

# *Have your* **FUNCTION HERE**



Contact  
Functions and Events Manager  
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# The Springwood Hotel

## Welcome

Centrally located in Springwood, our venue is a premier location for a multitude of functions and events with Brisbane CBD only minutes drive away.

Our two adjoining function rooms offer a casual elegance that is flexible enough to accommodate whatever your event vision may be.

We have put together this pack to guide you through what we have available to you. Should you require any further assistance, or would like to speak to our functions and events manager, please feel free to contact us any time or book an appointment to view the venue.

## Function Spaces

We have three fantastic rooms that are available for private functions.

Room A has a fully stocked bar, tasteful decor and is perfect for small parties or dinners. Room B has the same ambience, and is slightly larger, without the bar. Both rooms combined offer plenty of space for large dinners, buffets and cocktail parties.

You can also choose to hold your function in our "Barra Bar", perfect for more informal occasions. ( Restrictions apply ). Should you choose to hold your function at the Springwood Hotel you will have exclusive use of your area for the duration of your function.

## Room Prices

Room A (with bar)	Mon - Fri	\$200.00	Sat	\$300.00	Sun	\$400.00
Room B	Mon - Fri	\$200.00	Sat	\$300.00	Sun	\$400.00
Room A & B	Mon - Fri	\$300.00	Sat	\$400.00	Sun	\$450.00
Barra Bar	Mon - Fri	\$0.00 (Minimum spend \$1000)				
Weddings	\$600 includes full set up & linen.					

(Public Holidays incur a \$50.00 additional fee for room hire)

(You may have the room for up to 5hrs, charges may apply for additional hours if needed)

All room Prices include tablecloths and napkins.

For chair covers and sashes - \$5.50 per cover / sash

# Room Capacity

## Room A: (with bar)

Theatre:	60
Seated Round Tables:	32-40
U Shaped Layout:	25
Cocktail Style:	60

## Combined Rooms:

Theatre:	120
Seated Round tables:	60-90
U Shaped Layout:	65
Cocktail Style:	100

## Room B: (no bar)

Theatre:	80
Seated Round Tables:	40-60
ImageU Shaped Layout:	30
Cocktail Style:	70

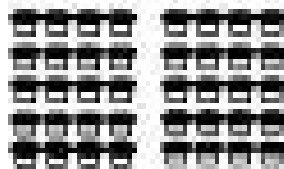
## Barra Bar

Cocktail style:	100
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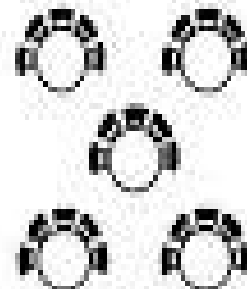
### Classroom



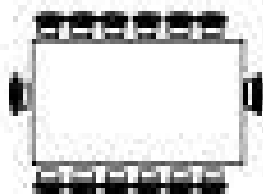
### Theatre



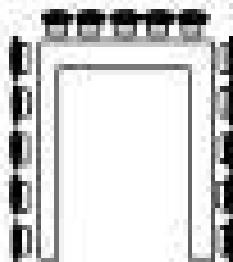
### Cabaret



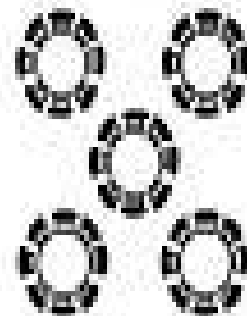
### Boardroom



### U Shape



### Banquet



# Platter Selection



## **CHARCUTERIE PLATTER - \$95**

A selection of cheese, cured meats, roasted vegetables, dips and crackers

## **AUSSIE PLATTER - \$95**

Sausage rolls, mini party pies and mini quiche with tomato and bbq sauces

## **WINGS PLATTER - \$85**

Fried Chicken wings with BBQ and spicy buffalo sauces

## **ASIAN PLATTER- \$105**

Selection wontons, panko prawns, samosa & spring rolls served with dipping sauce

## **SEAFOOD SELECTION PLATTER - \$120**

Prawn torpedoes, crumbed scallops, battered fish, panko calamari with chips, tartare sauce and lemon wedges

