

## THE BALCONY RESTAURANT FUNCTION PACKAGE

Thank you for your function enquiry.

Following is a comprehensive overview of what we offer at the Balcony Restaurant.

We ask that you please read carefully the details of function menu options and the terms and conditions listed in this package. By booking your event is is accepted you agree to our terms and conditions.

If you require further assistance or wish to book a time to view the room please contact Kelly

Phone 47712255 Email [balconylunchbox@gmail.com](mailto:balconylunchbox@gmail.com) WEB [www.thebalconyrestaurant.com.au](http://www.thebalconyrestaurant.com.au)

## THE BALCONY RESTAURANT

The Balcony Restaurant is located upstairs at number 287 Flinders Street Townsville City.

The heritage building has been the home of The Balcony Restaurant for over 25 years. The timber staircase takes you on and upwards to the quirky space above that ensures a unique and memorable experience unmatched in Townsville.

The Balcony Restaurant permeates a relaxed and pleasant ambience. Escape to the bliss of the Balcony's charm where you can enjoy the delicious food, the great coffee, an icy cold beverage, good music and let our happy staff take care of you.

## TERMS & CONDITIONS:

### AVAILABILITY

**Evenings:** The Balcony is available for private functions any night of the week.

**Day :** It may be possible to open for private functions during the day depending on requirements.

### HIRE CHARGES

We try to keep our hire charges reasonable and to a minimum.

We ask you are clear about our hire charge terms and conditions so there is no confusion or misunderstanding at the time of your event. If you are unclear about any of the below in relation to hire charges please ask.

#### **Important Note (please read)**

**Hire charges are applied for the number of people who actually turn up on the night.**

**The amount of food you order is not relevant to hire charges.**

**We staff our bar and floor based on your confirmed numbers.**

**If your anticipated number of people do not turn up on the night hire charges will be adjusted accordingly.**

We require a minimum of 20 paying adults to open for private functions.

If numbers fall below 20 a \$400 hire charge will apply.

Between 20 and 30 people a \$200 hire charge will apply

Between 30 and 40 people a \$100 hire charge will apply

Over 40 people no hire charge will apply

#### **example of how hire charges are applied:**

For eg : If you confirm and order food for 40 people and only 30 people turn up on the night a \$100 hire charge will apply.

For eg : If you confirm and order food for 30 people and only 20 people turn up on the night a \$200 hire charge will apply.

For eg : If you confirm and order food for 20 people and only 15 people turn up on the night a \$400 hire charge will apply.

If you have any questions or are unclear on our hire charges please just ask.

## PRICES

Beverage prices are subject to change and may change without notice. Beverage prices change periodically in line with CPI and wage increases. The prices listed are current at the time of receipt but may differ at the time of your function.

We offer drink specials for over 40 people. If under 40 people turn up for your function full bar prices will apply.

## DEPOSITS & CANCELLATIONS,

In order to secure your function we require a \$200 deposit.

You are able to direct deposit to our bank account or pay over the phone by credit card or drop in

Bank details BSB 633000 Account Number 137099669 Account Name: Balcony Restaurant Reference: Your name

The deposit is non refundable and non transferable. The deposit paid will be adjusted off your total bill.

We turn away other business to accommodate your booking so if you cancel you will forfeit your deposit to cover lost revenue. If we are able to rebook your date after cancellation we will refund deposit in this circumstance.

If you cancel your function after food has been ordered (3 business days prior) full payment will be required. An invoice will be forwarded to the function organiser for immediate payment.

## **PAYMENT**

Cash, EFTPOS or credit card accepted.

You can finalise your bill on the evening of your function for above payment methods.

You are able to direct deposit to our bank account, however, we require food portion to be paid in advance if you opt for direct deposit. Any bar tabs will need to be finalised on the evening or the next day.

Bank details BSB 633000 Account Number 137099669 Account Name: Balcony Restaurant Reference: Your name

You are able to pay one bill or we offer split bill payments if individuals are paying for their own on the night.

