

# FUNCTIONS



# WELCOME

## THE PADDO

### OUR VENUE AT A GLANCE

STATE OF  
THE ART SPACES  
7+ EVENT SPACES

SMALL & LARGE  
EVENTS

1200+ PEOPLE

PREMIUM PACKAGES  
FOOD & BEVERAGES

**Welcome to The Paddo**, where your special moments become extraordinary memories! This functions package shows off our versatile array of beautifully appointed rooms and spaces, tailored to suit a myriad of events. Whether you're planning a corporate conference, a dream wedding, or a lively celebration, we have the perfect setting for you. Our comprehensive packages are designed to make your day seamless and unforgettable, featuring customisable options to suit your unique preferences.



To enquire for your next event, please contact our functions team at [paddo-functions@mcguireshotels.com.au](mailto:paddo-functions@mcguireshotels.com.au). Our dedicated event staff are here to guide you every step of the way, ensuring your event exceeds expectations. Should you have any questions or special requests, feel free to reach out – your vision is our priority. Come, celebrate, and let us make your day the best it can be at The Paddo.

# ROOMS

## THE PADDO

### SYNC ROOM

Introducing the Sync Room, a versatile space tailored for any function, be it corporate or social. With flexibility at its core, this room adapts seamlessly to your event needs. The Sync Room is designed to be the perfect canvas for your event vision, ensuring a dynamic and adaptable setting for a memorable experience.

#### FEATURES:

- DANCEFLOOR\*
- STATE OF THE ART SOUND
- AUDIO VISUAL EQUIPMENT

*\* Additional costs apply*

**CAPACITY: 150 COCKTAIL | 100 SIT DOWN**



# SPACES

## THE PADDO

### THE SYNC DECKS

Introducing The Sync Decks, where two charming alfresco areas adorned with hanging greenery set the stage for an intimate and stylish venue. With dedicated table service, this intimate venue is perfect for any special occasion. Enjoy the convenience of being close to amenities and bar facilities, ensuring a seamless and delightful experience for you and your guests. Whether it's a celebration or an intimate gathering, The Sync Decks sets the stage for a memorable and stylish event.

**CAPACITY: MAX 70 COCKTAIL**



### SYNC BEER GARDEN

Experience the charm of the Sync Beer Garden, our beautiful outdoor event space. This under-cover venue, adorned with hanging plants and greenery, creates a stunning ambiance for any cocktail or informal dinner function. Create a delightful escape for your special event, ensuring a memorable and picturesque experience for you and your guests.

**CAPACITY: MAX 100 COCKTAIL**

# SPACES

## THE PADDO

### MAIN BAR

Welcome to our Main Bar, the heart of our venue. This large-scale area is perfect for larger functions, offering a warm and inviting atmosphere. With an exclusive bar and pool tables - it's the ideal space to gather, socialise, and celebrate in style.

#### FEATURES:

- EXCLUSIVE BAR
- EXCLUSIVE POOL TABLES
- PROJECTOR SCREEN
- AUDIO VISUAL EQUIPMENT

**CAPACITY: 500 COCKTAIL | 300 SIT DOWN**



### BEER GARDEN

Step into the enchanting Main Bar Beer Garden, an idyllic alfresco event space nestled amidst lush greenery and hanging plants. This relaxed, undercover venue is perfect for stand-up functions, offering a picturesque backdrop for your gathering. Immerse yourself in the beautiful surroundings and savour the memorable atmosphere of this one-of-a-kind location.

**CAPACITY: MAX 200 COCKTAIL**

# ROOMS

## THE PADDO

### THE COMEDY CLUB

The Comedy Club is the perfect place to host your next unforgettable event. This vibrantly decorated function room oozes charm and style, comfortably accommodating up to 300 people. And the best part? You'll have exclusive access to a private bar and stage, setting the backdrop to create memories that last for years to come.

