

THE BALCONY RESTAURANT FUNCTION PACKAGE

Thank you for your function enquiry.

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

Please read carefully the details of function menu options and the terms and conditions listed in this package.

We please ask to pay particular attention to our payment, hire charge, deposit and cancellation terms & conditions.

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 40 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 venues in Queensland to help stop the spread of coronavirus. Current covid restrictions will be explained at the time of your booking.

Alternatievely you can find information on QLD Health website.

Please note that the rules may differ at the time of your event based on government directives.

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

FUNCTION ROOMS

The Balcony has two available function spaces:

The MAGNOLIA Room and

The BALCONY Room

THE MAGNOLIA ROOM

The Magnolia Room is available 7 days and 7 nights a week for private functions.

We require a minium of 20 paying adults for exclusive use of this room.

The Magnolia Room can accommodate up to a maximum of 30 guests

Magnolia Room : DAY EVENT HIRE CHARGES & DURATION

20 people and over during trading hours:

No hire charges for private events during trading hours for 20 or more guests.

Booking duration for 20 or more guests is maximum 2.5 hours.

20 people and under during trading hours:

For 20 people or less a \$200 hire charge will apply if you want exclusive use.

The hire charge is based on the actual number who turn up on the day.

The amount of food ordered is irrelevant to hire charges.

Booking duration for 20 or less guests is maximum 2 hours.

Magnolia Room : EVENING EVENT HIRE CHARGES & DURATION

20 people and over for evening functions :

\$200 hire charge.

If numbers fall below 20 a \$300 hire charge will apply for private evening events.

The hire charge is based on the actual number of guests who turn up on the evening.

The amount of food ordered is irrelevant to hire charges.

Booking duration is maximum of 5 hours.

The room is available for evening functions from 6.30pm.

Doors will open 15 minutes prior to start time.

Please note : No staff are on the premises prior to arrival time.

THE BALCONY ROOM

The Balcony Room is available 7 nights and 7 afternoons a week for private functions.

We require a minimum of 30 paying adults for exclusive use of this room.

The Balcony Room can accommodate up to a maximum of 80 guests.

Balcony Room : DAY EVENT HIRE CHARGES & DURATION

The Balcony Restaurant Room is available after trading hours for 30 or more guests.

Over 30 people No hire charge for private afternoon events.

Should numbers fall below 30 a \$200 hire charge will apply.

The amount of food ordered is irrelevant to hire charges.

The room is available for private afternoon functions from 2.30pm until 5.30pm.

Balcony Room : EVENING EVENT HIRE CHARGES & DURATION

Between 30 and 40 guests :

\$200 hire charge.

If numbers fall below 20 a \$300 hire charge will apply for private evening events.

The hire charge is based on the actual number of guests who turn up on the evening.

The amount of food ordered is irrelevant to hire charges.

Over 40 people : No hire charge for private evening events.

If numbers fall below 40 guests relevant hire charges above apply.

The amount of food ordered is irrelevant to hire charges.

The hire charge is based on the actual number of guests who turn up on the evening.

Booking duration is maximum duration of 5 hours.

The room is available for private evening functions from 6.30pm.

Doors will open 15 minutes prior to start time.

Please note : No staff are on the premises prior to arrival time.

HIRE CHARGES *Please read

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

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

If numbers fall below 20 relevant hire charges apply (see above).

We ask that you are clear about our hire charge terms & conditions so there is no confusion or misunderstanding at the time of your event.

If you are unclear about anything relating to hire charges please ask.

Hire charges are applied for the number of people who actually turn up to your event.

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

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

For example : If you confirm for 30 people and only 25 people turn up on the night, food for 30 people is charged and the relevant hire charges listed above will apply.

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 \$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.

Once you have confirmed a booking and paid a deposit we turn away other business to accommodate your booking.

If you cancel and we are able to rebook your date we will refund your deposit in this circumstance.

If you cancel and we are unable to rebook your date we will be unable to refund your 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 the above mentioned times.

Functions are specially catered events and food is ordered and prepared according to your requirements.

This is why late cancellations cannot be accepted after the cut off date.

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

MAGNOLIA ROOM

Cocktail Events: We can comfortably fit a maximum of 30 guests.

Sit Down Meals: We can comfortably fit a maximum number of 30 guests.

BALCONY ROOM

Cocktail Events: We can comfortably fit a maximum of 80 people.

Sit Down Meals: We can comfortably fit a maximum number of 54 people inside and 20 outside.

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.

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 to what we provide (see below in room set up) they can be hired for \$10 per cloth.

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 6 stools.

Sit Down Meals

Alternate drop and pre order menu :

Tables are set with tablecloths, 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 are included in casual order on night menu.

If you require tablecloths for casual order on night menu they can be hired for \$10 per cloth.

DIETARY REQUIREMENTS

We can cater for dietary requirements eg vegan, vegetarian, coeliac, dairy free etc.

We will **require notice of any dietary requirements** when we contact you for final numbers (ie Wednesday prior for weekend functions or 3 business days prior for weekday functions).

Guests who turn up at the time of function and inform of dietary requirements at that point may not be able to be accommodated.

Please ask guests to make you aware of dietary requirements at time of RSVP to avoid disappointment or disruption.

ENTERTAINMENT

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

You can play directly from your own phone. We have wifi SONOS speakers that you can connect to.

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

You are able to display photo slide shows on our smart TV.

You can bring a USB or your laptop with your slideshow..

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 liaise with you once limit nearly reached..

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)

Evening 6.30pm to 11.30pm slots : 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 about underage patrons to avoid disappointment 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 above.

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	\$32 per head
6 choices of below selection is	\$38 per head
7 choices of below selection is	\$44 per head
8 choices of below selection is	\$50 per head

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

1. Every-one has the same meal with 1 choice from each course OR
2. Alternate drop with 2 choices from each course OR
3. 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 are confirmed prior to function. Our kitchen closes at 9pm. If you require late food service (outside of closure time 9pm) we can arrange this on request, however, extra charges will apply to cover additional chef labor costs. Chefs are charged at \$50 per hour per chef.

Entree + Main + Dessert	\$60 per head
Entree + Main	\$55 per head
Main + Dessert	\$45 per head
Bread - add feta on bruschetta or garlic bread	\$6 per person with any of above packages
Canapes on arrival 3 choices from canape menu above	\$18 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)
- Almond & Blueberry Cake w bitter orange sauce & ice cream

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 extra charges will apply to cover additional labor costs. Additional labour charges are \$50 per chef, per hour.

Breads

Garlic Bread (2 pieces) \$10

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

Main

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

Pumpkin & Macadamia Salad w mixed leaf lettuce, red onion, parmesan, balsamic dressing & toasted sourdough (v, *vegan) \$28

Steak :

If you would like a steak on menu we can order it in 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.

Note : Eye fillet steak ordered in on request will need to be paid for in the event of no shows on the evening.

Eye Fillet Steak 200g w brandy pepper cream sauce, chips and salad (*gf) \$36.50

Dessert

Chocolate Brownie w ice cream (gf) \$10

Almond & Blueberry Cake w bitter orange sauce & ice cream \$10

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

Vegan Hazelnut Crunch \$8

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

*vegan can be made vegan please advice

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 8 items from the 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

You will find information, menu & prices on our website.

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

HIGH TEA

You will find information, menu & prices on our website.

Please visit our website under High Tea tab www.thebalconyrestaraunt.com.au

