

The logo for CQfunctions features a stylized orange brushstroke above the text "CQfunctions" in a white, sans-serif font.

CQfunctions



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www.cqmelbourne.com.au



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Prices and conditions are only valid if this document is the most recent version available. Please confirm with CQ functions or use our website to determine if you have the latest version of this kit.



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CQfunctions



CQ functions is one of Melbourne's most ideal function and event centres. Situated in the heart of the CBD within the CQ complex, CQ includes the Citiclub Hotel, function centre, bars, conference and nightclub facilities. We can coordinate these facilities to maximise the effectiveness of your event.

You may wish to extend your event using our in-house services of:



- CQ Bar
- Lanai Restaurant
- Lanai Bar
- Blue Diamond Social Salon
- Karstens at CQ Conference & Training rooms
- Citiclub Hotel

The potential of CQ has to be seen to be appreciated, feel free to contact your hosts Michael and Tim to arrange a tour of CQ functions and to discuss your proposed event.



CQfunctions

Events Rooms

CQ functions has spaces to suit 60 to 1200 for functions, dinners, conferences, training, team building, exhibitions, cocktail parties, or practically any event. CQ will coordinate post-function drinks at one of our bars, or accommodation in our 71 room Citiclub Hotel, which is situated on the upper floors of the CQ complex.



Events Room 1 (ER 1)



ER 2

Features

- Flexible rooms hosting 60 to 1200
- Adjoining access to CQ bar
- Onsite accommodation - 71 rooms
- Fully professional chef and kitchens
- Extensive menus and beverage options
- Full audiovisual facilities, including latest BOSE sound system
- Screens and projection in all rooms
- Portable raised staging
- Dance floor
- Break-out areas
- Window frontage in ER 1 and 3
- Car Parking on-site
- Telephone and wireless internet access



ER 2



ER 3 (Bar view)

