

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 so there is no misunderstanding at the time of your event.

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 eat@thebalconyrestaurant.com.au 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 relaxed 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 dedicated team take care of you.

FUNCTION ROOMS

The Balcony has two available function spaces: **The BALCONY ROOM** and **The MAGNOLIA ROOM**

THE BALCONY ROOM

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

Balcony Room: EVENING EVENT

We require a minimum of 30 paying adults for evening events.

We can accommodate up to 80 guests in Balcony Room.

Available Timeslot:

6.30pm to 11.30pm. Doors open at 6.15pm for 6.30 start.

Booking Duration: Up to 5 hours maximum.

Hire Charges:

Over 30 guests: \$200 hire charge

Over 40 guests: No hire charge

Note: We require a minimum of 30 paying adults to open for private evening events. If numbers drop below 30 paying adults a flat \$300 hire charge will apply. If numbers drop below 20 a flat \$400 hire charge will apply. The hire charge applies to the number of people who turn up on the evening.

The amount of food ordered is irrelevant to the hire charge.

Balcony Room: AFTERNOON EVENT

30 people and over outside of trading hours

Available timeslot: 2.30pm to 5.30pm

Booking Duration: 3 hours

Hire Charges: 30 people or above: No hire charge

Note: We require a minimum of 30 paying adults for exclusive use afternoon events. If numbers drop below 30 people a flat \$300 hire fee applies. If numbers drop below 20 a flat \$400 hire charge will apply. The hire charges apply to the number of people who turn up on the day. The amount of food ordered is irrelevant to the hire charge.

Large bookings during trading hours

If you do not require a private event, you are able to book during trading hours. This is a shared space during trade.

Available time slot: Anytime during trading hours

Booking Duration:

2 hours up to 20 people | 2.5 hours over 20 people

THE MAGNOLIA ROOM

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

Magnolia Room: EVENING EVENT

We require a minimum of 20 paying adults for evening events.

We can accommodate up to 30 guests in Magnolia Room.

Available Timeslot:

6.30pm to 11.30pm Doors open 6.15pm for 6.30pm start

Booking Duration: Up to 5 hours maximum.

Hire Charge:

Between 20 and 30 paying adults \$200 hire

Note: We require a minimum of 20 paying adults to open for private evening events. If numbers drop below 20 people a flat \$400 hire charge will apply. The hire charge applies to the number of people who turn up on the evening. The amount of food ordered is irrelevant to the hire charge.

Magnolia Room: DAY EVENT

20 people and over during trading hours

Available time slot: 9am to 11.30am or 12pm to 2.30pm

Booking Duration: 2.5 hours

Hire Charges: 20 paying adults or above : No hire charge

Note: We require a minimum of 20 paying adults to offer exclusive use of this space. If numbers drop below 20 paying adults at the time of number confirmation, we either open up the space to other customers if required or you can pay applicable hire charge if you opt for exclusive use:

Over 20 people: No Hire

Between 14 and 20 people: \$200 hire

Between 8 and 14 people: \$400 hire

Under 8 people: \$600 hire



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.

Card Payments incur a 0.94% card payment fee charged by the merchant facility.

Once you have confirmed your booking and paid a deposit, we turn away other business, 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 i.e, 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

Card Payments incur a 0.94% card payment fee charged by the merchant facility

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.

FINAL NUMBERS & PAYMENT INFORMATION:

Your final numbers, menu selection & times for service 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. Staff are also rostered accordingly. Cancellations cannot be accepted after this cut off time.

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.

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.

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 e.g., jukebox or live entertainment.

SLIDESHOWS Balcony & Magnolia Room

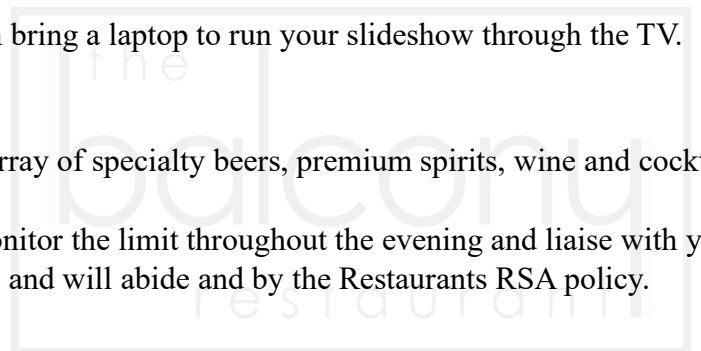
Our function rooms are both equipped with a smart TV. You can bring a laptop to run your slideshow through the TV.

