

TINGALPA HOTEL
- Functions & Events -





BOARDROOM

1-24 PEOPLE

The Boardroom is an intimate space perfect for private dinners or small celebrations. This is a relaxed environment situated away from the hustle and bustle of the hotel restaurant, with curtains for your privacy. Our boardroom is spacious and includes low tables and professional function staff to look after your needs throughout your event.

Your room hire includes:

- Large TV for slideshows
- Projector & screen
- Nightlife music system
- Free high-speed wi-fi
- Personalised room setup
- Air-conditioned

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 birthdays, engagement parties and everything in between. Comfortably seating 120 people or 200 people cocktail-style, our dedicated functions team will setup the room to your personal preferences. The hospitality is warm and friendly while the facilities are second to none.

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 \$200⁰⁰

*Cocktail style only



WYNNUM ROOM

80-100 PEOPLE

Our most popular room, offering a captivating backdrop for your memorable special occasion. We're sure you will love the flexibility of this space along with the hotel's many facilities, including ample car parking and kid's entertainment spaces. This space can be setup to your preference, seating 80 people banquet-style 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



ALL - INCLUSIVE PARTY PACKAGE

Starting from \$950

Caters for approximately 60 - 80 guests

PARTY ESSENTIALS

- Room Hire - Choose from either our popular Wynnum Room or Royal Mail Room
- Event Setup - Room arranged to your preference with high bars, low tables & chairs

FOOD & DRINK

- 5 Party Platters
 - 2x Party Starter Platters
 - 1x Duo of Dips Platter
 - 1x Tingalpa Tempter Platter
 - 1x Seafood Platter
- \$300 Bar Tab



PARTY INCLUSIONS

- Complimentary cake cutting
- Free high-speed wi-fi
- Dedicated function staff
- Private bar & amenities*
- Ceiling-mounted projector & screen
- Nightlife music system



ADD EXTRAS

- Room styling & decorations from \$100
- DJ from \$450
- Additional platters from \$44.90



*Private amenities in Wynnum Room only



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) | \$99^{.90} |
| Selection of gourmet cakes & slices | |
| PARTY STARTER | \$79^{.90} |
| 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

KIDS PARTY PACKAGE

Starting from \$470

Enjoy exclusive use of our outdoor grassed area & tables (weather permitting)

FOOD & DRINK

- 3 Kids Platters
 - 2x Kids Hot Platters
 - 1x Kids Sweet Board
- 3 Platters for Adults
 - Tingalpa Tempter Platter
 - Party Starter Platter
 - Seafood Platter
- 4 Jugs of Drinks - soft drink & juices

ADD EXTRAS

- Entertainment from \$250
 - Clown
 - Magician
 - Face painter
- Indoor room hire from \$200
- Decorations & styling from \$100
- Party games from \$100
- Additional platters from \$44.90

DIETARY REQUIREMENTS

We can cater for food allergies and intolerances on request. Please notify our team of any dietary requirements prior to your event so we can assist you with tailoring food options.



SEATED MENU

Your choice of 2 dishes per course for alternative drop

Gold Package

Entrée, Main & Dessert \$59.⁹⁰pp

Silver Package

Entrée/Main or Main/ Dessert \$45.⁹⁰pp

Bronze Package

Main Meal \$32.⁹⁰pp

ENTREE

- Baked beetroot & ricotta tart w/ a fresh rocket salad ^(v)
- Roast pumpkin arancini w/ basil & rocket pesto. Served w/ rocket & parmesan salad ^(v)
- Grilled Qld king prawns, served on saffron polenta cakes w/ sweet & spicy salsa ^(gf)
- Baked camembert wheel, served w/ a petit rocket & parmesan salad & crostini ^(v)

MAINS

- Roasted capsicum & camembert stuffed chicken supreme, served on creamy mash w/ truffle broccolini & garlic cream sauce ^(gf,available)
- Crispy skin salmon served w/ lemon & pea risotto w/ tomato chimichurri salsa ^(gf)
- 300g sirloin steak served on roasted garlic & rosemary mash w/ seasonal blistered truss tomatoes finished w/ a red wine jus ^(gf)
- House-made vegan lasagne, served w/ a fresh garden salad ^(vegan)

DESSERTS

- Chocolate & macadamia tart w/ fresh seasonal berries & vanilla bean anglaise ^(v)
- Crispy cannoli tubes filled w/ espresso scented mascarpone ^(v)
- Vanilla panna-cotta w/ fresh berry & mint salad, berry compote & white chocolate ^(v)
- Dark chocolate & caramel cheesecake w/ berry coulis & fresh chantilly cream ^(v)

CHILDREN - Meal, sides & activity bag ^{\$9.⁹⁰pp} (2-12 years)