#### FEATURES:

- STAGE
- EXCLUSIVE BAR
- PROJECTOR SCREEN
- AUDIO VISUAL EQUIPMENT

**CAPACITY: MAX. 300 SIT DOWN & COCKTAIL**



### THE TROPHY ROOM

Welcome to The Trophy Room, a versatile function space designed to accommodate a variety of group sizes for any occasion. Enjoy the flexibility to customize the space according to your needs and create lasting memories in this well-appointed and stylish venue.

#### FEATURES:

- EXCLUSIVE BAR
- DANCE FLOOR\*
- AUDIO VISUAL EQUIPMENT

*\* Additional costs apply*

**CAPACITY: 180 COCKTAIL | 90 SIT DOWN**

A close-up photograph of several appetizers on a wooden surface. Each appetizer consists of a small, round, golden-brown bread roll topped with a slice of smoked salmon, a dollop of white cream cheese, and garnished with fresh green microgreens and a small amount of black caviar. In the background, there are some sliced red onions and tomatoes. The text "FOOD PACKAGES" is overlaid in the center in a large, white, bold, sans-serif font.

# FOOD PACKAGES

### CANAPÉS PACKAGES

#### 30 PAX MINIMUM

6 ITEMS	3 HOT & 3 COLD	\$24PP
8 ITEMS	4 HOT & 4 COLD	\$32PP
10 ITEMS	5 HOT & 5 COLD	\$40PP
12 ITEMS	6 HOT & 6 COLD	\$48PP

#### DETAILS

Indulge in culinary perfection with our canapés package, a symphony of flavours crafted for unforgettable moments.

#### DIETARIES

All dietary requirements can be catered for.

- V** - Vegetarian
- VN** - Vegan
- GF** - Gluten Free



#### COLD

Smoked salmon crostini with dill cream, fried capers & watercress <sup>GF</sup>

Spiced guacamole and Mooloolaba prawn tart

Mushroom & caramelised onion tartlet with fetta cheese <sup>V</sup>

Rare beef on crispy bread with horseradish cream & watercress <sup>GF</sup>

Smoked chicken poke bowl with mesclun, cherry tomato, red onion, cucumber, orange segments & sesame dressing <sup>GF</sup>

Sun-dried tomato pesto tart with marinated fetta <sup>V</sup>

Italian antipasto skewer with fetta, salami & Spanish olives <sup>GF</sup>

Red wine poached pear with mascarpone & balsamic glaze <sup>V/GFO</sup>

Natural oyster with a homemade mignonette dressing

Chicken & capsicum mousse tart with crumbled fetta

#### HOT

Devils on horseback (bacon wrapped prune) <sup>GF</sup>

Authentic satay chicken skewer with house made mild satay sauce <sup>GF</sup>

Peking duck spring roll with hoisin sauce

Sticky pork belly bite with sweet chilli sauce <sup>GF</sup>

Mushroom & truffle arancini with shaved parmesan, garlic aioli <sup>V/VNO</sup>

Premium house made sausage rolls with tomato relish and watercress

Lamb kofta with tzatziki dressing <sup>GF</sup>

Coconut prawn cutlet with sweet chilli sauce

House made Italian meatballs with Napoli sauce & shaved parmesan <sup>GF</sup>

Crumbed camembert cheese with cranberry sauce <sup>V</sup>



### PLATTERS

#### DETAILS

Discover a feast for the senses with our tantalising platters. Contact your Event Manager for expert guidance on selecting the perfect quantity to elevate your event's culinary experience.

#### DIETARIES

All dietary requirements can be catered for.



