



balcony room corporate

**GPO Restaurant – Reviewed and recommended by the Age good food guide 2007 & 2008
Winner of Bendigo Business Excellence Awards (Hospitality & Tourism) 2008
Voted Best Restaurant 2009 – Bendigo Magazine**

The balcony room is an impressive and stylish venue; perfect for hosting your next corporate function.

Elegant curtaining, uniquely designed furniture, chandeliers and marble bar set the scene. French doors open onto a unique heritage balcony with stunning views over historical Pall Mall providing the perfect area for open-air breaks or al fresco cocktails.

The balcony room is an intimate, stylish and sophisticated events space for up to 130 guests. Located on the first floor directly above Bendigo's award winning GPO restaurant and lounge bar the balcony room features its own private entrance at ground level.

Catering for a diverse range of corporate events including;

- Launches
- Presentations
- Farewell parties
- Cocktail parties
- Fashion shows
- Christmas parties

Facilities

Private entrance
 Fully air conditioned
 Wireless internet
 Quality sound system with CD & i-pod connection
 PA system (cordless microphone)
 Fax & Photocopying facilities
 Audio visual equipment including data projector & Screen & DVD player : \$80
 Electronic white board = \$50
 Fully stocked marble bar
 Modern furnishings – coffee tables, ottomans, modular banquet seating
 Open fireplace
 Multi storey car parking available \$6.00 per day
 Private balcony
 Accommodation available next door at the Historic Shamrock Hotel

Room layout & capacities

U-shape	18	Classroom	40	Boardroom	40
Theatre	60	Cocktail	130	Sit Down	40

The Balcony Room - Minimum numbers required 15

Full day hire (Mon-Fri)	(9am-5pm)	\$300
Half day hire (Mon-Fri)	(9am-12 noon) or (1pm-5pm)	\$175
Evening (Mon-Thu)	(6pm-10pm Mon-Thu)	\$175
Hourly		\$75

Terms & Conditions: Minimum catering requirements to include lunch component on full days and morning/afternoon tea/supper on half days and evenings.

1. CONFERENCE CATERING (as at 1st March 2009, maybe subject to change)

Morning Tea, Afternoon tea, On arrival

Tea & coffee with a selection fresh fruit	6.00 pp
Tea & coffee with a selection of biscuits	6.00 pp
Tea & coffee with a selection of muffins & slices	8.00 pp
Tea & coffee with seasonal fruit platters	9.00 pp

Breakfast (stand up buffet style) 19.50pp

Coffee, tea and juice
Platters of pastries and croissants
Savory muffins & mini egg and bacon pies or quiches
Fresh fruit platters

Conference lunches

Sometimes a light working lunch is ample, but if you would like something more substantial you may want to take a break and dine in our award winning restaurant downstairs. (see our function menu package for price and choice selections) In any case we can tailor a menu to suit your event.

Menu 1 (coffee, tea & juice included) 19.50 pp

Freshly baked french style breads and wraps with assorted gourmet fillings
Savoury muffins & mini quiches
Fresh fruit

Menu 2 (coffee, tea & juice included) 24.50 pp

Freshly baked french style breads and wraps with assorted gourmet fillings
Assortment of gourmet hot finger food
Assortment of GPOs naples style pizza
Fresh Fruit Platter

Menu 3 (coffee, tea & juice included) 29.50 pp

Danish style open sandwiches
Assortment of gourmet hot finger food
Noodle boxes and mixed satays
Seasonal salads
Fresh Fruit platter

Full Day Package (minimum 25) 45.00 pp

Morning Tea & coffee with a selection of biscuits & fresh fruit
Working luncheon of.....
Antipasto platter
Freshly baked french style breads and wraps with assorted gourmet fillings
Assortment of GPOs naples style pizza
Seasonal salads
Fruit platter
Afternoon tea & coffee with a selection of biscuits & slices
Includes full day room hire

