



Wedding

FUNCTIONS

**ROYALHOTEL**

85 MONARO STREET
QUEANBEYAN NSW 2620

02 6297 1444

WWW.ROYALHOTELQBN.COM.AU

INTRODUCTION

Congratulations on your engagement.

Thank you for considering Royal hotel to host your Wedding Reception.

Your Wedding day is one of the most special days of your lives, and we look forward to offering you an unforgettable experience which will be cherished for many years to come.

The Royal Hotel Queanbeyan 'Upper House' boasts a collaboration of contemporary comforts and amenities, integrated with the original architecture: offering unique and memorable settings. All are complemented by a beautiful atrium overflowing into an open courtyard, allowing an abundance of natural light, to create the perfect ambiance for any event.

We offer an extensive range of affordable menu packages, or we can work with you to tailor a menu that reflects your personal taste and style. Our professional team is dedicated to deliver an amazing experience.

Our Executive Chef can also cater to dietary requirements including gluten free, diabetic, allergies, religious and lifestyle choices.

We invite you to meet with us to view our venue spaces and discuss your event.

Functions & Events Manager
Naomi Chen

Functions@royalhotelqbn.com.au

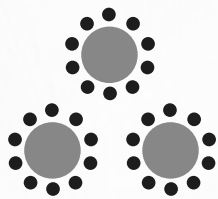
UPPER HOUSE RHQ

Function Room	Theatre	Banquet	Cabaret	Boardroom	Cocktail
Manhattan	140	130	104		200
Heritage	60	70			100
Menzies	50	40	32	24	60
Beadman		24		24	50

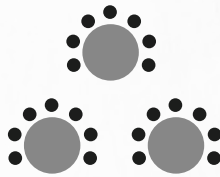
Minimum spend, guests numbers and room hire charges may apply.



THEATRE



BANQUET



CABARET

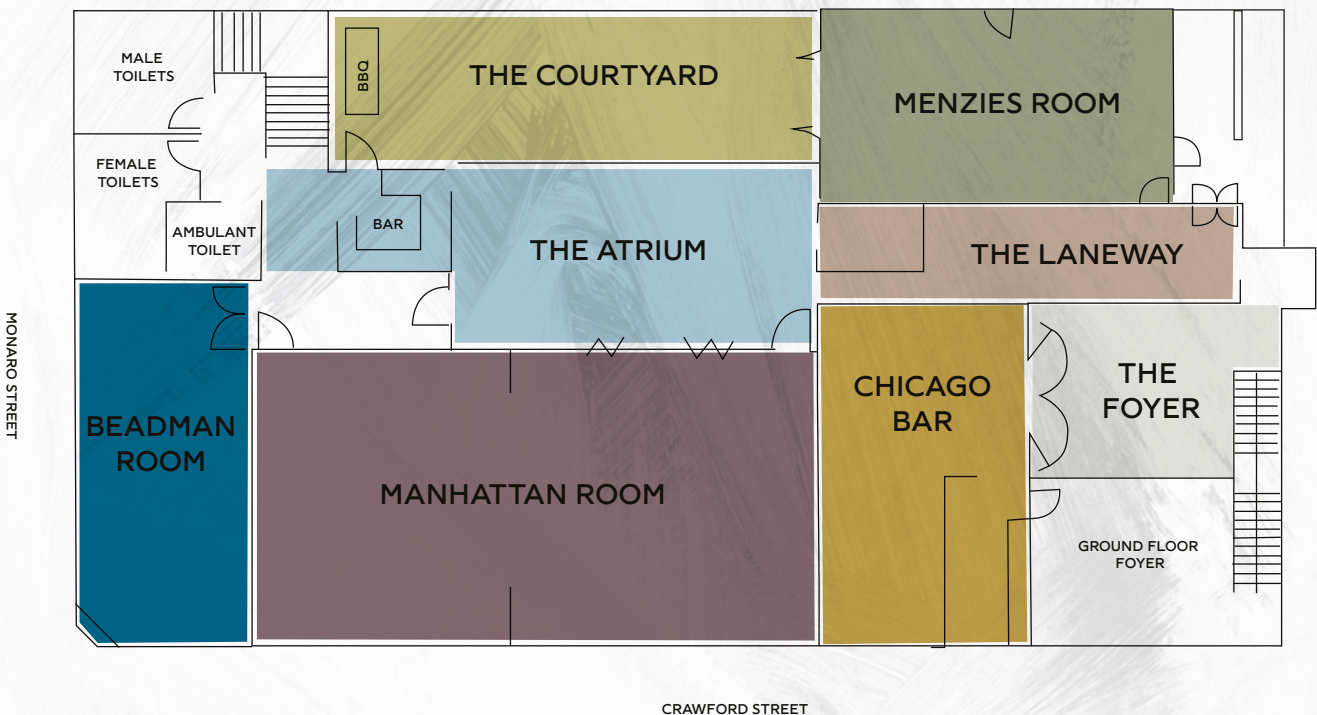


BOARDROOM



COCKTAIL

- Lift access
- Contemporary and rustic décor
- Disabled access
- Natural light with an atrium and outdoor courtyard
- Dimmable house lights
- Quality audio-visual equipment



