

# - Commemoration -

CELEBRATION OF LIFE AT  
BURKE & WILLS HOTEL





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## 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 the multiple packages we have available to help arrange a fitting celebration of life. Our experienced events 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.*

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# PRIVATE ROOM HIRE

Burke & Wills Hotel offers a variety of private function rooms to choose from.  
**EACH PRIVATE FUNCTION ROOM IS AVAILABLE FOR 4 HOURS  
WITH A ROOM HIRE CHARGE OF \$150.00**

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## **ALLAN CUNNINGHAM ROOM** 80 - 200 PEOPLE

*Private, Spacious & Welcoming*

Featuring high ceilings and warm lighting. This spacious air-conditioned room which is located on the 1st floor is suitable for up to 200 people cocktail style. Plus includes a private bar, in-house music, projector and multiple large TV screens.

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## **CONSERVATORY & GLASSHOUSE ROOM**

60 - 150 PEOPLE

*Private, Classic & Spacious*

Located on the ground floor, this area offers old world charm with a touch of continental elegance opening out to the glasshouse. Plus a private bar, in-house music, projector and large TV.

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## **KARL LANGER ROOM COMBINED**

50 - 190 PEOPLE

*Private, Spacious & Modern*

Situated on the ground floor, this room combines Karl Langer East & West to expand into a large warm and ambient space. Plus includes a private bar, in-house music, projector & large TV screens.

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## **KARL LANGER EAST ROOM**

25 - 100 PEOPLE

*Private, Practical & Modern*

This modern, sophisticated space located on the ground floor of the hotel offers flexibility to the capacity of 100 people cocktail style. Plus includes in-house music and large retractable projector screen.

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## **LENNON'S ROOM**

20 - 70 PEOPLE

*Private, Light & Airy*

Positioned at the back of our hotel, our charming Lennon's Room provides a discrete and private space while also feeling light & airy due to its small adjacent outdoor courtyard. Plus includes projector and large TV screen.

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## **KARL LANGER WEST ROOM**

15 - 50 PEOPLE

*Private, Intimate & Welcoming*

Karl Langer West Room is the smallest of our function rooms but offers large amounts of charm with its dark timber finishes. Plus includes its own private bar, in-house music and large retractable projector screen.

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## **PUBLIC AREAS**



### **ZACK'S**

Zack's Restaurant is open to the public and a free space to arrange your gathering. Speak to our function manager today.



### **VIP FOYER AREA**

Located between the reception/foyer area and Zack's you will find this separated area. Suitable for 5-40 people.



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## CANAPÉ MENU

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### HOT CANAPÉS

- Salt & pepper calamari
- Pork & chive dumplings
- Mini beef mignons <sup>(GF)</sup>
- Home-made spring rolls <sup>(GF)</sup>
- Honey soy chicken wings
- Chilli crab & corn croquettes
- Tempura vegetables w/ Thai dipping sauce <sup>(GF)</sup>
- Mini assorted gourmet pies
- Crumbed Camembert
- Beer battered barramundi goujons w/ herb aioli
- Mushroom & feta arancini balls <sup>(GF)</sup>
- Assorted gourmet quiches
- Oysters kilpatrick

### COLD CANAPÉS

- Traditional bruschetta
- Smoked salmon en croute
- Gazpacho shooters <sup>(GF)</sup>
- Prosciutto wrapped asparagus <sup>(GF)</sup>
- Cucumber cups w/ horseradish & dill cream cheese & caviar <sup>(GF)</sup>
- Fresh rolled sushi (choice of chicken & avocado or prawn & cucumber) <sup>(GF)</sup>
- Chorizo, mozzarella & baby spinach bites
- Creamy chicken salad voulevant
- Oysters natural w/ chefs dressing

# CANAPÉ MENU CONT.

## SUBSTANTIAL

- Lamb kofta w/ mint hummus <sup>(GF)</sup>
- Satay chicken tenders <sup>(GF)</sup>
- Marinated beef kebabs <sup>(GF)</sup>
- Pulled pork sliders w/ coleslaw
- Chicken schnitzel sliders w/ coleslaw
- Home-made pizzette topped w/ turkey, cranberry & brie

### 1 HOUR PACKAGE

Includes your choice of:

3 x hot/cold canapés  
& 1 x substantial option

**\$20<sup>00</sup> pp**

### 2 HOUR PACKAGE

Includes your choice of:

5 x hot/cold canapés  
& 2 x substantial options

**\$35<sup>00</sup> pp**

### 4 HOUR PACKAGE

Includes your choice of:

8 x hot/cold canapés  
& 3 x substantial options

**\$59<sup>00</sup> pp**





## PLATTER MENU

————— Each platter caters for approximately 15 guests —————

### • CHEESE PLATE

\$89<sup>90</sup>

Selection of Artisan cheeses, gourmet crackers  
& fruit paste

### • ANTIPASTI

\$89<sup>90</sup>

Selection of Italian meats, grilled & sun-dried  
vegetables, imported olives & marinated  
mushrooms

### • VEGETABLE CRUDITÉS

\$49<sup>90</sup>

Fresh seasonal vegetables w/ crackers & pesto,  
sweet chilli coriander & mint Raita

### • CHICKEN WINGS

\$79<sup>90</sup>

Lightly seasoned & fried wings coated in honey soy  
& buffalo sauce w/ dipping sauces