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 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.

ROOM SET UP

Canape Events: There are tables and chairs in booth seating, on perimeter of the room & on the balcony itself.

The middle of room is cleared & set with 3 clothed high bars and stools.

Sit Down Meals: Tables are set with tablecloths, water glasses, cutlery, serviettes and salt & pepper shakers.

Tablecloths are not included with casual order on night menu. They can be hired at \$12 per cloth if needed for this menu.

DECORATING

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

Balloon bunches, wall hire & flower bunches work best in our space.

Please discuss with us an appropriate time for decorating.

We usually recommend coming in at 1.30pm and setting up between 1.30pm and 2.30pm.

Our staff leave the premises by 2.30pm in the afternoon and return 15 minutes before your function start time.

If your decorating will take longer than an hour to set up and requires our staff to stay longer than 2.30pm **or** if your set up requires longer than reasonable time to pack down at the end of evening additional labour charges will apply:

Labour charges are \$40 per hour weekdays and \$45 per hour weekends, per staff member.

If you require us to set your decorations for you, we can do so at a cost of \$40 per hour weekdays & \$45 per hour weekends, per staff member (example name place cards, elaborate decorating, blowing up balloons for you)

If you have people dropping off cakes, balloons or decorations then please ask them to do so between 8am and 2pm daily.

We ask we are made aware of your decorating ideas so we can factor in extra charges & roster staff accordingly if required.

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

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 with open flames

Additional cleaning or damage to our equipment for using such items will incur cleaning or replacement charges.

ADDITIONAL HIRE EQUIPMENT

Photo Green wall (Large) \$120 hire charge. It measures 2.4 wide by 1.8 high

Round Photo Green Wall (Small) \$80 hire charge It measures 1.5m diameter

Additional tablecloths If you require additional tablecloths, we can provide at a cost of \$12 each hire charge.

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, the deposit will be held to cover costs incurred by the restaurant. If damage, theft or cleaning costs exceed the deposit an invoice will be sent to the organiser to cover the full cost of repairs, loss or clean.

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.

MENU OPTIONS

CANAPE MENU :

\$42.5 per head for 5 choices

southern fried chicken skewers (*gf)	arancini balls (v)
mini focaccia pizzas (*v)	beef or chicken or vegetarian burger sliders
charcuterie cups (*gf, *v)	crumbed haloumi (*v)
feta on bruschetta bites (v, *gf)	vegetarian risotto boats (v,gf)
fish n chip cups	thai green chicken curry boats (*gf)
salt and pepper calamari (*gf)	spicy meat balls
rice paper rolls (*v, *gf)	

PREMIUM CANAPE MENU :

\$72 per head for 5 choices

- Panko Crumbed King Prawns** w garlic aioli
- Half Shell Scallops** w gruyere bechamel & pancetta crumb (*gf)
- Eye Fillet Skewers** w button mushrooms & rosemary & truffle oil (gf)
- Oysters Kilpatrick** South Australian Oysters Kilpatrick (gf)
- Beef Carpaccio** en croute (*gf)
- Salmon Sashimi** w whipped wasabi aioli & seaweed salad (gf)
- Pork Belly** cherry smoked pork belly burnt ends (gf)

NOTE : We are unable to swap between canape menu & premium canape menu options sorry

DIETARY KEY : (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 at 8.30pm. If you require late food service, after these hours, we can arrange this on request with an additional charge of \$55 per hour, per chef.

