



FUNCTION PACK

Chalk Hotel



chalk hotel

INFORMATION

ABOUT US



Chalk Hotel is a multi-award winning venue that has established itself as one of Brisbane finest destination hotels. The facilities at Chalk are second to none and our function areas spread over three amazing levels.

Contact us about hosting your next function:

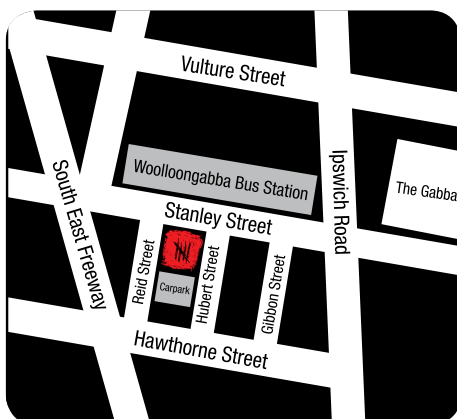
- Birthday
- Engagement
- Christmas Party
- Hens/Bucks Night
- Farewell Drinks
- Anniversaries
- Reunion
- Uni graduation

We can also cater for corporate meetings:

- Product launch
- Workshop
- Seminar
- Conference
- Luncheon
- Boardroom Meeting
- Gala Dinner



LOCATION AND TRANSPORT



Chalk Hotel is located on the corner of Stanley Street and Reid Street. You can access any one of our 80 car parks located at the rear of the hotel via Reid Street. Please be aware of one way streets

Woolloongabba Bus Station is situated just across Stanley Street and a number of busses go in and out to the city and surrounding suburbs.

There is also a taxi rank directly outside Chalk Hotel located on Stanley Street.

CONTACT US

Phone: 07 3896 6565

Fax: 07 3896 6566

Email: functions@chalkhotel.com.au

Website: www.chalkhotel.com.au

Address: 735 Stanley Street, Woolloongabba, Brisbane 4102

FUNCTION AREAS



Whether you're looking to create a party to impress or celebrate the coming festive season, Chalk Hotel offers a range of private areas, delicious menus and creative ideas to help your event become a reality...a night to remember!

Chalk Hotel caters for a variety of events, from a boardroom meeting for 12 to a cocktail function for 1600, and even sit down dinners for up to 100 guests. Our team of talented Chefs are constantly updating the menu selections and welcome any opportunity to explore their creative boundaries to create an exclusive menu.

MAXIMUM NUMBERS PER FUNCTION STYLE

Area	Theatre	Classroom	U Shape	Boardroom	Banquet	Banquet +	Cocktail
Sticks Wine Bar	—	—	—	—	—	—	100
Courtyard	—	—	—	—	30	—	50
The Den	90	40	25	25	100	80	400
Powder Room	—	—	—	—	—	—	30
Platform 3	—	—	—	—	20	—	100
Dust Bar	—	—	—	—	—	—	220
Boardroom	—	—	—	12	—	—	—
Half Venue	—	—	—	—	—	—	350
Entire Venue	—	—	—	—	—	—	1600

*Banquet + is sit down banquet plus a dancefloor area

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FUNCTION AREAS

STICKS BAR



Number of guests: Up to 30 - 100 cocktail style

Location: Ground floor, Stanley Street,

Inclusions: Private bar and area, house music, plasma televisions, microphone, cake table and available smoking area

THE COURTYARD



Number of guests: Up to 50 cocktail style, 30 banquet style

Location: Level 1 located near Stumps Bistro

Inclusions: Designated area, private bar, house music, plasma television and cake table.

THE DEN



Number of guests: Up to 90 theatre, 100 banquet and 400 cocktail style

Location: Level 1, entrance off Reid Street car park

Inclusions: Two rooms available, private bar, private toilets house music, plasma televisions, microphone, cake table, dancefloor and private DOSA.

