

EVENTS

at the Brisbane Riverview Hotel



FUNCTION ROOMS

Set in a resort style environment by the River, the Brisbane Riverview Hotel offers flexible, well equipped conference and meeting facilities catering for intimate boardroom meetings or major functions and exhibitions of up to 300 delegates.

We offer the perfect venue for your day use meetings, large residential conferences and social get-togethers with ample complimentary parking available for all conference delegates and visitors.

Our ground floor column free convention rooms offer soundproof retractable walls, natural lighting as well as vehicle and machinery access.

We have a dedicated Audio Visual company ensuring the latest in technology and equipment is available for your needs.

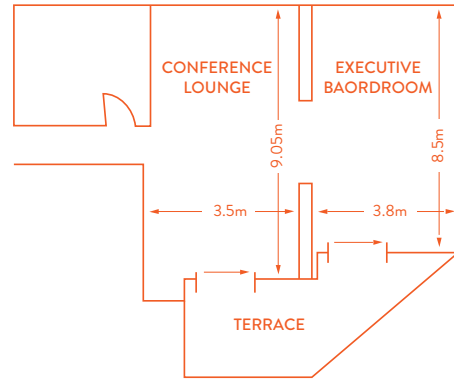
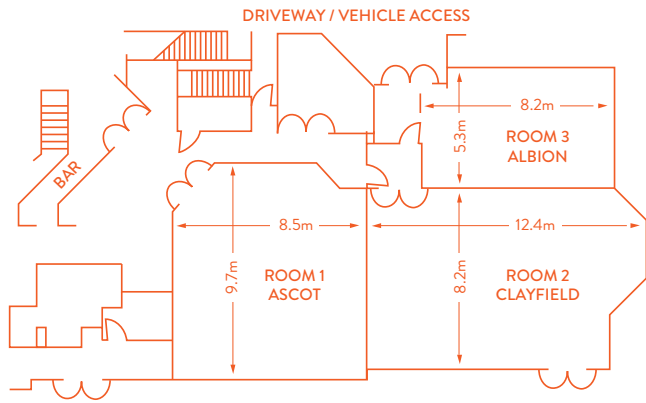
Dietary options are considered throughout all menus offering a wide range of options. Our Chef's are happy to adapt menus to meet our guests needs.

My team and I hope you enjoy this food journey as much as we have enjoyed creating it.

Chris Jackson
Executive Chef



FLOOR PLANS/CAPACITIES



Floor Plans GROUND FLOOR

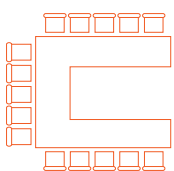
Floor Plans BOARDROOM

CAPACITIES

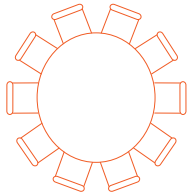
Room	U-Shape	Banquet	Cocktail	Classroom	Theatre	Cabaret	Area Sqm	Dimensions (m)
Hamilton Room	56	170	350	147	300	128	340.2	25.2 x 13.5
Ascot Room	26	50	85	36	70	40	82.5	9.7 x 8.5
Clayfield Room	29	60	90	48	80	48	101.6	8.2 x 12.4
Albion Room	17	20	30	18	30	16	43.4	5.3 x 8.2
Boardroom	-	-	30	-	-	-	40.0	-
Newstead Room	29	50	70	36	60	40	84.1	9.94 x 9.3
Poolview	14	20	30	18	30	16	39.9	7.0 x 5.7

SEATING ARRANGEMENTS

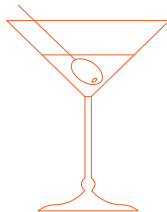
U-Shape



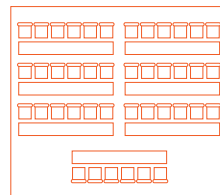
Banquet



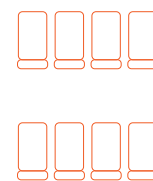
Cocktail



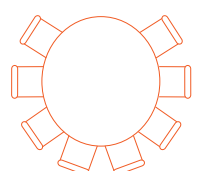
Classroom



Theatre



Cabaret



**Hamilton Room is the Ascot, Clayfield and Albion Rooms combined. Conference Room Hire is applicable when not booking events (exclude Conference Day Package).

