



CORPORATE FUNCTIONS

THE COLMSLIE HOTEL

Thank you for considering the Colmslie Hotel for your corporate function. We are confident that you will find our Function Centre the perfect location to accommodate your conference, seminar, sit down dinner, cocktail evening, product launch or exhibition. We offer convenience, value for money, and professionalism – catering for every occasion, large or small.

The Function Rooms are situated on the upper level, with a foyer entrance, glass lift and private mezzanine level. Choose from two rooms which can be hired separately or combine to cater for over 300 guests in comfort. Only 10 minutes from the Brisbane CBD and Gateway Motorway, the Colmslie Hotel offers extensive complimentary parking. A new function room and accommodation precinct is due to open late 2010.

Room Descriptions The Gateway Room offers a maximum capacity of 350 guests for a cocktail style event, and can accommodate up to 300 guests for a sit down function. Individually, both the East and West rooms hold a maximum of 110 guests sit down, and 150 guests cocktail style.

Equipment Your Function Coordinator will be only too happy to assist you if your function requires equipment ranging from whiteboards to plasma televisions.

Styling If your event needs a touch of corporate theming, let our experienced Function Coordinator tailor a decorating package specifically to your needs, taste and budget.

If you require further information or would like to arrange an appointment to view our rooms, please do not hesitate to contact our Function Coordinator via phone 07 3399 8222 or email colmslie-functions@mcguireshotels.com.au



CORPORATE MENU

Complimentary iced water and mints are provided with every function.

BREAK OPTIONS

Choice of one @ \$6.00 per person

- » Fresh scones with jam and cream
- » Assorted danishes
- » Assorted sweet muffins
- » Mini quiches

LUNCH OPTIONS

Choice of one @ \$10.50 per person

- » Assorted sandwiches with fruit bowl, softdrink and orange juice
- » Hot carvery lunch and bread roll served with softdrinks and orange juice
- » Assorted cold meats, breads, salads, with fruit platter, orange juice and softdrink (additional \$5.00 per person)

Please note that the restaurant menu is available on request – pre-order for lunch items is required the morning of your function. A maximum of 15 guests applies.

TEA AND COFFEE

- » Tea and coffee @ \$3.00 per person
- » Percolated coffee with assorted teas @ \$5.00 per person

ADDITIONAL ITEMS

- » Biscuits – assorted, individually wrapped @ \$3.00 per person
- » Cheese platter @ \$70.00 (serves approx 10 people)
- » Fruit bowl – seasonal @ \$25.00 per bowl
- » Fruit platter – seasonal @ \$50.00 per platter (serves approx 15 people)
- » Salad bowl – varieties available @ \$30.00 per bowl
- » Jug of softdrink or juice @ \$12.50 per jug

Please contact your Function Coordinator if you wish to tailor this menu more suited to your needs.
All prices are GST inclusive. Prices effective June 2009



BREAKFAST MENU

CONTINENTAL

Served buffet style @ \$18.00 per person

Selection of cereals

Fruit platters

Assorted pastries

Assorted muffins

Self service toast and condiments

Tea and Coffee

Orange juice

HOT BREAKFAST

Plated service @ \$25.00 per person

Bacon, scrambled eggs, sausages, tomato, sautéed mushrooms and hash brown

Warm croissants OR Fruit platter (in centre of each table)

Self service toast and condiments

Tea and Coffee

Orange juice

BREAKFAST BUFFET

Served buffet style @ \$30.00 per person – minimum 30 guests

Bacon

Scrambled eggs

Sausages

Cheesy tomatoes

Baked beans OR spaghetti

Hash Browns

Selection of cereals

Fruit platters

Assorted pastries

Assorted muffins

Self service toast and condiments

Tea and Coffee

Orange juice

Please contact your Function Coordinator if you wish to tailor this menu more suited to your needs.
All prices are GST inclusive. Prices effective June 2009



ADDITIONAL MENUS

CANAPÉ MENU

Basic canapé selection starting @ \$8.00 per person
Gourmet canapé selection starting @ \$12.00 per person

SUBSTANTIAL CANAPÉ MENUS

Noodle boxes, petite desserts, tea and coffee @ \$29.50 per person
Fork dishes, petite desserts, tea and coffee @ \$25.50 per person

2 COURSE PLATED MENU

Starts @ \$38.00 per person

3 COURSE PLATED MENU

Starts @ \$45.00 per person

CARVERY BUFFET MENU

Starts @ \$50.00 per person

TRADITIONAL BUFFET MENU

Starts @ \$60.00 per person – minimum 30 pax

BEVERAGE PACKAGES

Starts @ \$20.00 per person – 2 hours Silver Menu



EQUIPMENT

AUDIO VISUAL EQUIPMENT

White Board	\$35.00
Flipchart with paper	\$45.00
Data Projector	\$200.00
Overhead Projector (OHP)	\$40.00
Screen	\$40.00
Microphone	Included in Room Hire (if available)
Lectern	Included in Room Hire (if available)
Plasma Television with DVD/VCR	\$250.00
Pads of paper and pens	\$1.00 per person

Additional items can be sourced and hired in as required.

