

THE CAXTON

2019 Function Portfolio



THE CAXTON HOTEL

38 CAXTON STREET PETRIE TERRACE QLD 4000

PHONE :: 07 3369 5544 || WEB :: CAXTON.COM.AU



EMMA STEPHENSON

FUNCTIONS AND BUSINESS DEVELOPMENT MANAGER

FUNCTIONS@CAXTON.COM.AU

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function spaces

THE HAUNT

Located on the upper level of the Caxton Hotel, this room is perfect for the most exclusive of events. The area boasts its own private entrance with furnishings and decor to give the feel of yesteryear. It's an entertainers delight with an ornate wooden bar, pool tables, ample mingling spaces and nooks, private smoking deck, and room for dancing. It's perfect for larger events.

TERRACE BAR & PATIO

Located at the back of the Char Grill Restaurant, this area is glassed off to reveal its own exclusive space. This area is perfect for cocktail parties or private lunches and dinners that would sure to impress your guests. For smaller events, these areas can be split in two for more intimate affairs.

CHAR GRILL RESTAURANT

The Caxton's Char Grill Restaurant is renowned for its superb steaks and succulent meals. This area is perfect for set menu lunches or dinners. For events exceeding 200 guests seated, or 300 guests cocktail style the Char Grill Restaurant can be booked exclusively (see your functions manager for availability). More commonly, groups book tables in this area to dine and be in the atmosphere of other Char Grill Restaurant guests.

CAULDRON BAR | PRESS BOX BAR

For smaller groups wanting a more relaxed cocktail style event in the heart of the Caxton Hotel's famous atmosphere, these areas are perfect. These areas can be roped off for groups of 10 or more.



platter selections

ANTIPASTO \$65-

- :: marinated vegetables & olives
- :: cheeses
- :: mixed dips
- :: breads & crackers
- :: continental meats

COCKTAIL \$107- (6 items | 72 pieces)

- :: salt & pepper squid
- :: Moroccan spiced chicken skewers
- :: spicy kofta balls
- :: roast vegetable samosa
- :: homemade sausage rolls
- :: bite sized Margherita pizzas

DELUXE \$142- (8 items | 96 pieces)

- :: mini beef burgers with beetroot relish
- :: spicy chicken wings
- :: tempura prawns
- :: roast pumpkin arancini balls
- + a choice of 4 items from the following**
- :: marinated beef skewers
- :: duck spring rolls
- :: Tandoori chicken filos
- :: selection of sushi
- :: spicy chicken dumplings
- :: Mediterranean vegetable quiche

BITE SIZE DESSERT PLATTER \$99-

(3 items | 60 pieces)

- :: lemon slice
- :: rocky road
- :: red velvet cake

OYSTERS GALORE \$110- (2 items | 48 pieces)

- :: 2 dozen natural oysters
- :: 2 dozen oysters Kilpatrick, diced bacon & Worcestershire

PIZZA \$70- (32 pizza slices + fries)

- :: meat pizza
- :: ham & pineapple pizza
- :: supreme pizza
- :: vegetarian pizza
- :: served on beer battered chips

JUST SLIDERS \$132- (4 items | 50 pieces)

- :: mini beef burgers with beetroot relish
- :: ham, cheese & tomato burgers
- :: pulled pork & slaw slider
- :: egg & salad slider

PREMIUM SEAFOOD \$195-

(10 items | 120 pieces)

- :: smoked salmon
- :: natural oysters
- :: ocean King prawns
- :: crab meat vol-a-vent
- :: soy & ginger scallops
- :: Thai fish cakes
- + a choice of 4 items from the following**
- :: seared eye fillet crostini
- :: Tandoori chicken skewers
- :: minted lamb cutlets
- :: pork San Choi Bau
- :: selection of sushi
- :: stuffed mushrooms



SPECIAL DIETS - INDIVIDUAL PLATES - \$10- EACH

GLUTEN & NUT FREE PLATE \$10-

- :: sushi
- :: rice paper rolls
- :: gluten free mini pizzas
- :: chicken wings
- **selections may vary

