



OSBORNE ROAD MITCHELTON  
PHONE 07 3355 5366 FAX 07 3855 2562  
ABN 37 067 391 511

Thank you for considering The Brook Hotel for your next function. We can tailor a package to suit your tastes and budget.

The Brook Hotel is superbly located next to the Brookside shopping centre and less than one KM from Mitchelton railway station. Featuring 2 Large function rooms it is ideal venue for all your conferences, trade displays, training courses, dinners, cocktail parties, birthdays and weddings.

From the casual to the special occasions we are more than happy to meet any special requirements that you may have for your function. Simply contact us and we will do our utmost to accommodate the needs of you and your guests.

If you select the Brook for your next function we are confident that we will exceed all your expectations. Our friendly staff are available to assist with planning your event down to the last detail to take all your worries away.

We are committed to providing a professional standard of service to ensure your personalized needs are catered for. To get a preview of what the Brook has to offer, drop in for a visit and discuss the details of your next function.

#### Contact Details

Phone:	07 3355 5366
Fax:	07 3855 2562
Email:	<a href="mailto:brook.hotel@alhgroup.com.au">brook.hotel@alhgroup.com.au</a>
Venue Manager:	Gary Deevy
Function Co-ordinator:	Lana Knott
Address:	167 Osborne Road Mitchelton Qld 4053

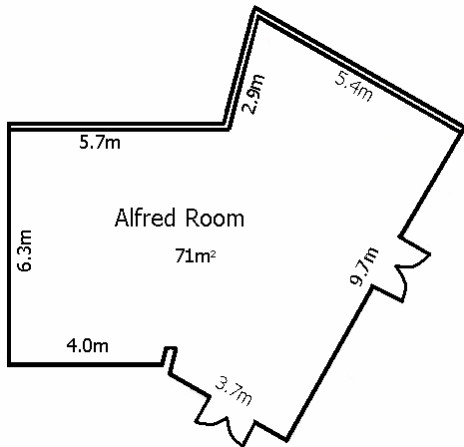
All prices are GST inclusive



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## Room Options

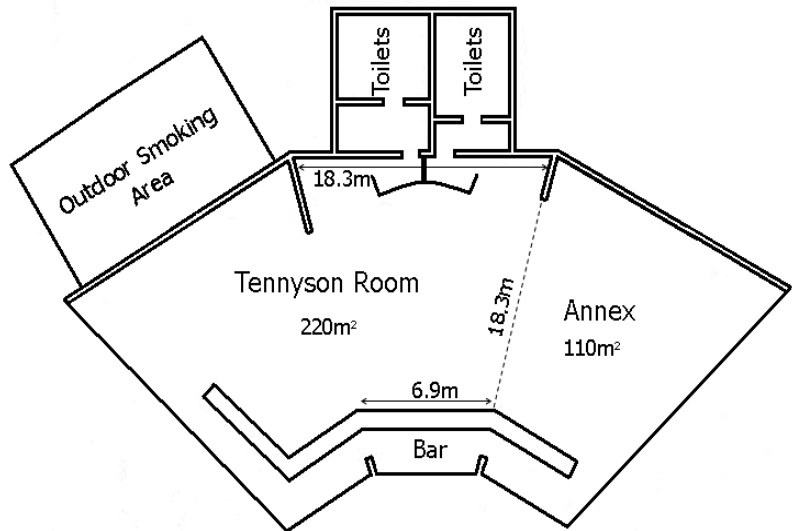
### The Alfred Room \$75.00 per day



The Alfred Room is perfect for that presentation, training seminar, private business meeting or conference. The room doesn't have a bar facility; however it is licensed and can accommodate tea and coffee facilities.

### The Tennyson Room \$175.00 per Day

The perfect place for that birthday party, wedding reception, private or work party. Featuring full bar facilities, amenities and dance floor. With ample space for some of the biggest functions it's the ideal venue for your next big event.



Room	Sqm	U-Shape	Theatre	Classroom	Boardroom	Cocktail	Banquet
Alfred	71m <sup>2</sup>	20	60	42	20	50	40
Tennyson	220m <sup>2</sup>	60	110	70	N/A	200	150
Annex	+110m <sup>2</sup>	+30	+40	+30	N/A	+100	+50



\*Annex adjoins Tennyson room at accommodate larger functions.



## **Bar Account**

If you wish to provide drinks for your guest a “Bar Account” can be arranged, a dollar limit can be placed on it to limit the cost to you. You will need to specify what items are available we can tailor a package to suit you.