Extras

Continuous tea and coffee	3.00 pp
Cheese platter	3.00 pp

2. COCKTAIL STYLE CATERING

INFORMATION

- Making sure you provide the right amount of food is paramount to the success of your party. Below are some handy tips to help you decide.
- Choose from our current packages or we can tailor a package to suit your requirements. In any event, choose your selection of finger food/hand held options taking into consideration the nature of the occasion, the season, time of day, duration of event and the number of guests and of course your budget.
- Find out if there are any vegetarians or guests with any special dietary requirements, these need to be advised on confirmation of your booking.
- For a cocktail party: allow 4-5 pieces of food per person in the first hour and then 4 pieces of food per person for each hour after.
- For a full evening: allow 15-20 pieces of food per person for the whole duration of the party
- For a meal replacement add a hand held option to your selection

COCKTAIL FOOD OPTIONS & PRICING

(Pricing effective as of 1st July 2008 and may be subject to change)

- \$17.50 per person select 5 different canapés (min. 2 cold)
7 pieces per person
- \$25.00 per person select 6 different canapés (min. 2 cold)
10 pieces per person
- \$37.50 per person select 8 different canapés (min. 3 cold)
15 pieces per person
- \$50.00 per person select 10 different canapés (min 4 cold)
20 pieces per person
- hand held selections \$7.50 per person (minimum of 20 serves per item)

Cold Canapés

sweet & sour mango oyster shooter *gf*
goat cheese, pear and walnut tartlets *v*
cucumber rounds topped with avocado mouse and cherry tomatoes *v, gf*
rare roasted beef with horseradish cream on toasted crostini
smoked salmon blini topped with cream fraiche, dill
mini tomato, basil and parmesan muffins *v*
smoked salmon omelette rolls *v*
scallops with gazpacho *gf*
crostini with smoked trout mousse

Hot Canapés

lamb koftas with tzatiki and petite greek salad *gf*
mini burgers with onion jam
thai chicken pies
lamb and rosemary pies
veal and porcini calzone
peking duck won tons
prawn and chicken spring rolls with lime and soy dipping sauce
five spiced calamari with mango chilli sauce *gf*
thai fish cakes with sweet chilli sauce
caramelised onion and brie tarts *v*
pumpkin risotto balls with aioli *v*
steamed pork wontons with ketjap manis
chicken satay skewers topped with peanut sauce *gf*
thai prawn skewers
curried potato samosa with minted yogurt
crostini with vine ripened tomatoes, red onion, fetta, basil
trio of mini pizzas

Hand Held Options (served in small boxes, – minimum 20 serves per item)

salt and pepper calamari with lime aioli *gf*
slow cooked lamb with strozzapreti pasta and tomato sugo
asian braised duck with pear & wombok slaw, apple, chilli and cashew praline
chicken green curry with coconut rice
sage roasted pumpkin risotto w baby spinach, walnuts, shadows of blue cheese *v gf*

Sweet Canapés

orange profiteroles dipped in callebaut chocolate
frozen baci with baileys parfait *gf*
mini Italian lemon meringue pie
mini chocolate mud cake
raspberry frangipani tarts
chocolate dipped strawberries
spanish donuts with caramel dipping sauce

Please note our menu is seasonal and subject to change

BEVERAGES

INFORMATION

- We have over 110 wines that represent the best in local, national and international wines; a selection of 35 local and imported ales; and 85 of the leading spirits from around the world on offer.
- If you have a drop you would like that isn't listed in a package we are more than happy to incorporate those into a package for you.

PAY AS YOU GO

- Your guests pay for their drinks on a consumption basis.

FIXED BEVERAGE PACKAGES (see attached options)

- Minimum of 20 people must book to be eligible for function beverage package.

DRY TILL

- Nominate an amount you wish to spend on beverages and if you wish we can communicate with you during the course of your function when your limit is nearly reached. We suggest you nominate certain wines if you are dining and exclude certain drinks if you do not want to exhaust your budget too soon.

The following selection merely represents some of our entry level wines and beverages. A full beverage list is available upon request.

