



Corporate Catering & Room Hire Information 2012



Fitzzy's Convention Centre Loganholme

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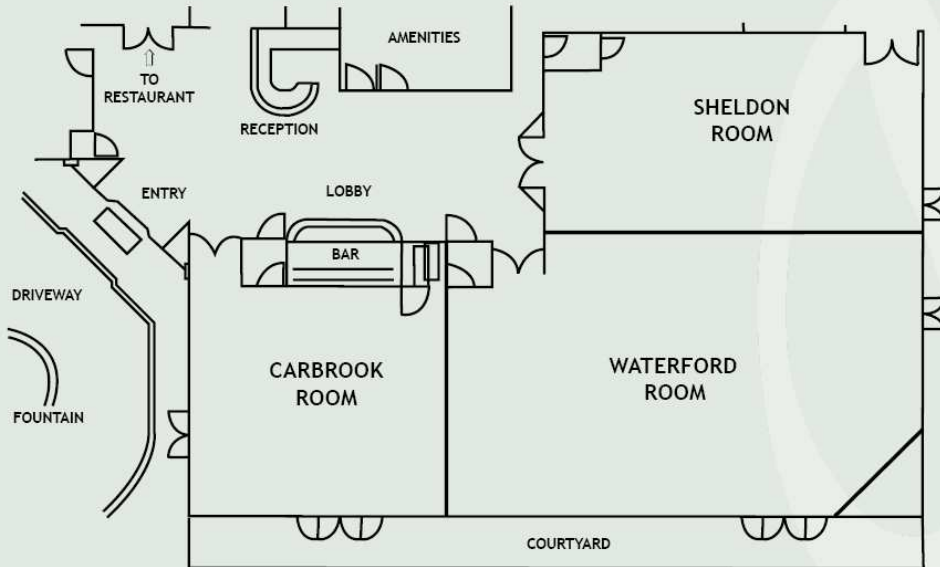
Loganholme QLD 4129



Corporate Information

Room Hire

FLOOR PLAN



ORMEAU BALLROOM:

Theatre style - 450
 Open Ended Round Tables - 272
 Classroom Style - 350

WATERFORD ROOM:

Theatre style - 220
 Open Ended Round Tables - 128
 Classroom Style - 100
 U Shape - 45

SHELDON ROOM:

Theatre style - 150
 Open Ended Round Tables - 64
 Classroom Style - 60
 U Shape - 36

CARBROOK ROOM:

Theatre style - 80
 Open Ended Round Tables - 48
 Classroom Style - 30

BOARDROOM—Seats a maximum of 12 guests around a large oval table.

PLEASE NOTE THAT ROOM CAPACITIES ALSO DEPEND ON EQUIPMENT REQUIREMENTS.

Room Hire Rates are based on a Day rate 8:00am-5:00pm or an Evening Rate 5:30pm-11:00pm. Should you require to lengthen the hours of your booking to exceed these timeframes the extended hours rate then applies.

The Extended Hours Rate applies to regular Saturday & Sunday Bookings. Should you require to lengthen the hours of your booking on a weekend, additional fees also apply to this rate.

ALL ROOM HIRE INCLUDES: Room Set, Presenters Table, Registration Table, Projection Screen, Equipment Table with power supply, Iced water & Mints.

ROOM	MONDAY TO FRIDAY RATES	Extended Hours Rate & SATURDAY & SUNDAY RATES
	Day Rate (8:00am-5:00pm) OR Evening Rate (5:30pm-11:00pm)	Day Rate (8:00am-5:00pm) OR Evening Rate (5:30pm-11:00pm)
Boardroom	\$190.00	\$240.00
Carbrook Room	\$290.00	\$390.00
Sheldon Room	\$390.00	\$490.00
Waterford Room	\$490.00	\$590.00



Corporate Information

Catering

Coffee Break Catering

Tea & Coffee

(served for an individual break or on arrival)

Freshly Brewed Coffee with a selection of Speciality Teas **\$3.00 per person**

Tea & Coffee on Consumption

(only available for groups of 20 guests or more)

Pot of Tea

\$15.50 per pot

Pot of Freshly Brewed Coffee

\$28.50 per pot

Catering Breaks (includes tea & coffee)

Fresh Fruit Platter

\$4.50 per person

An Assortment of Freshly baked Biscuits

\$5.00 per person

Freshly Baked Scones with Jam & Cream

\$5.00 per person

Assorted Mini Muffins (2 per person)

\$5.00 per person

Assorted Freshly baked Danishes & Croissants

\$6.00 per person

Assorted Selection of Cakes & Slices

\$6.50 per person

Cocktail Catering

BREADS & DIPS PLATTER

\$30 per platter

Chef's selection of baked breads, seasoned wedges, potato crisps and chefs dips.

