

# - *Corporate Events* -

AT BURKE & WILLS HOTEL





## WELCOME

Burke & Wills Hotel provides an idyllic location and an everlasting impression that will compliment any occasion. The hotel's range of function rooms allows for flexibility when hosting small meetings, seminars, training sessions or corporate events. Whether it is breakfast, lunch or dinner, we will endeavour to create the most memorable experience for you and your guests. The exceptional reputation of our boutique hotel spans over many years, and you can expect nothing less than an exemplary standard of service during your visit.

*Burke & Wills Hotel offers five function rooms, allowing us to easily accommodate an intimate corporate dinner for 10 or a gala cocktail party for 200. Our hotel offers a variety of conference and function packages, with the ability to individually tailor any package to suit your specific needs.*

- ***Lennons Room***
- ***The Conservatory***
- ***Allan Cunningham Room***
- ***Karl Langer West Room*** (can be joined to Karl Langer East)
- ***Karl Langer East Room*** (can be joined to Karl Langer West)

Through extensive experience and a passion for success, we are able to surpass even the greatest expectations of both your delegates and your company. Let our events team provide an experience that is the epitome of elegance and style. Experience the difference at Toowoomba's only 4.5 star boutique hotel. Burke & Wills Hotel offers exceptional accommodation packages to guests involved in functions at the hotel.



## LENNONS ROOM

20-70 PEOPLE

The old world charm is clearly evident in the picturesque design of the Lennox Room. Included in your booking is free Wi-Fi, staff for your event, linen & tables set to requirements, one notepad & pen per delegate, lectern, white board, portable projector and screen. All other audiovisual equipment can be arranged at an additional fee including but not limited to: flip charts, microphones, stages, lighting, laptops, additional screen & data projectors.

*Room hire is included if catering is \$1000+, otherwise a fee of \$450 is applicable.*



## THE CONSERVATORY

60-150 PEOPLE

Perfect for smaller gatherings, the beautiful Conservatory Room creates a welcoming atmosphere. Included in your booking is free Wi-Fi, staff for your event, linen & tables set to requirements, one notepad & pen per delegate, lectern, white board, portable projector and screen. All other audiovisual equipment can be arranged at an additional fee including but not limited to: flip charts, microphones, stages, lighting, laptops, additional screen & data projectors

*Room hire is included if catering is \$1000+, otherwise a fee of \$450 is applicable.*





## ALLAN CUNNINGHAM ROOM

80-200 PEOPLE

With high ceilings & warm lighting, the beautifully designed Allan Cunningham Room is the perfect environment for your event. Included in your booking is free Wi-Fi, staff for your event, linen & tables set to requirements, one notepad & pen per delegate, lectern, white board, roof projector & screen with touch control panel. All other audiovisual equipment can be arranged at an additional fee including but not limited to: flip charts, microphones, stages, lighting, laptops, additional screen & data projectors.

*Room hire is included if catering is \$2000+, otherwise a fee of \$750 is applicable.*



## **KARL LANGER WEST ROOM**

**15-50 PEOPLE OR 190 WHEN COMBINED WITH EAST ROOM**

The Karl Langer West Room allows the option to extend your event by joining the East Room. Included in your booking is free Wi-Fi, staff for your event, linen & tables set to requirements, one notepad & pen per delegate, lectern, white board, roof mounted projector & screen with touch control panel. All other audiovisual equipment can be arranged at an additional fee including but not limited to: flip charts, microphones, stages, lighting, laptops, additional screen & data projectors.

***Room hire included if catering is \$1000+, otherwise \$450 is applicable. Combine Karl Langer East & room hire is included if catering is \$2000+, otherwise \$750 is applicable.***



## **KARL LANGER EAST ROOM**

**25-100 PEOPLE OR 190 WHEN COMBINED WITH WEST ROOM**

The epitome of fine taste and classic style, the Karl Langer East offers a captivating backdrop for any occasion. Included in your booking is free Wi-Fi, staff for your event, linen & tables set to requirements, one notepad & pen per delegate, lectern, white board, roof mounted projector & screen with touch control panel. All other audiovisual equipment can be arranged at an additional fee including but not limited to: flip charts, microphones, stages, lighting, laptops, additional screen & data projectors.