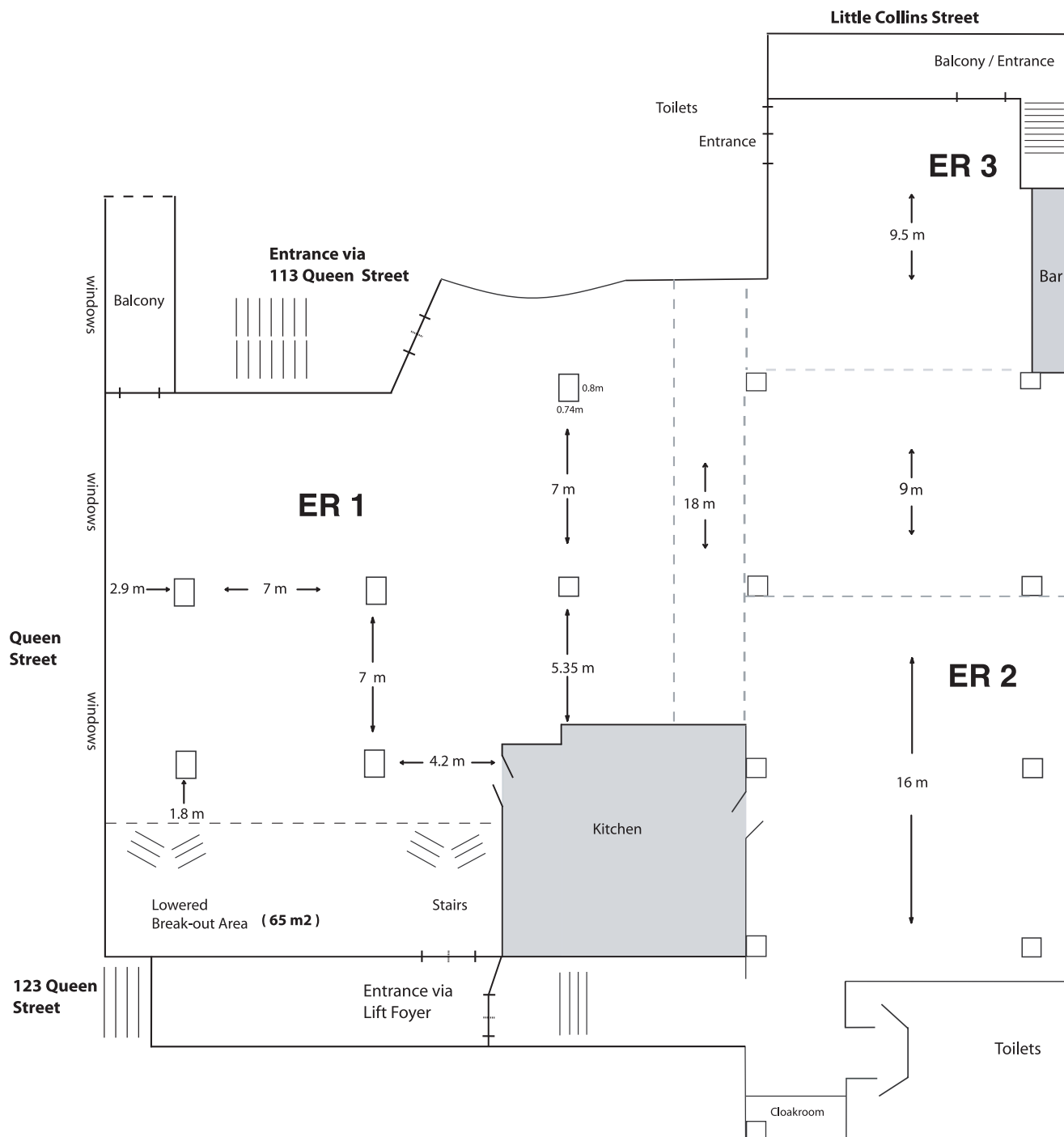


ER 1



ER 1

Function & Event Rooms Ground Floor



Events Room	Sq(m)	Theatre	Classroom	Banquet	Cabaret	Cocktail
ER 1	485	450	120	450	225	550
ER 2	340	400	96	240	120	400
ER 3	95	-	-	-	-	120
ER 1, 2 & 3	920	600	-	600	300	1200

Cocktail Menu

<i>Casual Style:</i>	Please select 7 Canapés per person (3 cold & 4 hot)	\$22.90
<i>Cocktail Style:</i>	Please select 9 Canapés per person (4 cold & 5 hot)	\$29.90
<i>Supper Style:</i>	Please select 11 Canapés per person (5 cold & 6 hot)	\$35.90



Cold Canapés

Assorted sushi and sashimi platter served with soy sauce, wasabi and pickled ginger

Smoked salmon rosettes on toasted French bread croutons spread with capers, sour cream and chopped dill mousse

Rare roast beef slices on toasted bruschetta croutons lined with grain mustard and sliced sweet gherkins topped with horseradish cream and chives

Assorted rice paper roll platter with vermicelli, prawns, pork and prawn, chicken, crab and duck fillings.

