

*Meetings &*  
**EVENTS**





## Why Choose Park Regis North Quay?

Park Regis North Quay is conveniently situated in the heart of the CBD on the bank of the Brisbane River and offers majestic views of the city, river and surrounding park lands.

Park Regis North Quay offers one and two bedroom apartments and suits featuring full kitchenette and separate living area. Undercover limited parking is also provided on site with additional parking located at the Roma Street transit centre for your delegates if required.

Park Regis North Quay takes great pride in being of service for your event be it a meeting, product launch, celebration, party or conference, we will create an event to remember. Our conference level can cater up to 170 guests and comes fully equipped with all your modern basic needs and a dedicated conference sales team to ensure your event exceeds expectation.

We also provide a range of menus and enhancements designed to bring out the best in your guests and inspire every aspect of your event. We think an inspirational event will achieve inspirational results and with this in mind it's our aim to ensure we exceed your expectation and deliver a superior product.

You now have at your disposal a dedicated hotel team and we look forward to being of service to you.

[www.parkregishotels.com](http://www.parkregishotels.com)





# Travel Guideline

## Walking

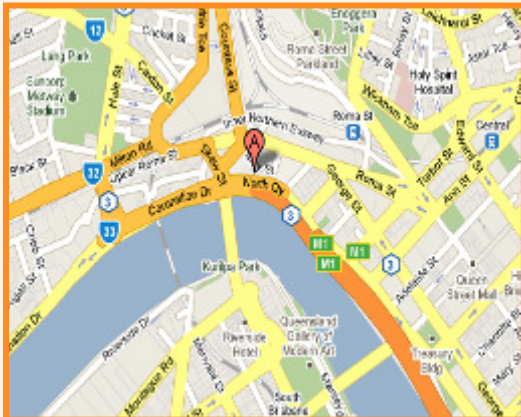
Roma Street Transit Centre	3 minutes
Suncorp Stadium	5 minutes
Queen Street Mall	10 minutes
Roma Street Parklands	10 minutes
Brisbane Convention Centre	15 minutes

## Driving

Brisbane Airport	30 minutes
Express Way to South	2 minutes
Bruce Highway to North	15 minutes
Milton Road	3 minutes

## Air Train

The Air Train runs from Roma Street station every 15 mins to & from Brisbane airport. Tickets are just \$13.50 and are available from front desk or the Roma Street Transit Centre.



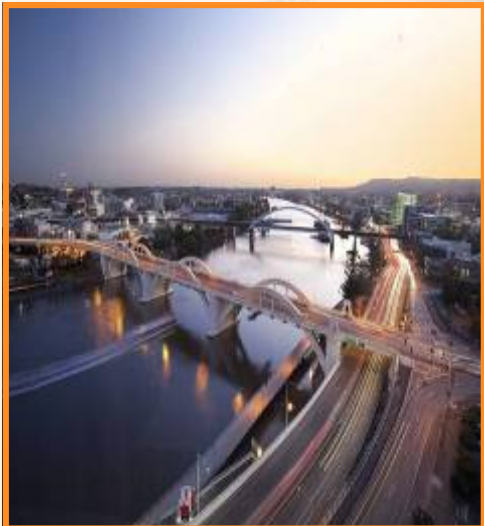


## Day Delegate Packages

- Option 1 - \$42 pp includes lunch of sandwich selection and fruit platter
- Option 2 - \$47 pp includes lunch of gourmet sandwich selection, fruits and juices
- Option 3 - \$53 pp includes lunch selection of 50-50 of gourmet fresh sandwiches and fresh made hot pizza, fruit and juices
- Option 4 - \$62 pp includes hot buffet lunch served in On Quay

Standard inclusions in each package include:

- \* private meeting room from 8am to 6pm
- \* arrival tea and coffee
- \* morning tea with chef's daily selection
- \* lunch option based on choice of package
- \* afternoon tea with chef's daily selection
- \* pads, pens, chilled water and mints
- \* lectern, flip chart and projection screen





# Delegate Package Food

## Tea breaks

The following choice standard selection is available for both morning and afternoon tea breaks. Please indicate your selection as part of your delegate package.