If your company is payment we can forward an invoice for payment to your accounts department, payment will be due on receipt of tax invoice. We do not offer debtor accounts.

## **CATERING : Number confirmation and payment information**

Your menu selection, times for service and final numbers are required :

Weekend functions : no later than the Wednesday prior

Weekday functions : we require three full weekdays prior

Please note you will be charged for the number of people you have confirmed for at this time.

Shortfall in numbers will be charged at confirmed price per head and appropriate hire charge applied.

Food may not be purchased from an external source with the exception of a cake to celebrate the occasion.

## **GUEST NUMBERS**

Cocktail Events: We can comfortably fit a maximum of 80 people for cocktail events

Sit Down Meals: We can comfortably fit a maximum number of 54 people inside and 20 outside for sit down meals

## **DAMAGES , THEFT & EXCESSIVE CLEANING**

If there is any damage to the room or to restaurant equipment OR theft of restaurant property OR if the room requires unreasonable, excessive cleaning then the deposit shall be held to cover costs incurred by the restaurant. If damage or theft or cleaning costs exceed the deposit an invoice will be sent to organiser to cover the full cost of repairs, loss or clean.

## **DECORATING**

**NO STICKY TAPE, HOOKS or NAILS are permitted.**

**NO SMALL SCATTERS, CONFETTI, CREPE PAPER or GLITTER are permitted.**

**Use of such items will incur an additional \$200 cleaning charge with no exceptions.**

We do not allow things to be adhered to the walls of the room or tied to our light fittings.

Please discuss with us an appropriate time for decorating. We often have afternoon functions that may affect available times.

If you have basic table centrepieces or balloons you are welcome to drop them in earlier and we can put them out for you.

While we welcome elaborate decorating if your decorating requires major room re arrangement and pack down for our staff at the end of the night extra charges will apply to cover additional labour costs. We ask we are made aware of your decorating ideas so we can factor in time on rosters and work out extra charges.

## **ROOM SET UP**

### **Cocktail Events**

We provide three round dry bars that are positioned in the main area of restaurant. These three dry bars are clothed.

The perimeter of the room and outside balcony area are left with tables and chairs for guest seating and comfort.

### **Sit Down Meals**

**Alternate drop and pre order menu :** Tables are set with tablecloths, wine glasses, water glasses, cutlery, serviettes and salt & pepper shakers

**Casual Dining Menu :** Tables are set with water glasses, cutlery, serviettes and salt & pepper shakers. No tablecloths.

### **Additional Requirements**

We have basic table centrepieces which you are welcome to use at no charge.

We have additional tablecloths available if you would like to hire them at a cost of \$10 each

If you require more high bars, microphones, lecterns etc we suggest using Ede Events. Their contact details, costs and equipment can be viewed on their website. If you would like us to organise any additional equipment for you we can do so at a cost of \$30 service fee. We will pass on the total cost of hire equipment, service fee, delivery and pick up to you plus GST.

## **DIETARY REQUIREMENTS**

We will **require notice of any dietary requirements** on the Wednesday prior.

Guests who turn up at the time of function and inform of dietary requirements may not be able to be accommodated. We advise to send a message with your invite and ask guests to inform of any dietary requirements in advance of the function.

## **ENTERTAINMENT**

We are able to supply restaurant music or you can supply your own music on IPOD.

Alternatively you are able to source your own music eg jukebox or live entertainment.

You are able to display photo slide shows on the big screen. Simply bring your slideshow on your laptop.

Your laptop will require a VGA input, if it does not have a VGA input you will have to source the adaptor to suit your particular laptop.

**Please note:** we have noise restrictions on our liquor licence, as does any licensed venue, although music can be of a decent volume, it cannot exceed 75 decibels.

## **BEVERAGES**

The Balcony Restaurant offers an array of specialty beers, premium spirits, wine and cocktails.

Beverages can be based on individual sale or a bar tab.

If you opt for a bar tab simply advise us of the limit and we will monitor the limit throughout the evening and liaise with you. The Balcony staff are trained in Responsible Service of Alcohol and will abide and by the Restaurants RSA policy.