ROOM INCLUSIONS

All of our corporate room hires include the following as standard, unless stated otherwise:




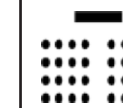
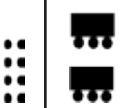




- » Room set up and pack down
- » Iced water and mints
- » White linen
- » CD sound system (to be operated by McGuire's staff)
- » Lectern and microphone
- » Table numbers and stands
- » Tea lights and glass vase with white pillar candle as centerpiece (as needed)
- » Signage
- » Over 70 exclusive hotel car spaces, plus extensive complimentary undercover parking nearby
- » All staffing and utilities, including air-conditioning and cleaning
- » Private function restrooms

STYLING ADDITIONALS

Whether you're holding a sitdown dinner or a cocktail function, let McGuire's experienced Function Coordinators tailor a decorating package specifically to your needs, taste and budget. Please contact your Coordinator for further details and available options.



ROOM CAPACITY & PRICING

								
	SITDOWN	COCK-TAIL	THEATRE	CLASSROOM	U-SHAPE	BOARROOM	CEREMONY	PARKING
Gateway	300	350	200	100	NA	NA	NA	100 +
Gateway East	110	150	100	48	20	20	50 + STANDING	100 +
Gateway West	110	150	100	48	20	20	50 + STANDING	100 +
Gardens	NA	NA	NA	NA	NA	NA	80 (MIXED)	100 +
Restaurant Exclusive	170	NA	NA	NA	NA	NA	NA	100 +
Restaurant Back Area	60	NA	NA	NA	NA	NA	NA	100 +
Reserved A Lounge Area	NA	40	NA	NA	NA	NA	NA	100 +
Reserved B Lower Main Bar	NA	70	NA	NA	NA	NA	NA	100 +
Reserved C Drybars	NA	30	NA	NA	NA	NA	NA	100 +

Venue	Room Hire	Sun - Fri Day	Saturday Day	Mon - Thur Evening	Friday Evening	Saturday Evening	Sunday Evening	Hire < 3 hrs
Gateway Room		\$700.00	\$800.00	\$700.00	\$700.00	\$800.00	\$600.00	\$500.00
Gateway East		\$350.00	\$450.00	\$350.00	\$400.00	\$450.00	\$400.00	\$275.00
Gateway West		\$350.00	\$450.00	\$350.00	\$400.00	\$450.00	\$400.00	\$275.00
Gardens	\$200.00	-	-	-	-	-	-	-
Restaurant Back Area	\$150.00	-	-	-	-	-	-	-



TERMS AND CONDITIONS

Confirmation of Booking

Tentative bookings are welcome to allow time to consider the suitability of the venue. This booking will be held for a period of seven (7) days. A deposit will be required to confirm the date and a receipt will be issued. This document (known as the “terms and conditions”) must be signed and returned with your deposit.

Deposits

A deposit of the Room Hire fee will be required as confirmation of the above mentioned booking. The booking will be considered “tentative” until the deposit has been paid, and is subject to the “Confirmation of Booking” terms and conditions. Payment must be paid within seven (7) working days of verbal confirmation. If there is no Room Hire charge, deposit amount is at the discretion of Management.

Confirmation of Details and Payments

All function details including final guest numbers, food and beverage menu choices, room set up, and start and conclusion times must be finalised (at your coordinator’s discretion) a minimum of seven (7) days prior to the function date. All outstanding payments will also be required at this time. Charges will be based on no less than the numbers confirmed at this time. McGuire’s Hotels do not give refunds if the number of guests drops after confirmation. Cheques will only be accepted by prior arrangement. Minimum numbers may be required for some packages.

Credit Accounts

All companies with credit accounts must ensure timely payments. In the event of cancellation, a fee will be charged relevant to the costs incurred by McGuire’s Hotels in the planning of the cancelled function.