***Room hire included if catering is \$1000+, otherwise \$450 is applicable. Combine Karl Langer West & room hire is included if catering is \$2000+, otherwise \$750 is applicable.***



## CATERING PACKAGE

Let our Executive Chef take care of all your catering needs

### PACKAGE INCLUDES:

**\$42.90pp**

#### Arrival

- Tea & Nespresso coffee
- Iced water & mints

#### Morning Tea

- Choice of 2 morning tea selections from our Gourmet Break Menu
- Tea & Nespresso coffee

#### Lunch

- Choice of sandwiches, wraps or baguettes from Working Lunch Menu
- Fresh juice or soft drinks
- Chef's selection of hot finger foods
- Seasonal fresh fruit platter

#### Afternoon Tea

- Selection of biscuits
- Tea & Nespresso coffee

### UPGRADE:

Replace the lunch section above with one of the below for a small additional fee:

- Canapés **+\$7.00pp**  
Choose any 5 canapés from the hot &/or cold selections from our Canapé Menu
- Executive Buffet **+\$7.00pp**  
Selection of 3 dishes from the Executive Buffet Lunch Menu
- Build your own Sandwiches **+\$7.00pp**  
A variety of meats, salads, spreads & bread rolls to create your own perfect sandwiches





## GOURMET BREAK MENU

### SWEET

- Selection of freshly baked Danish pastries
- Freshly baked muffins: blueberry, raspberry & white chocolate, double choc chip
- Carrot cake w/ cream cheese frosting
- Freshly baked scones w/ jam & cream
- Chocolate & macadamia brownie
- Orange & almond cake <sup>(GF)</sup>
- Seasonal fruit skewers w/ yoghurt dip <sup>(GF)</sup>

### SAVOURY

- Fresh croissants w/ ham & cheese
- Savoury muffins w/ tomato relish & sour cream
- House baked mini cornish pasties
- Mini assorted gourmet pies
- Spinach & ricotta pastries



## LUNCH MENU

### WORKING LUNCH

- A selection of gourmet sandwiches including: roast beef w/ mustard pickles & salad, curried eggs w/ lettuce, chicken & almond pate w/ salad, smoked salmon cucumber & chive cream cheese

or

- Gourmet wraps including: chicken caesar salad, salad w/ avocado, char-grilled vegetables w/ feta, roast beef w/ salad

or

- Mini baguettes including: BLT, roast turkey w/ cranberry & camembert, rare roast beef w/ pickles & salad greens

### BUILD YOUR OWN

- A variety of meats, salads, spreads & bread rolls to create your own perfect sandwiches

### EXECUTIVE BUFFET

- Wok fried egg noodles w/ beef in black bean sauce
- Butter chicken w/ coconut rice & naan
- Green chicken curry w/ lemongrass rice
- Beer battered barramundi goujons served w/ chunky chips & aioli
- Thai beef salad <sup>(GF)</sup>
- Chinese BBQ pork w/ vegetables & hokkein noodles
- Vegetarian nasi goreng
- Peri peri chicken w/ herbed cous cous

# CANAPÉ MENU

<b>4 hours</b> - includes your choice of 8 x hot/cold canapés & 3 x substantial	<b>\$59.00pp</b>
<b>2 hours</b> - includes your choice of 5 x hot/cold canapés & 2 x substantial	<b>\$35.00pp</b>
<b>1 hour</b> - includes your choice of 3 x hot/cold canapés & 1 x substantial	<b>\$20.00pp</b>

## 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

## 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



## CREATE YOUR OWN PACKAGE

Cater your event to your needs & budget - simply tick the boxes

### MORNING/ AFTERNOON TEA/ SUPPER

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> Assorted biscuits                                  | <b>\$4.90pp</b> |
| <input type="checkbox"/> Pikelets w/ fresh cream & strawberry jam           | <b>\$7.90pp</b> |
| <input type="checkbox"/> House-made scones w/ strawberry jam & fresh cream  | <b>\$7.90pp</b> |
| <input type="checkbox"/> A selection of delicious slices                    | <b>\$7.90pp</b> |
| <input type="checkbox"/> Freshly made muffins                               | <b>\$7.90pp</b> |
| <input type="checkbox"/> Assorted house-made cakes                          | <b>\$7.90pp</b> |
| <input type="checkbox"/> Chef's selection hot food platter                  | <b>\$6.90pp</b> |
| <input type="checkbox"/> Seasonal fruit platter                             | <b>\$5.90pp</b> |
| <input type="checkbox"/> Orange & apple juice                               | <b>\$2.90pp</b> |
| <input type="checkbox"/> Soft drink   | <b>\$2.90pp</b> |
| <input type="checkbox"/> Tea & Nespresso coffee w/ break or on arrival      | <b>\$3.90pp</b> |
| <input type="checkbox"/> Continuous tea & Nespresso coffee throught the day | <b>\$7.90pp</b> |

### PRE-MADE LUNCH

- |   |                  |
|---|------------------|
| <input type="checkbox"/> Selection of pre-made gourmet sandwiches | <b>\$12.90pp</b> |
| <input type="checkbox"/> Selection of freshly prepared baguettes  | <b>\$12.90pp</b> |
| <input type="checkbox"/> Selection of pre-made premium wraps      | <b>\$12.90pp</b> |