COCKTAIL PACKAGE

\$100 PER PERSON

Minimum 50 Guests

Inclusive of:

Venue hire
Your selection of 6 hot or cold canapes
1 dessert canape & 1 substantial canape option
Wedding Cake cut & served on platters
3 hour Original beverage package
Freshly Brewed Tea & Coffee
Skirting for Bridal, cake and gift table
Dance floor
Equipment: Lectern, Mic and Projector screen

Upgrade:

Upgrade your beverage package from Original to Premium

\$10.00 per person



WEDDING PACKAGE 1

\$120 PER PERSON

Minimum 50 Guests

Inclusive of:

- Venue hire
- Half an hour on-arrival Chef selection of 2 hot & 2 cold canapes
- Two Course alternate serve plated menu, Entrée & Main
- Wedding cake cut and served plated
- 4 hour Original Beverage Package
- Freshly Brewed Tea & Coffee
- Dance floor
- Bridal table, cake and gift table skirted
- Equipment: Lectern, Mic and Projector screen
- Wedding Couple Menu tasting
- One night accommodation in the Royal Suite for the newlyweds on the wedding night, inclusive of breakfast for two

Upgrade:

- Upgrade to a three course: Entrée, Main & Dessert \$15.00 per person
- Upgrade your beverage package from Original to Premium \$10.00 per person



WEDDING PACKAGE 2

\$130 PER PERSON

Minimum 50 Guests

Inclusive of:

Venue hire

Half an hour on-arrival Chef selection of 2 hot & 2 cold canapes

Two Course Menu Grazing Platters, Entrée & Main served to tables

Wedding cake cut and served on platters per table

4 hour Original Beverage Package

Freshly Brewed Tea & Coffee

Dance floor

Bridal table, cake and gift table skirted

Equipment: Lectern, Mic and Projector screen

Wedding Couple Menu tasting

One night accommodation in the Royal Suite for the newlyweds on the wedding night, inclusive of breakfast for two

Upgrade:

Upgrade to a three course Grazing: Entrée, Main & Dessert

\$15.00 per person

Upgrade your beverage package from Original to Premium

\$10.00 per person



CANAPE PACKAGES

Inclusive of 1 dessert canape
and 1 substantial canape option

Cold

- A selection of sushi rolls with dipping soy sauce
- Blue swimmer crab meat salad with brandy sauce
- Prosciutto wrapped spatchcock chicken roulade & apricot relish
- Sweet potato, feta, mushroom & baby spinach frittata
- Sydney rock oysters with gazpacho dressing
- Vietnamese beef rice paper rolls served with ginger dipping sauce
- King prawn, chilli mayonnaise
- Moroccan spiced lamb with hummus served on crostini
- Smoked Atlantic salmon roulade & caper aioli
- Beef steak tartare, seeded mustard mayonnaise on pumpernickel



Hot

- Seared scallops in green coconut curry
- Mini chicken roll with apple, sage and tomato relish
- Steamed pork dumpling with sesame seed soy glaze
- Cauliflower pakoras with mango chutney
- Pancetta wrapped King prawn, roast garlic aioli
- Twice cooked pork belly, hoisin sauce
- Salt & pepper calamari with saffron lime mayonnaise
- Crispy chicken tenderloins with spicy plum sauce
- Mini cheese & beef burger with caramelized onion
- Three cheese, herbs, zucchini & tomato tart



Additions

Dessert Canapes

- American chocolate brownies
- Lemon curd tart
- Chocolate dipped strawberries
- Profiteroles filled with pastry cream
- Australian cheese selection with crackers



Substantial Canapes

- Thai style beef or chicken salad with sesame dressing
- Caesar salad with parmesan crusted chicken
- Salt and pepper calamari, sweet potato chips, aioli
- Vegetable biryani, chickpeas & roasted nuts
- Tempura fish fillets & chips, remoulade sauce
- Cajun chicken & vegetable stir-fry, coconut rice



CHILDREN'S MENU

Main \$15
Main / Dessert \$20

Main

Baby beef and cheese burger, chips & tomato sauce
Battered flathead fish fillet, tartare sauce & chips
Mini steak grilled, chips & tomato sauce
Cheesy macaroni pasta, shaved parmesan cheese

Dessert

Vanilla ice cream & topping
Vanilla bean creamed rice & golden sprinkles
Banana split with chocolate sauce
Fairy bread, hundred & thousands