Cancellations

In the event of a cancellation, the deposit will be retained until we can satisfactorily re-book the allocated room. If the allocated room is not successfully re-booked, your deposit will be retained by McGuire’s Hotels. If the function is rescheduled for another date, the deposit will be retained as deposit for this. All other monies paid will also be retained as contribution to the new date.

If cancellation is made more than 3 months out from the function, without rescheduling, then payments made – excluding deposit – will be refunded in full. If cancellation is made less than 3 months but more than 2 weeks out from the function, without rescheduling, then 20% of anticipated catering and beverage costs - excluding deposit – will be retained as cancellation fee. If cancellation is made less than 2 weeks but more than 6 days out from the function, without rescheduling, then 50% of anticipated catering and beverage costs – excluding deposit – will be retained as cancellation fee. If cancellation is made less than 6 days out from the function, without rescheduling, then 100% of anticipated catering and beverage costs – excluding deposit – will be retained as cancellation fee.

Pricing

Every endeavour is made to maintain prices as printed, however we reserve the right to alter these prices and inclusions without prior notice, unless the booking has been finalised. Current pricing is valid until 1st January



2010, at which point costs may increase at the discretion of Management.

Surcharge

A surcharge may apply on Sundays and Public Holidays.

Extension of Time

While we are happy for you to continue celebrating past your nominated time, this increases our costs and there will be an additional charge of \$150.00 per half hour thereafter. Notice of intention to extend must be given prior to the function commencing and confirmation is at the Manager's discretion. Clients may be charged if they fail to leave the function room by their confirmed times.

Hotel Rules and Regulations

All guests are subject to the General Rules and Regulations of the McGuire's Hotels. Dress standards are applicable and Management reserves the right to refuse entry. McGuire's Hotels are under 24-hour video surveillance.

BYO

It is against the McGuire's Venue Policy for any food or beverage to be brought onto and/or consumed on the premises without prior Managerial consent.

RSA and Venue Policies

Alcoholic beverages will only be served to those persons over the age of 18 years. If asked, all persons must be able to provide photo I.D. as proof of age. If the guest does not have correct identification, they will be considered underage. We are a licensed venue and do not permit alcohol to be brought on to the premises or off the function premises. Management reserves the right to refuse entry to any patron. All current RSA laws and McGuire's Venue Policies must be adhered to.

It is illegal to:

Supply alcohol to under 18s

Drink alcohol in a licensed venue or a public place when under 18 years of age

Make and/or use fake ID

Supply alcohol to an unduly intoxicated person in a licensed venue

Supply alcohol to a person who is creating a disturbance

Drink alcohol in a public place

Refuse to leave licensed premises when drunk or disorderly

Management reserve the right to remove any patron they deem necessary from a function, or close down a function before due conclusion time, without refund to the client

All guests under 18 years of age must receive prior permission from Management before entering the premises. Any guests under 18 years of age must be accompanied by their legal guardian, unless Management has stipulated otherwise



Damage and Loss

Occasionally accidental damage can occur and whilst it is regrettable to all concerned, any loss or damage to the premises and its equipment must be paid for by the client. The client is also responsible for any loss or damage to their own property and equipment and that owned or caused by a guest or contractor.

Delivery and Collection

No client shall leave on or deliver to the premises, without prior managerial consent, any goods, materials or equipment. While every effort is made to ensure their safekeeping, McGuire's Hotels do not take responsibility for any goods, materials or equipment whilst on the premises. McGuire's Hotels reserves the right to send by courier any goods, materials or equipment left by the client without prior consent, to the client with a payment on delivery basis.

Sound Levels

All music – band, DJ, jukebox etc – must adhere to a 90 decibel noise level restriction.

Security

Management reserves the right to request security if they deem it necessary, and that security be paid for by the client.

Patrons

No banned patrons of the venue will be permitted into any part of the venue at any time. This includes the function room and carpark. All guests under 18 years of age must receive prior permission from Management before entering the premises. Any guests under 18 years of age must be accompanied by their legal guardian at all times, unless Management has stipulated otherwise. Management may request that wrist bands be allocated by venue security to patrons 18 years or older for RSA purposes, at a charge to the client of \$0.50 per wristband/guest.

Payment of deposit acts as confirmation of your agreement of the Terms and Conditions. These Terms and Conditions are binding, even if not signed and returned as requested.

I hereby understand and accept the above terms and conditions of McGuire's Hotel Group.

Client:	McGuire's Hotels
Name	Name
Signature	Signature
Date	Date