*Crispy vegetable sticks and inoki mushrooms wrapped in seaweed paper**

Smoked chicken pieces and rockmelon slivers wrapped in prosciutto slices

*Grilled eggplant slices filled with feta cheese and baby spinach**

Slightly spiced marinated baby bocconcini on sticks

*Toasted croutons topped with diced capsicums, tomato and Spanish onion**

Cucumber medallions topped with tomato, egg and black fish roe

Hot Canapés

Tempura prawns served with soy sauce and a hint of sweet chili

Oven baked lightly spiced mini sausage, spinach and ricotta cheese pastries

Char grilled Cajun flavoured mini chicken brochettes with plum sauce

Tandoori chicken kebabs served with a cucumber yoghurt dip

Steamed pork and vegetable buns served with sweet soy sauce

Lamb samosas with a hint of curry accompanied by a cucumber and yoghurt dip

*Mini quiches filled with sun dried tomato, onion and mushroom savoury custard**

Lightly curried crab cakes served with a palm sugar and green curry sauce

Mini beef Wellingtons topped with mushroom duxelle

Mini lamb mignons topped with mint chutney & herbs

Thai chicken dumplings served with honey soy sauce

*Mediterranean falafel balls served with mango chutney**

*Mini ricotta and spinach filo triangles served with tomato relish**

*Vegetarian



Lunch & Dinner Pricing

Two Course:	Main & Dessert (or Cheese)	\$42.50
Two Course:	Entrée & Main	\$44.50
Three Course:	Entrée & Main & Dessert	\$52.00

*Please select one option from each course.
Alternate service is an additional \$5.00 per person
Minimum numbers apply.*

Entrée

Sea food platter with king prawns, citrus marinated mussels, wasabi flavoured oysters, char grilled baby calamari, char grilled octopus and pickled yabby tails in raspberry vinegar served on curly endive and baby cos leaves with a balsamic sour cream dressing.

Anti Pasto platter: honey cured ham, Hungarian mild chilli salami, prosciutto, pastrami, grilled sardines, baby octopus, calamari tubes, bocconcini and poached quail eggs served with a salad of Kipfler potatoes, sweet gherkins, parsley and red onions drizzled with a grain mustard vinaigrette.

Brochette of mixed grill, char grilled eye fillet, lamb, pork, kangaroo, red onion and capsicum served on a potato and black angel hair latke with a mild yoghurt dressing, dried mango and bush tomato chutney garnished with sweet potato crisps.

Involtini of chicken filled with roasted red capsicum, egg plant, spinach, roasted macadamia nuts and a pumpkin mousse, sliced and served cold on a bed of red radicchio, endive and rocket lettuce with a honey and pink peppercorn balsamic dressing.

Sliced smoked chicken served with avocado on crispy greens with an orange & raspberry vinaigrette.

Cured lamb back strap, slow smoked, sliced and served on wild rocket leaves with a sweet mango & yoghurt chutney

Crispy vegetable platter with batons of carrot, cucumber, capsicums and baby beetroot served with wedges of yellow peach, nectarines and spicy chick pea mousse.

Main

Roasted prime Angus eye fillet marinated in a red wine and bouquet garni, served sliced on Spanish onion and kipfler potato latkes with seasonal vegetables and a red wine jus.

Char grilled lamb rack marinated with fresh rosemary, garlic and grape seed oil served with a ratatouille of roasted eggplant, red capsicum, sweet potato, pumpkin and a red currant jus.

Char grilled Salmon fillets seasoned with lime juice, dried red chilli flakes, ginger, lemon grass and coriander served on a bed of pad Thai noodles, seasonal vegetables and a light green curry coconut sauce.

Slow baked Barramundi fillets wrapped in banana leaves, seasoned with lime juice, coriander and sweet basil leaves, lemon grass, galangal, red chilli flakes, kafir lime, topped with Spanish onion, bamboo shoots, carrots, celery and water chestnuts drizzled with coconut milk served with a sweet potato mash and a light green curry sauce.

Pan fried milk fed veal medallions lightly seasoned with sweet paprika, sea salt and cracked pepper served on a chunky garlic mash, roasted egg plant, red capsicum, zucchini, pumpkin and a forest mushrooms cream sauce.

Oven baked involtini of chicken filled with spinach and ricotta cheese served on potato and pumpkin latkes with steamed honey carrots, broccoli, cauliflower flowerets and a champagne cream sauce.

Slow baked chicken breast seasoned with sweet paprika and filled with olives, roasted red capsicums, artichoke hearts and egg plant served with a chunky garlic mash, steamed honey pumpkin, sweet potato, bok choy and a herb tomato sauce.

Dessert

Individual apple and rhubarb tartlet served warm with vanilla bean ice cream in a chocolate cup, wedges of Kiwi fruit and orange surrounded by a raspberry coulis flavoured with cherry liquor.