POWDER ROOM



Number of guests: Up to 30 cocktail

Location: Level 2 internal room

Inclusions: Private bar, designated area, bathroom access, plasma screen, house music

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FUNCTION AREAS

MEZZANINE



Number of guests: Up to 15 cocktail

Location: Level 2 internal room

Inclusions: Designated area, plasma screen, overlooks Sticks Wine Bar, lounges, house music

PLATFORM 3



Number of guests: Up to 100 cocktail and 20 banquet style

Location: Level 2, Stanley Street

Inclusions: Private bar and balcony with city views, plasma screen, house music, microphone, cake table

DUST BAR



Number of guests: Up to 220 cocktail style

Location: Level 2, Stanley Street

Inclusions: Private bar and balcony with city views, plasma screens, house music, microphone, cake table and designated smoking area

THE BOARDROOM



Number of guests: 12 boardroom style

Location: Level 3, Stanley Street

Inclusions: Board table with 12 leather chairs, designated morning/afternoon tea service area, plasma screen, data projector and additional internet access

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MEET



DAY DELEGATE PACKAGE

Half day package*

\$52.00 per person

Includes

Tea and coffee station
Morning or afternoon tea
Working lunch
Use of AV equipment

Full day package*

\$55.00 per person

Includes

Tea and coffee station
Morning and afternoon tea
Working lunch
Use of AV equipment

Boardroom

Minimum 10 – Maximum 12

The Den

Minimum 20 – Maximum 90

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Morning Tea

Scones with jam and cream
Freshly brewed coffee and a selection of teas
Selection of chilled juices

Lunch

Chefs selection of sandwiches
Or selection of wood-fired pizzas
Chef selected salad
Fresh fruit platter
Selection of chilled juices
Freshly brewed coffee, selection of teas

Afternoon Tea

Homemade biscuits or freshly baked muffins
Freshly brewed coffee and a selection of teas
Selection of chilled juices

*Room hire of \$100 applies for less than ten delegates.



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MEET



MEETING OPTIONS

For groups less than day delegate minimum numbers, the following prices apply.

Continuous tea and coffee
\$4.50 per person

Includes

Selection of teas
Coffee
Full cream and skim milk
Sweeteners

Room hire additional*

*For groups less than day delegate minimum numbers, room hire is additional

Morning and Afternoon Tea Options (per person)

Homemade biscuits	\$3.00
Chocolate brownies	\$3.50
Selection of pastries and danishes	\$3.50
Freshly baked muffins	\$3.50
Scones with jam and cream	\$3.50
Warm ham and cheese croissants	\$6.50

Lunch Options (per person)

Chefs selection of sandwiches	\$12.00
Selection of wood-fired pizzas	\$15.00
Sushi platter	\$3.00
Fresh fruit (per platter)	\$25.00

Beverge Options

Jug of orange juice	\$10.00
Jug of soft drink	\$10.00

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MEET



AUDIO VISUAL HIRE

Information

The Chalk Hotel offers the latest technology* for your next event.

*Should you have specific or additional requirements, please contact the hotel for a quote.

Clients are welcome to bring in their own audio visual equipment. Please note as per the Hotel's Occupational Health and Safety policy, all equipment brought into the hotel must have current tested tags.

Neals Hire is our preferred supplier



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Conference Equipment

To follow is a list of possible audio visual options. Charges are per item per day

Flip Chart (inc pens and 10 sheets paper)
Additional flipchart paper — per 10 sheets
White Board
Electronic Whiteboard
Projection screen
Data Projector
Laptop
Remote mouse
Cordless microphone and sound system
Additional cordless microphone
Lapel microphone
Lectern
Polycom phone — for teleconferences
Wired internet - per connection
Wireless internet - per user (24 hours)
DVD player

Please contact us for a pricelist



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COCKTAIL PACKAGE

Standard Cocktail
\$55.00 per person*

Includes

3 hour basic beverages
 Choice of six canapes
 Scattered bar tables with linen
 Cocktail napkins
 Tea lights
 Cake table (if required)

