

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.

We please ask that you 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 venue in Queensland to help stop the spread of coronavirus. The covid restrictions listed in the package are current at the time of your enquiry.

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 Restaurant Room

THE MAGNOLIA ROOM

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

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

The Magnolia room can accommodate a maximum of **30 guests** with current covid restrictions.

DAY EVENT HIRE CHARGES Magnolia Room

20 people and over during trading hours

Available times : 8.30am until 11am or 11.30am until 2pm. (booking duration 2.5 hours)

No hire charges for private events during trading hours for over 20 people.

20 people and over outside of trading hours (between 2.30pm and 5.00pm daily)

\$200 hire charge for private afternoon events outside of trading hours.

EVENING EVENT HIRE CHARGES Magnolia Room

20 people and over : (between 6.30pm and 11.30pm for private evening events : up to 5 hour duration)

\$200 hire charge. If numbers fall below 20 a \$300 hire charge applies.

THE BALCONY RESTAURANT ROOM

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

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

The Balcony Restaurant Room can accommodate a maximum of **50 guests** with current covid restrictions.

DAY EVENT HIRE CHARGES Balcony Room

20 people and over outside of trading hours (between 2.30pm and 5.00pm daily)

\$100 hire charge for private afternoon events.

Over 30 people (between 2.30pm and 5.30pm) : No hire charge for private afternoon events.

EVENING EVENT HIRE CHARGES Balcony Room

Between 20 people and 30 people (between 6.30pm and 11.30pm for private evening events)

\$200 hire charge. If numbers fall below 20 a \$300 hire charge applies.

Over 30 people : No hire charge

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 with the above mentioned hire charges.

If numbers fall below 20 a \$300 hire charge will apply.

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 any of the below in relation 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 & 25 people turn up on the night the relevant hire charges above will apply.

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 \$200 deposit.

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

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 your booking and paid a deposit we turn away other business to accommodate your booking, so if you cancel your function you will forfeit your deposit paid to help cover our lost revenue.

If we are able to rebook your date after your cancellation then we will refund your deposit in this instance.

If you cancel your function after food has been ordered ie 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 are 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 the payment we can forward an invoice for the 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 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 as food is ordered and prepared accordingly.

Shortfall in numbers will be charged at confirmed price per head.

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

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.

DIETARY REQUIREMENTS

We can cater for dietary requirements.

We will **require notice of any dietary requirements** at the time of your confirmation of numbers.

Please ask your guests to confirm any dietary requirements at the time of their RSVP.

If dietary requirements are not passed on to us in advance and we are making replacement meals on the night, additional charges will apply to cover additional food costs incurred by us.

DECORATING

You are welcome to provide your own decorations for your function.

Balloon bunches and flower bunches work best in our space.

We **do not** allow : Small scatters, confetti, crepe paper or anything that will stain our tablecloths

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

We **do not** allow : Sticky tape, nails or hooks or any adhesives applied to our walls.

We **do not** allow : Things to be tied to our light fittings or chairs.

We **do not** allow : Candles that are not contained in an enclosed candle holder.

**** Any damage to our equipment for using such items will incur replacement charges.**

Please discuss with us an appropriate time for decorating.

We usually recommend coming in at 2pm and setting up between 2pm and 2.30pm.

This may not be possible if we have an afternoon function but simply discuss with us decorating requirements and we can advise.

NOTE *Our staff are gone by 2.30pm in the afternoon, our staff come back 15 minutes before your function start time.

There is no-one on premise during this break time. If you have people dropping off cakes, balloons or decorations then please ask them to do so between our trading hours : 8am and 2.00pm. If your decorating will take longer than half an hour (usually 2pm to 2.30pm) and you need our staff to stay later than 2.30pm or if you need them to come in earlier than 6.15pm then extra labor charges will apply. Labor charges are \$35 per hour weekdays and \$40 per hour weekends, per staff member.

NOTE *If your decorating or your room set up 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 \$35 per hour weekdays and \$40 per hour weekends, 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 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 are provided for this menu.

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 we can provide at a cost of \$10 each hire charge.

ENTERTAINMENT & MUSIC

The restaurant is equipped with a music system. We are able to supply restaurant music or you can stream music to our system through your device. You are able to source your own music eg jukebox or live entertainment.

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.

SLIDESHOWS

Magnolia Room

The Magnolia Room is equipped with a smart TV. You can bring a laptop to run your slideshow through the TV.

Balcony Room

The Balcony Room is equipped with a smart TV. You can bring a laptop to run your slideshow through the TV.

BEVERAGES & BAR TABS

The Balcony Restaurant is a fully licenced venue. We offer 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, 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.

Evening functions : The bar will be closed at 11.00pm with all patrons to vacate the premises by 11.30pm.

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 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.

A deposit is required to secure your booking (refer to deposit and cancellation policy 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 \$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)

mini foccacia pizzas (*v)

calamari cashew boats w jasmine rice (gf)

feta on bruschetta bites (v, *gf)

fish n chip boats

salt and pepper calamari sticks (*gf)

arancini balls (v)

mixed beef or chicken or vegan burger sliders

crumbed haloumi (*v)

vegetarian risotto boats (v,gf)

thai green chicken curry boats (gf)

spicy meat balls

(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 :

Same meal for each guest 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 by 9pm. If you require late food service, after these hours, we can arrange this on request with an additional charge of \$50 per hour, per chef.

Entree + Main + Dessert \$65 per head

Entree + Main \$55 per head

Main + Dessert \$50 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)

Scallops w gruyere bechamel & pancetta crumb (*gf)

Baby Beet, Procioutto, Blue Cheese & micro herb (gf)

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)

Chicken Supreme w blue cheese & wild mushroom risotto

Coral Trout w lemon dill sauce, sea salted potatoes & a cherry tomato, red onion & green bean salad

Mediterranean Vegetable Stack w marinated capsicum, eggplant, field mushroom, semi tomatoes, feta crumb & balsamic glaze dressing

Dessert Choices:

Crepe 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 by 9pm. If you require late food service, after these hours, we can arrange this on request with an additional charge of \$50 per hour, per chef.

Breads

Garlic Bread (2 pieces) **\$10** (v,*gf)

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

Main

Chicken or Vegetarian 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) **\$38.50**

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**

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

We can offer large breakfast bookings from our regular menu. Please discuss your needs with us.

LUNCH

We can offer large lunch bookings from our regular menu. Please discuss your needs with us.

PICNIC BOXES Ideal for picnics with friends or workplace meetings

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

HIGH TEA

Our High Teas are very popular and perfect for Baby Showers, Hens Parties and day time Weddings.

Please visit our website under High tea tab for menu & information www.thebalconyrestaurant.com.au