Beer

james squire amber ale (on tap)	\$4.00 pot
hahn light (on tap)	\$3.50 pot
heineken (on tap)	\$4.50 pot
boags classic blond (on tap)	\$4.00 pot
cascade premium light	\$4.50
vb	\$5.00
carlton draught	\$5.00
crown lager	\$6.50
corona	\$8.00

White wine

Deakin Estate chardonnay	\$7.00 per glass
Scotchmans Hill Sauvignon Blanc	\$8.00
Tyrells sparkling white	\$7.00

Red wine

Deakin Estate shiraz	\$7.00 per glass
Scotchmans Hill Shiraz/Cabernet	\$8.00

Basic spirits

Soft drink \$3.50

Juice \$3.80

FUNCTION BEVERAGE PACKAGES (as at 1st July 2009)

Basic	Standard	Premium
<p>Beer</p> <p>Boags classic blonde (on tap) Hahn light (on tap)</p>	<p>Beer</p> <p>James squire amber ale (on tap) Hahn light (on tap) Boags classic blonde (on tap)</p>	<p>Beer</p> <p>James squire amber ale (on tap) Hahn light (on tap) Boags classic blonde (on tap) Heineken (on tap)</p>
<p>Sparkling</p> <p>Tyrells sparkling white</p>	<p>Sparkling</p> <p>Tyrells sparkling white</p>	<p>Sparkling</p> <p>NV Chandon sparkling brut</p>
<p>White wine</p> <p>Deakin Estate chardonnay</p>	<p>White wine</p> <p>Deakin Estate chardonnay Scotchmans Hill sauvignon Blanc</p>	<p>White wine (select two)</p> <p>Tamar devils corner chardonnay Ferngrove semillon/sauv Blanc Elderton Friends Riesling</p>
<p>Red wine</p> <p>Deakin Estate shiraz</p>	<p>Red wine</p> <p>Deakin Estate shiraz Scotchmans Hill shiraz/Cabernet</p>	<p>Red wine (select two)</p> <p>Pengally Lane shiraz Ferngrove cab/merlot Norfolk Rise merlot</p>
<p>Soft drink included</p> <p>3 hours \$26.50 per person 4 hours \$32.50 per person 5 hours \$38.50 per person</p>	<p>Soft drink & juice included</p> <p>3 hours \$32.00 per person 4 hours \$38.00 per person 5 hours \$44.00 per person</p>	<p>Soft drink & juice included</p> <p>3 hours \$37.00 per person 4 hours \$43.00 per person 5 hours \$49.00 per person</p>
<p>All inclusive - draught beer, house wines, and soft drink</p>	<p>All inclusive - draught beer, a selection of white and red wines, soft drink and juice.</p>	<p>All inclusive - imported draught beer, a selection of premium white and red wines, soft drink and juice.</p>
<p>Spirits & cocktails available @ bar on cash basis</p>	<p>Spirits & cocktails available @ bar on cash basis</p>	<p>Spirits & cocktails available @ bar on cash basis</p>

TERMS AND CONDITIONS

CONFIRMATION OF BOOKING/DEPOSIT

- A tentative booking will be held for a period of 7 days, after which time if the booking confirmation form and deposit has not been received the booking will automatically be released.
- A deposit of \$250 is required to secure your booking.
- Once the deposit is paid, the specified area is booked for your use only and all other potential clients will be turned away.

CONFIRMATION OF FINAL NUMBERS

Function clients must confirm final numbers and food selections 14 working days prior to the function. Clients will be required to pay according to final numbers.

CANCELLATIONS

All cancellations must be made in writing to the function coordinator.

If a booking is cancelled:

- More than 14 days prior to the function a full refund of the deposit will apply
- Within 14 days prior to the function the client will forfeit the deposit
- Within 7 days prior to the function the client will forfeit the deposit and on GPO's request in writing, pay up to 50% of the minimum charge

PAYMENT

- All functions must be paid with cash, credit card or company cheque at least 2 days prior to the date of the function unless otherwise specified.

MINIMUM SPENDS

GPO reserves the right to apply minimum spends where an area is specifically allocated for a function. Any shortfall will become a room hire charge this amount will be outlined in the confirmation booking form if applies.

CONSUMPTION OF OUTSIDE FOOD AND BEVERAGE

No food or beverage of any kind will be permitted to be bought into the venue by the client or any other person attending the function unless by prior arrangement with GPO.

A cakeage fee of \$2.50 per person will apply when providing your own cake to be served on individual plates with cream and garnish.

PUBLIC HOLIDAY SURCHARGES

For events on public holiday's a surcharge of 10% of total spend will apply.

