

A hand holding a martini glass with a lemon wedge garnish, set against a background of green foliage. The word "FUNCTIONS" is overlaid in large white letters.

FUNCTIONS

The
Colmslie

WELCOME

THE COLMSLIE HOTEL

OUR VENUE AT A GLANCE

STATE OF
THE ART SPACES

9+ EVENT SPACES

SMALL & LARGE
EVENTS

UP TO 350 PEOPLE

PREMIUM PACKAGES

FOOD & BEVERAGES

Welcome to The Colmslie Hotel, where your special moments become extraordinary memories! This functions package shows off our versatile array of beautifully appointed rooms and spaces, tailored to suit a myriad of events. Whether you're planning a corporate conference, a dream wedding, or a lively celebration, we have the perfect setting for you. Our comprehensive packages are designed to make your day seamless and unforgettable, featuring customisable options to suit your unique preferences.



To enquire for your next event, please contact our functions team at colmslie-functions@mcguireshotels.com.au. Our dedicated event staff are here to guide you every step of the way, ensuring your event exceeds expectations. Should you have any questions or special requests, feel free to reach out - your vision is our priority. Come, celebrate, and let us make your day the best it can be at The Colmslie Hotel.

ROOMS

GATEWAY ROOMS

Welcome to the Gateway Rooms, an ideal event space for all your corporate and social events. With flexible seating arrangements, AV equipment and the option to divide the room for smaller events, this space is perfect for cocktail parties, networking events and more.

FEATURES:

- EXCLUSIVE SPACE
- AUDIO VISUAL EQUIPMENT
- PRIVATE BAR

CAPACITY: 350 COCKTAIL | 150 SIT DOWN



ROOMS



CATALINA ROOMS

Discover the charm of our Catalina Rooms, perfect for smaller and intimate events of up to 100 people. Designed for versatility, these rooms are ideal for corporate meetings and seamlessly adapt to any occasion or group size. With a cozy ambiance and functional layout, the Catalina Rooms provide an intimate setting for meaningful gatherings.

FEATURES:

- EXCLUSIVE SPACE
- STATE OF THE ART SOUND
- AUDIO VISUAL EQUIPMENT
- BUILT IN PROJECTOR

CAPACITY: 100 COCKTAIL | 80 SIT DOWN

BROSNAN ROOM

Welcome to the Brosnan Room, a versatile space accommodating up to 130 people, tailored for both social celebrations and corporate events. Enjoy the perfect blend of sophistication and functionality with inclusive audio-visual technology and inviting ambience.

FEATURES:

- EXCLUSIVE SPACE
- STATE OF THE ART SOUND
- AUDIO VISUAL EQUIPMENT
- PRIVATE BAR

CAPACITY: 130 COCKTAIL | 100 SIT DOWN



SPACES

THE COLMSLIE HOTEL

MAIN BAR

The Main Bar is the ideal setting for anything from casual after-work drinks to major birthday celebrations. With its charming ambiance, ample seating, and lush greenery, this inviting space provides the perfect backdrop for socializing and creating memorable moments.

CAPACITY: 300 COCKTAIL | 150 SIT DOWN



PRIVATE DINING ROOMS

Indulge in the epitome of intimate dining at the Private Dining Rooms, offering an exclusive and personalized experience for gatherings of any size, up to 90 guests. Perfect for long lunches, these adaptable rooms ensure a seamless blend of coziness and sophistication, creating the ideal setting for your special get-together.

CAPACITY: 90 COCKTAIL | 50 SIT DOWN

KIDS TERRACE

Welcome to the Kids Terrace, where alfresco charm meets family fun! This versatile space accommodates up to 80 guests for stand-up events, offering a vibrant atmosphere and convenient access to our exciting kids' playground.

The Kids Terrace provides the perfect setting for a delightful blend of outdoor enjoyment and socializing. Let the laughter of children playing and the joy of your celebration come together in this dynamic and family-friendly space, surrounded by the beauty of nature.

CAPACITY: MAX 100 COCKTAIL



SPORTING BAR

Welcome to the Sporting Bar, the ultimate event space for a laid-back get-together or birthday bash. Immerse yourself in the vibrant atmosphere as you enjoy an array of tap beers, wines, and spirits from our well-stocked bar. Catch the excitement of live sports on our high-definition TVs, or play a round of pool or darts while savouring the camaraderie of your celebration.

Whether you're a sports enthusiast or just looking for a casual and spirited venue, the Sporting Bar offers the ideal setting for a memorable and relaxed experience.

CAPACITY: MAX 100 COCKTAIL*

SPACES

THE COLMSLIE HOTEL

BEER GARDEN

This outdoor event area is designed to accommodate a range of gatherings, offering the flexibility to be divided into smaller sections for more intimate affairs or booked as one expansive function area for larger celebrations.