PRICING



Conference Package \$59.00 per person

Based on a minimum of 15 people

Executive Boardroom Package \$59.00 per person*

Based on a minimum of 10 people

Inclusions

- Conference room hire set with note pads, pens, mints and iced water
- Personalised signage for your event
- Registration table
- Morning tea
- Working lunch
- Afternoon tea
- One 6ft screen
- Data Projector
- Complimentary parking for all delegates

Continuous tea and coffee is an additional \$10.50 per person.

- Conference room is allocated based on the number of delegates and room availability.

* Executive Boardroom Package has all inclusions of the Conference Package and is based on a minimum of 10 people.

Upgrade to our Premium Package which includes unlimited use of Lavazza Coffee Pod Machine and soft drinks for \$3.00 per person.

Morning & Afternoon Tea

Freshly brewed coffee* and selection of teas with your choice of one of the following items:

- Danish pastries
- Raisin and plain scones with preserves and cream
- Freshly baked muffins
- Freshly sliced fruit
- Fruit skewers with yoghurt
- Home-style cookies

Working Lunch

Please refer to the next page for a selection of lunch menus.

Please refer to page 7 for upgraded lunch options.

- Please discuss special or dietary requirements with your Event Sales Manager.

* Barista coffee available on request at an additional charge.

Additional Audio Visual equipment can be arranged to suit your requirements through our in-house Audio Visual supplier at an additional charge. Please provide your requirements to our Events Sales Manager when you confirm your booking.

OPTIONS

Morning & Afternoon Tea

Available outside the Day Delegate Package. Based on a minimum of 15 people.

- Freshly brewed coffee and a selection of teas \$5.50 per person
 - Continuous freshly brewed coffee and a selection of teas (8am-5pm) \$15.50 per person
 - Freshly brewed coffee and selection of teas with home style cookies \$6.50 per person
 - Freshly brewed coffee and selection of teas with a choice of one of the following: \$9.50 per person
 - Danish pastries
 - Raisin and plain scones with preserves and cream
 - Banana and carrot cake
 - Freshly baked muffins
 - Chocolate brownies
 - Jam doughnuts
 - Freshly sliced fruit
 - Lamingtons
 - Chocolate éclairs
 - Fruit skewers with yoghurt
 - Fresh fruit tartlets
 - Frangipani tarts
 - Iced cupcakes
 - Home-style cookies
 - Mini sausage rolls
 - Mini pies
 - Mini quiches
 - Lamb kofta with yoghurt sauce
 - Chilli glazed buffalo wings
 - Sweet and savory muffins
- Upgrade your breaks with one of the following: \$3.50 per person**
- Ham and cheese croissants
 - Selection of fruit smoothies
 - Mini bircher muesli
 - Crudite platter
 - Saffron fontina arancini with bush tomato pickle

Lunch

Gourmet Lunch

- Assorted selection of gourmet quiches **OR** pies
- Potato wedges with sour cream and sweet chilli sauce
- Gourmet garden salad
- Fresh fruit tartlets **OR** cheese platter
- Coffee, tea and selection of juices/soft drinks

Working Lunch

- Gourmet selection of sandwiches (V options available)
- Two assorted salads
- Petite cheesecake selection **OR** cheese platter
- Coffee, tea and a selection of juices/soft drinks

Mediterranean Lunch

- Chef's selection of continental meats
- Semi dried vegetables
- Two assorted salads and bread rolls
- Tiny tiramisu **OR** cheese platter
- Coffee, tea and selection of juices/soft drinks

Dietary Key: (GF) Gluten Free, (V) Vegetarian, (N) Contains Nuts, (NF) Nut Free.
All prices are subject to change without notice. Prices quoted are inclusive of GST.

BREAKFAST MENUS

Express Breakfast

\$17.50 per person

Based on a minimum of 15 people.

- Chilled orange juice
- Freshly brewed coffee and selection of tea
- Sliced seasonal tropical fruit
- Assorted cereals and muesli

Continental Breakfast

\$25.00 per person

Based on a minimum of 15 people.

