 pp
3 hour package	\$35. 00 pp
Extra hours	\$10.00 per hour per person

Package includes the following

- Draught beer: choose one light **or** mid strength **and** one full strength from below:
 - Full strength beers: Carlton Draught, VB, Pure Blonde
 - Light or mid strength beers: Fourex Gold, Carlton mid strength, Cascade light
- Red, White and Sparkling wines
 - Lindemans Premier Selection wines or Rothbury Estate
- Soft drinks – post mix only
- Orange juice

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Dining Options

Two course alternate drop dinner, tea and coffee from \$53.00
Three course alternate drop dinner, tea and coffee from \$65.00

Menus – Three Course Meal (sample)

Entrée

Garlic prawns

Served with coconut scented rice and a rich creamy sauce

Herb and garlic butter Scallops

Scallops in the half shell on a bed of Jerusalem artichoke puree

Sticky duck shanks

Duck shanks served on a bed of lemon scented rice

Barbeque chicken skewers

Chicken and vegetable skewers served with a petite garden salad and smoky barbeque dipping sauce

Vine ripened tomato salad

Thinly sliced vine ripened tomatoes, Spanish onion, chiffonnade basil, Persian fetta finished with milled pepper and sea salt

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Mains

Pan seared red emperor

Served with rocket, parmesan and cherry salad finished with olive oil and cracked black pepper

Stuffed chicken breast

Basil, brie and semi dried tomato stuffed chicken breast served on a bed of sweet potato mash with broccolini and chicken jus

Scotch fillet

Char grilled with roast kipfler potatoes, sweet potato and broccolini served with your choice of red wine jus, mushroom or pepper sauce

Fillet mignon

Eye fillet wrapped in prosciutto served on a bed of roasted root vegetables and golden shallots with your choice of red wine jus, mushroom or pepper sauce

Lamb rump

Rosemary and garlic studded lamb rump served with scallop potato and asparagus

Pork cutlet

Pan seared and served with red wine poached apple roasted parsnip, zucchini and blistered cherry tomato

Risotto

Chicken and wild mushroom

Fettuccini

Smoked salmon, Spanish onion, cherry tomato and parmesan in a white wine cream sauce

{All mains are served with chefs selection of potato and Garden vegetables}





Desserts

B52 pannacotta

Layered pannacotta of kaluah, baileys and frangelico with strawberry coulis and a sugar shard

White chocolate risotto

White chocolate risotto with raisins smothered with dark chocolate ganasche

Mixed berry terrine

Served chilled with a dollop of double cream

Sweet chocolate fondant

Sweet chocolate sponge with sauce inside Served warm with seasonal berries

*Any special dietary requirements can also be catered for, please inform the Functions Manager when you are confirming your menu selection.





"The Cleveland" Buffet Menu

"From \$48 per person

- Baker's fresh baked bread rolls
- Salad selection (choose 3 salads)
 - Fresh garden salad
 - Roasted potato salad with grain mustard dressing
 - Sweet potato and rocket salad with sun dried tomato and fetta
 - Crisp Asian noodle salad
 - Thai mixed salad with sweet lime and chilli dressing
 - Cous cous and chick pea salad
- Roast selection (choose 1 roast)
 - Roast lamb with rosemary and mint jus
 - Roast beef with red wine and balsamic jus
- From the chaffing dish
 - Mild green curry chicken
 - Reef fish with lemon and caper hollandaise
 - Steamed rice
 - Roast and steamed seasonal vegetables
- Selection assorted cakes, pavlova with whipped cream
- Freshly brewed tea and coffee
- Have our Chef carve for you at the buffet - \$99

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"The Ross" Buffet Menu

From \$55 per person

- Baker's assorted bread basket
- Salad selection (choose 4 salads)
 - Fresh garden salad
 - Roasted potato salad with grain mustard dressing
 - Sweet potato and rocket salad with sun dried tomato and fetta
 - Crispy Asian noodle salad
 - Thai mixed salad with sweet lime and chilli dressing
 - Cous cous and chick pea salad
 - Nicoise salad
- Roast selection (choose 2 roast)
 - Roast lamb with rosemary and mint jus
 - Roast beef with red wine and balsamic jus
 - Roast pork with apple cider jus
- From the chaffing dish
 - Creamy honey and seeded mustard chicken
 - Reef fish with lemon and caper hollandaise
 - Mongolian lamb
 - Steamed rice
 - Roast and steamed seasonal vegetables
- selection of gateaux and assorted cakes, pavlova with whipped cream served with mixed berry coulis
- Freshly brewed tea, coffee and petit fours
- Have our Chef carve for you at the buffet - \$99

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Accommodation Options

For seasonal specials please check our website for special offers on accommodation: -
www.leisureinnhotels.com

All rates quoted are room only. Please enquire about our early bird specials for breakfast.