The Beer Garden is the ideal setting for anything from casual after-work drinks to major birthday celebrations. With its charming ambiance, ample seating, and lush greenery, this outdoor oasis provides the perfect backdrop for socializing and creating memorable moments.

CAPACITY: MAX 150 COCKTAIL



RESTAURANT

Our restaurant is the perfect space for intimate lunches that stretch into leisurely afternoons, or elegant dinners that leave a lasting impression. Enjoy fresh produce and pub classics served alongside cold beers, wines and cocktails.

The restaurant comfortably accommodates groups of all sizes, from casual group dining to large scale celebrations. Looking for a more exclusive event? The entire restaurant can be booked for your next event!

CAPACITY: 200 COCKTAIL | 250 SITDOWN

A close-up photograph of several appetizers on a wooden cutting board. Each appetizer consists of a small, round, golden-brown bread roll filled with a white cream cheese spread, topped with a thick slice of smoked salmon. The salmon is garnished with a small amount of black caviar and fresh green microgreens. In the background, there are some sliced red onions and tomatoes. The text "FOOD PACKAGES" is overlaid in the center in a large, white, bold, sans-serif font.

FOOD PACKAGES

CANAPÉS PACKAGES

30 PAX MINIMUM

6 ITEMS	3 HOT & 3 COLD	\$24PP
8 ITEMS	4 HOT & 4 COLD	\$32PP
10 ITEMS	5 HOT & 5 COLD	\$40PP
12 ITEMS	6 HOT & 6 COLD	\$48PP

DETAILS

Indulge in culinary perfection with our canapés package, a symphony of flavours crafted for unforgettable moments.

DIETARIES

All dietary requirements can be catered for.

- V** - Vegetarian
- VN** - Vegan
- GF** - Gluten Free



COLD

Smoked salmon crostini with dill cream, fried capers & watercress ^{GF}

Spiced guacamole and Mooloolaba prawn tart

Mushroom & caramelised onion tartlet with fetta cheese ^V

Rare beef on crispy bread with horseradish cream & watercress ^{GF}

Smoked chicken poke bowl with mesclun, cherry tomato, red onion, cucumber, orange segments & sesame dressing ^{GF}

Sun-dried tomato pesto tart with marinated fetta ^V

Italian antipasto skewer with fetta, salami & Spanish olives ^{GF}

Red wine poached pear with mascarpone & balsamic glaze ^{V/GFO}

Natural oyster with a homemade mignonette dressing

Chicken & capsicum mousse tart with crumbled fetta

HOT

Devils on horseback (bacon wrapped prune) ^{GF}

Authentic satay chicken skewer with house made mild satay sauce ^{GF}

Peking duck spring roll with hoisin sauce

Sticky pork belly bite with sweet chilli sauce ^{GF}

Mushroom & truffle arancini with shaved parmesan, garlic aioli ^{V/VNO}

Premium house made sausage rolls with tomato relish and watercress

Lamb kofta with tzatziki dressing ^{GF}

Coconut prawn cutlet with sweet chilli sauce

House made Italian meatballs with Napoli sauce & shaved parmesan ^{GF}

Crumbed camembert cheese with cranberry sauce ^V

PLATTERS

DETAILS

Discover a feast for the senses with our tantalising platters. Contact your Event Manager for expert guidance on selecting the perfect quantity to elevate your event's culinary experience.

DIETARIES

All dietary requirements can be catered for.



SEASONAL FRUIT PLATTER \$75

Freshly sliced seasonal fruit platter

VEGETARIAN PLATTER \$90

Spinach and ricotta rolls¹⁰, mixed spring rolls¹⁰ and vegetables samosas¹⁰ served with tomato sauce and sweet chilli sauce

SECRET SPICED WINGS PLATTER \$75

Spicy chicken wings⁵⁰ served with blue cheese sauce, buffalo sauce and smoky BBQ sauce

LET'S PARTY PLATTER \$90

Chicken dim sim¹⁰, premium Angus beef pie¹⁰ and house made sausage rolls¹⁰ served with tomato sauce, sweet chilli sauce and soy sauce

HOT SEAFOOD PLATTER \$95

Coconut crumbed prawns¹², salt and pepper calamari¹⁵ and battered flathead¹⁰ served with tartare sauce, tomato sauce and fresh lemon wedges

PIZZA PLATTER \$50

Choice of two pizza toppings: meatlovers, ham and pineapple or vegetarian

SANDWICHES PLATTER \$90

Salami, egg, chicken or ham ^{40 PIECES} with cheese and salad fillings served with mayonaise, mustard and tomato relish

GLUTEN FREE / VEGAN PLATTER \$100

Plant based pies¹⁰, plant based sausage rolls¹⁰ and pumpkin arancini¹² served with vegan aioli and tomato sauce