#### SEASONAL FRUIT PLATTER \$75

Freshly sliced seasonal fruit platter

#### VEGETARIAN PLATTER \$90

Spinach and ricotta rolls<sup>10</sup>, mixed spring rolls<sup>10</sup> and vegetables samosas<sup>10</sup> served with tomato sauce and sweet chilli sauce

#### SECRET SPICED WINGS PLATTER \$75

Spicy chicken wings<sup>50</sup> served with blue cheese sauce, buffalo sauce and smoky BBQ sauce

#### LET'S PARTY PLATTER \$90

Chicken dim sim<sup>10</sup>, premium Angus beef pie<sup>10</sup> and house made sausage rolls<sup>10</sup> served with tomato sauce, sweet chilli sauce and soy sauce

#### HOT SEAFOOD PLATTER \$95

Coconut crumbed prawns<sup>12</sup>, salt and pepper calamari<sup>15</sup> and battered flathead<sup>10</sup> served with tartare sauce, tomato sauce and fresh lemon wedges

#### PIZZA PLATTER \$50

Choice of two pizza toppings: meatlovers, ham and pineapple or vegetarian

#### SANDWICHES PLATTER \$90

Salami, egg, chicken or ham <sup>40 PIECES</sup> with cheese and salad fillings served with mayonaise, mustard and tomato relish

#### GLUTEN FREE / VEGAN PLATTER \$100

Plant based pies<sup>10</sup>, plant based sausage rolls<sup>10</sup> and pumpkin arancini<sup>12</sup> served with vegan aioli and tomato sauce

#### ANTIPASTI PLATTER \$90

Crackers, prosciutto, salami, fetta cheese, bocconcini, char-grilled mushrooms, char-grilled zucchini, sundried tomatoes, marinade olives and sweet pickles

#### SLIDERS PLATTER \$90

BBQ pork with coleslaw<sup>10</sup>, beef pattie with cheese and tomato relish<sup>10</sup> & grilled halloumi cheese with rocket<sup>10</sup>, served on a toasted brioche bun

#### SOMETHING SWEET PLATTER \$75

Rocky road<sup>6</sup>, chocolate brownie<sup>6</sup>, banana bread<sup>4</sup>, and scones<sup>4</sup> served with jam and cream

#### PETIT FOURS PLATTER \$75

Chefs' selection of bite-sized petit fours and desserts <sup>20 PIECES</sup>

#### LITTLE PEOPLE'S PARTY PLATTER - \$10 PER CHILD (MIN. 10 CHILDREN)

Chicken nuggets, fish fingers, cheerios and chips with tomato sauce.

### BUFFET

**40 PAX MINIMUM**

**ADULTS - \$70PP**  
**KIDS (6-12) - \$40PP**  
**KIDS (0-5) - \$10PP**

#### DETAILS

- Not an all you can eat buffet
- Extra charges will be added to final invoice in the event that extra people arrive
- No takeaway permitted
- Buffet is available for 90 minutes as per our food safety license

#### DIETARIES

All dietary requirements can be catered for.

**V** - Vegetarian      **VO** - Vegetarian Option  
**VN** - Vegan          **VNO** - Vegan Option  
**GF** - Gluten Free    **GFO** - Gluten Free Option



### OUR BUFFET INCLUDES:

- Two hot dishes
- Roast carvery
- Two salads
- Steamed and roast vegetables
- Steamed rice or cauliflower gratin
- Selection of petit fours
- Seasonal fruit
- Bread rolls

### YOUR CHOICES:

#### HOT DISH

*Choice of two dishes below:*

Beef stroganoff <sup>GF</sup>  
 Traditional butter chicken <sup>GF</sup>  
 Thai red curry with pork belly <sup>GF</sup>  
 Lemon and garlic butter barramundi <sup>GF</sup>

#### ROAST CARVERY

*Choice of one dish below:*

Mustard roast beef <sup>GF</sup>  
 Roast pork leg with crackling <sup>GF</sup>  
 Roast marinated lamb <sup>GF</sup>  
 Roast lemon & thyme chicken <sup>GF</sup>

#### SALADS

*Choice of two dishes below:*

Caesar Salad <sup>GFO</sup>  
 Garden Salad <sup>GF/V</sup>  
 Pasta Salad <sup>GF</sup>  
 Coleslaw <sup>GF/V</sup>

### ADD COLD SEAFOOD BUFFET

Add cold seafood to buffet for only \$15 extra per person. Cold seafood options include smoked salmon, cooked prawns and marinated mussels.