- Chilled orange juice
- Freshly brewed coffee and selection of tea
- Sliced seasonal tropical fruit
- Assorted cereals and muesli
- Selection of croissants and Danish pastries



Plated Breakfast

\$29.00 per person

Based on a minimum of 15 people.

- Chilled orange juice
- Freshly brewed coffee and selection of tea
- Croissants with fruit preserves, butter, vegemite and honey

Select one of the following options:

- Scrambled eggs, bacon, sausage, grilled tomato and hash brown
- Eggs benedict
- Vegetarian frittata (GF)
- Poached eggs with avocado and fetta smash on Turkish bread
- Toasted brioche, scramble egg and smoked salmon (GF option available)
- Sweet corn cake, roast prosciutto and avocado salsa
- Mixed mushroom ragout croute de pan, roast vine ripened tomato

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LUNCH MENUS

Working Lunch

\$25.50 per person

Based on a minimum of 15 people.

- Gourmet sandwiches including vegetarian options
- Two assorted salads
- Petite cheesecake selection **or** cheese platter
- Coffee, tea and a selection of juices/soft drinks

Gourmet Lunch

\$27.50 per person

Based on a minimum of 15 people.

- Assorted selection of gourmet quiches **OR** pies
- Potato wedges with sour cream and sweet chilli sauce
- Gourmet garden salad
- Fresh fruit tartlets **OR** cheese platter
- Coffee, tea and a selection of juices/soft drinks

Mediterranean

\$27.50 per person

Based on a minimum of 15 people.

- Chef's selection of continental meats
- Semi dried vegetables
- Two assorted salads and bread rolls
- Tiny tiramisu **OR** cheese platter
- Coffee, tea and a selection of juices/soft drinks

Roast Lunch

\$28.50 per person

Based on a minimum of 15 people.

- Choice of roast beef, lamb or chicken
- Traditional roast vegetables
- Two assorted salads
- Cheese platter with fresh fruit and nuts

Hot Lunch

\$29.50 per person

Based on a minimum of 15 people. Additional dish \$3.50/person

- Garden salad
- Rice and bread rolls

Select one of the following options:

- Beef stroganoff
- Beef or vegetarian lasagne
- Thai green chicken curry
- Tandoori chicken with mint and coriander relish
- Beef and vegetables, oyster sauce with rice noodles (GF)
- Teriyaki chicken with soba noodles

The Oriental

\$31.50 per person

Based on a minimum of 15 people.

- Honey soy vegetable noodles
- Red chicken curry
- Jasmine rice
- Thai beef salad
- Spicy vegetable salad
- Sliced tropical fruits
- Coffee, tea and selection of juices/soft drinks

Viewtrition - Healthy Option

\$31.50 per person

Based on a minimum of 15 people.

- Assorted rice paper spring rolls (GF)
- Green chicken salad (GF)
- Cobia skewers with coconut dressing (GF)
- Prawns with coriander and lime (GF)
- Potato and spinach frittata (GF)
- Banana cardamon lassi (GF)
- Duck, fennel and watercress salad (GF)
- Goats cheese tart (GF)
- Coffee, tea and a selection of juices (GF)

Lunch can be served in your function room, Plates Restaurant or by the resort style pool.

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COCKTAIL MENU

Cocktail Reception Menu

3 Canapés – ½ hour – \$14.00 per person

5 Canapés – 1 hour – \$24.00 per person

7 Canapés – 2 hours – \$32.50 per person

Additional selections \$4.00 per person.

Cold Canapés

- Smoked salmon and cream fraiche on parmesan and chive scone
- Prawn and avocado tartlet (GF option)
- Persian fetta and roasted bell peppers on olive crouton (V, can be GF)
- South Australian brie on walnut bread with pear confit (V, can be GF)
- Pink roast beef with pesto on rye crouton
- Mediterranean vegetables with bocconcini and tapenade in crisp pastry (V)
- Chicken roulade with sundried tomato salsa on parmesan crouton
- Persian fetta and roasted bell peppers on olive crouton (V)
- Selection of sushi (GF, V options)
- Vietnamese spring roll (GF, V options)
- Soy beef fillet with pickled ginger (GF)