## **Food**

We offer a wide range of options to provide food for you and your guests, whether it be platters of finger food, a sit down dinner or perhaps a buffet is more your style. We have prepared several alternatives for each style in this package, however if you would like, we can custom design a menu to meet your requirements.

## **Accommodation**

The brook hotel can provide affordable accommodation with a choice of room configurations. We recommend bookings are made well in advance as through peak period we may be unable to offer all the rooms you require.

## **Proof of Age**

The hotel is fully licensed and has a strict proof of age policy therefore any guests intending on drinking are required to carry a form of legal identification. The following are the only forms of identification accepted;

Current 18+ cards

Current drivers licence

Current Passport

Current Victorian keypass

Children are most welcome to attend private functions, but they must remain under the supervision of their parents or legal guardians at all times.



## **Music & Entertainment**

The Hotel can provide a range of music for our clientele. We can provide you with a Jukebox, DJ or even a band with enough notice. (all subject to current charges)

We can assist in creating the individual mood for your function, whether you're thinking of live entertainment – contemporary or classical, DJs, Balloons, flowers, chair covers or centrepieces.



## **Cocktail options**

**Antipasto Platters**                      \$65.00 each (for approx 10-15 guests)

- Meats
- Crudités
- Dips
- Olives
- Sundried Tomatoes

**Hot Platters**                                \$85.00 each (for approx 10-15 guests)

### **Baked Delights**

- Party Pies
- Mini Sausage Rolls
- Mini Quiches

(All served with a variety of sauces)

### **Deep Fried Options**

- Samosas
- Spring Rolls
- Dim Sims
- Chickadees
- Goujons
- Wedges

(All served with a variety of sauces)

### **Other Options**

- Marinated Chicken Wings
- Kebabs (beef or chicken) – Satay Sauce
- Meatballs served with a Tzatziki dip

**Cold Platters**                                \$65.00 each (for approx 10-15 guests)

- Fresh Sandwich Platters
- Fruit Platter
- Cheese Platter



## **Seated Menu served alternatively**

Choose Two Selections pre Course Required;

### **Entrée**

- Cream of Pumpkin Soup (served with chives & croutons)
- Thai Beef Salad
- Satay Chicken Skewers
- Chicken Spring Rolls
- Calamari
- Caesar Salad

### **Main Course**

- Chicken Parmigiana served with salad and chips
- Char Grilled Prime Rib Fillet with field mushrooms in a red wine sauce
- Chicken Kiev served with a hollandaise sauce
- Barramundi served with salad, tartare sauce & lemon
- Roast Lamb or Beef
- Sticky braised lamb shanks

Where not specified, all meals served with potatoes & fresh seasonal vegetables

- Fresh Bread Rolls

### **Desserts**

- Apple Crumble
- Mud Cake
- Sticky date Pudding with Caramel Sauce
- Cheesecake
- Pavlova with fruit salad
- Chocolate or Strawberry mousse

- Tea, Coffee and mints

2 Course option - \$35.00 per head

3 Course option - \$40.00 per head



## **Buffet Menu 1 (min 40 guests)**

\$34.95 per person

- Seasoned Rolled Roast Pork & Apple Sauce
  - Roast Beef & Red wine Gravy
  - Roast Lamb & mint Sauce
- (All served with baked potatoes & seasonal Vegetables)

*Choice of 2*

- Honey Chicken
- Ham
- Salami
- Pastrami

*Choice of 2*

- Satay Chicken & Rice
- Stir Fry Beef & Vegetable
- Lamb or Beef Stroganoff (served with jasmine rice)
- Curried Chicken (served with jasmine rice)
- Beef Lasagne

*Choice of 2*

- Pasta Salad
- Garden Salad
- Coleslaw
- Greek Salad
- Potato Salad

*Choice of 3*

- Mini Pavlova with cream and fresh fruit
- Baked New York Cheesecake
- Sticky Date pudding with caramel sauce
- Homemade Apple Crumble
- Fresh Seasonal fruit Salad & ice cream

*Choice of 2*



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**Buffet menu 2 (min 60 people)                      \$44.95**

- Pumpkin Soup
- Chicken & Corn soup
- Pea & ham soup

*Choice of 1*

- Roast Turkey with Cranberry Sauce
- Seasonal Rolled Roast Pork & Apple sauce
- Roast Beef & Red Wine Sauce
- Roast Lamb & Mint Sauce