Individual sticky date puddings served warm with brown sugar and macadamia nut nougat flakes, wedges of honey baked apples and butter scotch sauce.

Poached corella pears in red wine and cinnamon flavoured liquor filled with Mascarpone cheese and minced dried fruit mousse served with caramelised lady finger bananas and a blue berry glaze.

Tira Misu medallions served with coffee flavoured zabaglione, chocolate coated strawberries and date pods filled with sour cream cheese.

Cheese

Selection of Australian and imported cheeses served with water crackers and dried fruit

Buffet

<i>Option 1: Main & Two Salads</i>	\$25.00
<i>Option 2: Main, Two Salads & Dessert</i>	\$33.00
<i>Option 3: Soup, Entree, Main, Two salads & Dessert</i>	\$41.00

Extra Main - \$4 per person
 Seafood option - \$9.50 per person
 Fruit & Cheese platter - \$5 per person

Entrée

Soups

Honey roasted pumpkin
Italian minestrone
Chicken & sweet corn
Thai Tom Yum soup
Garden vegetable
Sweet potato & parsnip
Leek and potato
Rich tomato with fresh basil and garlic croutons
 *All soups served with sliced crusty bread

Assorted sliced cold meats with rare roast beef, shaved honey cured ham, sliced cabana sausages, sliced pastrami, roast chicken pieces, Antipasto platters with herring fillets, flaked tuna, dolmades, cheese filled olives, marinated, eggplant, zucchini, red capsicum, mushrooms, sun dried tomato and boiled eggs served with crusty sour dough bread.

Seafood *Additional cost

Cold platters of seafood comprising of steamed marinated prawns, green lip mussels, oysters, flaked smoked salmon and trout

Salad

Assorted mixed lettuce with tomato, onion, cucumber, celery and olives salad
Potato, grain mustard and roasted bacon salad
Pasta salad with slivers of grilled vegetables
Roasted diced pumpkin eggplant zucchini, capsicums, mushroom, sun dried tomato and olive salad
Apple, celery and walnut salad
Coleslaw salad
Caesar salad
Greek salad

Main

Roast Beef, leg of lamb or pork carved and served with red wine sauce

Beef bourguignon

Lamb forestiere

Chicken coq au vin

Chicken with mushroom and capsicums in a cream sauce

Hungarian pork goulash

Pork with a mushroom cream sauce

Turkey, tomato and mushrooms in a cream sauce

Poached fish with a coconut basil sauce

Wok tossed Asian vegetables

Spinach & Ricotta ravioli with a chunky napoli sauce

**All main courses served with steamed basmati rice*

(Mashed or roasted potato available upon request)

Dessert – displayed on the buffet

Individual apple and rhubarb tartlet served warm with vanilla bean ice cream in a chocolate cup, wedges of Kiwi fruit and orange surrounded by a raspberry coulis flavoured with cherry liquor.

Individual sticky date puddings served warm with brown sugar and macadamia nut nougat flakes, wedges of honey baked apples and butter scotch sauce.

Poached Corella pears in red wine and cinnamon flavoured liquor filled with mascarpone cheese and minced dried fruit mousse served with caramelised lady finger bananas and a blue berry glaze.

Tira Misu medallions served with coffee flavoured zabaglione, chocolate coated strawberries and date pods filled with sour cream cheese.

Cheese

Australian and imported cheese served with grapes, dried fruit and water crackers

Tea & coffee served with Petit Fours



Breakfast

Served buffet style

Stand Up Breakfast - \$21 per person

Vanilla & strawberry yoghurt (individual)
 Warm croissants with assorted jams & butter
 Selection of cereals or muesli
 Danish pastries
 Fresh seasonal fruit platter
 Freshly brewed coffee and selection of teas
 Orange juice & mineral water

Full Breakfast - \$29.90 per person

Served to the table or buffet style

Scrambled eggs with chives and smoked salmon
 Grilled bacon
 Baked Roma tomato
 Grilled mushrooms
 Chipolata breakfast sausage
 Freshly baked rolls