### FORMAL MENU

#### 20 PAX MINIMUM

1 COURSE - \$39PP (MAIN ONLY)

2 COURSES - \$65PP

3 COURSES - \$75PP

#### DETAILS

Indulge in sophistication with our formal menu, offering your choice of two exquisite dishes per course, elegantly served alternate drop.

#### DIETARIES

All dietary requirements can be catered for.

**V** - Vegetarian

**VO** - Vegetarian Option

**VN** - Vegan

**VNO** - Vegan Option

**GF** - Gluten Free

**GFO** - Gluten Free Option



### ENTRÉES

**Chicken Caesar Salad**  
with cos lettuce, croutons, parmesan, poached egg & crispy prosciutto <sup>GFO/VO</sup>

**Smoked Salmon**  
with crème fraîche, fried capers, watercress salad & crispy bread

**House Smoked Chicken Breast** with semi-dried tomato, red onion & watercress salad, served with garlic aioli <sup>GF</sup>

**Roasted Field Mushroom**, with rosemary and garlic, topped with rocket, red onion and parmesan cheese with a balsamic glaze <sup>GFO/V</sup>

### MAINS

**200G Grilled Salmon**  
served with butter-roasted potato wedges, seasonal greens, baby carrots and a creamy pesto sauce <sup>GF</sup>

**Grilled Pork Striploin**  
served with rosemary and garlic roasted potato, seasonal greens, caramelised apple and red wine jus <sup>GF</sup>

**200G Eye Fillet** served with creamy potato mash, grilled mushrooms, wilted spinach and red wine jus <sup>GF</sup>

**Grilled Chicken Supreme**  
with pomme purée, semi-dried tomato, green beans and mushroom ragu <sup>GF</sup>

**Potato Gnocchi**  
with mushrooms, red onion and peas, in a creamy truffle sauce, topped with parmesan cheese and truffle oil <sup>V</sup>

### DESSERTS

**Lemon Meringue Tart**  
Hand torched marshmallow meringue crowning a tangy lemon curd in a sweet tart shell, served with passionfruit coulis, whipped cream & fresh berries

**Peach and Passionfruit Cheesecake** Baked creamy cheesecake with a tropical blend of peach & passionfruit, served with whipped cream & fresh berries <sup>GF</sup>

**Chocolate Mud Cake**  
mouth-watering muddy vegan chocolate cake topped with a creamy chocolate rosette, served with a sprinkle of dried raspberries, whipped cream & fresh berries <sup>DF/VN</sup>

**Petit Four**  
chef's selection of four sweets, served with cream & fresh berries

### BREAKFAST PACKAGES

20 PAX MINIMUM

#### DETAILS

Elevate your morning event with our breakfast packages! All packages include a fresh juice, brewed coffee and tea station.

#### DIETARIES

All dietary requirements can be catered for.

- V** - Vegetarian      **VO** - Vegetarian Option
- VN** - Vegan        **VNO** - Vegan Option
- GF** - Gluten Free    **GFO** - Gluten Free Option



#### EXPRESS BREAKFAST      \$22PP

*Choice of one of the below menu items:*

- Ham and cheese toasted sandwich
- Chicken and avocado toasted sandwich
- Camembert cheese and cranberry jam toasted sandwich <sup>V</sup>
- Croissant with a selection of spreads <sup>V</sup>
- Bacon and egg burger with cheese and tomato relish <sup>GFO</sup>

#### CONTINENTAL BREAKFAST      \$28PP

*Choice of two of the below menu items:*

- Selection of Danish pastries and muffins
- Individual fruit salads
- Fruit and yoghurt parfaits
- Cereals with a selection of milks and vanilla yoghurt

#### THE SUNRISE SOCIAL      \$35PP

*Chef's selection of pastries <sup>1pp</sup> on arrival PLUS your choice of one of the below menu items:*

- Scrambled eggs on a toasted Turkish bread, bacon rasher, grilled tomato, hash brown, chipolata sausages and tomato relish.
- Smashed avocado on toasted sourdough, soft poached egg, roasted field mushrooms, grilled tomato, rocket, crumbled fetta and toasted walnuts.
- Eggs benedict on toasted sourdough with bacon rasher, wilted spinach and Hollandaise sauce.