## **SLIDERS - \$90**

A selection of beef, cheese, tomato, lettuce and tomato sauce / chicken, cheese and avo sliders

## **SANDWICH AND WRAP PLATTER - \$105**

A selection of wraps and sandwiches with different fillings

## **FRUIT PLATTER - \$85**

A selection of seasonal fruits

## **DESSERT PLATTER - \$85**

Chef's selection of Petit fours

## **CHEESE PLATE - \$75**

A selection of cheese with quince paste and crackers

***Cold Seafood and customised platter options are available on request***

# SET MENU

Sit back and relax while you enjoy a refined contemporary meal. The Set Menu options can be chosen off the A-La-Carte Menu and be either alternative drop or pre-ordered to guest requirements or preference.

## Set Menu A

**2 Course -\$48**

**3 Courses -\$58**

### Entrée Choose 2

- chefs soup of the day
- BBQ pulled pork bao buns w slaw
- Pea and Parmesan croquettes, rocket and pear salad, balsamic glaze
- Karate chicken, kewpie mayo, lime and pickled ginger

### Main Choose 2

- Herb crusted lamb rump, rosemary jus, potato rosti, baby carrot, asparagus
- Oven roasted barramundi, hollandaise sauce, potato rosti, asparagus, blistered cherry tomatoes
- Char grilled 200gr eye fillet, red wine jus, potato gratin, broccolini, baby spinach
- Grilled chicken supreme, sautéed kindler potatoes, baby carrots, broccolini, creamy mushroom sauce
- Mediterranean vegetable stack, red pepper coulis, grilled halloumi

### Dessert Choose 2

- white chocolate and baileys charlotte, fresh raspberries, raspberry coulis
- Poached pear and chocolate tart, whipped cream
- Vanilla panna cotta, mixed berry compote

## Set Menu B

**2 Course - \$42**

**3 Courses -\$52**

### **Entrée** Choose 2

- Salt and pepper calamari, lemon, aioli
- Mushroom arancini, Parmesan, truffle aioli
- Chefs soup of the day

### **Main** Choose 2

- 250gr rump steak with red wine jus
- Roasted chicken supreme with creamy mushroom sauce
- Oven baked barramundi with lemon hollandaise
- All mains served with mash potato, broccolini and baby carrots

### **Dessert** Choose 2

- Chocolate and caramel tart, whipped cream
- Sticky date pudding, caramel sauce, whipped cream
- Vanilla panna cotta, mixed berry compote

*NB, Alternative drop, Includes Complimentary bread rolls*

# **BUFFET MENU**

(Minimum 30 people)

\$50 Adults & \$20 Children (4y – 12y)

Includes Complimentary Bread Roll

## **Soup - Select 1 option**

Pumpkin Soup (GF)

Mushroom Soup

## **Roast - Select 1 option**

Roast Pork with Crackling and apple sauce

Roast Beef cooked for 12 hours with dijon mustard and gravy

Roast Lamb with rosemary, mint jelly and gravy

## **Hot Dishes - Select 2 options**

Chicken Drumsticks in a mild Thai green curry

Butter Chicken

Beef Bourguignon

Pork ribs with smoky BBQ sauce glaze

Vegetarian Lasagna

Vegetable Singapore Noodles

Sweet and Sour Pork

## **Hot Accompaniment - all included**

Honey glazed Roast jap pumpkin

Roasted Potato & sweet potato with rosemary & thyme

Baked mac & cheese

Mixed Steamed vegetables

Steam rice

Fried rice

## **Included in all buffet's**

Salads -Caesar Salad, Mixed Garden Salad, Pesto Pasta Salad, Coleslaw

Desserts -Chef selection of Whole cakes, Selection of petite french pastries, Fresh fruit platter

Add second roast to any buffet - \$10pp

Add Seafood - \$15 pp



## **BREAKFAST BUFFET** (Minimum 30 people)

Adults \$29

Children \$14

- Selection of assorted cereals
- Assorted Yoghurt
- Fresh Seasonal Fruit Platters
- Assorted Danishes
- Crispy Bacon
- Gourmet Sausages
- Savoury Mince
- Sautéed Mushrooms
- Hash Browns
- Toast
- Grilled Tomato
- Pancakes
- Scrambled Eggs
- Baked Beans
- Warm Croissants

\*Tea & Coffee included



## Weddings

Your Special Day.....