- \* mini Danish pastry
- \* petit four cakes
- \* napoleon cream slice
- \* selection of sliced fruits
- \* caramel slice
- \* chocolate walnut brownie **g/f**
- \* home baked cookies
- \* chocolate cream puffs
- \* chocolate brownie squares
- \* apple pie squares
- \* rocky road squares
- \* raspberry and macaroon **g/f**

## Sandwich Fillings

Where applicable assorted sandwiches made fresh that day are served using a range of white, brown, wholemeal, multigrain and gluten free breads.

## Gourmet Sandwich Package

Includes Turkish, baguettes, panini's, wraps and gluten free.





## For the Planet

Staywell Hospitality Group and Park Regis North Quay is dedicated to giving back to the environment through our Green Program. Each hotel in the group has a responsibility to ensure that its operations take into account the actual and potential impact on the environment.

### Corporate Objectives

- To educate and train staff to become more energy conscious and improve their awareness on their impact on the environment.
- To be a good green corporate citizen
- To improve energy, water and waste management

Here at Park Regis North Quay in the Food & Beverage Department we are focused on our commitment to sustainable development. We have implemented the following initiatives:

- waste sorting and recycling
- ECO—gentle cleaning products
- Use of recycled paper
- Organic products available
- Water savings

Please refer to our web site for further case studies and talk to our conference co-ordinator to see how we can assist you in being green next time you hold an event at Park Regis North Quay.

[www.parkregishotels.com](http://www.parkregishotels.com)





## Delegate Package Food

Option 4 the hot buffet lunch does comprise of chef's selection of 2 hot dishes, 2 fresh salads, bread rolls with fruit platter. Minimum numbers of 20 do apply when served in On Quay Restaurant.

Examples of hot dishes may include:

- \* beef stroganoff
- \* beef goulash
- \* chicken or beef stir fry
- \* steamed vegetables
- \* rice
- \* chicken curry

### **Gluten Free & Dietary Delegates**

We are happy to cater to individual delegates who may require a gluten free option. Throughout this kit gluten free is signified "g/f" and should be ordered when building your event and catering.





## Energizer Break Upgrades

Energiser break upgrades have been designed to enhance and individualise daily delegate packages. These are tailored to a minimum of 15 people and are offered as an additional upgrade to the daily delegate package.

**The below selection are priced at \$10 pp**

- \* sparkling mineral waters
- \* warm pizza with parmesan and fetta on Turkish
- \* selection of fruit juice shots 100% of course
- \* chocolate milkshakes
- \* natural yoghurt with passionfruit compote
- \* selection of Australian cheeses and fruits
- \* hokkien noodle boxes
- \* smoked salmon and cheese onion bagel





## Delegate Enhancements

“All designed in your room to truly inspire and awaken the senses”

### **Raid the fridge**

**\$140**

*This stylish table top fridge is available in your meeting room fully stocked with soft drinks and chocolates for your delegates to enjoy throughout the day. Additional re-stocks can be made for \$110.*

### **Awaken your Senses**

**\$12 pp**

*Individual selection of fresh berries and yoghurts are bought into your room.*

### **Movenpick Madness**

**\$6 pp**

*Table top freezer stocked with a selection of Movenpick ice-creams*

### **1 hr post meeting refreshment package**

**\$28 pp**

*Unwind with a selection of canapés and drinks*

### **Schweppes “Solo Man” soft drink station**

**\$14 pp**

*Enjoy a soft drink station in your conference room featuring a range of Schweppes beverages.*





## Breakfast

The following breakfast options can be served either in your conference room or in your pre conference area outside your room.

### **Beverage Selection**

juices	\$12 per jug
smoothies	\$16 per jug
fresh ground coffee	\$4.5 pp

### **Plated Selection**

\$18 pp

choose from one of the following

- \* chive scrambled egg, char grilled mushrooms on bruschetta
- \* eggs florentine
- \* eggs benedict
- \* basil frittata with smoked salmon on rye

### **Platters**

\$7 pp

Bacon and egg muffins, BLT rolls, Ham and cheese croissants





## Inspirational Lunch Upgrades

Inspirational lunch upgrades are designed to inspire the thought process, energise you're guest's mid-point and defy the "norm" when it comes to traditional conference lunches. Lunches can be served in your room as a working lunch, your pre-conference area or in On Quay Restaurant.

Pricing is based on per person additional to your standard delegate package.

