

TINGALPA HOTEL
- *Commemoration & Wakes* -





OUR CONDOLENCES

In this sorrowful time, we would like to extend to you our heartfelt condolences. Organising a memorial service to farewell your loved one is a daunting task but one that we can assist with through every step of the process. Throughout this book you will find our private function rooms and platters that we have available to help arrange a fitting celebration of life. Our experienced functions manager provides professional, compassionate service and can assist with tailoring any package to your requirements.

*When someone you love becomes a memory,
those memories become your treasure.*



BOARDROOM

1-24 PEOPLE

The Boardroom is an intimate, private space with high ceilings and beautiful natural lighting throughout the day. It is the perfect space for friends and family to gather and celebrate a cherished life. This peaceful, spacious area comes with high bars and professional wait staff to look after your needs throughout the wake.

Your room hire includes:

- Large TV for slideshows
- Projector & screen
- Nightlife music system
- Free high-speed wi-fi
- Personalised room setup
- Nespresso machine & tea

Boardroom Full-Day Hire Fee \$100⁰⁰ | Half-Day Hire Fee \$50⁰⁰



ROYAL MAIL ROOM

80-200* PEOPLE

The beautifully designed Royal Mail Room is the perfect space for your friends and family to gather in celebration of a cherished life. Our dedicated functions team will setup the room to your preferences, comfortably seating up to 120 people or 200 people cocktail-style. The hotel features a large car park for guests and a ramp for ease of entry.

Your room hire includes:

- Private bar
- Large TVs for slideshows
- Projector & screen
- Nightlife music system
- Free high-speed wi-fi
- Personalised room setup

Royal Mail Room Hire Fee \$200.00

*Cocktail style only



WYNNUM ROOM

80-100 PEOPLE

The Wynnum Room is our most popular space, offering a captivating backdrop for your memorable occasion. We're sure you will love the flexibility of this space along with the hotel's many facilities, including ample parking and a ramp for ease of hotel access. This space can be setup to your preference, seating 80 people or 100 people cocktail.

Your room hire includes:

- Private bar & amenities
- Large TVs for slideshows
- Projector & screen
- Nightlife music system
- Free high-speed wi-fi
- Personalised room setup

Wynnum Room Hire Fee \$300⁰⁰



PLATTER MENU

Each platter caters for approximately 15 guests

DUO DIPS PLATTER ^(v) **\$44^{.90}**

Choose 2 dips served w/ corn chips & crackers.

PREMIUM WRAPS & SANDWICHES ^(gf available) **\$74^{.90}**

Selection of chef's premium wraps & sandwiches

FRESH SEASONAL FRUITS ^{(gf)(v)} **\$59^{.90}**

Selection of fresh, sliced seasonal fruits

SEAFOOD PLATTER **\$79^{.90}**

Crumbed whiting, panko-crumbed prawns, salt & pepper calamari, fish cakes & seafood gyoza served w/ dipping sauces

VEGO PLATTER ^(v) **\$79^{.90}**

Vegetarian spring rolls & samosas, spinach & ricotta pastries, vegetarian mini quiches, & grilled vegetable skewers ^{(df)(gf)}

TINGALPA TEMPTER **\$69^{.90}**

Arancini balls, mini beef pies, mini sausage rolls, honey soy chicken skewers, vegetarian samosas, house-made vegetarian spring rolls & house-made beef kofta ^(df)

CHEESEBOARD ^(gf available) **\$89^{.90}**

Selection of artisan cheeses, gourmet crackers & fruit pate



BOUTIQUE SWEET TREATS (gf available) **\$99⁹⁰**
Selection of gourmet cakes & slices

PARTY STARTER **\$79⁹⁰**
Mini beef pies, cocktail spring rolls, samosas, panko-crumbed prawns, popcorn chicken & mini dagwood dogs

KIDS HOT PLATTER **\$64⁹⁰**
Chicken dino-snacks, crumbed whiting, mini dagwood dogs & curly fries

KIDS SWEET BOARD **\$79⁹⁰**
Fairy bread, selection of lollies, biscuits, chocolate, marshmallows, mini doughnuts & cake bites

DIETARY REQUIREMENTS

At Tingalpa Hotel we can cater for most food allergies and intolerances upon request. Please notify our functions coordinator of any dietary requirements you or your guests may have prior to your event so that we can assist you with tailoring your food options.

Correct as of
JULY 2019



TINGALPA HOTEL

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FUNCTION TERMS & CONDITIONS

1. BOOKING A tentative booking can be held for 7 days from the date of enquiry. A signed copy of the Terms & Conditions and deposit equivalent to the room hire fee is applicable within this period to confirm your booking. A credit card authorisation form can be completed to secure the booking.