### BUILD YOUR OWN SANDWICHES

- |  |                  |
|--|------------------|
| <input type="checkbox"/> Variety of meats, salads, spreads & bread rolls | <b>\$20.00pp</b> |
|--|------------------|

### CANAPÉ LUNCH MENU

- |                                  |                  |
|----------------------------------|------------------|
| <input type="checkbox"/> 1 hour  | <b>\$20.00pp</b> |
| <input type="checkbox"/> 2 hours | <b>\$35.00pp</b> |
| <input type="checkbox"/> 4 hours | <b>\$59.00pp</b> |

### EXECUTIVE BUFFET LUNCH MENU

- |   |                  |
|---|------------------|
| <input type="checkbox"/> Refer to Executive Buffet Lunch Menu options – choice of 3 | <b>\$22.90pp</b> |
|---|------------------|





## BREAKFAST

Choose from continental, full buffet or plated single drop. Served w/ chilled fresh fruit juice, barista coffee, selection of teas, fresh fruit platter, freshly baked croissants & danishes.

### CONTINENTAL BUFFET

**\$19.90pp**

- Selection of freshly baked Danish pastries
- Freshly baked muffins; blueberry, raspberry & white chocolate, double choc chip
- Carrot cake w/ cream cheese frosting
- Freshly baked scones w/ jam & cream
- Breads for toasting w/ butter & condiments
- Two types of cereal w/ milk
- Seasonal fruit skewers <sup>(GF)</sup>
- Yoghurt

### FULL BUFFET (min 30 ppl)

**\$29.90pp**

- All items from Continental Buffet Menu
- Double-smoked bacon rashers
- Chefs scrambled eggs w/ cheese & chives
- Herbed roasted tomatoes
- Sautéed mushrooms w/ baby spinach
- Mini potato rosti's

### PLATED ALTERNATE DROP - please choose 2

**\$29.90pp**

- Traditional eggs benedict w/ ham
- Mushroom feta & spinach omelette
- Salmon & avocado stack on toasted ciabatta w/ a poached egg
- Poached eggs w/ sauteed mushrooms & spinach on toasted ciabatta
- Crispy bacon, poached eggs, chipolata & tomato on toast
- Fluffy pancakes served w/ fresh berry compote & ice cream



## B E V E R A G E S

Your choice of cash bar, bar tab or package

Offering a wide range of beverages for all your guests to enjoy. All you have to do is decide if you wish to pay for drinks on a bar tab or as a cash bar. Please contact our friendly Events Manager to discuss your budget and beverage package options.

### **CASH BAR**

Guest purchase their own drinks

### **BAR TAB**

You set a fixed amount and choose a beer & wine selection for your guests enjoyment

### **STANDARD BEVERAGE PACKAGE\***

A selection of basic beers, house wines, soft drinks, juice & spring water.

- 4 hour package \$35 per person
- 2 hour package \$25 per person

### **PREMIUM DRINK PACKAGE\***

A selection of basic spirits, premium beers & high quality wines, juice & soft drink

- 4 hour package \$49 per person
- 2 hour package \$25 per person

<b>PRIVATE BAR IN ROOM</b>			
<b>Lenons</b>	<b>Karl Langer</b>	<b>Allan Cunningham</b>	<b>Conservatory</b>
No	Yes	Yes	Yes

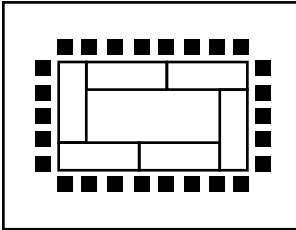
The Burke & Wills Hotel offers an extensive range of beverages, however if you have a favourite that is not on our menu then please let us know so we can source it for your event. Contact our Events Manager to discuss any preferences you may have.

*\*Per Person price is applicable as a substantial meal add-on whereby all attendees are purchasing the package, management reserves the right to enforce Responsible service of Alcohol without compensation.*

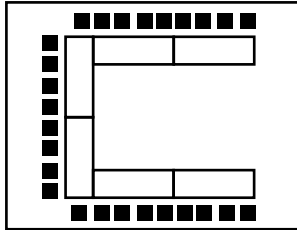


## ROOM CONFIGURATIONS

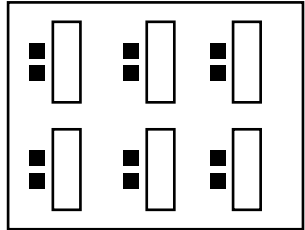
All of our function room have the ability to be configured in a variety of different styles to suit your needs. The following room diagrams illustrate common configurations that you may like to consider for your next corporate event.