Upgrades

Additional canpes (three)
 + \$8.00 per person
 Additional hour of beverages
 + \$7.00 per person

*Minimum 30 people

Canape Selection

Prawn, avocado and apple salsa en croute
 Bocconcini, tomato and basil pesto on crisp bread
 Mini sushi selection
 Vegetarian rice paper rolls with peanut sauce
 Coconut poached chicken and asian noodle salad
 Smoked salmon, dill cream cheese and spanish onion
 Confit duck, port syrup and fig jam
 Wild mushroom arancini
 Prawn twisters in filo
 Vegetarian frittata with goats cheese
 Beef kofta
 Duck spring rolls
 Moroccan spiced chicken skewers
 Sand crab tartlets
 Schezwan squid

Dessert platters available*

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COLD PLATTER SELECTION

Information

Platters can be ordered as part of a package or on their own. Your number of guests must be confirmed and platters must be ordered a week prior to your event.

All platters feed 10 – 12 people and come with assorted dipping sauces and condiments.

Dips and Crudities

\$55.00

Selection of house made dips served with vegetable sticks and crackers

Antipasto Platter

\$75.00

Selection of char grilled marinated vegetables, zucchini, eggplant, capsicum, anchovies, olives, fetta, mixed of salami, ham, air-dried beef served with crackers

Cheese Platter

\$75.00

Selection of fine Australian cheese served with dried fruit, nuts, quince paste and an assortment of crackers

Sushi Platter

\$75.00

Selection of assorted sushi served with wasabi mayonaise, pickled ginger and soy sauce

Dessert Platter

\$126.00

An assortment of decadent seasonal desserts

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HOT PLATTER SELECTION

Information

Platters can be ordered as part of a package or on their own. Your number of guests must be confirmed and platters must be ordered a week prior to your event.

All platters feed 10 – 12 people and come with assorted dipping sauces and condiments.

Wedges \$55.00

Potato wedges with sweet chilli sauce and sour cream

Asia Platter \$80.00

Fried samosa, mini spring rolls, shrimp dim sims, prawn toast and prawn crackers with soy sauce

Aussie Platter \$80.00

Mixed mini pies, mini beef sausage rolls, puffy dogs, pasties and chips with tomato sauce

Grill Platter \$80.00

Chicken and beef skewers, chipolata and chicken strips with selection of sauces

Italian Platter \$80.00

Mini pizza, bruschetta, risotto balls and quiche with salsa

Seafood Platter \$80.00

Crumbed whiting, prawn parcels, fish cakes, salt and pepper calamari and chips served with tartare sauce

Vegetarian Platter \$80.00

Spinach and ricotta parcels, falafels, quiche and eggplant tart served with salsa

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STAND UP BUFFET

Standard Buffet
\$35.00 per person*

Includes

Cold buffet plus choice of two hot dishes
 Scattered bar tables with linen

Upgrades

Choice of three hot dishes
 + \$10.00 per person
 Choice of four hot dishes
 + \$20.00 per person

*Minimum 30 people

Served with

Fresh baguette served with butter
 Steamed greens
 Potato gratin
 White jasmine rice

Cold Selections

Pesto and pinenut pasta salad
 Prawn and green leaf salad
 Homemade coleslaw
 Mediterranean style roasted vegetable salad
 Charcuterie platter

Hot Selections (choice of)

Moroccan meatballs with lime couscous
 Baked barramundi fillets with rice and turmeric cream
 Baked ricotta cannelloni with tomato and basil sauce
 Peppered beef with red wine jus
 Thai green chicken curry
 Beef Ragù (rich tomato based sauce)

Menus are subject to change without notice

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SET MENU

Standard set menu
\$50.00 per person

Includes

Choice of two courses
 alternate drop
 Set table rounds with linen
 Centrepieces for additional fee

Upgrades

Choice of three courses
 alternate drop
+ \$10.00 per person

Selection of tea and coffee
 with shortbread biscuits
+ \$5.00 per person

*Minimum 20 people

Starter

Selection of bread with dukkah, salt and olive oil

Entree (choice of)