- Dinosaur Nuggets
- Crumbed Fish
- Grilled Steak ^(gf)
- Hawaiian Pizza



BUFFET MENU

Your choice of package & dishes served

Gold Package

2 Mains & 4 Sides & 2 Desserts \$45⁰⁰pp

Silver Package

2 Mains & 4 Sides \$35⁰⁰pp

Add Main option to buffet \$5⁰⁰pp

MAINS

- Bbq pork ribs ^(df) ^(gf)
- Herb roasted chicken breast ^(df) ^(gf)
- Chicken alfredo
- Pepper roasted beef ^(df) ^(gf)
- Beef meatballs w/ napolli sauce
- Butter chicken curry
- Barramundi in dill cream sauce
- Vegetarian lasagne ^(v)
- Vegan vegetable curry ^(vegan) ^(gf)

SIDES

- Roasted potatoes ^(df) ^(gf)
- Rice pilaf ^(df) ^(gf)
- Sweet potato mash ^(gf)
- Gratin potato
- Steamed vegetables ^(gf)
- Buttered green beans
- Glazed carrots ^(gf)
- Fresh garden salad ^(df & gf available)
- Greek salad ^(gf)
- Potato salad

DESSERTS

- Pavlova w/ cream & berry coulis ^(gf)
- Fresh fruit salad ^(df) ^(gf)
- Apple pie w/ chantilly cream
- Chocolate fudge brownie
- Bread & butter pudding w/ custard
- Sticky date pudding w/ butterscotch
- Lemon meringue pie



B E V E R A G E S

Your choice of bar tab or cash bar

We can organise a variety of beverages for your upcoming event. You get to decide on the drinks and if you wish to pay for drinks on a bar tab or as a cash bar.

Bar Tab

Pre-pay a set amount for your tab

Cash Bar

Guests pay for their drinks

Tingalpa Hotel offers an extensive range of beverages for you and your guests to enjoy. If a favourite of yours is not available on our menu, please let us know as we can source it for your event. Please discuss any preferences you may have with our friendly functions coordinator, who is happy to discuss your budget and drinks package details.

AVAILABLE

- Local and imported beer
- Sparkling, white, red and fortified wine
- Basic and premium spirits
- Bottled pre-mixes
- Bottled ciders
- Soft Drink and juices

PRIVATE BAR IN ROOM		
Boardroom	Royal Mail Room	Wynnum Room
No	Yes	Yes

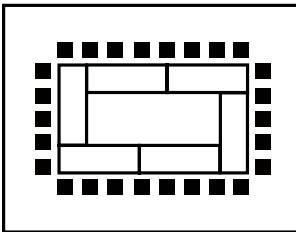
Speak to our functions coordinator about preferences you have for your next event.



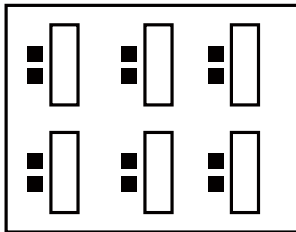
ROOM CONFIGURATIONS

Our function rooms setup to your preference

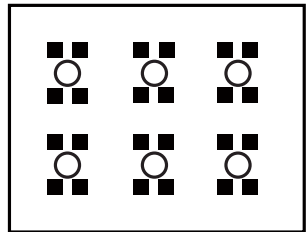
All of our function room have the ability to be configured in a variety of different styles to suit your needs - you may also consider the below configurations.



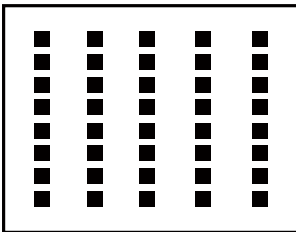
Boardroom



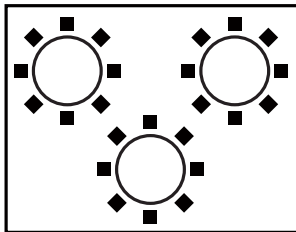
Classroom



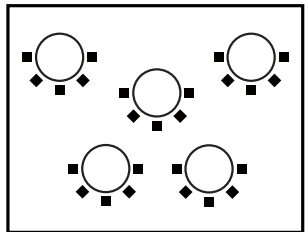
Cocktail



Theatre



Banquet



Cabaret

	B/Room	C/Room	Cocktail	Theatre	Banquet	Cabaret
Royal Mail Room	34	48	200	100	120	80
Wynnum Room	34	48	100	80	80	60
Boardroom	12	12	20	24	16	12

Return the completed Terms & Conditions to staff to proceed with your booking.

Correct as of
OCTOBER 2019



TINGALPA HOTEL

1563 Wynnum Road, Tingalpa Qld 4173
(07) 3213 9660

th.functions@hgroup.com.au
www.tingalpahotel.com.au

TINGALPA HOTEL

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. However, if between the time of booking being made and the event date, COVID-19 restrictions change, forcing the event to be untenable, a refund will be provided in full.

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

Card Type: Mastercard Visa

Credit Card Number:

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