



balcony room

For a truly memorable occasion the balcony room caters for a diverse range of events and themes for up to 130 people cocktail style.

Events

Birthday celebrations
Engagements
Weddings
Christening
Cocktail parties
Fashion shows

Corporate

Launches
Presentations
Farewell parties
Meetings
Seminars
Christmas parties

Elegant curtaining, uniquely designed furniture, chandeliers and marble bar set the scene. French doors open onto a unique heritage balcony with stunning views over historical Pall Mall providing the perfect area for open-air breaks or al fresco cocktails.

The balcony room is an intimate, stylish and sophisticated events space for up to 130 guests. Located on the first floor directly above Bendigo's award winning GPO restaurant and lounge bar the balcony room features its own private entrance at ground level.

Facilities

Varied themes

Private entrance

Fully air conditioned

Wireless internet

Quality sound system with CD & i-pod connection

Audio visual equipment including large screen, data projector & DVD player

Printable white board

PA system

Fax & Photocopying facilities

Fully stocked marble bar

Modern furnishings – coffee tables, ottomans, modular banquet seating

Open fireplace

Multi storey car parking available \$5.00 per day

Private balcony

Accommodation available next door at the Historic Shamrock Hotel

GPO Restaurant – Reviewed and recommended by the Age good food guide 2007 & 2008

FOOD

INFORMATION

- Making sure you provide the right amount of food is paramount to the success of your party. Below are some handy tips to help you decide.
- Choose from our current packages or we can tailor a package to suit your requirements. In any event, choose your selection of finger food/hand held options taking into consideration the nature of the occasion, the season, time of day, duration of event and the number of guests and of course your budget.
- Find out if there are any vegetarians or guests with any special dietary requirements, these need to be advised on confirmation of your booking.
- For a cocktail party: allow 4-5 pieces of food per person in the first hour and then 4 pieces of food per person for each hour after.
- For a full evening: allow 15-20 pieces of food per person for the whole duration of the party
- For a meal replacement add a hand held option to your selection

COCKTAIL FOOD OPTIONS & PRICING

(Pricing effective as of 1st July 2008 and may be subject to change)

- \$17.50 per person select 5 different canapés (min. 2 cold)
7 pieces per person
- \$25.00 per person select 6 different canapés (min. 2 cold)
10 pieces per person
- \$37.50 per person select 8 different canapés (min. 3 cold)
15 pieces per person
- \$50.00 per person select 10 different canapés (min 4 cold)
20 pieces per person
- hand held selections \$7.50 per person (minimum of 20 serves per item)
- bar nibbles
 - spiced nuts \$4.50 per 100g serve
 - mixed olives \$6.50 per 150g serve

Cold Canapés

sweet & sour mango oyster shooter *gf*
goat cheese, pear and walnut tartlets *v*
cucumber rounds topped with avocado mouse and cherry tomatoes *v, gf*
rare roasted beef with horseradish cream on toasted crostini
smoked salmon blini topped with cream fraiche, dill
mini tomato, basil and parmesan muffins *v*
smoked salmon omelette rolls *v*
scallops with gazpacho *gf*
crostini with smoked trout mousse

Hot Canapés

lamb koftas w tzatiki and pettie greek salad *gf*
mini burgers w onion jam
thai chicken pies
lamb and rosemary pies
veal and porcini calzone
peking duck won tons
prawn and chicken spring rolls with lime and soy dipping sauce
five spiced calamari w mango chilli sauce *gf*
thai fish cakes w sweet chilli sauce
caramelised onion and brie tarts *v*
pumpkin risotto balls with aioli *v*
steamed pork wontons w ketjap manis
chicken satay skewers topped with peanut sauce *gf*
thai prawn skewers
curried potato samosa with minted yogurt
crostini w vine ripened tomatoes, red onion, fetta, basil
trio of mini pizzas

Hand Held Options (served in small boxes, – minimum 20 serves per item)

salt and pepper calamari with lime aioli *gf*
slow cooked lamb with strozzapreti pasta and tomato sugo
asian braised duck, apple with pear & wombok slaw, chilli and cashew praline
chicken green curry with coconut rice
sage roasted pumpkin risotto w baby spinach, walnuts, shadows of blue cheese *v gf*

Sweet Canapés

orange profiteroles dipped in callebaut chocolate
frozen baci with baileys parfait *gf*
mini Italian lemon meringue pie
mini chocolate mud cake
raspberry frangipani tarts
chocolate dipped strawberries
spanish donuts with caramel dipping sauce

Please note our menu is seasonal and subject to change

BEVERAGES

INFORMATION

- We have over 140 wines that represent the best in local, national and international wines; a selection of 35 local and imported ales; and 85 of the leading spirits from around the world on offer.
- If you have a drop you would like that isn't listed in a package we are more than happy to incorporate those into a package for you.

PAY AS YOU GO

- Your guests pay for their drinks on a consumption basis.

FIXED BEVERAGE PACKAGES (see attached options)

- Minimum of 20 people must book to be eligible for function beverage package.