VEGETARIAN PLATE \$10-

- :: vegetable skewer
- :: stuffed mushrooms
- :: samosa
- :: Mediterranean vegetable quiche
- :: roast pumpkin arancini ball
- **selections may vary

stand up buffet options

NOODLE BOX BUFFET \$39- PER PERSON (Minimum 40 guests)

Savouries on arrival

- :: salt & pepper calamari with lime dipping sauce
- :: individual Margherita pizzas
- :: spicy Kofta balls
- :: roast vegetable samosa
- :: handmade gourmet sausage rolls
- :: pork & parsley chipolatas
- :: Moroccan spiced chicken skewers



Noodle boxes served on trays to your guests

Choose 2 of the following ::

:: Thai green chicken curry
A traditional Thai chicken curry made with green chilli & served on steamed Jasmine rice

:: Beef stir-fry
Tender beef & roast cashew stir-fry served with fresh seasonal vegetables tossed through Hokkien noodles.

:: Fish and chips
Freshly crumbed fish fillets served with beer battered fries.

ROAST BUFFET \$55- PER PERSON (Minimum 50 guests)

Buffet items

:: 2 baked meats - choose 2 of the following
roast chicken || baked ham || beef roast

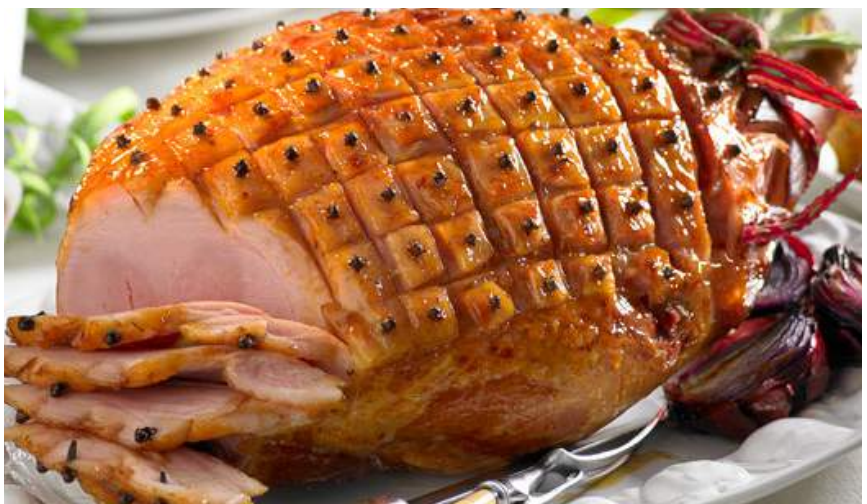
:: chefs selection of 3 salads

:: roast potato, pumpkin & peas

:: gravy, condiments & fresh bread

Dessert canapes

:: chefs selection of bite sized desserts served on a platter to your guests.



Menu subject to availability

alternate drop menu

\$34- PER PERSON Minimum 20 guests

*** conditions to booking apply:*

ask your function coordinator for availability || not available major event days or Suncorp Stadium event days || not available in private / exclusive areas - exceptions may be considered for large number of guests.

Entree (choose 2 to be served alternately to your guests) ::

Chicken and Mushroom Ravioli

Chicken and mushroom ravioli liasoned with a creamy mushroom sauce and served with garlic crostini.

Salt & Pepper Calamari

Tender salt and pepper calamari with a snow pea salad and chilli dressing.

Traditional Chicken Caesar Salad

Crisp cos lettuce, egg, bacon, bread croutons, shavings of parmesan and topped with Cajun chicken tenders.

Main (choose 2 to be served alternately to your guests) ::

Thick Cut Porterhouse

From the centre section of short loin with a fat strip on the outside producing great flavour and texture. This steak is cooked (medium) and served with beer battered fries and mushroom sauce.

Grilled Fish of the day

This fish is grilled to golden brown and served with kipfler potatoes, fresh beans and finished with a sun-dried tomato Beurre Blanc.

Marinated Chicken Breast & Leader Prawns

Marinated breast of chicken served with Leader Prawns, broccolini and a sweet corn fritter, finished with a creamy herb dressing.