Prawn and avocado salad with ginger shallot dressing
 Leek, sun-dried tomato and feta tart with watercress salad
 Twice cooked pork belly with asian salad and special dressing
 Bruschetta with tomato, basil, garlic and goat cheese

Main (choice of)

Parmesan crusted chicken breast with rosti and red wine jus
 Eye fillet with pepper mash, onion rings and red wine jus
 Roasted vegetable and cous cous strudel with sumac yoghurt
 Crispy skinned salmon with fried kifters, salad and dill creme fraiche

Dessert (choice of)

Triple chocolate mousse cake with vanilla anglaise and cream
 Strawberry cheesecake with berry compote and double cream
 Sticky date pudding with butterscotch sauce and ice cream
 Pavlova with berry salad and double cream

Please note: all steaks cooked to medium

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BEVERAGE PACKAGES

Basic two hour package
\$26.00 per person

Includes

Standard Local Draught Beer
House Chardonnay
House Shiraz
House Sparkling
Soft Drinks and Juices

Upgrades

Three hour package
\$35.00 per person

Four hour package
\$42.00 per person

**Premium Selection Upgrade
+ \$7.00 per person**

All Local Draught beer and two imported bottled beers
Baby Doll Sauvignon Blanc
Vasse Felix Chardonnay
Matua Valley Merlot
Yalumba Patchwork Shiraz
Jansz Sparkling
Soft drinks & juices

NB: Wines subject to change

**Spirit Package Upgrade
+ \$12.00 per person**

Smirnoff Vodka
Bundaberg Rum
Baccardi Rum
Johnny Walker Red
Jim Beam
Gin

NB: Spirits subject to change

THEMING AND ENTERTAINMENT



THEMING

We can assist you in theming your function if required. All of our private bookings receive the following:

Includes

Tealight candles
Present/cake table*
Cake knife
Linen tablecloths
Cocktail napkins
Plasma screen*
Microphone*

*Not available in all rooms

Neals Hire is our preferred supplier



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We can arrange the following items for your function*

Balloons
Celebration cake
Flower arrangements
Centrepieces
Upgraded linen
Premium decorations
Lighting

Additional options/services

Accommodation
Limousine hire
Stages/additional furniture
Jukebox hire
Live entertainment

*Quotes available on request

THEMING AND ENTERTAINMENT



COCKTAIL MAKING CLASSES

Class only:

\$60.00 per head

Class plus six canapés

\$75.00 per person

Class, six canapés plus
gourmet cheese platters:

\$85.00 per person

*Minimum spend applies

A bit about the classes

One unique option Chalk can offer for your function is our fantastic Cocktail Making Classes.

These exciting classes are great for team building, hen's groups or just a party with a difference. Maximum group booking is 20 people.

Our talented, vibrant bartenders will teach you how to make, mix and pour three delicious cocktails. Your group will also learn the history behind each cocktail and the variety of spirits and liqueurs.

Please fill out the form on page 22 and return to the hotel to book your function.

For more information please contact us.

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THEMING AND ENTERTAINMENT



OTHER ENTERTAINMENT

Information

From a magician to a DJ, we can organise a wide range of entertainment for your next function.

Ping Pong Table

\$120.00

Includes ping pong table, net, four paddles and two balls. We will also provide a chalkboard to record scores. Ping pong is great for corporate and social functions alike.

Nintendo Wii

\$25.00 p/h

Includes two controllers, three games (Mario Kart, Wii Playground and Guitar Hero) and connects to a plasma television. \$150 refundable bond required. 3 hour minimum.

Trivia Nights

\$380.00

Trivia at Chalk Hotel brings you a great new way to add fun to your function. Our standard two hour trivia package includes a host to test your knowledge on sports, entertainment, current events and much more. Quotes are available for personalised trivia nights (i.e. about the birthday person)

Chocolate Fountain

\$160.00

Includes chocolate fountain, milk chocolate, fresh fruit and marshmallows, napkins and condiments.