Entree + Main + Dessert	\$75 per head
Entree + Main	\$65 per head
Main + Dessert	\$60 per head
Bread - add feta on bruschetta or garlic bread	\$10 per person with any of above packages
Canapes on arrival with 3 choices from canape menu above	\$25.50 per person canape menu OR \$42.50 per person premium canape menu

Entree Choices:

- Salt & Pepper Calamari** w house made tartare (*gf)
- Half Shell Scallops** w gruyere bechamel & pancetta crumb
- Pork Belly** w cider braised cabbage & apple sauce (gf)
- Arrancini** mushroom & parmesan arancini w herb aioli dipping sauce (v)

Main Choices:

- Petite Eye Fillet** w brandy pepper cream sauce served atop potato mash w baby carrots & broccolini (gf)
- Chicken Camembert** w spinach & semi dried tomato cream sauce, fat cut chips & garden salad (gf)
- Coral Trout** w lemon dill sauce, fat cut chips & garden salad (*gf)
- Crispy Skin Salmon** on mash potato w asparagus, fried capers, hollandaise sauce, dill & lemon wedges (gf)
- Vegetarian Risotto** spinach, pumpkin & mushroom risotto w parmesan cheese (v, *vegan)
- Duck a l' Orange** crispy skin duck w mashed potatoes, baby carrots, broccolini & French orange sauce (gf)

Dessert Choices:

- Sticky Date Pudding w butterscotch sauce & ice cream (v)
- Chocolate Brownie w ice cream (gf, v)
- Apple Pie w ice cream (v)

Dietary Key

gf – gluten free *gf – can be made gluten free (advise)

v – vegetarian *v – can be made vegetarian (advise) *vegan – can be made vegan (advise)



ORDER ON NIGHT DINNER MENU

This menu is available to order on the night.

We set up your function, prepare your food & staff your function according to your confirmed numbers.

For this reason, food is charged for the number of people you have confirmed for at above mentioned cut off times for final numbers.

*see 'Final Numbers & Payment' section for cut off times.

For this menu option any late cancellations or no shows on the evening will be charged at \$30 per person, per cancellation or no show.

Payment Option 1 : Collect funds in advance if guests are paying individually.

We strongly encourage you collect \$30 per person in advance if you do not wish to cover the cost of any late cancellations/no shows on the evening.

We will adjust the \$30 pre-payment off each individual's bill on the evening if they are paying separately.

Payment Option 2 : Guests pay their own entire bill on the night

Guests can pay their own entire bill on the evening if you do not wish to collect \$30 per guest in advance.

Please note though if any guests cancel or do not show up on the evening the \$30 per person cancellation/no show fee per guest will need to be paid on the evening.

Payment Option 3 : You pay bill in its entirety.

If you are paying entire bill for your guests, we charge for items purchased on the night & \$30 per late cancellation/no show.

We ask that you are clear of this cancellation/no show payment policy so there is no misunderstanding at the time of your event.

This menu does not include tablecloths.

MAIN

chicken risotto **\$32**

chicken, pumpkin, spinach & mushroom risotto w parmesan (gf, *v)

salt & pepper calamari salad **\$32**

s&p calamari on fresh garden salad with a chilli, coriander & lime dressing (*gf, df)

rib fillet steak **\$42**

served w chips and garden salad : choice of pepper sauce | mushroom sauce | tomato relish (*gf, *df)

crispy skin salmon **\$36**

grilled salmon served on mash potatoes w asparagus, fried capers, hollandaise sauce, dill & lemon wedges (gf, *df)

mediterranean chicken salad **\$32**

grilled chicken on a mixed leaf salad w feta, olives, semi dried tomatoes, marinated capsicums, olives, feta, spanish onion & an aioli dressing (gf, df, *v)

thai green curry **\$32**

grilled chicken w house made thai green curry sauce, green vegetables & jasmine rice (gf, *df)

thai beef salad **\$32**

tender marinated rib fillet strips w lettuce, cucumber, onion, bean sprouts, coriander and crunchy noodles (*gf)

DESSERT

chocolate brownie w ice cream (gf) **\$12**

apple pie w ice cream **\$12**

pavlova w mango coulis, cream & berries (gf) **\$12**

sticky date pudding w butterscotch sauce & ice cream **\$12**

dietary key

gf – gluten free

*gf – can be made gluten free, please advise **note:** our chips are not gf sorry, we can swap to mash

v – vegetarian

*v – can be made vegetarian please advise

df – dairy free

*df – can be made dairy free, please advise **menu items have a dietary key**