*Each option served individually.*

## DELEGATES PACKAGES

### DETAILS

#### HALF DAY DELEGATE - \$45PP

Choice of either morning tea or afternoon tea and your choice of one corporate lunch option.

#### FULL DAY DELEGATE - \$55PP

Morning tea and afternoon tea, as well as your choice of one corporate lunch option.

### DIETARIES

All dietary requirements can be catered for.

**V** - Vegetarian

**VO** - Vegetarian Option

**VN** - Vegan

**VNO** - Vegan Option

**GF** - Gluten Free

**GFO** - Gluten Free Option



## MORNING / AFTERNOON TEA

Freshly brewed coffee and a selection of teas. Includes all day replenishing and a selection of milks are available. Plus - your choice of one of the following:

- Assortment of house-made friands <sup>GF/V</sup>
- Freshly baked scones with jam and cream <sup>V</sup>
- Banana bread <sup>V</sup>
- Seasonal fruit and yoghurt parfait <sup>V</sup>
- Warm jam-filled donuts <sup>V</sup>
- Rocky road <sup>V</sup>
- Chef's selection of muffins <sup>V</sup>
- Chef's selection of cookies <sup>V</sup>
- Chocolate fudge brownies <sup>GF/V</sup>
- Mini butter chicken pies
- Mini premium angus beef pies

## CORPORATE LUNCH OPTIONS

Each lunch option includes an array of soft drink jugs.

### ROAST CARVERY

(MIN. 20 PEOPLE)

Our famous roast lunch carvery including a selection of two meat dishes, vegetables and one bread roll per person.

### MAKE YOUR OWN

#### SANDWICH BAR

(MIN. 20 PEOPLE)

A selection of gourmet bread, rolls and wraps served with all your favourite fillings <sup>GFO</sup>

### MAKE YOUR OWN

#### BURGER BAR

(MIN. 20 PEOPLE)

A selection of salads, beef patties and sauce served with fresh white buns <sup>GFO</sup>

*Lunch options continue on the next page.*

## DELEGATES PACKAGES

### DETAILS

#### HALF DAY DELEGATE - \$45PP

Choice of either morning tea or afternoon tea and your choice of one corporate lunch option.

#### FULL DAY DELEGATE - \$55PP

Morning tea and afternoon tea, as well as your choice of one corporate lunch option.

### DIETARIES

All dietary requirements can be catered for.

**V** - Vegetarian

**VO** - Vegetarian Option

**VN** - Vegan

**VNO** - Vegan Option

**GF** - Gluten Free

**GFO** - Gluten Free Option



## CORPORATE LUNCH OPTIONS - CONTINUED.

Each lunch option includes an array of soft drink jugs.

### MINI BUFFET (Min. 25 People)

*Includes choice of two hot dishes, two chef's selection salads, steamed vegetables and steamed rice.*

#### CHICKEN OPTIONS:

CHICKEN CACCIATORE <sup>GF/DF</sup>

CREAMY CHICKEN &  
MUSHROOM <sup>GF</sup>

#### BEEF OPTIONS:

BEEF STROGANOFF <sup>GF/DF</sup>

MALAYSIAN SATAY BEEF

#### PORK OPTIONS:

THAI CURRY PORK <sup>GF/DF</sup>

PORK & CHORIZO  
CASSEROLE <sup>GF</sup>

### PRE ORDER LUNCH (Max. 30 People)

*Pre-order some of our most popular meals from our bistro. Your choice of:*

- **CHICKEN SCHNITZEL**  
served with chips & salad
- **CHICKEN CAESAR SALAD** <sup>VO • GFO</sup>  
baby cos lettuce, garlic croutons, caramelised bacon, shaved parmesan & a poached egg with a creamy Caesar dressing and optional anchovies  
*Swap chicken for haloumi for vegetarian option*
- **STEAK SANDWICH** <sup>GFO</sup>  
grilled rib fillet, cos lettuce, tomato, cucumber, beetroot, caramelised onion, cheese & bbq sauce on toast, served with chips
- **FISH & CHIPS**  
crispy beer battered flathead, served with chips, salad, lemon & tartare
- **12 CHICKEN WINGS**  
our secret spiced wings served with smokey BBQ sauce
- **CHEF'S SELECTION VEGAN MEAL**  
chef's choice of vegan meal based on the best current seasonal ingredients