FRUIT & CHEESE PLATTER

\$55 per platter

Chef's selection of 2 hard & 2 soft cheese, strawberries, grapes, dried fruits, nuts & water crackers enough for 10 people.

ASIAN PLATTER

\$55 per platter

Vegetable curry samosas, prawn wontons, vegetable spring rolls, water chestnut & shitake puffs, chicken dim sim, served with light soy & sweet chilli sauce.
(50 pieces per platter)

FRESH SANDWICH PLATTER

\$56 per platter

Chef's selection of 10 classic style sandwiches.

BAKED AUSSIE PLATTER

\$70 per platter

Mixed cocktail pies, mixed cocktail quiche, mini sausage roll & mini pasties served with tomato & BBQ sauce.
(40 pieces per platter)

SEAFOOD PLATTER

\$100 per platter

Crumbed prawns, salt & pepper calamari spirals, crumbed crab claws, fish bites, Asian flavoured infused prawn twisters served with cocktail & tartare sauce.
(50 pieces per platter)



Corporate Information

Catering

Lunch Options

Basic Sandwich Selection:

\$16.00 per person

*Basic Sandwiches with a selection of fillings egg & lettuce, ham cheese & tomato, salad, tuna, served on a variety of breads such as wholemeal, white and multi-grain. Fresh Fruit Platter, Assorted Freshly made salads and Tea & Coffee.
(caters one and half sandwiches per person)*

Gourmet Sandwich Selection:

\$20.00 per person

A Selection of both basic sandwich selection (as listed above) as well as Gourmet style sandwiches on a variety of breads such as Panini, Foccacia, Baguettes, Tortilla Wraps, Sourdough and Turkish breads. Fillings may include various sliced meats, cheeses, pesto and salad items such as olives, baby spinach, sun dried tomatoes and other grilled vegetables. Fresh Fruit Platter, Assorted Freshly made salads and Tea & Coffee.

(caters one and half sandwiches per person)

(Only available for groups of 20 guests or more)

Quiche Buffet :

\$20.00 per person

An assortment quiches with flavours as follows:

- *Chicken & Asparagus*
- *Tomato, Spinach & Herb*
- *Quiche Lorraine*

Also served with freshly baked bread basket, Fresh Fruit Platter, Assorted Freshly made salads and Tea & Coffee.

(Only available for groups of 20 guests or more)

Restaurant Pre-Order

You and your guests are welcome to order from our Restaurant Lunch Specials Menu to dine next door in our Fitzy's Restaurant at your designated lunch break.
(Lunch operating hours 12:00pm-2:00pm)

We are more that happy to accommodate any dietary requirements that you or your guests may have. We do however ask that we be notified of these requirements prior to your function to ensure all specific catering can be accommodated.

Jugs of Juice or Soft drink can be added on to any lunch or dinner break and charged on a consumption basis.



Corporate Information

Catering

Lunch / Dinner Options

Classic Roast Buffet

\$22.00 per person

Your selection of one or both roast meats

- *Roast Beef*
- *Roast Pork*

Served with chef's selection of salads, roast chat potatoes with rosemary and sea salt, candied pumpkin, steamed medley of vegetables, gravy & condiments. Freshly Baked Bread roll, Tea & Coffee

(Only available for groups of 20 guests or more)

ADD On A Dessert Buffet with a chef's selection of Gateau's, tortes, petite fours and seasonal fruit \$7.00 per person

Hot Dish Buffet

\$24.00 per person

Your Selection of 2 dishes

- *Coconut curry – beef or chicken*
- *Beef Stroganoff*
- *Chicken ala king*
- *Spinach & ricotta cannelloni*
- *Chicken Cacciatore*

Served with steamed Jasmine Rice and Chef's selection of Salads and Tea & Coffee.

(Only available for groups of 20 guests or more)

Plated One Course Meal

\$24.00 per person

Please select two meals to be served alternately

- *Chicken mignon served on a bed of fresh herb infused potato mash and topped with a creamy mushroom sauce*
- *Pesto encrusted Atlantic salmon fillet served with a steamed Asian vegetable selection*
- *Pork cutlet served on kiffler potato, broccolini and finished with an apricot glaze*
- *Rib Fillet cooked to medium with roasted rosemary chat potato, honey and fennel seed glazed baby carrots and finished with a red wine jus*
- *Mushroom, spinach and sage risotto*

All Meals served with a freshly baked bread roll, tea & Coffee.