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THE IMPORTANT STUFF



TERMS AND CONDITIONS

Confirmation

- A booking is only confirmed upon receipt of this signed Terms & Conditions agreement along with 25% or otherwise agreed deposit.
- Final payment is required seven working days prior to the event.
- In certain exceptional and unforeseen circumstances it may be necessary to assign a different area/room, Chalk Hotel will provide sufficient notice where possible.

Bookings, Payments and Deposits

- Final details are due no later than fourteen working days prior to the booking date.
- At least 20% of the agreed minimum spend must be allocated towards catering.
- Menus are subject to change at any time in line with produce availability.
- Should the agreed minimum spend not be met during the event, the outstanding amount will be absorbed as room hire.
- Final numbers are due seven working days prior to the booking date. Decreased event numbers within five working days will not be accepted. Increased event numbers within five working days must be discussed with your Function Coordinator.

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THE IMPORTANT STUFF

- If payment is not received prior to the function date, Chalk Hotel reserves the right to cancel the function.
- Payments can be made by credit card, cash, cheque (to Chalk Hotel) or direct deposit (must quote booking reference number e.g. AB**** and email through a remittance statement or the payment will not be accepted).

Chalk Hotel
Westpac Bank
BSB 034 072
A/C 200664

- Should you require a Tax Invoice please request one from your Function Coordinator.

Decorations and Theming

- Theming and decorating must be pre-arranged with your event coordinator and must include details of deliveries and/or theming companies. Decorating the function room/area is allowed however certain decorations are not permitted (i.e. confetti, sticky tape, table scatters and party poppers). In the instance that these items are used the client is liable for any damages caused and/or cleaning expenses associated.
- Apart from birthday cakes, no other food is permitted to be brought into the venue.

Belongings and Gifts

- All belongings and gifts are to be collected upon conclusion of the function. Should storage be required this must be arranged with your Function Coordinator five days prior to the function date.
- Chalk Hotel does not accept responsibility for the injury, damage or loss of, any client's property left in the premises prior to, during or after an event. Any damages caused to Chalk Hotel property during an event are the financial responsibility of the client.

Security

- To fulfil our obligations under the Liquor Act in respect to ratio of security providers to guests, all functions may be subject to the requirement of a hotel appointed security guard. If this is deemed necessary, this will be at the expense of the client. This is charged at \$48.00 per hour for the duration of the function (minimum 4 hours applies). This will be charged in addition to the agreed minimum spend. Please note that all 18th birthday functions are required to have security guards on duty throughout the period of the function.
- A credit card is required as a Security Bond in the instance of any damages caused.

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THE IMPORTANT STUFF

Minors

- Any guests under 18 years of age must have their parent/ legal guardian's supervision at all times and are restricted to movements within the function area only. Should a minor be found in other areas within the hotel unaccompanied, the minor and their parents/ legal guardians will be asked to leave the premise immediately.
- They are also required to be signed-in by their parent/legal guardian on arrival and must wear the provided wristbands at all times to ensure easy identification.
- All minors must vacate the premises no later than 9.00pm.
- All minors attending a function must be outlined on the "Minors Agreement" form *provided with Final Details Form. In the instance a minor not on this form arrives at Chalk Hotel, they will be denied entry along with their parents/legal guardian.
- Chalk Hotel has zero tolerance on underage drinking. Should a minor be found consuming alcohol the function may be shut down. At all times no more than FOUR (4) minors will be permitted entry. Please consult your Function Coordinator for further details.

Cancellations

- Written notification must be provided to Function Coordinator in all instances.
- Notice outside four weeks prior to the booking date the full deposit will be retained and held in trust for another date (for a six month period).
- Notice within four weeks of the booking date the full deposit will be retained.
- Notice within two weeks of the booking date 100% of the agreed catering and room hire spend will be invoiced for payment within seven days.
- Any cancellation charges for third party items hired on behalf of the client are payable by the client.
- Change of date or postponement of event booking will be treated as a cancellation at the discretion of your Function Coordinator.
- Event bookings in November/December may have additional cancellation policies.