At Springwood hotel we don't only endeavour to make your reception magical, we also pride ourselves on making your day as cost effective as possible. We believe in making your day a memorable occasion, smoothly coordinated by our experienced staff and management.

Our function rooms are able to cater anywhere from 30—100 wedding guests, your special day will be complete with one of our chef's wonderful menus or cocktail & canapé selections. Our rooms are tastefully appointed with the potential to be themed according to your requirements.

The Venue offers comfortable bar areas separate to the reception rooms if guests arrive early, and also a foyer outside function rooms where guests may recline at their leisure while waiting for your reception to begin, or so the newly weds can hide before making their grand entrance.

I invite you to come and view our function rooms and speak to our experienced function coordinator (By appointment only!)

We can even set up a meeting with all our suppliers to go over your requirements. We look forward to meeting you personally!



## Receptions



### Decorations

We know how much is involved in planning this important day, so here at the Springwood hotel we have put together a few decoration packages for you!

We can cater for a variety of interests, styles and budgets.

Alternative to our packages you are more than welcome to provide and set up your own decorations for the day of your Reception!

### The Finer Details

Here at the Springwood Hotel our indoor functions spaces are the ideal location to host the perfect wedding reception. Please feel free to contact our events coordinator to make an appointment to assist in planning your dream day.

### Catering

We can cater for up to 100 guests (bridal party inclusive) for a classic sit down meal.

We have a range of buffet and set menu options for you to choose from!

We offer elegant white or black table linen and napkins included in the cost of your room hire.

## **Music**

To set the atmosphere of your reception we can offer and organise, at an additional cost, a highly recommended DJ.

Alternative to this we have both an aux port to play your own music on an ipod / laptop through the speakers throughout the venue.

You are also most welcome to source your own band or dj should you choose.

Allow us to ensure the perfect finish to your memorable day!

## **Security**

It is a requirement of the venue that security guards be engaged for private functions.

The number of guards is dependent on the number of people in attendance.

Guards will be employed for the duration of the function in order to maintain and uphold the conditions of the venues liquor licence & RAMP.

Guards will be supplied by the venue, at the cost of \$50.00 per hour per guard, minimum engagement 4hrs. This cost is payable prior to the event.

(Please note: Extra charges incurs for public holidays)

## **Equipment**

Dance Floor (3m x 3m)	\$100.00
Data Projector & Screen	\$25.00
Paper Flipchart	\$25.00
Portable whiteboard	\$15.00

## **WE OFFER THE FOLLOWING FREE OF CHARGE:**

Lectern

Microphone

## **Entertainment**

Karaoke Machine	\$350.00
DJ (5 HRS)	\$600.00

# Beverage Options

## ***Option 2 -Standard Beverage Package***

2hrs - \$39 pp | 3hrs - \$49 pp | 4 hrs - \$59 pp

### **Wines**

South Island Sauvignon Blanc, Banrock Station Moscato, Yellowglen Sparkling, Banrock Station Crimson Cabernet

### **Beers**

Stubbies of 4x Gold, Carlton Mid Strength, VB, Tooheys New, Hahn Premium Light, Strongbow Cider range

**Softdrinks** All Soft Drinks & Juices

## ***Option 3 -Premium Beverage Package***

2hrs - \$49 pp | 3hrs - \$59 pp || 4 hrs - \$69 pp

### **Wines**

All wines by the glass on our wine list

### **Beers & Soft Drinks**

All Stubbies of Beer and Cider ranged, including Corona, Stone & Wood, Tooheys Extra Dry, Hahn Super Dry and Rekorderlig Cider range plus all Soft drinks and Juices

## **Option 3- ON CONSUMPTION**

A bar tab can be set up with a predetermined limit, allowing you and your guests to order your drinks from the bar with ease.