### HIGH TEA

30 PAX MINIMUM - \$50PP

#### DETAILS

Experience elegance with our high tea package, featuring a glass of bubbles, a delightful array of teas, and a tempting buffet of sweet and savoury treats to elevate your tea time.

#### DIETARIES

All dietary requirements can be catered for.

- V** - Vegetarian      **VO** - Vegetarian Option
- VN** - Vegan        **VNO** - Vegan Option
- GF** - Gluten Free    **GFO** - Gluten Free Option



**Our High Tea package includes one glass of sparkling wine on arrival, jugs of juice and a replenishing selection of tea.**

#### SWEET

- American style chocolate brownie with walnut <sup>GFO</sup>
- Chef's selection of mini muffins
- Carrot and walnut cake
- Cherry slice topped with shredded coconut
- Lemon and passionfruit cheesecake <sup>GF</sup>
- Red velvet cheesecake
- Chocolate and raspberry lamington
- Raspberry and blueberry friand <sup>GF</sup>
- Chocolate and mint slice with nuts
- Classic rocky road with marshmallows and almonds
- House made white chocolate scone with whipped cream and jam

#### SAVOURY

- Chef's selection of sandwiches (3 flavours, including vegetarian option)
- Chef's selection of quiches (3 flavours, including vegetarian option)
- Chef's selection of premium pies (beef, lamb and chicken option)
- House made premium sausage rolls with tomato salsa



**DRINK  
PACKAGES**



# DRINKS

THE PADDO

PACKAGE TYPE		2 HOURS	3 HOURS	4 HOURS	ADD. HOURS	ADD SPIRITS
<b>CASH BAR</b>	Pay as you go bar service Prices on request	N.A.	N.A.	N.A.	N.A.	N.A.
<b>BAR TAB</b>	A set bar tab amount that can be used on any combination of beer, wines, spirits and cocktails, ciders and soft drinks	N.A.	N.A.	N.A.	N.A.	N.A.
<b>BRONZE PACKAGE</b>	XXXX Gold, Hahn Super Dry, Hahn Super Dry 3.5, Heineken Zero  Morgans Bay - Sparkling, Semillion Sauvignon Blanc, Cabernet Merlot. Squealing Pig Zero Sauvignon Blanc  Soft drinks on tap  <i>*pending product availability.</i>	32pp	42pp	55pp	14pp/hr	12pp/hr
<b>SILVER PACKAGE</b>	XXXX Gold, Hahn Super Dry, Hahn Super Dry 3.5, 150 Lashes, Stone & Wood Pale Ale, Heineken Zero  Squealing Pig Pinot Gris, Drives Chardonnay, T'Gallant Prosecco, Squealing Pig Zero Sauvignon Blanc, Wynns Reframed Rosé  Fickle Mistress Pinot Noir, Pepper Jack Shiraz  Soft drinks on tap  <i>*pending product availability.</i>	36pp	46pp	59pp	14pp/hr	12pp/hr

# DRINKS

THE PADDO

## PACKAGE TYPE

2 HOURS 3 HOURS 4 HOURS ADD. HOURS ADD SPIRITS

### GOLD PACKAGE

All beers excluding Canadian Club & Dry and international beers. Heineken Zero Stubbies

Coldstream Hills Sauvignon Blanc, Wynns Reframed Rosé, Squealing Pig Pinot Gris, Pepperjack Chardonnay, Leo Buring Reisling, Squealing Pig Zero Sauvignon Blanc