Hot Canapés

- Spring rolls with sweet chilli sauce (V)
- Lamb and rosemary pies
- Reef fish, parmesan goujons and roast garlic aioli
- Chicken fillet with southern spiced batter
- Chilli hushpuppies (V)
- Mini pizza with pancetta, Roma tomato and mozzarella
- Mini lamb satays with peanut sauce (GF, N)
- Prawn and water chestnut wontons with plum sauce
- Grilled prawn with coriander sauce (GF, NF)
- Mushrooms with pancetta, chorizo and herbs (GF, NF)
- Lamb fillet with Mediterranean marinade (GF, NF)
- Seared scallop with mango lemon aioli (GF, NF)

Sweet Canapés

- Jam doughnuts
- Mango macadamia mousse
- Gluten free cup cakes
- Spanish churros

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DINNER MENUS

Banquet One

2 Courses – \$59.00 per person

3 Courses – \$69.00 per person

Set or alternate drop menu to be selected.

Served with tea, coffee and petit fours

Entrée

- Smoked duck breast, marinated beetroot, goats cheese, orange and herb salad
- Slow roasted pork, beef cheek ravioli, shaved parmesan
- Marinated chicken tartlet, puy lentils, green pea mash, smoked tomato pesto
- Tempura soft shell crab, Asian style vegetable salad, coriander salsa
- Cauliflower soup with creme fraiche, garlic croutons and chives
- Seafood fillo parcel in lemon and dill sauce

Main

- Herb crusted beef, confit cherry tomato, crushed potatoes, olive tapenade and aioli
- Roast rib fillet, balsamic onions, potato boulangere, wild mushroom and rosemary jus
- Twice cooked spinach and ricotta chicken breast, prosciutto, grilled potato cake and mustard creme sauce
- Lamb rump, soft polenta bean casserole, grilled zucchini and roast garlic sauce
- Grilled reef fish, braised fennel, grilled tiger prawns, mixed potato rosti and citrus butter sauce
- Dukka crusted Huon salmon fillet, cous cous salad, cardamon and saffron cream sauce

Dessert

- Steamed date and pecan pudding, salted caramel sauce and burnt sugar gelato
- French apple tart, vanilla Anglaise and white chocolate ice cream
- Profiteroles, rose scented cream, chocolate sauce, vanilla bean ice cream and Bailey Anglaise
- Pavlova with marinated strawberries, passion fruit and cream
- Chocolate mousse, pistachio ice cream, chocolate tuile and strawberries
- Australian cheeses with dried fruit, nuts and crackers

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DINNER MENUS

Banquet Two

2 Courses – \$68.00 per person

3 Courses – \$80.00 per person

Set or alternate drop menu to be selected.

Served with tea, coffee and petit fours

Entrée

- Seafood laksa (GF)
- Satay chicken skewers, basmati rice with cucumber and radish salad (GF, N)
- Thai beef salad (GF, N)
- Prawn and avocado cocktail, sauce Marie Rose and mango salsa (GF)

Main

- Veal cutlet, minted pea puree and shiraz sauce (GF, N)
- Smoked pork loin on colcannon with apple, sultana and saffron chutney and red wine sauce (GF, N)
- Fillet of reef fish with prawn and crab mousse and champagne cream sauce (GF, N)
- Baked chicken breast with tiger prawns, sundried tomato pesto and pumpkin chive risotto (GF, N)

Dessert

- Baked cherry cheese tartlet with Baileys ice cream and cherry compote
- Zesty lemon tart with ice cream and strawberry orange salad
- Almond Japonaise with chocolate mousse, espresso ice cream and Amaretto Anglaise (GF)
- Australian cheeses with dried fruit, nuts and crackers (GF)
- Tea, coffee and after dinner mints



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DINNER MENUS

Banquet Three

\$88.00 per person

Set or alternate drop menu to be selected.