EQUIPMENT, DECORATIONS AND ENTERTAINMENT

To personalise your function or for a unique atmosphere we are more than happy to arrange special equipment, decorations or entertainment through our range of suppliers. Charges will apply dependant on the arrangement.

ACCESS TO VENUE

The client may be allowed access to the venue two hours prior to the commencement time if practical. This includes dj's, musicians, event organisers and suppliers. GPO requires 24 hrs notice for access.

EXTRAS

Extra beverages or food purchased during the function will be finalised upon completion of the function.

SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in GPO's public areas must be kept to a minimum and must be approved in writing prior to the function.

RESPONSIBLE SERVICE OF ALCOHOL

GPO reserves the right to refuse supply of alcoholic beverages to any guest that are deemed to be under legal drinking age, intoxicated or behaving in an offensive manner. Management's decision is final.

RESPONSIBILITY

- The client is financially responsible for any damage to the venue.
- General cleaning is included in the cost of the function, however specialist cleaning resulting from actions at your event will be charged accordingly.
- GPO does not accept responsibility for damage or loss of goods left on the premises prior to, during or after your function.
- All possessions etc. must be removed before midday following the function unless otherwise specified.

Balcony Room Conference Checklist

Function Name: _____

Function Date: _____ Starting Time: _____ Finishing Time _____

Contact Name: _____ Email: _____

Phone: Work _____ Home: _____ Mobile: _____

Function Type:

- training
 meeting
 conference
 presentation

Confirmed PAX: _____

Room set up:

- Theatre
 U-shape
 Classroom
 Boardroom
- Registration table required?

Equipment to be hired:

- Data projector
 Laptop
 Cordless mike
 Lapel mike
- Video/DVD
 CD player
 Flip chart/paper
 Lectern
- Overhead projector
 Power Board/Extension lead
- Electronic Whiteboard

Other: _____

Catering:

Catering Options	Arrival	Morning Tea	Lunch	Afternoon Tea
Catering Requirements				
Times				

Please specify any special dietary requirements _____

GPO function booking confirmation and deposit form

day:	arrival time:
date:	duration:
number of guests:	occasion:
reservation name:	host:
contact person:	ph:
postal address:	mob:
email:	fax:
company (if applicable) and address	
area booked: <input type="checkbox"/> courtyard <input type="checkbox"/> mezzanine <input type="checkbox"/> restaurant <input type="checkbox"/> balcony room	table setup: <input type="checkbox"/> Theatre <input type="checkbox"/> U- Shapes <input type="checkbox"/> Class room <input type="checkbox"/> Board room
sit down menu: not available balcony room please attach chosen selections <input type="checkbox"/> basic grazing starter <input type="checkbox"/> premium grazing starter please select either <input type="checkbox"/> entrée & main or <input type="checkbox"/> main & dessert <input type="checkbox"/> 2 course a-la-carte <input type="checkbox"/> basic grazing <input type="checkbox"/> premium grazing <input type="checkbox"/> 3 course a-la-carte <input type="checkbox"/> basic grazing <input type="checkbox"/> premium grazing	
cocktail style: please attach chosen selections <input type="checkbox"/> 7 pieces <input type="checkbox"/> 15 pieces <input type="checkbox"/> Hand held selections <input type="checkbox"/> 10 pieces <input type="checkbox"/> 20 pieces <input type="checkbox"/> Cheese/fruit platter cheese/fruit platter: shared no. of people _____ @ \$7.50 per person	
special requests:	
beverage: <input type="checkbox"/> basic <input type="checkbox"/> 3 hours <input type="checkbox"/> Cocktail option <input type="checkbox"/> standard <input type="checkbox"/> 4 hours <input type="checkbox"/> Imported beer option <input type="checkbox"/> premium <input type="checkbox"/> 5 hours <input type="checkbox"/> Shooters option <input type="checkbox"/> on consumption <input type="checkbox"/> Tea/coffee option white wine 1: _____ red wine 1: _____ white wine 2: _____ red wine 2: _____ imported beer: _____ cocktail: _____	
estimated total spend: \$ _____ Deposit Paid <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Paid \$ _____	deposit payment method: <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> credit card
I have read, understood and agree to the terms and conditions attached. Signed _____ Date _____	