

CONCOURSEBAR

The Concourse Bar has a lot of experience at putting on a great parties. When you book your function at the Concourse Bar you are getting far more than other venues can offer because we don't put you in a room far away from the rest of the hotel, you get the **WHOLE** venue for your exclusive use.

This means you have access to a fully staffed, fully stocked bar with the choice of ten tap beers [local and imported], a full spirit and liqueur selection, a large range of local and imported bottled beer and we'll even make cocktails, all served by our own experienced staff. You also have exclusive access to three full size pool tables, a private lounge area and our gaming room.

FUNCTION BAR OPTIONS

Parties of 25+ we offer free venue hire which includes exclusive use of the entire bar [see above] for a minimum spend of \$1,500.00. If you don't reach this total we will charge you whatever you spend + whatever it takes to reach the \$1,500.00.

For parties of 20+ we offer a per head charge of \$75.00. This includes free venue hire, exclusive use of the entire bar [see above], unlimited house tap beer [currently Carlton Draught, VB, Tooheys New, Resches and Cascade Light], house wine and soft drinks. Any spirits, non-house tap beer or non-house wine you wish to purchase will be charged at the normal price over the bar.

We do not cater for parties of less than 20 on Saturdays and Sundays due to the size of the venue.

FOOD OPTIONS

As we adhere to the Responsible Service to Alcohol policy we require all bookings to include a pre-paid for food package, enough to cover the number of your guests, which can include the following:

Concourse Bar pizza, curries and lasagne. We also offer a selection of platter options, please see menu attached, or we can order take-away pizza.

WAIT STAFF OPTIONS

There is a minimum 3 hour hire requirement per wait staff. We can organise either cocktail or general wait staff to serve food or drinks to your guests. If you need help in deciding what is best for you please call us to discuss.

MUSIC AT THE CONCOURSE BAR

We can arrange a DJ who will play exactly the kind of music you like the most or we can play one of our own music play lists over our sound system. If you have your own iPod with your own music we are happy to hook it up to our system.

POKER OPTION

If you would like to provide a top class poker game for your party then QueenSix [www.queensix.com.au] will add a touch of class and sophistication to your individually tailored Texas Hold'em event. QueenSix can provide dealers, tournament directors plus more. Please contact James directly on 0400 352 648 or james.kruss@queensix.com.au to discuss your requirements.

SECURITY GUARD

For all parties booked at the Concourse Bar we require you to hire a security guard for the entire period of the party. We can organise this for you, hire fees will need to be met by you. Please see our terms and conditions for more details.

Please see our booking form for a full price list and our terms and conditions for more details.

CONCOURSEBAR

TERMS & CONDITIONS

01. Your booking will be considered tentative until we have received your deposit and the booking form is completed, signed and either faxed, posted or emailed back to the Concourse Bar.
02. A \$500 security deposit, payable by credit card, is required to confirm your booking.
03. This deposit is not to be considered as part payment for the function. It is a security deposit to cover any damage or loss incurred by the Concourse Bar. Your deposit will be fully refunded once we have confirmed no damage has been made to the premises. We will make the refund directly into your nominated bank account or credit your credit card on the next business day after the event.
04. Your deposit will be charged as a cancellation fee should your booking be cancelled with less than 7 days notice.
05. The full cost of the security guard, waitresses and food must be paid in full at least 48hrs before the function begins. If we do not receive full payment by this specified time we will be unable to refund your \$500 deposit as we will assume you wish to cancel the booking, see item #04.
06. If you choose the \$1,500.00 minimum spend option you will be required to provide your credit card and drivers licence as security. If your guests do not meet this minimum spend amount the balance between what has been spent and \$1,500.00 will be charged to your nominated credit card.
07. If you choose one of our unlimited house beer and wine packages we require full payment 48 hours before the event commences.
08. Final numbers must be confirmed 48 hours prior to your reservation. Bookings of 30 or more must finalise the number of guests 7 days prior. Charges (if any) will be based on these final guaranteed numbers or final head count, whichever is greater.
09. Each hire period is for a maximum of 6 hours. You can have any six hour period before 1.00am. Guests will be advised that last drinks will be called at 1.00am
10. The client who signs the booking form is responsible for any loss or damage to hotel property caused by guests attending the function.
11. The Concourse Bar will not accept any responsibility for the loss or damage to any equipment, merchandise or personal effects of you or your guests on the premise prior to, during or after the function
12. Hotel staff reserve the right to refuse entry or service to any function guest.
13. For all parties we require you to hire a security guard to be present for the entire duration of the party. The security guard hire fee will be met by you as per item #05 above.
14. Prices and options offered are valid for 30 days from receipt of the booking form, validated by the date of the email that was sent to you.
15. Concourse Club members cannot earn points for any function packages.
16. We have an empty glass policy for parties that choose our per head charge packages that include unlimited alcohol: each member of the party will need to provide an empty glass to the bar or waitress before they will be provided with a new drink.
17. As we adhere to the Responsible Service to Alcohol policy we require all bookings to include a pre-paid for food package paid as per item #05 above. This must be enough food to cover each of your guests.