## **LICENSING TIMES**

We are licensed from 10am to midnight 7 days a week (excluding Good Friday, Christmas Day & Boxing Day)

The bar will be closed at 11.30pm with all patrons to vacate the premises by midnight.

## **UNDERAGE PATRONS**

We ask to be made aware if there will be minors attending your function & our policies & procedures will be explained.

Underage patrons must be under constant supervision from a PARENT or LEGAL GUARDIAN.

We do not allow underage patrons in the function areas under supervision of adult friends or partners.

If a patron doesn't have appropriate id or appropriate supervision they will not be served and will be asked to leave the premises. We ask that you are clear on our policies in relation to underage patrons to avoid disappointed at the time of the event.

## **NO DISCOUNT OFFERS**

No discounts or special offers can be used for functions or high tea functions (eg but not limited to entertainment book, ambassador card etc)

## **CONFIRMATION**

Please read the above terms & conditions, upon confirmation it is accepted that you have read & agree to them.

## **THANK YOU**

Thank you for your function enquiry. We would love the opportunity to cater for your special event.

Our team has many years function experience so you can be assured your function will be a memorable and enjoyable one.

## MENU OPTIONS

**COCKTAIL MENU** Minimum of 5 choices of below selection. This menu includes full food service

|                                 |               |
|---------------------------------|---------------|
| 5 choices of below selection is | \$30 per head |
| 6 choices of below selection is | \$35 per head |
| 7 choices of below selection is | \$40 per head |
| 8 choices of below selection is | \$45 per head |
| All choices                     | \$50 per head |

|                                       |   |
|---------------------------------------|---|
| southern fried chicken skewers (*gf)  | arancini balls (v)                        |
| beef & chicken burger sliders         | mini foccacia pizzas (*v)                 |
| vegetarian burger sliders             | duck spring rolls                         |
| feta on bruschetta bites (v, *gf)     | vegetarian risotto boats (v,gf)           |
| fish n chip boats                     | thai green chicken curry boats (gf)       |
| salt and pepper calamari sticks (*gf) | spicy meat balls                          |
| crumbed haloumi (*v)                  | calamari cashew boats w jasmine rice (gf) |

(gf) gluten free items (v) vegetarian items (\*gf) can be made gluten free pls advise (\*v) can be made vegetarian pls advise

## GRAZING TABLE

We require a minimum order of 4 platters for grazing table

Food is delivered to the grazing table at the same time. No food service applies.

Whilst every group is different and appetites vary depending on your group, the following is a guide:

4 platters cater for approx 20 people

5 platters cater approx 30 people

6 platters cater for 40 people

7 platters cater for approx 50 people etc

**Cold Meat Platter & Fresh Bread Sticks** includes salami, chicken pieces, ham, prosciutto & french stick **\$150**

**Cheese Platter** includes blue, aged cheddar, brie, grapes, water crackers, dried fruit & nuts **\$150**

**Antipasto Platter** semi dried tomatoes, marinated capsicums & button mushrooms, olives, cornichon & grisini **\$150**

**Bloody Mary Oyster Shooter Platter** includes 36 oyster shooters **\$180**

**Dessert Platter** includes 30 mixed mini bite sized desserts **\$150**

## SIT DOWN DINNER

Sit down meals served as alternate drop with 2 choices from each course OR pre order in advance and have choice of all items from each course ( a pre order sheet is included at the end of this package)

|   |  |
|---|--|
| Entree + Main + Dessert                               | \$60 per head                              |
| Entree + Main   | \$55 per head                              |
| Main + Dessert  | \$45 per head                              |
| Bread - add feta on bruschetta or garlic bread        | \$5 per person with any of above packages  |
| Canapes on arrival 3 choices from cocktail menu below | \$15 per person with any of above packages |

### Entree Choices:

Eye fillet skewers w port wine and rosemary jus, turned baby potatoes and wilted spinach (gf)

Salt and pepper calamari w caper and gherkin aioli and lemon wedge (\*gf)

Mushroom & Parmesan Arancini w sweet chilli (v)