Compliment either breakfast with a selection from the following: \$3 each per person

Ham & cheese croissants
 Semi dried tomato & mushroom muffins
 Mini bacon & egg muffins
 Spinach & fetta frittata
 Smoked salmon & dill tart
 Apple, sultana & cinnamon strudel

Additional

Fresh fruit platters – \$3.50 pp

All options served with juice, freshly brewed coffee and tea

Brunch

**Served with selection of teas, freshly brewed coffee, orange juice & mineral water
\$21pp (2 dishes served alternately)**

Calamari stuffed with farro, quinoa and pancetta on a salad of shaved fennel, radicchio and baby green beans with a white wine and lemon butter sauce

Char-grilled lamb cutlets encrusted in Dukkah on a salad of fennel, chickpeas, harissa and red onion with cumin yoghurt and celery hearts

Grilled piadina with pancetta, Gruyere, rosemary salt and wild rocket

Baked Egg and Zucchini Slice with egmont New Zealand cheese, topped with bacon and tomato chutney

Salt & pepper squid w confit garlic aioli & rocket

Salmon carpaccio with fresh peach, shaved fennel, rocket and white balsamic

Crispy potato rosti, home cured salmon, rocket, chive hollandaise

Caeser salad of baby cos, streaky bacon hearts, poached egg, anchovies, croutons and Parmesan wafers

Toasted Turkish bread with poached egg, spinach or smoked salmon & hollandaise sauce

Conference Lunch

Full day conference package - \$36.40pp

* Each break served with tea, coffee, orange juice & mineral water

Selection of teas & freshly brewed coffee on arrival

Morning tea with Danishes and sweet muffins

Lunch of gourmet baguettes & wraps, cheese & fruit platter

Afternoon tea with deluxe biscuits & slices

Menu varies for multiple day conferences

Beverage Packages

Beverage Packages

* All prices are per person and served with juices and soft drinks

STANDARD

Beer

Carlton Draught
Cascade Premium Light

White

Yellowtail Semillon Sauvignon Blanc (NSW)

Red

Seppelt Stony Peak Shiraz Cabernet (VIC)

Sparkling

Stony Peak Sparkling (VIC)

1 Hour	\$15
2 Hours	\$20
3 Hours	\$25
4 Hours	\$30
5 Hours	\$35

PREMIUM

Beer

Crown Lager or James Boags Premium or Cascade Premium
Cascade Premium Light

White

Penfolds Private Release Chardonnay (SA)

or

Cartwheel Semillon Sauvignon Blanc (WA)

or

Matua Valley Sauvignon Blanc (NZ)

or

Peter Lehman Chardonnay (SA)

Red

Penfolds Private Release Shiraz Cabernet (SA)

or

Cartwheel Cabernet Merlot (WA)

or

Peter Lehman Shiraz (SA)

or

Preece Cabernet Sauvignon (VIC)

Sparkling

Seppelt Fleur De Lys Non Vintage (VIC)

1 Hour	\$18
2 Hours	\$25
3 Hours	\$32
4 Hours	\$39
5 Hours	\$46

* Minimum numbers apply

DELUXE**Beer**

Corona or Stella Artois or Heineken
Cascade Premium Light

White

T'Gallant Juliet Pinot Grigio (VIC)
or
Stoneleigh Sauvignon Blanc (NZ)
or
Catalina Sounds Sauvignon Blanc (NZ)
or
Wolf Blass Gold Label Chardonnay (SA)
or
St Hilary Chardonnay (SA)

Red

Bobbie Burns Shiraz (VIC)
or
Saltram Mamre Brook Cabernet Sauvignon (SA)
or
Ferngrove Cabernet Sauvignon (WA)
or
Ninth Island Pinot Noir (TAS)
or
Starvedog Lane Cabernet Merlot (SA)