Please note the Concourse Bar is nonsmoking and strictly practice the 'Responsible Service of Alcohol' Due to the strict licensing laws and our ongoing commitment to the community we are now required to remind you of the responsible service of alcohol laws:

- No minors (people under 18 years of age) will be admitted to the hotel or served alcohol
- No intoxicated persons will be admitted to the hotel
- Intoxicated persons will be refused service of liquor and asked to leave

As it is your function, you are partially responsible for your guests. Please make sure all guests are made aware of the above RSA laws to ensure a safe and successful event. Thank you.

All prices discussed or provided are current at the time of initial enquiry and are subject to change at any time and at the Concourse Bar's discretion.

CONCOURSEBAR

Function Date	Arrival Time	Finish Time	No of Guests
Name			
Address			
Contact No.		Email	

BAR OPTIONS

Minimum bar spend \$1,500.00 for parties of 30+
\$75 per head for parties of 20+

QTY	TOTAL
	\$
	\$

FOOD OPTIONS

Please see attached menu and order form

WAIT STAFF OPTIONS - minimum 3 hours

Cocktail wait staff @ \$105 per hour
Wait staff @ \$55 per hour

QTY	HOURS	TOTAL
		\$
		\$

OTHER OPTIONS

Security guard @ \$40 per hour (min 5hrs)
DJ hire, please call us to discuss
DJ speakers only \$50
Concourse Bar PA system @ no charge

		\$
		\$
		\$
		\$ 0.00
TOTAL COST		\$
LESS AMOUNT PAID BY CREDIT CARD BELOW		\$
BALANCE		\$

DEPOSIT AND AUTHORISATION

Name	Signature	
Visa	M/Card	Amex
Card No	Exp Date	
Cash	DD	Bank details on terms and conditions
Amount authorised	\$	Description
I	agree to the Concourse Bar functions terms & conditions	
Date	Signature	

CONCOURSEBAR

MENU

House Pizza or Pizza Delivery - per person

	QTY	PRICE	TOTAL
Meatlovers	_____	\$10.00 each	\$ _____
Supreme	_____	\$10.00 each	\$ _____
Pepperoni	_____	\$10.00 each	\$ _____
Vegetarian	_____	\$10.00 each	\$ _____
<i>Subject to availability</i>	_____		_____
	_____		_____

House Curry - per person

Butter Chicken with rice & pappadum	_____	\$10.00 each	\$ _____
Lamb Rogan Josh with rice & pappadum	_____	\$10.00 each	\$ _____
Beef Vindaloo with rice & pappadum	_____	\$10.00 each	\$ _____
<i>Subject to availability</i>	_____		_____

All Platters - minimum 20 people

Cold Meat and Antipasto Platters

Cold meat platter	_____	\$4.50 pp	\$ _____
Roast chicken platter	_____	\$4.50 pp	\$ _____
Antipasto platter	_____	\$4.50 pp	\$ _____
<i>Subject to availability</i>			

Basic Platter - please select from below

- Cocktail frankfurts
- Party pies
- Sausage rolls

Subject to availability

Gourmet Platter - please select from below

- Smoked salmon, red onion, avocado & capers on mini toast
- Tandoori chicken, avocado & cumin raita
- Pepper rare beef with vine ripened tomatoes & relish
- Marinated prawn skewers

Subject to availability

Garlic bread	_____	\$3.50 pp	\$ _____
Pesto bread	_____	\$4.50 pp	\$ _____

TOTAL COST \$ _____