Pepperjack Shiraz, Wolf Blass Merlot, Wynns Cabernet Sauvignon

Soft drinks on tap

*\*pending product availability.*

42pp

55pp

68pp

14pp/hr

12pp/hr

### PLATINUM PACKAGE

All beers including Canadian Club & Dry and international beers. Heineken Zero Stubbies

Janz Sparkling, Tar & Roses Pinot Grigio, Shaw and Smith Sauvignon Blanc, Pepperjack Chardonnay, Squealing Pig Zero Sauvignon Blanc

Nanny Goat Pinot Noir, Hensheke Henrys 7, Soul Growers Slow Grown Shiraz

Soft drinks on tap

*\*pending product availability.*

50pp

65pp

75pp

14pp/hr

12pp/hr

The image shows two rectangular wicker baskets hanging from the ceiling. The basket in the foreground is a light brown color with a tight, uniform weave. It has a small, knotted rope handle on its left side. The basket behind it is similar but appears to be illuminated from within, casting a warm, golden glow. The background is softly blurred, showing a bright window with natural light, a green plant on the right, and a circular mirror on the left. The overall atmosphere is bright and airy.

# EXTRAS & DETAILS

# EXTRAS

## THE PADDO

### CAKEAGE:

Want to bring your own cake? No worries at all! We provide several cakeage options:

#### OPTION 1: \$1 PER PERSON

We will store your cake before and after the event, cut and serve your cake on a platter.

#### OPTION 2: \$4 PER PERSON

We will store your cake before and after the event, cut and plate your cake individually with strawberries and cream.

#### OPTION 3: NO COST

No cake storage before or after the event is approved, we will provide a knife, side plates and spoons for you to serve the cake for your party.

**All cakes must be picked up no later than 11am the following day.**



### BESPOKE:

*Looking for something special for your event that is not listed? Speak to your Event Manager!*

*We are open to specific requests and additional services!*

### PREFERRED SUPPLIERS:

#### DECOR:

Beautiful Illusions  
www.beautifulillusions.com.au  
Jodie 0416 182 276  
Stephanie 0412 179 214

#### DANCE FLOORS:

Pro Stage QLD  
www.prostageqld.com  
0411 196 915  
info@prostageqld.com

#### AUDIO VISUAL:

Microhire QLD  
www.microhire.com.au  
07 3736 1233

Twisted Pair Productions  
www.twistedpairproductions.com.au  
info@tppro.com.au  
07 3162 0556

#### JUKE BOX & PHOTO BOOTH:

Party Animals  
www.partyanimalshire.com.au  
1800 999 925 / 0407 189 415

#### LIVE ENTERTAINMENT & DJ'S:

Available upon request. Please speak to your Events Manager.

### CORPORATE ROOM INCLUSIONS:

*Included in your minimum spend is access to the below equipment:*

- Water and mints
- Writing pads and pens
- White & black linen
- Lectern and microphone
- Projector screen
- Whiteboard and markers
- Flipchart and markers
- Signage
- Presenters and registrations table
- All staffing and utilities
- Air conditioning and standard cleaning
- Private function rest rooms
- Over 50 exclusive hotel car spaces

*Access to the additional equipment listed below will incur an extra cost.*

- Data projector
- Plasma television
- Bluetooth Speakers

### CONFIRMATION & DEPOSITS

Submit the completed booking form to secure your reservation. Upon processing, you'll receive a confirmation email with deposit invoice or payment receipt. Your booking is confirmed only upon receipt of the confirmation email. Note: No space is reserved before this point. Full prepayment may be required for events within 14 days of booking.

### CONFIRMATION OF DETAILS & PAYMENTS

Event details, including guest numbers and menu choices, must be finalized two weeks before the event. Payments are due one week before, based on confirmed numbers. No refunds for guest decreases after confirmation. Cheques accepted by arrangement; some packages require minimum numbers.

### EVENT CANCELLATION/ POSTPONEMENT

Cancellations must be confirmed in writing. If rescheduled, the deposit and other payments contribute to the new date. Cancellation terms:

Over 90 days: forfeit prepaid deposit.  
15-90 days: 20% of estimated event cost.  
14-8 days: 50% of estimated cost (excluding deposit).  
Within 7 days: 100% of estimated event cost.