### **Wrap Session**

**\$8 pp**

- \* smoked chicken , tomato and avocado
- \* smoked salmon, cream cheese, capers and Spanish onion
- \* chicken breast, bacon, avocado and Caesar dressing
- \* Thai beef and sweet chilli salad
- \* char grilled vegetables





## Inspirational Lunch Upgrades

### **New York Deli**

**\$10 pp**

Selection of:

- \* hungarian salami and roasted vegetables
- \* spinach, garlic and fetta on Turkish bread
- \* Herb inspired pizza
- \* sun-dried tomato, fetta, olives on Turkish
- \* turkey and garden vegetable baguette

### **Packed Picnic Lunch**

**\$20 pp**

*A perfect team building lunch in South Bank or Roma Street parklands*

### **Aussie Aussie Aussie Oi Oi Oi**

**\$14 pp**

- \* selection of Aussie meat pies and sauce
- \* selection of mini quiches and sausage rolls

### **Asian Noodle Boxes**

**\$9 pp**

hokkien stir fry noodles





## Plated Lunch / Dinner Menu

Plated meals are available and served with oven fresh baked bread rolls, freshly brewed tea and coffee and after dinner mints to finish.

2 course—entrée & main or main & dessert \$50 pp

3 course—entrée, main & dessert \$60 pp

Please choose from the following options or if you wish the Food & Beverage Manager is happy to individually design a menu to your requirements and specific needs

### Entrée

- \* caesar salad with garlic croutons, bacon and grilled chicken
- \* smoked salmon roulade with chat potato and petit salad
- \* fresh tomato and bocconcini salad with balsamic glaze **v / gf**
- \* watercress, rocket and pear salad with caramelised walnut
- \* rare roast beef with roasted beetroot and horseradish cream
- \* lemon grass prawns with mint and coriander salad
- \* home style butternut pumpkin soup **v / gf**

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## Plated Lunch / Dinner Menu

### Main

- \* grilled chicken supreme with mushroom risotto and spinach **gf**
- \* oven baked barramundi with Tuscan rice and salsa
- \* slow roasted lamb rump with cous cous, char grilled tomato and jus
- \* 200gm rib fillet with Paris mash, grilled red onion and mushroom ragout
- \* pork piccata with tomato, onion and mushroom on pumpkin

### Dessert

- \* chocolate mousse duo with marinated orange **gf**
- \* chocolate topped profiteroles with sauce anglaise
- \* baileys Irish cheesecake
- \* sticky date pudding with butter scotch sauce
- \* lime mousse cheesecake with berry compote
- \* lemon and guava parfait

**v = vegetarian gf = gluten free**





## Themed Buffet Dinners

We are proud to also offer a number of themed buffet dinners which can be hosted in a variety of locations throughout the hotel. All themed dinners come with a menu tailored around that theme and decorational themeing further enhances the overall experience.

### **Locations to consider;**

- \* On Quay Restaurant & Bar overlooking the Brisbane river
- \* Level 2 viewing deck of Brisbane river
- \* Conference rooms on Level 1

Please note events in the outdoor area of level 2 will attract a set up fee as this is classified as a remote location. This is a one off fee of \$300 and is additional to the buffet per person fee. This area is only available upon application and approval.

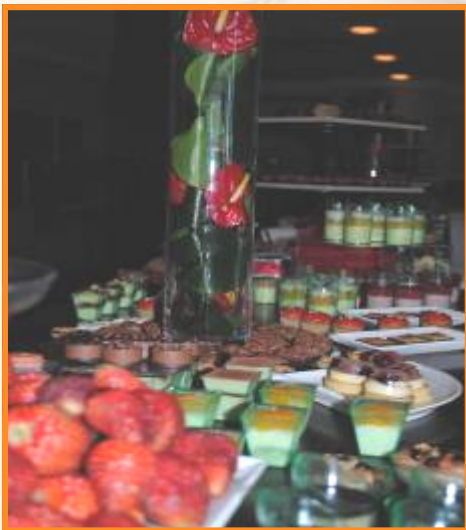




## Some of our famous buffet themes

* journey through Asia	\$49 pp
* Middle Eastern bizarre	\$53 pp
* India north to south	\$58 pp
* south pacific	\$68 pp
* BBQ bonanza	\$71 pp
* death by chocolate	\$74 pp
* hot Hawaiian nights	\$65 pp
* Portuguese madness	\$67 pp
* LIVE chef action station	\$15 pp

**LIVE Chef Action Station** is where a team of chefs will interact as part of the buffet serving food appropriate to your theme buffet. This may be chefs carving a butt of beef, pork, wok station or serving a whole baked fish as part of the buffet experience.