Sparkling

Domain Chandon Non-Vintage (VIC)
or
Ninth Island Non Vintage (TAS)

1 Hour	\$20
2 Hours	\$29
3 Hours	\$38
4 Hours	\$47
5 Hours	\$54

Additional Options

Cocktails \$9.00 per person per hour
(Please see event manager for our extensive list)

Vodka/Tequila station \$12.00 per person per hour

Rooms & Pricing

Room	Area sq. m	Full Day rate	Half Day rate	Theatre	Classroom	Banquet	Cabaret	U Shape	Cocktail
Large 303, 901, 1201	120	960	550	120	42	80-90	40-50	36	130
Medium 301, 302, 802, 803, 902, 903, 1202, 1203	102	880	500	100	36	60	30	30	100
Standard 304, 801, 804, 1101, 1102, 1103, 1104, 1105	60	660	400	40	27	40	20	18	60
Boardroom 805, 1107, 1204	30	340	200	-	-	-	-	-	-
Meeting 305, 306, 307, 308, 806, 807, 1106, 1108	18	240	140	-	-	-	-	-	-
Events Room 1	485	3300	1950	450	120	450	225	-	550
Events Room 2	340	1950	1350	320	-	240	-	-	400
Events Room 3	95	POA	POA	-	-	-	-	-	120
Events Room 1, 2 & 3	920	POA	POA	600	-	600	300	-	1200

All room hire includes 1 white-board and 1 projector screen

AV Prices

Equipment	Half Day	Day	2 Days	3 Days
LCD Data Projector	\$150	\$250	\$400	\$500
Dell Notebook	\$73	\$124	\$197	\$270
Video Recorder	\$23	\$37	\$70	\$102
DVD Player	\$29	\$48	\$77	\$106
Cassette Player/Recorder	\$24	\$36	\$60	\$84
Cordless/Lapel Micropone	\$96	\$138	\$210	\$295
Flip Chart & Paper	\$29	\$39	\$68	\$97
Extra paper (50 sheet)	\$20			
A4 Overhead projector	\$36	\$48	\$80	\$112
Photocopying	15c per copy			
Internet Connection	\$10 per hour \$25 per day			
Audio Visual Technician	\$60 per hour			

All prices inclusive of GST

Function Check List

This check list is designed to help you plan your CQ event.

Function name:

Function signage:

Function date:Start time: Finish time:

TYPE OF EVENT:

- Training Meeting Conference Presentation Lunch Dinner Cocktail
 other.....

ROOM SET UP:

Number attending:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Banquet |
| <input type="checkbox"/> U-Shape | <input type="checkbox"/> Cocktail |
| <input type="checkbox"/> Cabaret style | <input type="checkbox"/> Class room |
| <input type="checkbox"/> Workshop (chairs only) | <input type="checkbox"/> Board room |
| <input type="checkbox"/> Registration table | <input type="checkbox"/> other..... |

EQUIPMENT:

- | | |
|---|---|
| <input type="checkbox"/> Data projector | <input type="checkbox"/> Flip Chart & paper nr..... |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Power board / extension lead |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Telephone in function room |
| <input type="checkbox"/> Cordless microphone | <input type="checkbox"/> Lectern |
| <input type="checkbox"/> Lapel microphone | <input type="checkbox"/> Over head Projector |
| <input type="checkbox"/> Video player | <input type="checkbox"/> Music system / CD player |
| <input type="checkbox"/> Cassette player/recorder | <input type="checkbox"/> other..... |

CATERING:

<i>Catering Options</i>	Arrival	MorningTea	Lunch	Afternoon Tea	Cocktails	Dinner	Other
Catering Requirements							
Times							

Please specify any dietary requirements that your delegates may have:

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TERMS AND CONDITIONS

Ninth Grange Pty Ltd trading as CQ Functions (CQ)