Vegetable Frittata

Spanish style frittata with Mediterranean vegetables, feta cheese, served with a rocket salad.

Menu subject to change without notice.

set menus

Minimum 10 guests

3 course = \$54.90 per person :: bread, entree, main & dessert
2 course - \$44.90 per person :: bread, entree & main | or | bread, main & dessert
1 course - \$33.90 per person :: bread & main

Entree (choice of) ::

Chicken and Mushroom Ravioli

Chicken and mushroom ravioli lisoned with a creamy mushroom sauce and served with garlic crostini.

Salt & Pepper Calamari

Tender salt and pepper calamari with a snow pea salad and chilli dressing.

Traditional Chicken Caesar Salad

Crisp cos lettuce, egg, bacon, bread croutons, shavings of parmesan and topped with Cajun chicken tenders.

Main (choice of) ::

Export Eye Fillet

Eye fillet (cooked medium) served on a potato rosti with grilled asparagus and topped with port wine glaze.

Grilled Fish of the day

This fish is grilled to golden brown and served with kipfler potatoes, fresh beans and finished with a sun-dried tomato Beurre Blanc.

Marinated Chicken Breast & Moreton Bay Bug

Oven roasted chicken breast served with half Moreton Bay Bug and a red pepper and Hollandaise sauce, presented on creamy mash with pan sauteed greens.

Dessert (choice of) ::

Steamed Chocolate Pudding

Served with double cream and warm chocolate ganache.

Apple & Cinnamon Pie

Homemade apple and cinnamon pie served with custard and vanilla ice-cream.

Traditional Creme Brulee

served with chocolate biscotti and Grand Mariner marinated berries.

Menu subject to change without notice.



drink packages and balloons

Beverage Packages ::

*Minimum 15 guests |
no splitting packages - entire group in.*

Standard Beverage Package A ::

3 hr = \$39- pp || 4 hr = \$49- pp

Includes ::

Sparkling Wine

Wolf Blass 'Bilyara' Sparkling Brut
T'Gallant Prosecco

White & Red Wine

Wolf Blass 'Bilyara' Chardonnay
Wolf Blass 'Bilyara' Sauvignon Blanc
Wolf Blass 'Bilyara' Shiraz

Beers

Local draught beer

Non-alcoholic

Post mix soft drink & juice

To upgrade to red and white wines to the wines listed in the section right (Spirit Package B), add \$12- per person.

Balloon Decorating ::

Variety of colours available

Pricing

5 balloon bunch on weight
***good size for table centres.*

Per Bunch

\$15.00

7 balloon bunch on weight
***floor height - perfect for entrances
and to highlight features in the
function space.*

\$20.00

Premium Spirit Package B ::

3 hr = \$61- pp || 4 hr = \$76- pp

Includes ::

Basic Spirits

Bundaberg Rum
Bacardi Rum
Smirnoff Vodka
Johnnie Walker Red Label Scotch
Jim Beam Bourbon
Gordon's Gin

White & Red Wine

Squealing Pig Sauvignon Blanc
Saltram Barossa Shiraz

Sparkling Wine

Wolf Blass 'Bilyara' Sparkling Brut
T'Gallant Prosecco

Beers & Cider

Local draught beer
5 Seeds Cider (if draught cider is unavailable)

Non-alcoholic

Post mix soft drink & juice



Responsible service of alcohol:

The Caxton Hotel's management and staff including our contracted crowd controllers, support the responsible service of alcohol at all times. The Caxton Hotel and staff abide by all relevant legislation relating to the service and supply of liquor and this is reinforced and practiced in daily operations. Management and staff of the Caxton Hotel are trained in the responsibility service and supply of alcohol. A register and copy of the Statements of Attainment of all staff are kept at the venue.

daytime conferencing package

These packages are only available during the day, not evening.

Room hire :: when catering exceeds \$250.00 free room hire.

When catering is less than \$250.00, room hire of \$250.00 is applied.