## Chef's Platter Selection

Platters are ideal for cocktail parties and catering to large groups who are on the move to another location for lunch or dinner.

Here's a list of our most popular platters which we know you'll love. All platters do come with a range of dipping sauces

- \* chef's selection deep fried platter \$50
- \* chef's selection finger food platter \$50
- \* gourmet pastry platter \$70
- \* chef's selection seafood platter \$70
- \* European bread and dips platter \$50
- \* crudities dips platter \$100
- \* sushi platter (48 hr notice required) \$50
- \* hot Indian platter \$55
- \* Asian street hawker platter \$60
- \* each platter caters to 12 people





## Canapé Menu

Choose 2 hot and 2 cold	\$10 pp
Choose 3 hot and 3 cold	\$15 pp
Choose 4 hot and 4 cold	\$20 pp
Choose 5 hot and 5 cold	\$25 pp

### Cold Canapé Selection

- \* salmon mousse with watercress on rye
- \* brie with tomato chutney on melba toast **v**
- \* roasted beef with horseradish wrap
- \* cherry tomato and bocconcini skewers **v**
- \* mini bruschetta
- \* vegetarian sushi with light soy and wasabi **v**
- \* garlic prawn and avocado on crouton
- \* Sydney rock oyster Rockefeller **g / f**
- \* caesar salad rice paper rolls
- \* prosciutto and melon skewers **g / f**





# Canapé Menu

## Hot Canapé Selection

- \* crispy squid with banana and lime mayonnaise
- \* tempura prawns with Japanese mayonnaise
- \* Korma lamb kebabs with tzatiki
- \* bacon and mushroom arancini
- \* satay chicken skewers
- \* mushroom ragout tartlets with tomato salsa
- \* grilled scallop on Mediterranean vegetable with nutmeg
- \* crispy Cajun fish gougons

## Gluten Free Options "g/f"

- \* mini quiche pizza
- \* mini sun dried tomato and olive quiche
- \* mini eggplant pizza
- \* mini beef peppered pie





## Beverage Packages

### Standard Package

\$19—1hr, \$28—2 hr, \$39—3 hr

includes house wines and sparkling, local light and heavy beers, soft drinks and juices

### Deluxe Package

\$27—1 hr, \$36—2 hr, \$47—3 hr

includes premium wines, premium Australian beers, soft drinks and juices

### Bar Tabs

a bar tab is when the organiser puts down a certain amount of cash to cover a range of selected beverages. The organiser is then informed when the tab is within \$100 of reaching that limit.

### Cash Bar

this is when all guests pay for there own beverages





# Beverage Packages

## **Consumption**

This is when a deposit is initially taken and running tally kept based on consumption. The final bill is then presented at the end of the event.

## **Moet & Chandon**

Can be purchased for that special present or celebration at \$120 per bottle

Tailor made beverage packages can be designed to suit every budget or include other beverages or spirits from our fully stocked hotel range.

Park Regis North Quay practises responsible service of alcohol in line with current Queensland legislative law. A copy of our house policy is available when booking and is also on display in On Quay Restaurant & Bar.





## Room Hire only

If you require room hire only with no catering or day delegate packages please enquire with the events co-ordinator on the room hire fee for half or whole day use.

Public holidays attract a surcharge additional to the hire price

## Audio Visual Hire price list

The events team are happy to hire in any audio visual equipment you may need for your event. We only use "Video data" based in Brisbane. They never fail and specialise in last minute requests and professional support.





## Services

- \* meeting and event planning service
- \* themeing and entertainment
- \* telephone conferencing services
- \* pre and post conference activities
- \* corporate team building retreat planning service
- \* last minutes secretariat services

## Hotel Services

- \* 24 hour reception
- \* dry cleaning service
- \* daily housekeeping service
- \* undercover limited parking
- \* Wi Fi in all meeting rooms
- \* hotel restaurant and bar
- \* heated pool
- \* gymnasium
- \* internet cafe



## Dietary Disclaimer

These guests are required to identify themselves to the supervisor on duty on arrival at the event.