Pumpkin, Feta & Pine Nut stuffed Mushroom on rocket salad (v, gf)

### Main Choices:

Petite Eye Fillet w brandy pepper cream sauce, sea salted potatoes and mixed vegetable medley (gf)

Coral Trout w lemon dill sauce, garden and sea salted potatoes (\*gf)

Calamari w cashews and coconut chilli sauce w jasmine rice and side garden salad (gf)

Vegetarian risotto w pumpkin, spinach, mushrooms, eschallots, garlic and aged parmesan (v, gf)

Grilled chicken camembert w spinach and semi dried tomato cream sauce, sea salted potatoes & garden salad (gf)

### Dessert Choices:

Creme Brulee (gf)

Chocolate and cointreau mousse (gf)

Vanilla Bean Panna Cotta (gf)

## CASUAL ORDER ON NIGHT MENU

This menu is available to order on the night. Food is to be ordered at the same time and gets prepared and served at the same time. Food can be paid for individually or as one bill.

### Entree

- garlic bread** (2 pieces) **\$10**
- feta on bruschetta** (2 pieces) **\$12**
- duck spring rolls** (2) **\$12**
- salt & pepper calamari** w tartare sauce **\$16**
- southern fried chicken tenders** w aioli dipping sauce **\$16**

### Main

- chicken risotto** w pumpkin, spinach, mushrooms, eshallots, garlic, aged parmesan (gf, \*v) **\$28**
- fettuccine carbonara** chicken, bacon, mushrooms, eshallots in a creamy white wine sauce (\*v) **\$28**
- thai green chicken curry** served w jasmine rice, broccolini and green beans (gf) **\$28**
- salt & pepper calamari salad** calamari served on a garden salad w chilli lime dressing(\*gf) **\$28**
- battered mackerel** beer battered spanish mackerel w crunchy chips, fresh garden salad and tartare **\$28**
- mediterranean chicken salad** baby spinach, marinated capsicum, semi dried tomatoes, spanish onion, feta w aioli dressing (gf,\*v) **\$28**
- calamari cashews** w jasmine rice & side salad **\$28**

If you would like a steak on menu we could order in a limited number of eye fillet steaks on request only. The casual order on night menu is stock we already keep on hand which is why we can offer it as order on the night. Eye fillet steak is not a usual stock item so it would have to be ordered in specially and a limited number available. Please let us know if you wish to include this on the menu.

- eye fillet steak** w pepper or mushroom sauce, chips and side salad **\$36.50**

### Dessert

- chocolate brownie** w ice cream **\$10**
- crème brulee** **\$7**
- affagato** w liqueur **\$15** without liqueur **\$10**

### BREAKFAST

For groups of more than 20 people we offer a refined choice from our regular menu. Choose 5 items from breakfast menu.  
For groups of less than 20 people we offer the regular menu.  
If you prefer a set menu we can tailor a menu to suit.

### LUNCH

For groups of more than 25 we offer a refined choice from our regular menu. Choose 5 items from the lunch menu  
For groups of less than 25 we offer the regular menu.  
If you prefer a set menu, at a set price, we can tailor a menu to suit.

### TAKE AWAY WORKPLACE PLATTERS

**We deliver to the city area weekdays | We require a minimum of 10 people to deliver**

#### Morning & Afternoon Tea

\$20 per person for 4 choices add \$5 per person for each additional choice

- |                            |                                    |
|----------------------------|------------------------------------|
| Avocado on Sourdough Bites | Mini Ham Benedicts                 |
| Mini Frittatas             | Scones Jam & Cream                 |
| Mixed Banana & Carrot Cake | Granola cups w yoghurt and berries |

#### Lunch

\$20 per person for 4 choices from below add \$5 per person for each additional choice

- |                             |                                   |                                     |
|-----------------------------|-----------------------------------|-------------------------------------|
| Beef Burger Sliders         | Vegetarian Burger Sliders         | Feta on Bruschetta Bites            |
| Risotto Boats               | Fish n Chip Boats w tartare sauce | Chicken Vietnamese Rice Paper Rolls |
| Mediterranean Chicken Salad | Thai Green Chicken Curry Boats    |                                     |