DRY TILL

- Nominate an amount you wish to spend on beverages and if you wish we can communicate with you during the course of your function when your limit is nearly reached. We suggest you nominate certain wines if you are dining and exclude certain drinks if you do not want to exhaust your budget too soon.

The following selection merely represents some of our entry level wines and beverages. A full beverage list is available upon request.

Beer

james squire amber ale (on tap)	\$3.90 pot
hahn light (on tap)	\$2.90 pot
heineken (on tap)	\$3.90 pot
tooheys super dry (on tap)	\$3.70 pot
cascade premium light	\$4.70
vb	\$5.00
carlton draught	\$5.00
crown lager	\$6.60
corona	\$7.70

White wine

mitchelton chardonnay	\$7.00 per glass
Harcourt valley reisling	\$8.50
mitchelton sparkling white	\$7.00

Red wine

mitchelton shiraz	\$7.00 per glass
fergrove cab merlot	\$7.50

Basic spirits

\$6.50

Soft drink

\$3.30

Juice

\$3.80

FUNCTION BEVERAGE PACKAGES (as at 1st July 2008)

Basic	Standard	Premium
<p>Beer</p> <p>Hahn Super Dry (on tap)</p> <p>Hahn light (on tap)</p>	<p>Beer</p> <p>James squire amber ale (on tap)</p> <p>Hahn light (on tap)</p> <p>Hahn Super Dry (on tap)</p>	<p>Beer</p> <p>James squire amber ale (on tap)</p> <p>Hahn light (on tap)</p> <p>Hahn Super Dry (on tap)</p> <p>Heineken (on tap)</p>
<p>Sparkling</p> <p>Mitchelton sparkling white</p>	<p>Sparkling</p> <p>Mitchelton sparkling white</p>	<p>Sparkling</p> <p>NV Chandon sparkling brut</p>
<p>White wine</p> <p>Mitchelton chardonnay</p>	<p>White wine</p> <p>Mitchelton chardonnay</p> <p>Harcourt Valley riesling</p>	<p>White wine (select two)</p> <p>Villa Maria Sauvignon Blanc</p> <p>Cape Horn chardonnay</p> <p>Harcourt Valley riesling</p>
<p>Red wine</p> <p>Mitchelton shiraz</p>	<p>Red wine</p> <p>Mitchelton shiraz</p> <p>Ferngrove cab merlot</p>	<p>Red wine (select two)</p> <p>Waterwheel shiraz</p> <p>Norfolk rise merlot</p> <p>Pondalowie vineyard blend</p>
<p>Soft drink included</p> <p>3 hours \$26.50 per person</p> <p>4 hours \$32.50 per person</p> <p>5 hours \$38.50 per person</p>	<p>Soft drink & juice included</p> <p>3 hours \$32.00 per person</p> <p>4 hours \$38.00 per person</p> <p>5 hours \$44.00 per person</p>	<p>Soft drink & juice included</p> <p>3 hours \$37.00 per person</p> <p>4 hours \$43.00 per person</p> <p>5 hours \$49.00 per person</p>
<p>All inclusive - draught beer, house wines, and soft drink</p>	<p>All inclusive - draught beer, a selection of white and red wines, soft drink and juice.</p>	<p>All inclusive - imported draught beer, a selection of premium white and red wines, soft drink and juice.</p>
<p>Spirits & cocktails available @ bar on cash basis</p>	<p>Spirits & cocktails available @ bar on cash basis</p>	<p>Spirits & cocktails available @ bar on cash basis</p>

FUNCTION BEVERAGE OPTIONS

The below options are available as optional extra's when selecting any of our beverage packages.

COCKTAILS – on arrival a breathtaking pyramid of cocktails

pre order 30 or more of one type @ \$8.50 each

Select from

Cosmopolitan
Roter Royale

Japanese slipper
Candy Apple

Berry blast
French Martini

IMPORTED BEER OPTION - add that touch of sophistication to your event

sensational value add \$5.00 per person

Select one beer from the list below

Corona
Becks

Asahi
Grolsch

Peroni
Stella Artois

SHOOTERS – a nightcap – a naughty way to end the night

pre order for end of night drinks

30 or more of one type @ \$5.50 each

Select one shooter from the list below

Cowboy
Liquid acid

Jam donut
Sex in the snow

Brain haemorrhage
Squashed frog

TERMS AND CONDITIONS

CONFIRMATION OF BOOKING/DEPOSIT

- A tentative booking will be held for a period of seven days, after which time if the booking confirmation form and deposit has not been received the booking will automatically be released.
- A deposit of \$500 is required to secure your booking.
- Once the deposit is paid, the specified area is booked for your use only and all other potential clients will be turned away.

CONFIRMATION OF FINAL NUMBERS

Function clients must confirm final numbers and food selections 7 working days prior to the function. Clients will be required to pay according to final numbers.

CANCELLATIONS

All cancellations must be made in writing to the function coordinator.