Important notice: You have advised us that certain guests attending your conference have food allergies. We will take all reasonable care to prepare food for these guests in light of these allergies. The guests should appreciate however that our kitchens do produce a wide variety of foods, and we unfortunately cannot guarantee that foods prepared for the guests will be completely free of offending ingredients. To the extent permitted by law, we disclaim all responsibility for any loss or damage of any nature whatsoever which may be suffered by any person as a result of any of the ingredients being found in food at the hotel.

## Minors

Under Queensland Liquor Licensing Laws, we are unable to serve alcohol to a minor or to allow a minor to consume alcohol on hotel premises. We expect the organiser to inform all persons attending the function of liquor licensing laws and to display diligent focus at the event to the behaviour of all attendees. Our house policy is displayed in On Quay Restaurant and available when booking your event.



## Terms & Conditions

**Final Numbers**—Final numbers for catering are required three (3) working days prior to the event. Any cancellations after this time will result in full payment of original quoted numbers. Menus must be finalised (14) days prior to your function date

**Liquor licensing laws and hotel policy** prohibit the sale or consumption of alcoholic beverages on the premises, except those supplied by Park Regis North Quay.

**Parking**—Parking is available at a cost of \$18 per day. Parking is based on a first come first in system. Additional parking is located at Roma Street Transit Centre 2 mins walk.

**Price Variation**—Every effort is made to maintain prices as printed, however these may be subject to increase to cover unforeseen rises in cost

**Confirmation and Payment**—Confirmation of a booking must be made in writing by the outlined date on the quote. A deposit equivalent to 30% of the total estimated function charges or \$2000 which ever is less will be required to confirm the function space. If not, Park Regis North Quay reserves the right to cancel the booking and re-allocate the function space.

**Credit Card Surcharges**—If you are settling your account with a credit card, please note that a credit card transaction fee will apply. Currently the fee is 1.5% for Visa, MasterCard and 3.5% for AMEX and Diners. Please note these rates may be subject to change without notice.

**Labour charges**—To cover increased staff costs after midnight, an hourly fee of \$500 per hour, or part there of will apply.



**Credit Schedule**—Full payment of charges is required prior to the event, 50% deposit is required even with credit established and accepted by Park Regis North Quay. If credit facilities have been established, the remaining balance of the event must be paid within (14) days upon receipt of an invoice. Alternatively a credit card may be provided for payment. It should be noted that full authorisation for the full amount will be obtained (3) working days prior to the function start date.

**Cancellation**— The deposit is fully refundable if written notification of cancellation is received within (28) days prior to the commencement of the event., subject to the space being resold. If an event is cancelled with less than (21) days notice the deposit will not be refunded.

**Client Responsibility**—Park Regis North Quay does not accept responsibility for damage or loss of any goods brought to the hotel before, during or after an event. It is the organisers responsibility to arrange adequate insurance to cover such potential damage.

**Room Allocation**– Park Regis North Quay reserves the right to re-assign the function to another function room should it deem appropriate due to business requirements. The organiser will be notified of such changes.

**Security**—If the hotel has reason to believe that a function will affect the smooth running of the hotel's business, security or reputation, it reserves the right to cancel the function without liability. The hotel reserves the right to remove any disruptive guests from a function when the hotel considers the individuals behaviour objectionable. The hotel reserves the right to hire security if the function is over 100 people and on charge this back onto the client.

If terms and conditions are not signed and returned before the start date the function will not go ahead.



## Make your next event a rewarding one!

Every conference or function you book and pay for at Park Regis North Quay could earn you up to \$75 worth of points. Not only that, Stay Well Rewards will also reward you on your own time. Earn points every time you stay a night, dine in one of our restaurants or use any of our services. Reward points can be used as dollars off future visits to participating hotels.

Event Value	Points Value
\$250-449	\$10
\$500-749	\$25
\$750-999	\$50
\$1000 and up	Capped at \$75

We will reward you for up to 5 events per month. To find out more about Stay Well Rewards, visit us at [www.staywellrewards.com](http://www.staywellrewards.com)

**Membership is free!**

[www.parkregishotels.com](http://www.parkregishotels.com)