1. **CONFIRMATION** – Confirmation must be received in writing within 21 days of the tentative booking. Tentative bookings are held for a maximum of 21 days unless arranged with CQ management. A minimum deposit of 20% of the estimated function cost is required upon confirmation and is non-refundable.
2. **PAYMENT** – Full payment is required 7 days prior to the event, unless prior arrangements have been made with CQ management. Payment must be made by cash, bank cheque or bank transfer.
3. **FINAL NUMBERS** – All final catering, equipment and final numbers must be received 7 days prior to the event unless prior arrangements have been made with CQ management.
4. **CANCELLATION** – Cancellations made less than 30 days prior to the event incur the total estimated function cost.
5. **PRICE** – All prices are current at the time of quotation but are subject to revision prior to contract signing
6. **ROOM ALLOCATION** – In the event a designated room for an organised function is unavailable, or is deemed inappropriate, CQ reserves the right to allocate an alternative room.
7. **ROOM RENTAL CHARGE** – Meeting/Function room rental charges are dependent on guest attendance and catering package selected.
8. **VACATING ROOMS** - The Client agrees to vacate the designated venue at the time scheduled and agreed upon. In the event that the function continues beyond the scheduled finish time, CQ reserves the right to charge the Client whatever extra costs are reasonably incurred.
9. **GOOD & SERVICES TAX** – Quoted prices are inclusive of 10% GST. Upon variation of GST, prices will adjust accordingly.
10. **LIABILITY** – The Client agrees to use the facilities at their own risk and without limitation agrees that CQ shall not be liable for any injuries, actions, claims, losses, damages or costs incurred with the use of said facilities.
11. **SUB-LICENCE** – The Client shall not sub-licence the facilities and the facilities must not be used by any party other than the Client named in this agreement
12. **DISPLAYS & SIGNAGE** – Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. The use of CQ registered names may only be used with the prior approval and all names may only be used with prior approval and all advertising material must be screened by CQ management.
13. **SECURITY** – CQ reserves the right to request the Client to have mandatory security for any function it deems necessary. CQ reserves the right to eject or exclude any objectionable persons from the premises at any time.
14. **RESPONSIBILITY** – The Client must remove all waste post function and leave the room in its original condition and ensure all agents and invitees do not smoke in any function rooms. Failure to comply will attract additional charges.
15. **CONSUMPTION** – No food or beverage of any kind is permitted onto the premises for consumption prior, during or after the function by the Client or any person attending the function.
16. **MEALS** – Any meals required by band members, master of ceremonies or other parties used by the Client shall be provided at a nominal charge to the Client.
17. **DAMAGES** – The Client is financially responsible for any damage sustained to both the allocated function area and all other areas owned by CQ.
18. **LOST/DAMAGED ITEMS** – CQ will not accept responsibility for any lost or damaged items left on the premises either prior to or post function.
19. **PERMITS /REGULATIONS** – The Client shall not interfere with CQ's adherence to all relevant laws and regulations, in particular Liquor Licence regulations including but not limited to Responsible Service of Alcohol. The Client shall obtain all necessary consents, approvals or permits required in relation to the use of the venue.
20. **TERMINATION** – If CQ has reason to believe a function may be dangerous, contrary to the law or detrimental to its reputation, it reserves the right to terminate this agreement immediately. This agreement may be terminated if, in the reasonable opinion of CQ, the Client is in breach of the terms of this agreement.
21. **GOODS & EQUIPMENT** – The Client is responsible for any costs involved in the delivery to the venue, set-up and break down of function rooms. All deliveries to the venue must be pre-authorized by CQ management and no storage space is available other than rooms booked. Assistance will be offered dependent on staff availability.
21. **CIRCUMSTANCES BEYOND THE CONTROL OF CQ** - Should CQ be unable to provide for your function due to circumstances beyond CQ's control, CQ is not responsible for any costs, damages, or expenses that the Client may suffer or incur. In no event shall CQ be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. CQ's liability shall not be in excess of the total amount of food and beverage contracted hereto.

Accepted by:

Company (Client): _____

Name: _____

Signature: _____

Date: _____