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Corporate Information *Day Catering Package*

FULL DAY ALL INCLUSIVE PACKAGE

- On Arrival:** Freshly Brewed Coffee & Specialty Teas
- Morning Tea :** Your Selection of Either:
Fresh Fruit Platter OR
Freshly Baked Scones, Jam & Cream OR
Assorted Mini Muffins
served with tea and coffee
- Lunch Buffet:** Your Selection of Either:
Gourmet Sandwich Buffet OR
Quiche Buffet
- Afternoon Tea :** Your Select of Either:
Freshly Baked Biscuits OR
Fresh Fruit Platter
served with tea and coffee.

ALSO INCLUDED:

- *Room Hire in a private function room*
- *Whiteboard Hire*
- *Flipchart Hire*
- *Broadband Internet Connection*
- *All standard room hire inclusions*

\$47.50 per person
(Strictly Based on a minimum of 20 guests)
Surcharges Apply for Saturday & Sunday Events.

Individual Equipment Hire

Whiteboard & markers	\$20.00 per day
Flipchart –paper & markers	\$45.00 per day
Broadband Internet connection	\$30.00 per day
Data Projector	\$100.00 per day
Cordless or Lapel Microphone	\$60.00 each per day



Corporate Information

Breakfast Catering

Working Breakfast

\$18.00 per person

- Fresh Seasonal Fruit Platter
- Danishes & Croissants
- Yogurt & berry Muesli cups
- A Selection of Breads for toasting served with a variety of spreads.
- Tea, Coffee & Fruit Juices.

Plated Breakfast

\$20.00 per person

Choose one option or both to be served alternately.

#1 Scrambled Eggs, Bacon, Sausage, roasted tomato, pan fried mushroom, hash brown and a side of thick cut toast.

#2 Spinach & Fetta Omelette served with a side of thick cut toast, roasted tomato, pan fried mushrooms, bacon and hash brown.

All served with Tea & Coffee and Fresh Juices

(Minimum of 20 Guests)

Breakfast Buffet

\$24.00 per person

A Hot buffet including:

- Smoked Bacon
- Pork Chipolata
- Roasted tomatoes
- Scrambled Eggs
- Hash Browns
- Baked beans
- Mushrooms
- Fresh Fruit Platter
- Croissants & a variety of filled mini Danishes

Also included a toast selection of wholemeal, grain, white and fruit bread served with various spreads. Tea, Coffee & Juices.

(Minimum of 20 Guests)

We are more than happy to accommodate any dietary requirements that you or your guests may have. We do however ask that we be notified of these requirements prior to your function to ensure all specific catering can be accommodated.



FUNCTION BOOKING TERMS AND CONDITIONS

Bookings:

We are happy to place and hold a tentative booking for a period of no more than 7 days. At the end of this time this booking must be confirmed or cancelled. Failure to confirm the booking or availability of our staff to make phone or email contact will result in the booking being released.

Cancellation:

We do understand that sometimes plans have to be changed. Full refund of your deposit will be made where 30 days notice is given in writing. Functions cancelled within this 30 days time period, deposit will only be re-funded if the space can be re-sold.

Confirming a Booking:

To confirm a booking the room hire of the function is required to be paid in advance as a deposit to secure the booking. A tax invoice for this amount can be issued by the function centre staff and is required to be paid no more than 2 weeks from the date of confirmation.

Payment:

Final payment of all function charges are required to be pre-paid or settled on the day. No charges can be invoiced after the event.

Confirmation of Numbers:

Reconfirmation of the guest numbers and catering selections are requested one week prior to the function date. Final changes to numbers can be made up to 3 working days prior to your event date. THIS WILL CONSTITUTE THE MINIMUM NUMBER TO BE CHARGED FOR CATERING.

Room Allocation:

Fitzzy's Function Centre reserves the right to make changes to room allocation based on anticipated final numbers and room availability.

Self Catering:

Fitzzy's Loganholme does not allow self-catered functions. **No food or beverages of any kind** are permitted to be brought in for consumption, selling or distribution at a function by the organiser or the organiser's guests. No food or drinks are permitted to be taken off the premise at the conclusion of an event.

Loss & Damage:

Our staff will naturally take every care when looking after your belongings. The centre cannot however, take responsibility for loss or damage to items before, during or after your function. Any damage to the hotel or it's property sustained during an event is the responsibility of the organiser.

**Return To Heidi Osborne
FUNCTIONS MANAGER
Fitzzy's Hotel and Convention Centre**

I _____
ON BEHALF OF _____
UNDERSTAND AND EXCEPT THE ABOVE MENTIONED
TERMS AND CONDITIONS SUPPLIED.
FUNCTION DATE : / / 2012