Standard **\$92.00**

Bedding Configuration: 1 Queen bed
Maximum number of guests: 2

(Twin share not available)

Deluxe **\$99.00**

Bedding Configuration: 1 Queen bed and one single bed
Maximum number of guests: 3

Executive **\$115.00**

Bedding Configuration: 1 Queen bed
Maximum number of guests: 2
(Twin share not available)

VIP Suite **\$146.00**

Bedding Configuration: 1 Queen bed
Maximum number of guests: 2
(Twin share not available)

Family Room **\$154.00**

Bedding Configuration: 3 Queen beds – 1 in the master bedroom
Maximum number of guests: 6





You can make accommodation bookings for your guests through the Reservations Department. If your guests are to make their own accommodation bookings then they need to please call the Leisure Inn Plaza Hotel Reservations Department on 07 4772 1888 or Toll Free 1800 653 598 or Fax 07 4772 1299 and advise our reservation staff that they are attending your function here at the Leisure Inn Plaza Hotel in order to receive these rates.

Please note that all reservations made through the Functions Department must be confirmed and guaranteed prior to arrival; please see the Accommodation terms and conditions at the back of this information.

*Please note that a 1.5% surcharge will apply if settling your account by mastercard, visa or bankcard and a 3.5% surcharge for amex and diners. No surcharge applies to cash, eftpos or pre-payment via direct deposit.

Parking

We offer valet parking for in house guests only (a charge per day applies).

Parking options for other delegates:

- Metro Quays undercover paid parking in Ogden St
- North Town Shopping Centre undercover paid parking in Ogden St, under the Holiday Inn
- There is also plenty of street parking around Flinders and Stanley Street





Leisure Inn Plaza Hotel Terms and Conditions - Functions

Quotations

All quotations are based upon approximate numbers provided on initial contact. The **final** event orders signed on behalf of or by the client will be deemed as the agreed number of attending guests and terms and conditions of supply of service by the Leisure Inn Plaza Hotel will be based on this number. All quotations are in Australian dollars.

Bookings

Bookings are secured by paying a deposit. This will be credited to your final account.

Pricing

Quoted prices are valid for 30 days pending the Clients' official confirmation and are relevant to these specifications contained within the event orders. In the event that the Client, after confirmation of an event, decides to change the original booking (e.g. reduce numbers, cancel catering, etc) subsequently affecting the original prices quoted, the Leisure Inn Plaza Hotel reserves the right to re-quote according to the changes made to the original quoted booking. Prices are inclusive of GST; however are subject to change should government legislation increase current tax levels or introduce new taxes.

Confirmation of final numbers / function details

Function information such as menus, beverage agreements, audio visual requirements, room setups, starting and finishing times etc **MUST** be confirmed in writing no less than ten (10) working days prior to the event. Confirmation of the number of guests attending a function are required a minimum of seven (7) working days prior to the event. An increase in numbers may not be able to be met after this time and will be at the discretion of the Functions Department.

Payment

Accounts can be paid by electronic transfer, credit card, cash or cheque. Full payment using any of these methods must be made a minimum of 72 hours prior to the day of the function, with any additional charges being settled at the end of the function. Personal cheque cannot be accepted as payment on the day of the event.

Sunday Events, public holidays and long weekends

Please be advised that a 10% surcharge applies to all costs for Sundays including Room Hire, Food and Beverage. A surcharge of 20% on food and beverage applies to public holidays.