Served with tea, coffee and petit fours

Entrée

- Crispy pork belly, toffee apple with seared scallops and cauliflower puree (GF)
- Oysters natural with lime dressing (GF)
- Tiger prawn, rock oysters and seared scallops with tomato, lime and chilli salsa (GF)
- Four cheese and mushroom ravioli with herbed chicken fillet, tomato cream sauce
- Sorbet

Main

- Baked barramundi with lemon scented risotto and chardonnay saffron cream sauce (GF)
- Roasted duck breast, potato roesti with green bean and walnut salad with orange sauce (GF, N)
- Rack of lamb with soft polenta, field mushrooms, grilled zucchini and roast garlic jus (GF)
- Fillet of beef with mushroom strudel and Béarnaise sauce

Dessert

- Raspberry parfait and mango sorbet with chocolate sail and berry coulis (GF)
- Chocolate and hazelnut pudding with caramel sauce and white chocolate ice cream (N)
- Pannacotta on rhubarb and strawberry compote with tuile biscuit
- Australian cheeses with dried fruits, nuts and water crackers
- Tea, coffee and after dinner mints



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BARBEQUE MENUS

Pre Dinner Canapés

3 Canapés – ½ hour – \$14.00 per person

5 Canapés – 1 hour – \$24.00 per person

7 Canapés – 2 hours – \$32.50 per person

Additional selections \$4.00 per person.

Please refer to Cocktail Reception Menus on page 8 for selections.

Cocktail Barbeque

\$49.00 per person

Based on a minimum of 20 people.

- Tiger prawn with garlic, ginger and lemongrass
- Lamb and coriander kebab
- Thai style fishcake with coriander sauce
- Veal chipolata
- Prune and bacon skewer
- Marinated mini chicken drumstick
- Chicken and pineapple kebab
- Grilled scallop on cauliflower puree

Poolside Barbeque

\$65.00 per person

Based on a minimum of 20 people.

- Bread rolls
- Rib fillet steak
- Mediterranean chicken breast
- Beef patties
- Sautéed onion and mushrooms
- Baked potato
- Selection of fresh salads
- Condiments and dressings
- Tropical fruit platter
- Australian cheeses with dried fruits, nuts and water crackers
- Tea, coffee and petit fours



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Menu subject to seasonal change.

EXTRAS

Audio Visual Equipment

- Data projector	\$218.00 per day
- 6 ft tripod screen	\$44.00 per day
- Data projector and screen	\$262.00 per day
- Laser pointer	\$45.00 per day
- Small whiteboard	\$33.00 per day
- Large whiteboard	\$44.00 per day
- Electronic whiteboard	\$192.50 per day
- Flipchart and paper	\$44.00 per day
- Lectern (no microphone)	\$40.00 per day
- Hand held microphone with PA system*	\$135.00 per day
- Lapel microphone with PA system*	\$135.00 per day
- Polycom conference phone	\$135.00 per day

Please note, we work in conjunction with an external Audio Visual supplier. We are happy to arrange quotes for any additional equipment you may require, or for a dedicated on-site technician.

Internet

Complimentary wifi is available for up to 12 users per event. If more than 12 users are required to access the internet there will be a charge of \$75 per day, per event.

BEVERAGE PACKAGES

House Package

3 hours – \$30.00pp

4 hours – \$34.00pp

5 hours – \$38.00pp

- Selection of house white, red and sparkling wines
- Light, Gold and XXXX Bitter beer on tap
- Soft drinks
- Juices

Premium Package

3 hours – \$38.00pp

4 hours – \$44.00pp

5 hours – \$49.00pp



All prices are subject to change without notice. Prices quoted are inclusive of GST.

BEVERAGE & WINE LIST

Beer on Tap

– XXXX Gold, XXXX Bitter	\$7.00
– Hahn Light	\$6.50

Local Stubbies

– Crown Lager	\$7.50
– James Boags Premium	\$7.50
– Hahn Super Dry	\$7.50
– Pure Blonde	\$7.50
– XXXX Bitter	\$7.00
– XXXX Gold	\$7.00
– Hahn Lite	\$6.50

Spirits (Including Mixers)

– Teacher's Scotch	\$7.50
– Jim Beam	\$7.50
– Vodka O	\$7.50
– Larios Gin	\$7.50
– Tequila Blu	\$7.50
– Bundaberg Rum	\$7.50
– Bacardi Rum	\$7.50
– Chateau Chantelle Brandy	\$7.50
– Johnnie Walker Red Label	\$7.50

Premium Spirits (Including Mixers)