You can also choose what your guests can order on your bar tab by selecting any of the following options to be included; house wines, local beers, imported beers, basic spirits, premium spirits, tea and coffee and soft drink. Or you can open the bar up to include any drinks.

# Corporate and Conference Events

## Conferencing Information

The Springwood Hotel offers a relaxed professional atmosphere meeting all your business needs in a private room. Formal meetings, seminars, training sessions and more can be catered for.



### **Catering Option 1 (Morning)**

***\$20 per delegate***

Tea and coffee on arrival

#### **Morning Tea Inclusions;**

Fresh fruit Selection of danishes, cakes or muffins

### **Catering Option 2 (Half day)**

***\$35 per delegate***

Tea and coffee on arrival

#### **Morning Tea Inclusions;**

Fresh fruit selection of danishes, cakes or muffins

#### **Lunch Inclusions**

Selection of petite sandwiches white & grain breads including vegetarian plus a raw selection of vegetable crudités & dipping sauces

## **Catering Option 3 (Full day)**

*\$55 per delegate*

Tea and coffee on arrival

**Morning Tea Inclusions;** Fresh fruit Selection of danishes, cakes or muffins

**Lunch Inclusion;**

Choice of any item from our al la carte menu and a selection of divine assortment of sandwiches on white & grain breads including vegetarian plus a raw selection of vegetable crudités & dipping sauces

**Afternoon Tea Inclusions;**

Fresh fruit, Selection of danishes, cakes or muffins

## **Catering Option 4**

*\$80 per delegate (Full day plus)*

Unlimited Tea and coffee throughout the day

Morning Tea Inclusions; Fresh fruit, selection of danishes, cakes or muffins

**Lunch Inclusions;**

Choice of any item from our al la carte menu and a selection of divine assortment of sandwiches on white & grain breads including vegetarian plus a raw selection of vegetable crudités & dipping sauces

**Afternoon Tea Inclusions;**

Fresh fruit, Selection of danishes, cakes or muffins

**Dinner Inclusions;**

Choice of any menu options from the Springwood Hotel bar menu and 1 hour drinks package

*Room Hire Week days (Mon – Fri)*

*Day (up until 5pm) From \$200.00*

*Night (from 5pm) From \$200.00*

*Please note that some functions booked mid week, including functions requiring large set up, may incur an additional charge depending on set up requirements Saturday & Sundays.*

*This pack includes the following:-Projector-Projector screen-Whiteboard, flip chart & markers,lectern, microphone (either wired w/ PA or wireless through our sound system), power boards.*

## Accommodation

Hotel offers accommodation facilities that may suit your requirements.

Our venue consists of 12 rooms, all of which are non-smoking.

Each room has tea and coffee facilities, a fridge, commercial television and Netflix access. air-conditioning, a bathroom with shower only, and under cover parking directly in front of the room.

Four of these rooms consist of a Queen Size bed and Sofa, with the other six consisting of a queen and single bed.

Let us know if you're staying for a function & we may be able to offer a discounted rate.

QUEEN/SINGLES	\$145.00 p/n 2 Adults	\$165.00 p/n 3 Adults
QUEEN +SOFA	\$125.00 p/n 2 Adults	

Prices subject to change please confirm details with reception when booking



## TERMS & CONDITIONS

### Confirmation Deposit

\* A booking is considered confirmed upon receipt of this signed terms and conditions/booking form and full deposit payment of your room hire is made. If either the deposit or this completed form is not received, management reserves the right to cancel the booking and allocate the space to another client.

- All functions are to be booked by the Function Coordinator only and at his/her discretion.
- Function Rooms can be booked between the hours of 8.00am to 12.00midnight seven (7) days a week with the exclusion of public holidays and special occasions.

