



FUNCTIONS

At the Springwood hotel

Corporate Package 2013



Lauren Booth

Functions Coordinator

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www.springwoodhotel.com.au

About us

Situated in the southern suburbs of Brisbane, and just 20 minutes from the CBD, the Springwood Hotel is the perfect venue for your corporate function needs. Offering 2 fantastic function areas, the Springwood Hotel is an ideal venue to hold your next function.

We excel in all areas of function and event management, specializing in corporate meetings, engagements, weddings, cocktail parties, christenings, hens nights and birthday celebrations.

Here at the Springwood Hotel, our aim is to design a package tailored to your individual requirements. You tell us how you'd like your event set up, and we'll ensure your function runs just the way you want it.

Please feel free to call me and discuss your particular function needs. I'm happy to work together to create the perfect event for you. We can also offer a range of celebration options and menus for corporate or personal functions, just contact us for a copy of our celebration package.

I look forward to the opportunity of welcoming you and your guests to the Springwood Hotel Function Centre.

Kind Regards,

Lauren Booth

Function Coordinator

About us

Function Rooms

We have two fantastic function rooms available for corporate hire.
Our Eloura & Cambria room together is a large air conditioned room with tasteful décor which is perfect for larger seminars & conferences.
These rooms separate provide two smaller rooms perfect for training & meetings.

Your function will be fully set up upon your arrival as you request with tablecloths & fresh cold water.

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 Hire Charges

Eloura Room

Mon - Fri	\$200.00	Sat & Sun	\$250.00	Public Holiday	\$300.00
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Eloura Room with Bar

Mon - Fri	\$250.00	Sat & Sun	\$300.00	Public Holiday	\$400.00
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Cambria Room

Mon - Fri	\$200.00	Sat & Sun	\$250.00	Public Holiday	\$300.00
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Eloura & Cambria

Mon - Fri	\$250.00	Sat & Sun	\$300.00	Public Holiday	\$400.00
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Equipment

For your function you may require certain equipment.
The Springwood Hotel can offer the following:

Data Projector	\$75.00
Flipchart with paper	\$25.00
Roving Microphone	\$30.00
LCD TV & DVD player	\$150.00

We can also provide a range of items free of charge like a whiteboard & markers , projector screen and lectern. Let us know & we'll provide prices for pens, pads, mints & our many beverage & catering options.

Room Capacity

Eloura Room

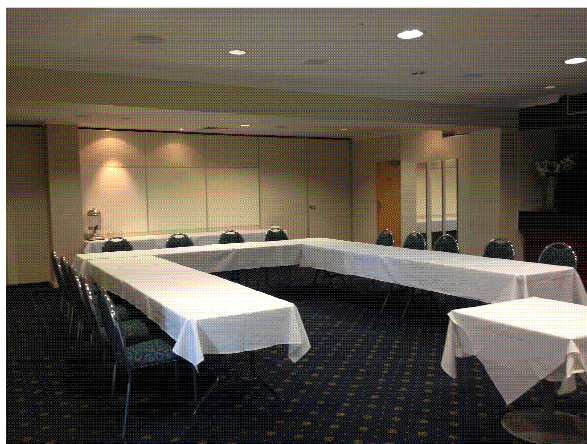
Theatre	60
U-Shape	25
Classroom Style	30
Cabaret	24
Boardroom	15
Rounds of Ten	40
Cocktail Style	60

Cambria Room

Theatre	80
U-Shape	25
Classroom Style	40
Cabaret	24
Boardroom	15
Rounds of Ten	40

Eloura and Cambria Room

Theatre	100
Classroom Style	80
Cabaret	48
Rounds of Ten	100
Cocktail Style	150-200



Breakfast Options

Breakfast will be served in our Feast restaurant between 7-9am. There is a minimum of 35 people for this option.

Continental Breakfast

\$17.50

- Selection of assorted cereals
- Greek Yoghurt
- Fresh Seasonal Fruit
- Assorted Danishes

Hot Buffet Breakfast

\$25.00

- Crispy Bacon
- Scrambled Eggs
- Hash Browns
- Gourmet Sausages
- Grilled Tomato
- Baked Beans
- Sautéed Mushrooms
- Warm Croissants

Continental and Hot Buffet Breakfast

\$35.00

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

Catering must be confirmed a minimum of 7 days prior to your function.

Breakfast

Cocktail Platters

Classic Platters

Baked Cookie platter (2 x large cookies)	\$4 per head	
Fresh Scones with Jam & Cream (2 x scones)	\$5 per head	
Fresh Seasonal Fruit Platters	\$35.00	\$65.00
Fresh Sandwich Platter (min 10 rounds) Assorted varieties on Brown, White or mixed bread	\$6.50 per round	
Gourmet Wraps (min 10 wraps) Selection of gourmet meats, cheese, condiments and salad	\$7.50 per wrap	