*Choice of 1 (all served with baked potatoes and seasonal veg)*

- Satay Chicken and jasmine rice
- Stir Fry Beef & Vegetables
- Lamb or Beef Stroganoff (served with jasmine rice)
- Curried Chicken (served with jasmine rice)
- Beef Lasagne or Spaghetti Bolognese

*Choice of 2*

- Honey Chicken
- Salami
- Ham
- Pastrami

*Choice of 2*

- Potato Salad
- Garden Salad
- Coleslaw
- Greek Salad
- Pasta Salad

*Choice of 3*



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- Mini Pavlova with cream & fresh fruits
- Baked new York Cheesecake
- Sticky Date pudding
- Homemade Apple Crumble
- Fresh Seasonal Fruit Salad & Ice-cream

Choice of 2

- Tea & Coffee

### **Morning or Afternoon Tea**

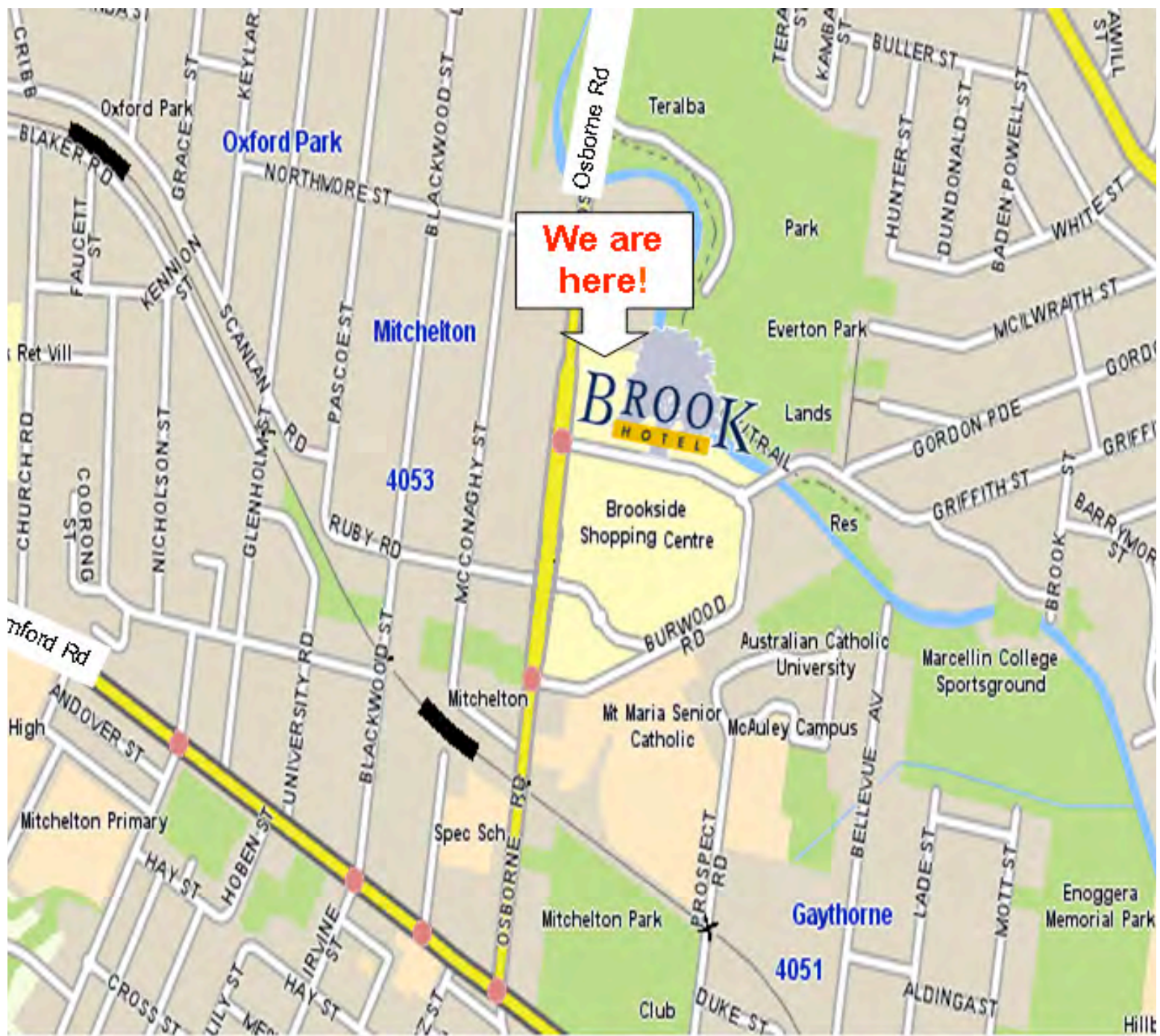
A Selection of Cakes, biscuits and muffins - \$3.50 per head

