

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 it 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 WEB 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 35 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.

COVID RULES

The Queensland Government have a set of rules that apply to all licenced venue in Queensland to help stop the spread of coronavirus.

We will explain the current covid restrictions that are current at the time of your enquiry.

Please note that the rules may differ at the time of your function based on the governmentt directives.

In the event of any changes we will keep you updated.

TERMS & CONDITIONS

AVAILABILITY

Evenings: The Balcony is available for private functions any night of the week 6.30pm until 11.30pm.

Day : We are open for trade from 8am until 2pm daily. It may be possible to open for private functions during the day depending on numbers and requirements, shared use of space during trade is also an option .

We have available afternoon exclusive use of venue avaiable for larger groups from 2.30pm until finish time of 5.30pm.

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 to your function 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 \$500 hire charge will apply.

Between 20 and 30 people a \$250 hire charge will apply

Between 30 and 40 people a \$150 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 \$150 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 \$250 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 \$500 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.

DEPOSITS & CANCELLATIONS

Please read so you are aware of our terms and conditions in relation to deposits and cancellations.

In order to secure your function we require a \$250 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.

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 making 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

NOTE : current covid restrictions currently allow us to have less than above mentioned. Please ask at time of enquiry for current number limits.

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, extra than normal pack down or clean up for our staff at the end of the night then extra charges will apply to cover additional labour costs. Labor charges are \$40 per hour, per staff member. 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 set with tables on perimeter of rooms with both seating & chairs. We set middle of room with 3 clothed high bars and stools.

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 HIRE EQUIPMENT

Photo Greenwall (Large) \$100 hire charge

It measures 2.4 wide by 1.8 high

Round Photo Greenwall (Small)

\$60 hire charge It measures 1.5m diameter

Additional tablecloths

If you require additional cloths in addition to what we provide we can provide them at \$10 each hire charge.

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.

Please ask guests to make you aware of dietary requirements at time of RSVP.

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

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 discount, discount vouchers or special offers can be used for functions or high tea functions.

CONFIRMATION

Please read the above terms & conditions, upon confirmation it is accepted that you have read & agree to them. The deposit is required to secure your booking (see deposit information)

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

CANAPE MENU

Minimum of 5 choices of below selection.

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

southern fried chicken skewers (*gf)	arancini balls (v)
mixed 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

SIT DOWN DINNER

Sit down meals served as either :

Every-one has the same meal with 1 choice from each course OR

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 and is required when numbers confirmed prior to function.

Our kitchen closes at 9pm. If you require late food service outside of these hours we can arrange this on request, however, extra charges will apply to cover additional chef labor costs.

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 Brownie w ice cream (gf)

Vanilla Bean Panna Cotta (gf)

Almond & Blueberry Cake w bitter orange sauce

CASUAL DINNER MENU – order on the night

This menu is available to order on the night.

Food is to be ordered by guests at the same time and meals are prepared and served at the same time.

Food can be paid for individually or as one bill.

Our kitchen closes at 9pm. If you require late food service outside of these hours we can arrange this on request, however, extra charges will apply to cover additional labor costs. Additional labour charges are \$50 per chef, per hour.

Entree

Garlic Bread (2 pieces) \$10

Feta on Bruschetta (2 pieces) (*gf) \$12

Duck Spring Rolls (2) \$12

Salt & Pepper Calamari w tartare sauce (*gf) \$16

Main

Chicken Risotto w pumpkin, spinach, mushrooms, eschallots, garlic, aged parmesan (gf, *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 (gf) \$28

Gnocchi potato & spinach gnocchi in a creamy bacon white wine sauce (*v) \$28

Steak :

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 (*gf) \$36.50

Dessert

Chocolate Brownie w ice cream (gf) \$10

crème brulee (gf) \$7

affagato (*gf) w liqueur \$15 without liqueur \$10

Note : **gf** – gluten free | ***gf** – can be made gluten free | **v** – vegetarian | ***v** – can be made vegetarian
vegan – we can cater to vegan or dairy free guests.

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 20 we offer a refined choice from our regular menu. Choose 5 items from the lunch menu

For groups of less than 20 we offer the regular menu.

If you prefer a set menu, at a set price, we can tailor a menu to suit.

PICNIC BOXES Ideal for picnics with friends or workplace meetings

Please visit our website under Picnic Box tab www.thebalconyrestaraunt.com.au

HIGH TEA

We have a High Tea menu & information package available. Please visit our website for details

www.thebalconyrestaurant.com.au