CAKE AGE

Cut & placed on platters only
Or
Plated with cream & berry coulis













GRAZING MENU

THREE COURSE










ENTREE/MAIN/DESSERT

Shared selection of Artisan Bread served with soft whipped butter




Entrée - Select 2 Items

House smoked salmon, lemon & dill mousse	
Zucchini, feta, garlic & red pepper relish	 
Indian spiced sweet potato, cream cheese, pine nuts & curried chutney	 
Pork terrine on toasted brioche, quince paste, sea salt popcorn	
Peppered rare beef on crostini, horseradish cream	
Vietnamese rice paper rolls with soy sauce	 
Crispy corn fritters, Mexican salsa	 
Mushroom & parmesan risotto balls, aioli	 
Potato & bacon pancake, chives, pink peppercorn cream cheese	
Thai chicken meatballs, coriander, chilli & lime dressing	
Smoked ham hock, vintage cheddar filled profiterole	




Main Course - Select 3 Items

Herb roasted chicken, salsa verde, crispy onions	
8 Hour cooked beef brisket, smokey BBQ glaze	 
Twice cooked duck leg, caramelized balsamic reduction	
Slow cooked middle eastern lamb shoulder, pomegranate syrup, coriander	 
Classic French Coq au Vin, chicken marinated in red wine	
Twice cooked pork belly, sour cherry & thyme	 
Chinese red braised pork neck, tamarind & szechuan pepper	
Slow roasted pork belly, chilli, peanut & palm sugar caramel	 
Market fresh fish, fine herbs, lime & champagne butter sauce	

Add Your Sides - Select 2 Items

Rocket & parmesan salad, olive oil, balsamic, cracked pepper, sea salt flakes	
Roasted pumpkin garden salad, walnuts, labna & pomegranate dressing	
Honey roasted carrots, garlic, thyme & citrus yoghurt	
Cocktail potatoes roasted, smoked salt & French onion cream	
Oven baked potatoes with feta, shallot & mustard crumble	

Dessert - Select 2 Items

Chocolate cup filled with white chocolate, baileys mousse & honeycomb	
Moist orange & almond torte, citrus cream cheese	
Sticky date & butterscotch brulee tartlet	
Mini caramel mud cake, salted caramel buttercream & popcorn	
Layered tiramisu, mascarpone & coffee sponge	
Salted caramel mousse, caramel popcorn	
Lemon & ginger crumb cheesecake	

Freshly brewed coffee and a selection of teas

PLATED MENU

Alternate Serve Two Course

Entrée / Main
Main / Dessert

Three Course

Entrée / Main / Dessert

Shared selection of Artisan Bread served with soft whipped butter


Entrée

Soy braised pork belly, cauliflower puree, apple relish, star anise jus 

Roasted king salmon fillet, crab meat risotto with puff pastry & parsley oil

Crispy chicken tenderloins, crushed avocado, rocket salad, chimichurri sauce

Zucchini & ricotta tart, hummus filled zucchini flower, smoked paprika aioli 

Beetroot & vodka cured ocean trout, pickled radish, sumac & fennel crumb 


Main Course

Beef tenderloin, crushed potato, broccolini, red wine jus

Prosciutto wrapped chicken breast, baby spinach, bocconcini, balsamic glazed tomato, fondant potato & thyme jus

Grilled vegetables & fine herbs filo pastry, chickpea ratatouille, sweet basil pesto 

Char-grilled barramundi fillet, balsamic roasted vegetables & saffron risotto cake


Lemon pepper crusted pork steak, mushroom ragout, roasted baby carrots, lemon myrtle sauce 

Dessert

Citrus tart with strawberry & blueberry salad, served with double cream

Steamed sticky fig & walnut pudding, butterscotch sauce, old English toffee ice cream

Baked New York cheese cake, dried fruit sangria, vanilla ice cream

Coconut & kaffir lime leaf panna cotta, caramelized pineapple, coconut wafer 

Apple tarte tatin, vanilla bean ice cream, salted eggnog flute

Freshly brewed coffee and a selection of teas

BEVERAGE PACKAGES

Original

Tap mid strength beer
Tap full strength beer
Cascade light
Markview Sauvignon Blanc - Regional Blend NSW
Markview Brut Cuvee - Regional Blend NSW
Markview Shiraz - Regional Blend NSW
Soft drink & juice

Premium

Tap full strength beer
Tap mid strength beer
Cascade light
Corona
Asahi
Pure Blonde
Nobody's Hero Sauvignon Blanc - Marlborough NZ
Fickle Mistress Pinot Noir - Central Otago NZ
Zeppelin Big Bertha Shiraz - Barossa Valley SA
Soft drink & juice

On-consumption Bar Tab

You're welcome to set up an on-consumption bar tab, please advise on beverage inclusions and set dollar limit, once this limit has been reached, we will advise the organizer for further advice.