– Johnnie Walker Black Label	\$8.50
– Absolut Vodka	\$8.50
– Canadian Club	\$8.50
– Jack Daniels	\$8.50
– Chivas Regal	\$8.50
– Jameson Irish Whisky	\$8.50
– Wild Turkey	\$8.50
– Tanqueray Gin	\$8.50
– Southern Comfort	\$8.50
– Captain Morgan	\$8.50
– Glenfiddich 15 Year Old	\$13.00
– Cragganmore 12 Year Old	\$12.00
– Glenmorangie 18 Year Old	\$15.00

Aperitifs

– Campari	\$7.50
– Pimms	\$7.50
– Cinzano (Dry, Rosso & Bianco)	\$7.50

White Wine

– Chalk Hill Blue Semillion Sauvignon Blanc	\$38.00
– Cloudy Bay Sauvignon Blanc	\$70.00
– Cape Mentelle Sauvignon Blanc Semillon	\$60.00
– Angove Family Crest Chardonnay	\$58.00
– Devil's Corner Pinot Grigio	\$56.00
– Tamar Ridge Sauvignon Blanc	\$60.00

Red Wine

– Chalk Hill Blue Shiraz Cabernet	\$38.00
– Brown Brothers Heathcote Shiraz	\$63.00
– Ferngrove Frankland River Merlot	\$54.00
– Hollick Cabernet Sauvignon Merlot	\$60.00
– Killerby Cabernet Sauvignon	\$58.00
– Devil's Corner Pinot Noir	\$59.00
– Charles Cimicky Autograph Shiraz	\$65.00

Sparkling Wine and Champagne

– Chalk Hill Blue Bubbles	\$38.00
– Chandon Pinot Noir Chardonnay	\$70.00
– Moet & Chandon Imperial	\$145.00

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TERMS & CONDITIONS

Our philosophy is to provide event facilities and services of the highest quality. In order to fulfil this expectation, the following terms and conditions have been designed to ensure your function runs smoothly.

Tentative Bookings / Confirmations

Tentative bookings will be held for a maximum of 7 days. If the event is not confirmed during this time, the space will be released without notice. All bookings are to be confirmed in writing.

Deposit

A deposit is required to guarantee your booking. Your booking will not be confirmed until the deposit is received:

- Conferences - Deposit is the cost of room hire or 50% of your selected Conference Package dependent on the type of package selected
- Dinners in the Hamilton Room - Deposit \$1,000
- Dinners in the Newstead Room - Deposit \$450

We reserve the right to allocate the most suitable room to your event.

Payment

Payments by Credit Card (Visa, MasterCard, Diners, AMEX and JCB Card) will incur a 1.5% transaction fee. All event accounts are to be paid in full two working days prior to the event. Any additional charges are requested to be paid for at the conclusion of the event. These include any additional charges not authorized in the original contract.

Cancellation/Postponement of Event

In the case of an event being cancelled, or the date changed, the following terms are applicable:

- Over 60 days written notice - the deposit will be refunded in full.
- 30-60 days written notice - the cancellation fee will be equivalent to 25% of the estimated value of the function.
- 3-29 days written notice - the cancellation fee will be equivalent to 50% of the estimated value of the function.
- Within 3 working days written notice - 100% of the estimated value of the function will be charged.

Should the Hotel be able to re-sell the conference space we will charge the difference between the functions as a cancellation fee.

Room Hire – Catering Rate / Non-Catering Rate

The Room Hire Catering Rate option is available when the client has ordered Full Catering requirements as follows:

- Breakfast minimum spend of \$25* per head - total Food & Beverage
- Lunch minimum spend of \$35* per head - total Food & Beverage (based on minimum 15 persons)
- Dinner minimum spend of \$80 per head - total Food & Beverage
- Cocktail minimum spend of \$40 per head - total Food & Beverage

The Room Hire Non-Catering Rate applies to events where catering does not reach the above mentioned requirements. ***Numbers below 15 people the Non-Catering Rate is applicable***

Final Numbers/Changes Confirmation

An estimated total number of guests is required one week prior to the event date with the guaranteed minimum number of guests attending the function required three full working days prior to the function. Should the final attendance fall substantially below the estimated numbers in the initial contract a room hire fee may be charged. Charges will be based on the actual number of people attending the function or the guaranteed number, whichever is the greater. Note: If event guests decrease less than the minimum numbers required a fee will be charged. Any changes for your event must be provided in writing three days prior to your event; this includes room setup, catering choices & Audio Visual.