Regulations

- Government regulations state that a current Australian drivers' license (valid with photo), a current passport, or an 18+ Card are the only valid documents to allow entry to Chalk Hotel. Please advise guests, that any persons not able to produce valid ID will be refused entry.
- Hotel Management and staff, including our contracted crowd controllers, adhere to the laws governing the Responsible Service of Alcohol – Queensland Liquor Licensing Department. Patrons showing signs of undue intoxication or disorderly behaviour will be refused service and will be asked to leave the premises. Management has the right to exercise regulatory conditions at any time during a function if it is believed that the alcohol consumption rate is excessive.

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THE IMPORTANT STUFF

FUNCTION AGREEMENT

Please complete this form and return it as soon as possible along with the Minors Agreement form (if applicable).

Contact Details													
Event Date:	D	D	M	M	Y	Y	Time:	H	H	M	M		
Contact Name:													
Email Address:													
Phone Number:													
Postal Address:													
Room Booking:							Reference No: (Office use only)						
Other Information													
Birthday: (optional)													
Favourite Drink: (optional)													
Payment Information													
Payment Type: (circle)	Credit Card	EFT Transfer	Cheque	Cash	Eftpos								
Type of Card:													
Name on Card:													
Date of Expiry:	M	M	Y	Y	Three Digit Security Code:								
Please record your credit card number below.													
Agreement													
I have read and agree to the terms and conditions and have supplied correct information.													
Signed:							Date:	D	D	M	M	Y	Y

THE IMPORTANT STUFF

MINORS AGREEMENT

- Our Hotel Policy states that minors who are attending a function are allowed in the venue until 9.00pm and must be accompanied by their parental guardian at all times. They will also be issued with a wristband, which must be worn at all times, to ensure they are easily recognisable.
- If a minor removes their wristband then Hotel Security will ask the minor and his/her parents to leave the venue. If a minor is at any stage discovered with an alcoholic beverage or has consumed alcohol then they and his/her parents will be asked by Hotel Security to leave the venue. Minors are not allowed access (even when accompanied by an adult) to other areas within the Hotel e.g. main bars, TAB, gaming area etc.
- There is to be no more than four minors in attendance per function.
- To allow a minor(s) to attend a function at Chalk Hotel the form below must be filled out and returned to your Function Coordinator at least 48 hours prior to the event. Chalk Hotel has the right of refusal in any situation.
- The below document must be filled in and signed by the parent or guardian of the minors attending the function. A signature from anyone other than the parent or guardian will not be accepted.

I											understand and agree with the above policy	
and will provide the full names and ages of all minors attending our function at Chalk Hotel												
on the (date):	D	D	M	M	Y	Y	I agree to the policy that no minors are					
permitted to consume alcohol at Chalk Hotel. If a minor is caught consuming alcohol or												
trying to enter a prohibited area of the hotel, I agree that he/she and their guardian(s) will												
be asked to leave the venue immediately.												
Signed						Date:	D	D	M	M	Y	Y
Please record all minors' details below												
Name:									Age:			
Name:									Age:			
Name:									Age:			
Name:									Age:			

THE IMPORTANT STUFF

COCKTAIL MAKING CLASS BOOKING FORM

Please complete this form and return it as soon as possible to book your cocktail making class.

Contact Details													
Contact Name :													
Company (if applicable):													
Email Address:													
Phone Number:													
Postal Address:													
Booking Information													
Event Date:	D	D	M	M	Y	Y	Time:	H	H	M	M		
Number Attending:													
Class Type (please circle):	Class Only			Class and Canapes				Class, Canapes and Platters					
Payment Information													
Type of Card:													
Name on Card:													
Date of Expiry:	M	M	Y	Y	Three Digit Security Code:								
Please record your credit card number below.													
Signed:							Date:	D	D	M	M	Y	Y



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