2. FINAL PAYMENT Function details (final guest numbers, catering, room layout, etc.) must be confirmed and full payment/credit card authorisation form to be provided 7 days prior to the event.

Catering: No refunds will be provided for catering after payment is made. Notify the hotel of any dietary requirements or allergies. No food or beverages are to be brought onto the Tingalpa Hotel premises, with the only exception being a celebratory cake. Delivery/ collection of cakes is to be within 24 hours of the event.

Bar Tab: A credit card authorisation form is required for a bar tab. The value of your bar tab will be processed at the commencement of your event, the balance owing will be charged on conclusion to the card nominated on your authorisation form.

Additions: Cloth linen POA • Microphone \$20.00 • Nespresso coffee & tea station \$3.50 pp

3. CANCELLATIONS POLICY Cancellations must be made in writing to receive a refund of monies paid. Conditions apply:

- Notice 30 days prior to the function - the deposit will be refunded in full
- Notice 14-30 days prior to the function - 50% of deposit is forfeited
- Notice 7-13 days prior to the function - 100% of deposit is forfeited
- Notice 6 days or less - all payments forfeited

No refund will be provided for cancellation of events during November and December.

4. RESPONSIBILITY Tingalpa will not accept any responsibility for loss or damage of client's property prior to, during or after the function. This includes items sent, delivered or stored by Tingalpa Hotel.

5. PROPERTY DAMAGE Organisers will be financially responsible for any damages or loss to the hotel caused by attendees of the function. All gifts and personal items are to be collected on conclusion of your function unless previously agreed upon. Decorations are permitted, however, no glitter, confetti or rice is allowed on the premises and decorations may not be fixed to the walls. Wax candles are not permitted due to fire safety. Decorations must be removed at the function conclusion, failure to do so may result in additional security bond fees.

6. SECURITY BOND Tingalpa Hotel reserves the right to request security bond equivalent to the room hire amount to cover damage repair costs that may be incurred as a consequence of the event, attendees or associated parties. After the event, if no surplus funds are required, the security bond will be refunded within 5 days of the event.

7. SECURITY Events for birthday celebrations may be required to have security present for the entirety of the event at the organiser's expense, with a ratio of 1 guard per 100 guests. The Tingalpa Hotel will arrange and pre-charge the security hire cost.

8. ALCOHOL & SMOKING POLICY Guests must adhere to the Liquor Act 1992. The Tingalpa Hotel supports the responsible service of alcohol. Management reserves the right to exclude or remove any person from the function or hotel. The Tingalpa Hotel must be notified of minors attending a function. Minors must be accompanied by their parent or guardian at all times, and will be required to wear a wrist band for easy detection by hotel staff. Smoking is only permitted in Designated Outdoor Smoking Areas (DOSAs). Please check with staff for DOSA locations. Please ensure that cigarettes are placed in ash trays provided.

9. MUSIC & ENTERTAINMENT Devices used through our audio system must keep sound levels under 92db. Cordless microphones and other audio-visual & multimedia can be discussed with our functions coordinator prior to the event. Projectors and screens are provided in some rooms as part of the room hire. Please check with the functions coordinator that equipment is compatible prior to the event to avoid technical issues.

10. PHOTOGRAPHS Tingalpa Hotel reserves the right to photograph any room setup for marketing purposes. If you do not wish for photographs to be taken, please notify Tingalpa Hotel in writing prior to the event.

11. AGREEMENT Tingalpa Hotel reserves the right to cancel any booking if management deems that the organisers are not actively showing a duty of care. A signed copy of this Agreement is required on confirmation of booking. No event will be held without a signed form and/or paid deposit or credit card authorisation form.

12. ROOM HIRE The room hire fee includes professional wait staff, a water station, function set up & pack down. The room hire fee is subject to room layout & requirements of function and may alter for each function.

Room Name: _____ **Room Cost:** _____

I, the undersigned, confirm that I have read and accept the terms & conditions and responsibility for all happenings at the scheduled event.

Company Name: _____

Name: _____ **Function Date:** _____ **Day:** _____

Signature: _____ **Date:** _____

CREDIT CARD AUTHORISATION DETAILS

Mastercard Visa Amex NB: 3% AMEX surcharge **Credit Card Number:**

Card Expiry Date: _____ / _____ **CCV:** _____ **Amount:** _____ **Deposit / Final Account / Bar Tab Security**