Cancellations

- between 90 and 61 days prior to the event, a cancellation fee equivalent to 25% of the deposit will apply
- between 60 and 45 days prior to the event, a cancellation fee equivalent to 50% of the deposit will apply
- between 45 and 14 days of the event, cancellation of the event will incur a cancellation fee equal to the total of the deposit
- 14 days and under, a cancellation fee equivalent to the total contracted event value, based on numbers supplied at time of booking

Room hire & allocation

The unexpected can happen and we retain the right to hold the function in a location comparable to that originally chosen. Every effort will be made to inform the organizer beforehand. Note that any event space reserved during the day/evening is subject to re-letting for other functions during the day/evening unless alternative arrangements have been agreed upon. The Leisure Inn Plaza Hotel reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time unless the Client requests otherwise. Charges may apply.

Commencement and vacation of room

Upon signing the booking form the Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond the agreed finish time and if a following client is inconvenienced, the Leisure Inn Plaza Hotel reserves the right to charge whatever extra costs are reasonably incurred to ensure the smooth operation of the following function.

Display & signage

Nothing shall be nailed, screwed, stapled, or adhered to any wall, door or surface part of the building. The hanging of banners must be approved by the Hotel prior to the event.

Decorations

We are happy to have third party or private decorators' onsite to decorate for your event. Any third party must comply with The Hotel's regulations on appropriate attachment of poster's, prints etc to the walls or pillars of the function rooms. The Functions Manager must be advised of any equipment being setup by outside contractors who are then required to contact the hotel to arrange a suitable time to come and setup their equipment.

Please see Addendum 1 at end of this agreement regarding use of certain decorations.





Delivery and collection of goods

Due to the limited storage space in the Function Department goods can only be stored at our premises with prior arrangement (limits on size and volume do apply) and must be removed by Close of Business the day after the function concludes. Goods left in the function rooms or department area and not collected by Close of Business the day after the function concludes will be deemed abandoned.

Beverages

Please be aware that the Hotel is not permitted by law to serve alcohol to intoxicated or unruly persons or persons less than 18 years of age. No shots, doubles, or short pours will be served. Management reserves the right to ask patrons to leave the Hotel.

Twenty-first (21st) birthdays and Eighteenth (18th) birthdays held at the hotel will have strict regulations such as but not limited to, no ID, no service of alcohol; one (1) alcoholic drink is served per person at any one time and anyone seen giving alcohol to intoxicated or underage patrons will be asked to leave.

Strict new License laws (as of 1 January, 2009) have been introduced. The Hotel complies with these laws in relation to Under Age Drinking, Alcohol being supplied to under age drinkers and guests that have consumed excess alcohol. The Hotel reserves the right to refuse service to who, in its opinion, are intoxicated or unruly and reserves the right to remove those persons.

BYO

The provision of BYO food and beverage is not permitted in the Hotel or in any function venue.

Insurance

The Leisure Inn Plaza Hotel is extremely careful when looking after its guests and their belongings, but cannot take responsibility for the damage or loss of items before, during or after the function. It is advisable for organizers to arrange their own insurance cover for property damage and public liability where appropriate. The client is financially responsible for any damage sustained to hotel fittings, property or equipment, guests or contractors, prior to, during or after an event.

Compliance

The client will be responsible to ensure the orderly behaviour of their guests and the Hotel reserves the right to intervene where it is deemed appropriate. The Leisure Inn Plaza Hotel abides by new legislation stating that security is required at functions where alcohol is being served and will provide security guards at the recommended ratio as part of the room hire. Should additional security be required, the Hotel reserves the right to pass on this cost to the client.





Damage

The Client will be held responsible for any damage sustained to Hotel property during their function made by their function guests. The Hotel reserves the right to request a bond which is fully refundable on the successful completion of your function.

Liability

Where the Leisure Inn Plaza Hotel has any reason to believe an event or function will affect the smooth operation of the Hotel's business, it reserves the right to cancel the event without notice or liability. Where rooms or facilities booked are unavailable due to causes beyond the control of the Hotel, the Hotel reserves the right to substitute similar rooms / facilities.

ADDENDUM 1

The use of confetti like table decorations is permissible however a **\$100 cleaning surcharge applies** to use of this type of decoration.

The use of "party poppers" (pull string streamers) is permissible however a **\$100 cleaning surcharge applies** to use of this type of decoration.

Should you use confetti like decorations and "party poppers" the **cleaning surcharge will be \$150.**

The use of "silly string", "Santa snow" and crepe paper type decorations is **STRICTLY FORBIDDEN.**