Room inclusions ::

- Clothed tables and seating
- Flip Chart
- Pens
- Screen with power board and extension cord
- Mentos and iced waters

Sandwich Lunch Buffet - \$37.00 per person

Arrival

Tea and coffee buffet - guests to help themselves

Morning Tea

Chefs selection of pastries served to the tea and coffee buffet

Lunch

Sandwiches and lavish wraps with assorted fillings
Orange juice and soft drink

Afternoon Tea

Chefs selection of slices served to the tea and coffee buffet



Caxton Lunch - \$42.00 per person

Arrival

Tea and coffee buffet - guests to help themselves

Morning Tea

Chefs selection of pastries served to the tea and coffee buffet

Lunch (pre-orders for lunch to be taken at morning tea break), choice of ::

Traditional Caesar salad with cos lettuce, egg, bacon, croutons, parmesan cheese and Cajun chicken tenders.

Jumbo point of rump steak (cooked medium) with beer battered fries and mushroom sauce on the side.

Grilled market fish of the day served golden brown, with a kipfler potatoes, fresh beans and tomato Beurre Blanc.

Spanish style vegetable frittata with vegetables, feta cheese and a rocket salad.



Afternoon Tea

Chefs selection of slices served to the tea and coffee buffet

room & area sizing

Discuss your needs with our function manager as all variations are not outlined below.

Room	Capacity	Function Menus	Exclusivity	Seating	Area Notes
The Haunt	50 - 280	Cocktail platters Noodle box buffet Roast buffet	Fully exclusive area	Various :: Dry bars & stools, couches, ottomans, casual seating	Air-conditioned, private bathrooms, pool tables, separate music system, in-house microphone, no wheelchair access.
The Patio	50 - 80	Cocktail platters Noodle box buffet Roast buffet Alternate drop Set menus	Fully exclusive area, roped off area, or individual table/s	Depends on menu choice :: Dry bars & stools or fully seated at table/s	Can hire speaker for own music and speeches at an additional cost (exclusive functions only), wheelchair accessible with amenities.
The Terrace Bar	40 - 60	Cocktail platters Noodle box buffet Roast buffet Alternate drop Set menus	Semi-exclusive area, roped off area, or individual table/s	Depends on menu choice :: Dry bars & stools or fully seated at table/s	Air-conditioned, wheelchair accessible with amenities.
The Terrace Bar & Patio exclusively	90 - 280	Cocktail platters Noodle box buffet Roast buffet Alternate drop Set menus	Fully exclusive area	Depends on menu choice :: Dry bars & stools or fully seated at table/s	Air-conditioned, in-house music system, in-house microphone, wheelchair access with amenities, combination of alfresco & indoor spaces.
Char Grill Restaurant	10 - 300 (seated) Up to 600 (standing)	Cocktail platters Noodle box buffet Roast buffet Alternate drop Set menus	Fully exclusive area, roped off area, or individual table/s	Depends on menu choice :: Dry bars & stools or fully seated at table/s	Air-conditioned, in-house music system, can hire microphone at additional cost, wheelchair access with amenities, combination of alfresco & indoor spaces.
Cauldron Bar	10 - 70	Cocktail platters Noodle box buffet	Roped off area	Dry bars & stools	Air-conditioned, Wheelchair accessible.
Press Box	8 - 12	Cocktail platters	Roped off area	Dry bars & stools	Air-conditioned, Wheelchair accessible.



terms and conditions

A function booking is ONLY considered secure when a deposit payment has been made.

By paying a deposit you are agreeing to all 'terms and conditions' outlined below.

Confirmation

Tentative bookings are held for a maximum of seven days only. To confirm your booking, a nominated deposit amount is required to be paid. Upon clearance of the payment a confirmation receipt and booking email will be sent. If the deposit is not received within seven days of the tentative booking, management reserves the right to cancel the booking and allocated space to another client. Should the tentative booking fall within two months of the event date, management may call within the seven day period should another client be interested in the same event date to see if you wish to proceed with the booking.

Deposits

Deposits can be made via credit card, debit card, EFTPOS, electronic funds transfer (EFT) (assuming there is ample time for funds to clear), or cheque (assuming there is ample time for the funds to clear). The Caxton Hotel accepts the following cards :: American Express (AMEX), Diners Club, MasterCard and VISA Card.