If a booking is cancelled:

- More than 14 days prior to the function a full refund of the deposit will apply
- Within 14 days prior to the function the client will forfeit the deposit
- Within 7 days prior to the function the client will forfeit the deposit and on GPO's request in writing, pay up to 50% of the minimum charge

PAYMENT

- All functions over 50 people must be paid with cash, credit card or company cheque at least 2 days prior to the date of the function unless otherwise specified,
- Groups of less than 50 people may settle the balance of there account on the day of the event.

MINIMUM SPENDS

GPO reserves the right to apply minimum spends where an area is specifically allocated for a function. Any shortfall will become a room hire charge this amount will be outlined in the confirmation booking form if applies.

CONSUMPTION OF OUTSIDE FOOD AND BEVERAGE

No food or beverage of any kind will be permitted to be bought into the venue by the client or any other person attending the function unless by prior arrangement with GPO. A cakeage fee of \$2.50 per person will apply when providing your own cake to be served on individual plates with cream and garnish.

PUBLIC HOLIDAY SURCHARGES

For events on public holiday's a surcharge of 10% of total spend will apply.

EQUIPMENT, DECORATIONS AND ENTERTAINMENT

To personalise your function or for a unique atmosphere we are more than happy to arrange special equipment, decorations or entertainment through our range of suppliers. Charges will apply dependant on the arrangement.

ACCESS TO VENUE

The client may be allowed access to the venue two hours prior to the commencement time if practical. This includes dj's, musicians, event organisers and suppliers. GPO requires 24 hrs notice for access.

EXTRAS

Extra beverages or food purchased during the function will be finalised upon completion of the function.

SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in GPO's public areas must be kept to a minimum and must be approved in writing prior to the function.

SECURITY

The client is responsible for conducting their function in an orderly manner and in full compliance with state laws. GPO reserves the right to eject any guests if their actions are deemed to be noisy, offensive or illegal. A security charge may be applicable to your function.

RESPONSIBLE SERVICE OF ALCOHOL

GPO reserves the right to refuse supply of alcoholic beverages to any guest that are deemed to be under legal drinking age, intoxicated or behaving in an offensive manner. Management's decision is final.

RESPONSIBILITY

- The client is financially responsible for any damage to the venue.
- General cleaning is included in the cost of the function, however specialist cleaning resulting from actions at your event will be charged accordingly.
- GPO does not accept responsibility for damage or loss of goods left on the premises prior to, during or after your function.
- All possessions etc. must be removed before midday following the function unless otherwise specified.

GPO function booking confirmation and deposit form

day:	arrival time:	
date:	duration:	
number of guests:	occasion:	
reservation name:	host:	
contact person:	ph:	
postal address:	mob:	
email:	fax:	
company (if applicable) and address		
area booked:		
<input type="checkbox"/> courtyard	<input type="checkbox"/> courtyard exclusive (\$1500 min.spend may apply Fri/Sat nights)	
<input type="checkbox"/> mezzanine	<input type="checkbox"/> mezzanine exclusive (\$500 min.spend may apply Fri/Sat Nights)	
<input type="checkbox"/> restaurant	<input type="checkbox"/> restaurant exclusive (minimum spend applies)	
<input type="checkbox"/> balcony room	<input type="checkbox"/> balcony room (\$2500 minimum spend may apply Fri/Sat)	
sit down menu: not available balcony room		
please attach chosen selections		
<input type="checkbox"/> basic grazing starter		
<input type="checkbox"/> premium grazing starter		
	please select either	
<input type="checkbox"/> 2 course a-la-carte	<input type="checkbox"/> entrée & main or	
<input type="checkbox"/> 3 course a-la-carte	<input type="checkbox"/> basic grazing or	
	<input type="checkbox"/> basic grazing or	
	<input type="checkbox"/> main & dessert	
	<input type="checkbox"/> premium grazing	
	<input type="checkbox"/> premium grazing	
cocktail style:		
please attach chosen selections		
<input type="checkbox"/> 7 pieces	<input type="checkbox"/> 15 pieces	<input type="checkbox"/> Hand held selections
<input type="checkbox"/> 10 pieces	<input type="checkbox"/> 20 pieces	<input type="checkbox"/> Cheese/fruit platter
cheese/fruit platter: shared no. of people _____		@ \$7.50 per person
special requests:		
beverage:		
<input type="checkbox"/> basic	<input type="checkbox"/> 3 hours	<input type="checkbox"/> Cocktail option
<input type="checkbox"/> standard	<input type="checkbox"/> 4 hours	<input type="checkbox"/> Imported beer option
<input type="checkbox"/> premium	<input type="checkbox"/> 5 hours	<input type="checkbox"/> Shooters option
<input type="checkbox"/> on consumption		<input type="checkbox"/> Tea/coffee option
white wine 1: _____	red wine 1: _____	
white wine 2: _____	red wine 2: _____	
imported beer: _____	cocktail: _____	
estimated total spend: \$ _____		deposit payment method:
Deposit Paid <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> cash
Amount Paid \$ _____		<input type="checkbox"/> cheque
		<input type="checkbox"/> credit card
I have read, understood and agree to the terms and conditions attached.		
Signed _____	Date _____	