### PRICING & SURCHARGES

Prices and inclusions may change without notice, except for finalized bookings. A \$200 surcharge may apply for major changes to setup or audiovisual on the event day. Labor surcharges for Sunday events (10%) and Public Holidays (15%). A 20% deposit is required for Leisure Group room bookings.

### EXTENSIONS OF TIME

Celebrating beyond agreed time incurs \$150 per half hour. Notify intention to extend before the event; approval at Manager's discretion. Failure to vacate by confirmed time may result in charges.

### DIETARY REQUIREMENTS

A surcharge of up to \$25 per person may be applicable for special dietaries. This will be at the discretion of the hotel.

### CLEANING

A cleaning fee is applicable for the disposal of any boxes or removal of excessive waste upon the completion of the booked event. Should professional cleaning be required this fee will be payable. The fee applicable is at the discretion of the Hotel.

### HOTEL RULES & REGULATIONS

All guests are subject to the General Rules and Regulations of the McGuire's Hotels. Dress standards are applicable and Management reserves the right to refuse entry. McGuire's Hotels are under 24-hour video surveillance.

### RSA & VENUE POLICIES

Alcoholic beverages will only be served to those persons over the age of 18 years. If asked, all persons must be able to provide photo I.D. Any guests without photo I.D. will be considered underage.

Management reserves the right to refuse entry to/ remove any patron from the premises. All current RSA laws and McGuire's Venue Policies must be adhered to. No outside food or beverages allowed on hotel property.

Conduct your event orderly and lawfully, following hotel's liquor license conditions. The hotel may terminate your event if it believes it's not conducted appropriately. Conditions available upon request. The Hotel has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Hotel's termination of your event caused by breaking these policies.

You must ensure that nothing is nailed, screwed or adhered in any way to any wall, door or other part of the building unless the Hotel grants prior permission.

No smoke machines, special balloon effects, or pyrotechnics without prior approval due to potential impact on hotel smoke detectors. If an unauthorized use triggers a Fire Brigade response, you are responsible for any charges incurred by the hotel.

You are responsible for setup and breakdown costs. Inform your function co-ordinator of all deliveries, marking them with the event name and date.

All music - band, DJ, jukebox etc - must adhere to a 90 decibel noise level restriction.

### DAMAGE AND LOSS

Client must cover costs for any accidental damage to premises, equipment, or personal property, including that of guests or contractors.

### DELIVERY AND COLLECTION

No client shall leave on or deliver any goods, materials or equipment to the premises, without prior managerial consent. You are responsible for the booking of delivery/ courier services to collect any items left at the hotel after your event.

Items not collected within 7 days, including 3rd party deliveries, will be disposed of. While efforts are made for safekeeping, McGuire's Hotels don't take responsibility for items on premises.

### SECURITY


Management reserves the right to request security if they deem it necessary, and that security be paid for by the client.

### SET UP AND PACK DOWN TIMES

Please speak to your Event Manager for your event's specific bump in and bump out times. Failure to adhere to these agreed on times will result in an additional charge which will be at the discretion of the Hotel.

### PANDEMIC / NATURAL DISASTER

In the event of a State of Emergency or Government enforced lockdown, McGuire's Hotels will postpone your event to a date that suits both parties at no additional costs. McGuire's Hotels reserves the rights to cover any food costs acquired and any remaining paid monies will be refunded in the event of a full cancellation.

A white sign with a large stylized 'P' and a smaller 'O' on a white wall. The sign is made of white material with a black outline. The background is a clear blue sky.

**FOR FURTHER INFORMATION OR TO MAKE  
A BOOKING ENQUIRY, PLEASE CONTACT  
OUR FUNCTIONS TEAM VIA EMAIL**

**[paddo-functions@mcguireshotels.com.au](mailto:paddo-functions@mcguireshotels.com.au)**