### • GOURMET SANDWICHES

\$89<sup>90</sup>

Chefs selection of gourmet fillings on freshly  
baked white or wholemeal loaf

### • WRAPS PLATTERS

\$89<sup>90</sup>

Chefs selection of gourmet fillings on freshly  
made wraps



## PLATTER MENU CONT.

————— Each platter caters for approximately 15 guests —————

### • BURKE'S HOT PLATTER

\$79<sup>90</sup>

Mini beef pies, mini curry pies, sausage rolls,  
dim sims, spring rolls, chicken goujons & samosa  
w/ dipping sauces

### • SLIDERS

\$89<sup>90</sup>

Pulled pork sliders w/ coleslaw & crispy chicken  
sliders w/ Asian slaw

### • WILLS HOT PLATTER

\$129<sup>90</sup>

Satay chicken skewers, pork & chive dumplings,  
salt & pepper calamari, beef mignons & crumbed  
Camembert w/ dipping sauces

### • SCONES PLATTER

\$49<sup>90</sup>

Freshly baked scones w/ whipped cream &  
strawberry jam

### • SWEET SELECTION

\$69<sup>90</sup>

Chefs selection of cakes, slices & baked goods

### • FRUIT PLATTER

\$79<sup>90</sup>

Selection of sweet, juicy seasonal fruits



**Please contact our  
events manager today**

[bw.events@hgroup.com.au](mailto:bw.events@hgroup.com.au)

Free Call: 1800 633 679

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*Correct as of*  
**SEPTEMBER 2018**

# **BURKE & WILLS HOTEL - COMMEMORATION TERMS & CONDITIONS**

## **1. BOOKING**

We welcome tentative bookings which will be held until 48 hours prior to the scheduled event. To confirm your booking, we require you to complete a Function Payment Contract and return with your room hire fee or applicable deposit payment and a signed copy of these Terms and Conditions. If the required deposit, Function Payment Contract and signed Terms and Conditions are not received prior to your event, management reserves the right to cancel the booking and allocate the space to another customer.

## **2. PAYMENT**

Full payment for your event including food, beverage packages/bar tabs (if applicable), room hire and equipment hire to be paid no less than 24 hours prior to your event. Failure to make payment in full will result in cancellation of your event. Reduction in numbers for catering purposes will not be permitted within 24 hours of the event.

## **3. FINAL DETAILS**

Your choice of menus, platters, room setup and times must be confirmed with the Events Manager as soon as practicable. Please notify the hotel of any dietary requirements or allergies.

## **4. EXTERNAL CATERING**

No food or beverages purchased externally may be consumed in the function rooms, outside dining area or restaurant. Celebratory cakes are permitted. We respectfully request that such cakes are not to be left at the hotel at the conclusion of your event.

## **5. DAMAGES**

Any damages incurred whilst staying and using our facilities at Burke & Wills Hotel will be charged to the credit card supplied. Damages include but are not limited to an unreasonable amount of cleaning or damages to carpets, furnishings, walls, linen and fittings.

## **6. DECORATIONS**

Decorations are permitted. Please pre-arrange room access or expected deliveries with our Events Manager. Items may not be fixed to walls using any means. No glitter or confetti allowed on the premises. Wax candles are not permitted due to fire safety reasons. All decorations/theming must be removed at the conclusion of your function. Failure to do so may result in additional fees being levied.

## **7. SMOKING POLICY**

All of our residential rooms and buildings are strictly non-smoking. Smoking is permitted only in Designated Outdoor Smoking Areas (DOSAs). Please check with our staff for their locations. Please ensure that your cigarette is then placed in the ash trays provided.

## **8. ALCOHOL**

Burke and Wills Hotel promotes the Responsible Service of Alcohol at all times. Alcohol may only be consumed within the licenced premises and must not be taken into car park. Customers who are unduly intoxicated or disorderly will be asked to leave. Management and staff reserve the right to refuse service or entry to the hotel upon both behavioural and dress standards. All guests attending a function over the age of 18 years must provide acceptable Government issued identification, This includes a driver's licence, 18+ card or passport. Birth certificates are not accepted.

## **9. NO RESPONSIBILITY**

The hotel is not responsible for: theft, damage or loss of any goods brought into the hotel grounds, car park, rooms and facilities.

## **10. PHOTOGRAPHS**

Burke and Wills Hotel reserves the right to photograph any room setup. These images may be used for internal and external marketing purposes including Social Media. Where a client wishes photographs not be taken of their event they must advise Burke and Wills Hotel in writing of this request. All images taken by Burke and Wills representatives will remain the property of Burke and Wills Hotel.

## **11. DRESS CODE**

All guests and attendees of functions at the Burke & Wills Hotel will be required to maintain a MINIMUM standard of dress as follows:

- No dirty footwear • Footwear must be worn at ALL TIMES • No dirty, stained or otherwise poorly maintained clothing at any time
- No pictures or words that may cause offence • No colours, patches, insignias or badges that represent gangs or clubs • All patrons must be clean, tidy and presentable

After 5pm:

- No work wear (steel-capped boots, high vis or dirty work wear)
- No shorts, tracksuits or singlets
- No thongs or masseur sandals

**To confirm your booking a signed copy of these Terms & Conditions must be returned to the Events Manager at Burke & Wills Hotel.**

I, \_\_\_\_\_ (full name), of \_\_\_\_\_ (company if applicable), agree to all terms and conditions that are outlined.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Please return this form via email, fax, post or in person and we will send you an invoice for your deposit and finalise confirmation of the booking*