January - October | November - December (Sunday - Thursday) ::

Exclusive / private areas -

A \$500.00 deposit is required to secure your booking. The balance of both catering and beverage packages is due two weeks prior to the event (see payments and charges below). Alternate drop menus are not available in exclusive areas - *exceptions can be made for large groups.*

Non exclusive areas | Set menus | Alternate drop menus -

A \$200.00 deposit is required to secure your booking. The balance of both catering and beverage packages is due two weeks prior to the event (see payments and charges below). *Note: this does not apply on major Suncorp Stadium game or event days, or Caxton Hotel event days (see Suncorp Stadium event days and Caxton Hotel event days below). Minimum spend charges will apply.*

November - December (Friday and Saturday) ::

Exclusive / private areas -

A \$1,000- deposit is required to secure your booking. The additional balance on the minimum spend requirement is due two months prior to the event (see November and December bookings on page 12), the balance of both catering and beverage packages is then due two weeks prior to the event (see payments and charges below).

Alternate drop menus are not available in exclusive areas - *exceptions can be made for large groups.*

Set menus / Alternate drop menus -

A \$200.00 - \$500.00 deposit is required to secure your booking (dependent on estimated guest numbers). The balance of both catering and beverage packages is due two weeks prior to the event (see payments and charges below).

Note: this does not apply on major Suncorp Stadium game or event days, or Caxton Hotel event days (see Suncorp Stadium event days and Caxton Hotel event days page 12). Higher minimum spend charges will apply.

Payments and charges

Full prepayment is required for the catering and beverage package portions of an event is due at least two weeks prior to the event. Also, should you be hiring balloons, pool tables, or external supplier items via the Caxton Hotel, this is also due at this time. No food orders or external supplier hired items are guaranteed unless payment is made within this time period. You are welcome to prepay any bar tabs at this time should you wish.

In the case of minimum spend requirements (November and December) - the entirety of the minimum spend requirement is due no later than two months prior to the event. In the case of major Suncorp Stadium games or events or Caxton Hotel event days, full minimum spend requirement may be required up to seven months prior to the event.

Cancellations

We understand that circumstances may change and that you may need to postpone or cancel your event.

January - October ::

If you decide to postpone or cancel your event, written notice must be given and your deposit will only be refunded in full if we are notified no less than three months prior to your event.

November - December ::

Deposits will not be refunded during the months of November or December. If you wish to move your function date, you must notify the functions manager no later than three months prior to the event, otherwise the deposit/s will be forfeited.

Set menus | Alternate drop menus | Catering and beverage packages on a 'per head basis', or, functions that pre-order prior to their event ::

If on the day of the event or up to five business days prior expected guest numbers decrease, no refund will be given. This balance will not be transferred to use in another section of the hotel, these monies will be forfeited. With all packages ALL members of the group must be included, we cannot split the group with some guests on packages and some guests not.

Final numbers and room / area assignment

It is imperative that anticipated guest numbers and details of the function are provided to the function manager upon booking. In the lead up to the function, if there are any changes, please advise your function manager (e.g. increase in anticipated guest numbers). Final guest numbers and full details of your function are due to the function manager no later than two weeks prior to the event, this is when final payment for the event is due (see payments and charges on page 11). Charging is based on final guest numbers confirmed at this time. After this time, if numbers do change, notify the function manager immediately so you can be charged accordingly.

In the event your anticipated guest numbers drastically change from the confirmed amount, management reserve the right to reassign your event to another space more suitable.

terms and conditions cont.

November and December bookings (Friday and Saturday) minimum spend requirements

During November and December there are additional conditions that are applied to all functions, see area conditions below ::

The Haunt :: November = \$3,000.00 || December = \$4,000.00 minimum spend applies for exclusive use of this space.

The Terrace Bar and Patio :: November and December - \$6,000.00 minimum spend applies for exclusive use of this space.

The Patio :: November and December = \$3,000.00 minimum spend applies for exclusive use of this space.