Cocktail Platter

Aussie Platter (40 pieces) Served with tomato sauce -Mini Meat pies -Mini Sausage rolls	\$50.00
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Asian Platter (40 pieces) Served with soy and sweet chilli sauce -Samosas -Spring rolls -Prawn crackers -Dim Sims	\$40.00
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Gourmet Tapas Platter (40 pieces) choice of 4 options Handmade tapas served with condiments and sauces -Coconut crusted king prawns -Asian marinated striploin -Southern fried chicken drumettes -Thai satay chicken skewers -Tomato and chilli goat's cheese stuffed mushroom caps -Pan fried chorizo and sweet peppers	\$80.00
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Cold Canapé platter (40 pieces) Handmade canapés served on a variety of crackers/toasts and crostinis -Slow cooked herb rubbed rare beef with Dijon -Gravelaxe salmon with sambuca and preserved lime yogurt -Twice baked chicken with a wasabi and avocado salsa -Sundried tomato and roasted pepper crème fraîche	\$80.00
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Wok Boxes (min 20 boxes) Noodle boxes filled with a variety of stir fry's fresh from the wok -Chilli and ginger pork -Mongolian beef -Honey chicken -Fried rice -Hoisin Asian vegetables	\$10.00 per box
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Catering must be confirmed a minimum of 7 days prior to your function.

Buffet

Enjoy our all you can eat buffet in the privacy of your own function room.

Selection

- Salad Bar and Antipasto
- Asian stir fry's and rice dishes
- Roast Carvery
- Fresh Vegetables
- Soups
- Deep Fried Selection
- Pizza and Pasta
- Bread rolls
- Hot and cold dessert buffet

Pricing

Adult lunch	\$16.50
Adult dinner	\$26.50



Buffet

Beverages

Tea and coffee is available for your guests in the manner of a self-service coffee/tea station at a cost of \$3 per person for a half day, and \$5 per person for a full day.

All drinks are on a consumption basis with the choice of a bar tab for your guests, or they can purchase drinks over the bar.

Below is a list of what we provide in a standard bar tab as well as soft drink. You can add spirits or a selection of beverages you like. We will happily tailor a bar tab to your individual function needs. We can run the bar tab to your specified amount.

BEER

Hahn Super Dry
Hahn Premium Light
Great Northern
Pure Blonde
XXXX Summer Bright Lager
XXXX Gold
XXXX Bitter
VB
Carlton Midstrength
Carlton Cold
Tooheys Extra Dry
Tooheys New
Tooheys Old

WINE

Lindemans Premier Selection Chardonnay
Baily & Baily Heavens Gate Moscato
Baily and Baily Sauvignon Blanc
Baily & Baily Shiraz Viognier
Omni Sweet Sparkling
Omni Classic Sparkling



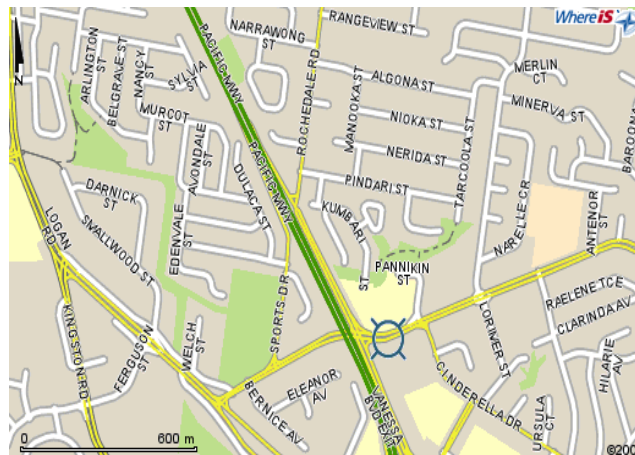
Springwood Hotel / Motel

The Springwood Hotel is a member of the ALH Group who own and operate a large number of hotels throughout Queensland. The Springwood 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, toaster, microwave, commercial television with KENO, air-conditioning, a bathroom with shower only, and under cover parking directly in front of the room. Five of these rooms consist of a Queen Size bed and seven rooms have a queen bed and single bed. Staying for 7 nights? We have a new weekly rate of \$525.00. Let us know if your staying for a function & we can offer a discounted rate.

QUEEN	\$120.00 night
QUEEN + SINGLE	\$135.00 night

Credit card details to be presented upon arrival or \$100 cash deposit.



Cnr Springwood Road and Rochedale Road
SPRINGWOOD Qld 4127

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Conditions of Function Room Hire

- 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.
- **A minimum deposit of \$100 may be required to confirm your booking. This deposit is then taken off the balance of the total cost of the function and is not an extra charge.**
- **The deposit is refundable if the Function Coordinator is notified of cancellation a minimum of two weeks (14 days) prior to date of function.**
- **Deposit will not be refunded if cancellation occurs less than 14 days prior to the function date.**
- **Full payment of a function must be made prior to or on the date of your function to the function coordinator or staff in reception.**
- Springwood Hotel reserves the right to make changes to room allocation based on confirmed final numbers and room availability.
- The removal of any items that are the property of the Springwood Hotel will be regarded as theft and will involve the police.
- Payment of functions can be made by cash, credit or debit card
- We do not under any Circumstances accept cheques unless prior arrangements have been made with management.
- **All catering and final guest numbers must be confirmed a minimum of 7 working days before the date of the function. 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.
- 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.

Please read the above conditions and complete the following:

Print Name _____

Sign _____ Date ____/____/____

Organisation _____

Conditions