#### Sandwich & Wraps

\$15 per person

- |                            |                                  |                            |
|----------------------------|----------------------------------|----------------------------|
| Egg & Lettuce Sandwiches   | Ham, Cheese & Mustard Sandwiches | Chicken & Aioli Sandwiches |
| Mediterranean Chicken Wrap | Pumpkin, Spinach & Feta Wrap     | Ham & Salad Wrap           |

## high tea

\$37.50 per head

sweet

mini assorted cheesecakes

choc dipped strawberries

mini peach blossoms and mini lamingtons

mini profiteroles

savoury

vegetarian risotto

crumbed mackerel goujons

feta on bruschetta bites

assortment of ribbon sandwiches

**blooming tea & drinks**

A selection of blooming flowering tea served in our glass tea pots – 1 pot per 4 guests

plus one cup of standard coffee OR one cup of speciality tea in silken tea bag

(additional beverages can be purchased from fully licensed bar on the day if required)

**HIGH TEA INFORMATION (please read)**

**CONFIRMATION OF NUMBERS & PAYMENT**

We require final numbers for weekend high teas on the Wednesday prior.

We require final numbers for weekday high teas three weekdays prior.

**\*IMPORTANT NOTE ABOUT PAYMENT**

High teas are a specially catered event, food is ordered & prepared for the number of guests you confirm for, so the number of people you confirm for at above confirmation times is what we charge for.

If the number of guests you confirm for do not show up on the day, we will still require payment for them.

We strongly encourage collecting funds before the event so you are not left short changed if you are worried about no shows.

If you confirm a booking and do not turn up on the day we will forward an invoice for payment.

**menu changes and FOOD ALLERGIES**

We can accommodate vegan, food allergies & dietary requirements. **We need to be made aware of any requirements in advance when final numbers are given. Being made aware of food allergies on the day is too late.** Please inform your guests to avoid disappointment on the day.

**number of guests**

**minimum:** We require a minimum of 4 paying adults for a High Tea.

**maximum:** We can fit a maximum of 75 (ie 55 inside and 20 outside).

**times**

**between 4 and 20 people :**

For groups of between **4 and 20 people** we suggest arrival time from 11.00pm and finish time of 2.00pm 7 days a week. We close at 2pm. You can hire out exclusive use time slot for under 20 people ie 2.30pm until 5pm but a \$200 hire charge will apply.

**Large groups of over 20 :**

For groups of **over 20** we can offer our exclusive time slot with no hire charge.

Arrival time of 2.30pm and finish time 5pm 7 days a week. You can also host large groups during trading hours if you like.

Please note if you book this exclusive timeslot and numbers fall below 20 a \$200 hire charge will apply.

**TERMS & CONDITIONS for exclusive time slot:**

We require a minimum of 20 paying adults for the exclusive time slot. (ie 2.30pm to 5pm)

If numbers fall below 20 a \$200 hire charge will apply

**CANCELLATION POLICY exclusive time slot:**

If you cancel your booking and we have turned away other bookings for the same day a \$200 cancellation fee will apply to cover lost revenue.

**TABLE SETTINGS and DECORATIONS**

We set the tables with white tablecloths, crockery, glassware and napkins.

You are welcome to bring additional items to decorate if you like.

We **do not allow** small scatters, confetti, glitter or crepe paper. Use of these items will incur an additional \$100 cleaning fee.

We also **do not allow** sticky tape or blu tac to be adhered to our walls or decorations to be hung from our light fittings.

**BAR & CUSTOM DESIGNED COCKTAILS**

We are fully licensed so other beverages, both alcoholic and non alcoholic, can be purchased from the bar.

We can offer a custom designed cocktail special for the guest of honour for a personalised touch \$10 each.

**DISCOUNT OFFERS**

No discount offers apply on high tea menu, eg, but not limited to, entertainment book, ambassador card, friend of gallery etc