### Payments & Cancellations

- All pricing we provide you includes GST and are current at the time of printing but are subject to change.
- All quoted items must be paid in full at least 14 days prior to the function commencement to the function manager or Bar tabs to be settled at the end of the night by cash or credit card
- Personal cheques are not accepted.
- The hire of a DJ or Jukebox via the Springwood Hotel must be paid as part of full payment to the hotel.
- All cancellations must be made in writing to the Functions Manager, no less than 30 days prior to your event for your deposit to be refunded.
- For bookings in November & December your deposit of \$100 can only be refunded if you provide written notice of cancellation 2 months (60 days) prior to your function date. If cancellation is received less than 2 months prior then you will not be refunded.
- Springwood Hotel reserves the right to make changes to room allocations based on confirmed final numbers and room availability.
- In the event of inability to comply with any of the provisions of this contract by virtue of any cessation of interruption of electricity supplies, equipment failure, unavailability of food items, other unforeseen contingency or accident. Springwood Hotel reserves the right to cancel any bookings or refund any deposit without notice.

### Security & Conduct

- The removal of any items that are the property of the Springwood Hotel will be regarded as theft and will involve the police.
- The Springwood Hotel reserves the right not to serve intoxicated patrons or minors.
- The Springwood Hotel reserves the right not to serve patrons without photo identification or proof of age.
- Any extensive damage caused to the Function facilities or equipment will be the responsibility of the hirer. Upon consideration of circumstances Springwood Hotel may require payment from the hirer for replacement or repair of the above mentioned damages.
- Minors are permitted on the premises for private functions only if under the direct supervision and in close proximity to a parent or legal guardian and are not permitted to consume or be supplied alcohol at any time.
- As a requirement of the venue liquor lic and RAMP, Security guards are required for functions – Guards will be provided through the hotel for the duration of your function at the cost of \$40 per hour per guard, the number of guards required will depend on the number of guests confirmed to be attending the function.
- If Springwood Hotel is not informed of the nature of the function in which security will be needed (ie like a 21st), they hold the right to cancel the function immediately.
- Springwood Hotel takes its responsible service of alcohol obligations seriously, Management support our staff and security in decisions made as must you in complying with any decisions we make in relation to RSA and the Safe operation of the venue.



**Catering & Beverages**

- All catering and final guest numbers must be confirmed a minimum of 14 days before the date of the function. And paid in full these numbers, once confirmed, will determine the amount charged should a lesser number of guests arrive at the function.
- Clients/guests are NOT PERMITTED TO BRING FOOD OR BEVERAGES onto the premises for health and legal reasons (with the exception of ONE birthday or wedding cake).
- No food or beverages are to be taken off the premises.
- Catering amounts agreed upon are at the recommendation of the Function Coordinator and the discretion of the hirer.
- Bar facilities are available in some function rooms and will be opened at the discretion of the Function Coordinator.

**Signage & Decorations**

- No fixtures, glue, sticky tape are to be adhered to the walls, doors, windows or any space on the premises without prior approval from management. Any non-approved items may be removed by us or security and may be destroyed.
- All Decorations hired will remain the property of the Springwood Hotel & any loss of items will be regarded as theft

Please read the above conditions and complete the following:

Print Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Sign \_\_\_\_\_  
 Organisation \_\_\_\_\_

**BOOKING FORM**

Thank you for holding your function at Springwood Hotel  
 We are looking forward to accommodating you and your guests for your special event.  
 To secure your booking, please complete and sign this form and provide payment of your deposit.  
 Until we receive this completed form, signed terms and conditions and process your payment, your booking is not confirmed.  
 Your payment options can be either of the following:  
 1. Pay by cash at the venue.  
 2. Credit card or debit card transaction at the venue.

**EVENT DETAILS**

COMPANY NAME \_\_\_\_\_  
 ORGANISER NAME \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_  
 MOBILE .....  
 POSTAL ADDRESS.....  
 EVENT DATE ...../...../.....      EVENT TIME .....  
 CATERING REQUIRED .....  
 EQUIPMENT REQUIRED .....  
 ROOM LAYOUT .....

I hereby agree that I have read and understood the terms and conditions pertaining to holding a function at Springwood Hotel

SIGNATURE.....

DATE.....