A selection of Cakes, biscuits, Muffins - \$6.50 per head  
Fresh fruit and cheeses

### **Tea coffee & Soft drink Option**

Continuous Tea, coffee and water station - \$3.50 per head

Jugs or Soft Drink and OJ - \$7.50 each





## Terms & Conditions

### ACCEPTANCE / CONFIRMATION

- The terms and conditions as outlined below must be signed and returned to the Hotel within 14 days of receiving this document.
- A function booking is not confirmed or accepted by the Hotel until a deposit has been received. A deposit is equal to the room hire fee and must be received by the Hotel within 14 days of making the booking.
- Upon clearance of the payment you will receive a confirmation letter and a receipt confirming your event.
- If the deposit and Terms & Condition form are not received, management reserves the right to cancel the booking.
- Payment can be made by Cash, Credit Card, EFTPOS or Cheque. We accept Visa, MasterCard, Bankcard, American Express, & Diners.

### CATERING

- Final menu choices and functions details are required at least 14 days prior to your function.
- We do not take any responsibility for storage, handling, and presentation of any cakes or food not made on our premises.

### FINAL FUNCTION DETAILS

- Information regarding room set up, menu and audio visual equipment is required 14 days prior to the function.
- Final numbers must be confirmed 5 working days prior to the function, numbers increased will be charged accordingly.
- Refunds are not given if numbers are reduced within 5 working days prior to the event.

### PAYMENT

- Full payment of the food component of your function is required 14 days prior to the function.
- Full payment for balance of the function (beverages, decorations, etc) must be paid in full before the conclusion of the function.

### ROOM ALLOCATIONS

- The Hotel reserves the right to re-allocate rooms when changes are necessary due to circumstances beyond the control of the Hotel.
- The Brook Hotel reserves the right to move your function to another area of the hotel, or utilize part of booked area for other guests should your numbers fall significantly.

### HOTEL PROPERTY

- No banners, signs or posters may be attached to any walls, windows or ceilings without the advance permission of Hotel management.
- Function organisers are financially responsible for any loss and/or damage to Hotel property caused by their guests.

### SECURITY AND CONDUCT

- All guests must adhere to the Queensland Liquor Licensing Laws.
- Function organisers are not permitted to supply their own beverage under any circumstance.
- Any functions that include guests under the age of eighteen (18) must be accompanied by a parent or legal guardian.
- The Brook Hotel promotes and practices responsible service of alcohol and reserves the right to refuse service to anyone.
- The function organiser is responsible for the orderly conduct of their guests. Should the Hotel have any reason to believe that the event will affect the Hotel's operation, integrity, security and/or its guests comfort and safety, it reserves the right to cancel the event.
- The Hotel has the right to refuse entry to the premises to any person at its discretion.
- The Hotel does not accept responsibility for the damage of any goods brought to the Hotel before, during or after an event. It is the organiser's own responsibility to arrange adequate insurance to cover such items.
- If deemed necessary, Security Guards will be hired at the expense of the Function Organiser (approx. \$30 per hour), payable prior to the event.

### CANCELLATION SCHEDULE

- Cancellations received more than 30 days before the function date will be entitled to a 100% refund of the deposit.
- Cancellations between 30 – 15 days before the function date will be entitled to a 50% refund of deposit.
- The full deposit will be forfeited for cancellations received within 14 days before the function date.
- A portion of the deposit may be refunded should the Hotel be able to resell the reserved function space to equivalent value.

### SECURITY BOND

- If deemed necessary a security bond of \$150 - \$300 depending on the size of the function may be also required.
- The bond will be refunded in full, if there is no damage to venue or it's property, cleaning required is deemed to be non excessive and the security and conduct has been upheld.
- In the unlikely event of damage we will retain your bond to cover costs. If no bond was deemed necessary at time of booking you will be invoiced the full repair amount.

\* All prices are inclusive of GST. All prices are subject to change without notice except for those contained in our quotation to you.

I agree to the above terms and conditions:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign: \_\_\_\_\_ Company: \_\_\_\_\_

Please sign this form and return within 14 days. Your function will only be confirmed upon receipt of the signed terms and conditions and the payment of the agreed deposit.