The minimum spend is only valid on catering and beverage purchase (not on balloon decorating, pool table hire or anything hired via an external company). A \$1,000.00 deposit is due upon booking to confirm the area. The additional \$2,000.00, \$3,000.00 or \$5,000.00 is due no later than two months prior to the event. As outlined in payments and charges (page 11), food catering, beverage packages, pool table hire, balloon decorating and anything hired via an external supplier is also due at this time, along with confirmation of final guest numbers.

Non-exclusive areas (roped off areas) :: November and December :: \$700.00 deposit (reflected as minimum spend amount) is required to secure your booking. This minimum spend is only valid on catering and beverage purchase (not on balloon decorating or anything hired via an external company). Full pre-payment of the catering and any beverage packages is required two weeks prior to the event.

Minimum spends apply to exclusive and non-exclusive functions please contact your function manager to discuss pricing for each area.

Note: this does not apply on major Suncorp Stadium game or event days, or Caxton Hotel event days (see Suncorp Stadium event days and Caxton Hotel event days below). Higher minimum spend charges will apply.

Major Suncorp Stadium game or event days and Caxton Hotel event days

Management reserves the right to determine a minimum spend requirement for use on all exclusive spaces. Non-exclusive spaces are not available for hire on these days. Room hire may be applicable on these event days, this will be determined on a case-by-case basis. Please enquire with your function manager should you wish to book on a major event day.

Damages

A security bond is required for any damages that may occur to the Caxton Hotel or any of its property. As such, a credit card MUST be supplied as a security bond for the duration of the function. If no damages occur, no bond will be charged to the credit card. If damages do occur, a minimum of the initial deposit amount will be deducted from the card.

The Caxton Hotel reserves the right to use their own preferred contractors for all repairs. After the repairs have been completed the if the final bill is less, the difference between the deposit and the repairs will be refunded to you. If it exceeds this initial deposit amount, you will be invoiced for the difference. You will be informed should management decide to take payment for damages that have occurred during your event.

Belongings and gifts

All belongings and gifts are to be collected upon conclusion of the event. The Caxton Hotel does not accept any responsibility for damage or loss of any client's property left in the premise prior to, during or after an event. *The Caxton Hotel strives to take the utmost care with client's belongings and gifts.*

Important things to note

Prices and menus are subject to change at anytime without notice. Please contact your functions manager to obtain the most recent menus and pricing. We do not allow the following at any functions - outside catering (celebratory cake is an exception), no smoke machines, no naked flames (e.g. no tea light candles), no confetti, glitter or table scatters (or similar).

Responsible service of alcohol

The Caxton Hotel's management, staff and our contracted crowd controllers support the responsible service of alcohol at all times. We abide by all relevant legislation relating to the service and supply of liquor and this is reinforced and practiced in daily operations. Management and staff are trained in the responsibility service and supply of alcohol and a register and copy of the Statements of Attainment of all staff are kept at the venue.

Minors

Minors will not be permitted to enter the premise unless exempt under the Liquor Act 1992. Additionally, minors will not be served alcohol at any time. Service of alcohol will be refused to any person who cannot produce appropriate evidence of age (see identification below). If any patron or guest is found to be supplying any persons who does not have sufficient identification, they, the minor and their respective parent or guardian will be asked to leave the premise immediately. Our house policy states that all minors are to be off premise by 10pm (2200 hours).

Identification

The Caxton hotel staff are trained in the acceptable evidence of age. Only the following types of identification will be accepted ::

- An Australian drivers licence or learners permit (valid with photo);
- A current Australian or international passport (valid with photo);
- An Australian government issued proof of age card (18+ card, valid with photo);
- Foreign drivers licence with a photo and date of birth of licence holder. If not in English, this must be accompanied with English translation. Where a foreign drivers licence is not written in English, a international drivers permit issued in the country of origin and including a photo of the licence holder (and translation) must be presented with the foreign drivers licence.

Note: The Caxton Hotel encourages ALL guests and patrons to bring sufficient valid identification (as outlined above) regardless of age. Laws introduced in 2017 requires identification scanning of patrons to the venue at certain times.