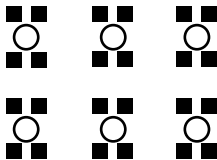
Boardroom



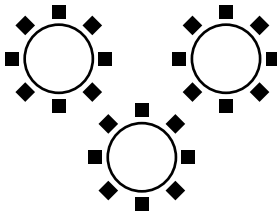
U Shape



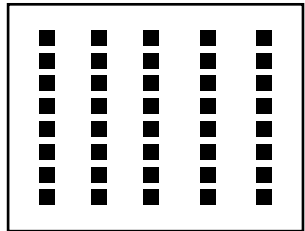
Classroom



Cocktail




Round



Theatre

	B/Room	U Shape	C/Room	Cocktail	Rounds	Theatre
<b>Lennons Room</b>	20	25	20	50	40	70
<b>Allan Cunningham</b>	40	40	80	150	140	200
<b>Karl Langer West</b>	15	20	20	60	40	50
<b>Karl Langer East</b>	25	35	50	100	80	100
<b>Karl Langer Combined</b>	40	40	80	150	140	190



**Please contact our  
events manager today**

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

**Free Call: 1800 633 679**

**554 Ruthven Street, Toowoomba Qld 4350**

**[www.burkeandwillshotel.com.au](http://www.burkeandwillshotel.com.au)**

*Correct as of*  
**SEPTEMBER 2018**



# **BURKE & WILLS HOTEL**

## **FUNCTION TERMS & CONDITIONS**

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### **1. BOOKING**

We welcome tentative bookings which will be held for 7 days from the date of enquiry. 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 within 7 days of your enquiry, management reserves the right to cancel the booking and allocate the space to another customer.

### **2. DEPOSIT**

We require your room hire fee by way of deposit to confirm your booking within 7 days of making your booking. If a room hire fee does not apply the amount equivalent to the room hire fee for that room is payable as a deposit, with the amount being deducted from the final amount payable. Business cheques are only accepted with prior approval. No personal cheques accepted.

### **3. PAYMENT**

Catering: Final numbers of guests attending & payment for catering is required 7 days prior to your event. No refunds will be given on catering after this payment has been made.

Beverage Packages: Payment is to be made 7 days prior to your event.

Bar Tabs: Are to be paid for at the conclusion of your event. A credit card is required in order to set up a bar tab. A pre-authorisation for the value of the bar tab will be processed at the commencement of your event and then a completion of sale processed at the conclusion. If the payment declines, the Burke & Wills Hotel reserves the right to charge the balance owing to the credit card provided on the Function Agreement Form.

### **4. CANCELLATIONS**

All cancellations must be in writing to receive a refund of any monies paid.

If you wish to cancel your function, the following conditions apply:

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

### **5. EXTERNAL CATERING**

No food or beverages purchased externally may be consumed in the function rooms, outside dining area or restaurant. Celebratory cakes are permitted. Such cakes may be delivered no more than 24 hours prior to your event and must be collected no more than 24 hours after your event. Cakes not collected the following day will be disposed of.

### **6. SECURITY BOND**

All events require a Security Bond to be pre-paid equivalent to the room hire fee relevant for your event to cover damages that may be incurred as a consequence of your event, attendees or associated parties. Where there is no room hire fee payable, the bond will still be payable to the value of normal room hire. This bond will be refunded within 5 business days of your event providing there are no damages. The bond will be refunded in the same manner as it was paid with the exception of cash which will be refunded via EFT (direct deposit).

### **7. 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.

### **8. DECORATIONS**

Decorations and theming of your event is welcome. 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 deducted from Security Bond.

### **9. 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.

### **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.

**BURKE & WILLS HOTEL**  
**FUNCTION TERMS & CONDITIONS CONT.**

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**11. 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.

**12. 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.

**13. 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

**14. BUCK'S PARTIES & HEN'S NIGHTS**

We welcome all types of celebrations at the Burke and Wills Hotel, provided they operate in accordance with these terms and conditions and a code of conduct. Adult entertainment of any kind is not permitted, including strippers, topless servers or other provocative entertainment. All theming should not offend other guests. Please discuss your intentions with our staff prior to your event to avoid any issues.

**15. 18th BIRTHDAYS & 21st BIRTHDAYS**

All celebrations of this nature held in a private function room must have security at the host's expense in a ratio of 1 guard per 100 guests. The current rate is \$65 per hour (incl. GST) with a 4-hour minimum engagement (\$260). You are required to pay this fee within 7 days of making your booking to secure the event. We do hope that your experience with us here at the The Burke & Wills Hotel is a relaxed and enjoyable one. Please be assured that the above polices have been implemented to ensure the comfort of both yourself and all other guests of The Burke & Wills Hotel. If there is anything at all we can do for you whilst you are our guest, please do not hesitate to ask.

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**PLEASE SIGN BELOW**

**Return a signed copy of these Terms & Conditions to the Burke & Wills Hotel Events Manager to secure your booking.**

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.*