Prices

The prices are current at the time of quotation but may be subject to change at the discretion of Hotel management. Upon receipt of your written confirmation and deposit, prices will be confirmed in writing.

Function Schedule

To ensure your requirements are met, it is necessary to have at least 14 working days notice of your function schedule and menu selection with any additional changes by three working days prior. This also includes floor plans and designs for exhibitions or display space. Should last minute changes be required an additional fee may be charged. All changes must be confirmed in writing.

Commencement and Conclusion of the Function

The organizer agrees to begin the function and vacate the room at the scheduled times. In the event that the function should continue beyond the agreed finish time and the following client is inconvenienced, the hotel reserves the right to charge whatever costs are incurred to ensure the smooth running of the next function.

Extended Hours/Timing

An additional labour charge will apply if your event continues after the agreed completion time.

Food and Beverage

No food or beverage may be brought onto Hotel premises for consumption during the event. The hotel does not offer a cash bar for functions over 40 guests. Only an arranged beverage package or beverages on consumption may be organized.

Insurance

The Hotel will take all reasonable care to protect the property of guests, but will accept no responsibility or liability for the loss or damage of items left in the hotel prior to, during or after the function. We suggest that organizers arrange their own insurance and/or security for valuable items.

Loss or Damage

Loss or damage to any part of the hotel or its equipment will be the financial responsibility of the organizer. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. The hanging of banners must be approved by the hotel prior to the function.

Other Functions

The hotel reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time. Additionally, the hotel reserves the right to book another function in the adjoining rooms at any time.

Advertising

Prior permission is required to use the Hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by the Hotel management prior to publication.

Photography/Recording of the Event

Prior permission is required for photography, sound or video recordings of events or guests within Hotel facilities.

TERMS & CONDITIONS

Our philosophy is to provide event facilities and services of the highest quality. In order to fulfil this expectation, the following terms and conditions have been designed to ensure your function runs smoothly.

Surcharges

A surcharge of 10% of the total cost of the event is applicable for events held on Public Holidays. Credit Card payments incur a 1.5% surcharge.

Entertainment

We will be happy to arrange entertainment upon request. An entertainment license may apply, subject to local legislation.

Car Parking

All car parking is complimentary and subject to availability

Security

Arrangements for special security can be made upon request, but may attract an additional charge.

Poolside Area

No client has the sole right to this area as it remains available to in-house guests at all times. Access to the poolside is to cease at 2200 hours for the reason of keeping within residential law restrictions. No Glassware is permitted in the pool area at anytime, this is due to Occupational Health & Safety Laws.

Accommodation

Special accommodation rates will be offered in conjunction with your event (subject to availability).

Client Responsibility

It is your responsibility to ensure all guests behave in an orderly manner during the event.

Responsibility

Should we be unable to provide the facilities reserved due to circumstances beyond our control, no further claim may be made on the Hotel other than an entitlement to full refund of any deposits paid. We will endeavour to provide you with reasonable notice.

Deliveries

The Banquets & Event Department must be notified in advance of any deliveries to the Hotel. All items should be marked for the attention of the Banquets & Event Department with the function name, date and number of items being delivered. The Hotel will not accept responsibility for items left in the Hotel more than 48 hours prior to, or at the conclusion of, the function without prior arrangement.

Content of an Event

If the Hotel has reason to believe that an event will affect the smooth running of the Hotel's business, security or reputation, the Hotel management reserves the right to cancel the event, at its discretion, without notice or liability.

Responsible Service of Alcohol

You accept full responsibility for the consumption of alcohol consumed by all guests associated with the event.

Function Rooms

We reserve the right to re-allocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of the quote or confirmation, we may substitute a more appropriate room, such changes will be discussed with you when the decision is made.

Cleaning

General and normal cleaning is included in the cost of the room hire. Additional charges may be incurred by you where an event has created cleaning requirements which are considered to be over and above normal cleaning.

Additional Service

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, etc. A charge may be incurred for some services. If the event is cancelled, such service charges will be your responsibility.

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