To activate an on-consumption bar tab, we will require a completed credit card authorization form no later than 5 working days prior to the event and is kept securely. The following working day, we will then charge the outstanding beverage amount to the credit card and forward a copy of the payment receipt.

TERMS & CONDITIONS FORM

Booking and Payment Terms

The Royal Hotel may hold tentative bookings for 7 days, if your booking is not confirmed within this time, your booking will be forfeited. A deposit amount established by the Event Manger along with a signed terms & conditions form, is required to confirm your event. The deposit payment will be subtracted from the final invoice. Settlement of account, excluding on-consumption bar tabs, is required 5 working days prior to the event.

Minimum Guest Numbers and Spend

Minimum spend, guests numbers and room hire charges may apply.

Changes and Cancellation of Booking

Note of date change or cancellation is to be provided in writing. If you require a date change or cancellation of your event, you agree to be bound by the following cancellation fees:

Greater than 90 days

We will provide a voucher to the amount of the deposit, that you may use at Royal Hotel (not redeemable for cash). The voucher is valid for 12 months from date of cancellation.

30 - 90 days

Deposit is not refundable, or you may transfer the deposit to an alternate event date

14 - 29 days

50% of estimated total event cost required for payment, deposit not refundable.

7 days or less

100% of estimated costs are required for payment.

Guaranteed Numbers

A minimum guaranteed number of guests and dietary requirements must be provided no later than 14 business days prior to the function, numbers cannot be reduced after this date. Final numbers may be increased 5 working days prior, and this increase will be charged on the final invoice. Fees apply for any additional dietary requirements requested on the day of the event.

Surcharges

If the event exceeds the agreed booking time, a \$300 fee per hour will be charged for labour costs.

Access to the venue outside of trading hours may incur a \$50 per hour surcharge. A 10% surcharge of the total event cost is applied for events held on Sunday or public holidays.

Catering and Beverage Details

Final menu selection and beverage package selection must be confirmed 3 weeks prior to the function. No outside catering is permitted, apart from celebration cakes where a per person cakeage fee applies. Catering will be provided for no less than the number of guests attending.

On-consumption Bar Tab

To activate an on-consumption bar tab, we will require a completed credit card authorization form no later than 5 working days prior to the event and is kept securely. The following working day, we will then charge the outstanding beverage amount to the credit card and forward a copy of the payment receipt.

Security

Royal Hotel reserves the right to hire security staff at the clients expense if deemed necessary.

Dietaries, Menus, Pricing and Conduct

Current prices are subject to change without notice, menus may be seasonally adjusted to reflect the local produce and freshness of the season. Our menu contains allergens and is prepared in a kitchen that handles nuts, shellfish and gluten. Whilst all reasonable efforts are taken to accommodate guest dietary needs, we cannot guarantee that our food will be allergen free.

Management of Royal Hotel reserve the right to refuse service of liquor to any person as they see fit and terminate a function due to inappropriate behavior. Due to adjoining function facilities and for the comfort of other guests, management may ask function organisers to reduce/lower any amplified music.

Clients are responsible for the conduct of the client's guests and indemnifies Royal Hotel for all costs, expenses, damage and loss caused by any act made by the client or the clients guests.

Setup, Equipment and Damages

Clients are responsible for all costs associated with the setup and breakdown of external equipment. Royal hotel must be advised of all external equipment, setup and breakdown deliveries and must be within the Royal hotel's operating hours or by prior arrangement. We do not accept any responsibility for damages or loss of property and equipment during or after the event. We do not permit confetti or decorations to be adhered to the wall, blue tack is permitted.

ACCEPTANCE

NAME OF EVENT	DATE OF EVENT
.....
CONTACT NAME	CONTACT NUMBER
.....
ADDRESS	EMAIL ADDRESS
.....
.....
YOUR SIGNATURE	EVENTS MANAGER SIGNATURE
.....
.....
.....

CREDIT CARD AUTHORISATION

All information is kept confidential and is used only for the purpose of event booking and payment.

EVENT INFORMATION

Event Name	
Event Time	Event Date
Event Type	
Function room required	Function No.
Contact Name (person responsible for payment of function)	
Address	
Phone	Email
Signature	

PAYMENT INFORMATION

I certify that all information is complete and accurate. I authorise Royal Hotel Queanbeyan to collect payment by processing the following charges to this credit card.

Deposit	Beverage Dry Till	Invoice No.	Other	
Visa	Mastercard	Credit Card No.	Exp.	CVC
Name on card		Company Name		
Address (where statement is mailed)				
Email				
Cardholder Signature		Date		

FORM SUBMISSION

Please email this completed form to functions@royalhotelqbn.com.au at least 2 weeks prior to your event date.