ANTIPASTI PLATTER \$90

Crackers, prosciutto, salami, fetta cheese, bocconcini, char-grilled mushrooms, char-grilled zucchini, sundried tomatoes, marinade olives and sweet pickles

SLIDERS PLATTER \$90

BBQ pork with coleslaw¹⁰, beef pattie with cheese and tomato relish¹⁰ & grilled halloumi cheese with rocket¹⁰, served on a toasted brioche bun

SOMETHING SWEET PLATTER \$75

Rocky road⁶, chocolate brownie⁶, banana bread⁴, and scones⁴ served with jam and cream

PETIT FOURS PLATTER \$75

Chefs' selection of bite-sized petit fours and desserts ^{20 PIECES}

LITTLE PEOPLE'S PARTY PLATTER - \$10 PER CHILD (MIN. 10 CHILDREN)

Chicken nuggets, fish fingers, cheerios and chips with tomato sauce.

BUFFET

40 PAX MINIMUM

ADULTS - \$70PP
 KIDS (6-12) - \$40PP
 KIDS (0-5) - \$10PP

DETAILS

- Not an all you can eat buffet
- Extra charges will be added to final invoice in the event that extra people arrive
- No takeaway permitted
- Buffet is available for 90 minutes as per our food safety license

DIETARIES

All dietary requirements can be catered for.

V - Vegetarian **VO** - Vegetarian Option
VN - Vegan **VNO** - Vegan Option
GF - Gluten Free **GFO** - Gluten Free Option



OUR BUFFET INCLUDES:

- Two hot dishes
- Roast carvery
- Two salads
- Steamed and roast vegetables
- Steamed rice or cauliflower gratin
- Selection of petit fours
- Seasonal fruit
- Bread rolls

YOUR CHOICES:

HOT DISH

Choice of two dishes below:

Beef stroganoff ^{GF}
 Traditional butter chicken ^{GF}
 Thai red curry with pork belly ^{GF}
 Lemon and garlic butter barramundi ^{GF}

ROAST CARVERY

Choice of one dish below:

Mustard roast beef ^{GF}
 Roast pork leg with crackling ^{GF}
 Roast marinated lamb ^{GF}
 Roast lemon & thyme chicken ^{GF}

SALADS

Choice of two dishes below:

Caesar Salad ^{GFO}
 Garden Salad ^{GF/V}
 Pasta Salad ^{GF}
 Coleslaw ^{GF/V}

ADD COLD SEAFOOD BUFFET

Add cold seafood to buffet for only \$15 extra per person. Cold seafood options include smoked salmon, cooked prawns and marinated mussels.

FORMAL MENU

30 PAX MINIMUM

1 COURSE - \$39PP (MAIN ONLY)

2 COURSES - \$65PP

3 COURSES - \$75PP

DETAILS

Indulge in sophistication with our formal menu, offering your choice of two exquisite dishes per course, elegantly served alternate drop.

DIETARIES

All dietary requirements can be catered for.

V - Vegetarian

VO - Vegetarian Option

VN - Vegan

VNO - Vegan Option

GF - Gluten Free

GFO - Gluten Free Option



ENTRÉES

Chicken Caesar Salad
with cos lettuce, croutons, parmesan, poached egg & crispy prosciutto ^{GFO/VO}

Smoked Salmon
with crème fraîche, fried capers, watercress salad & crispy bread

House Smoked Chicken Breast with semi-dried tomato, red onion & watercress salad, served with garlic aioli ^{GF}

Roasted Field Mushroom, with rosemary and garlic, topped with rocket, red onion and parmesan cheese with a balsamic glaze ^{GFO/V}

MAINS

200G Grilled Salmon
served with butter-roasted potato wedges, seasonal greens, baby carrots and a creamy pesto sauce ^{GF}

Grilled Pork Striploin
served with rosemary and garlic roasted potato, seasonal greens, caramelised apple and red wine jus ^{GF}

200G Eye Fillet served with creamy potato mash, grilled mushrooms, wilted spinach and red wine jus ^{GF}

Grilled Chicken Supreme
with pomme purée, semi-dried tomato, green beans and mushroom ragu ^{GF}

Potato Gnocchi
with mushrooms, red onion and peas, in a creamy truffle sauce, topped with parmesan cheese and truffle oil ^V

DESSERTS

Lemon Meringue Tart
Hand torched marshmallow meringue crowning a tangy lemon curd in a sweet tart shell, served with passionfruit coulis, whipped cream & fresh berries

Peach and Passionfruit Cheesecake Baked creamy cheesecake with a tropical blend of peach & passionfruit, served with whipped cream & fresh berries ^{GF}

Chocolate Mud Cake
mouth-watering muddy vegan chocolate cake topped with a creamy chocolate rosette, served with a sprinkle of dried raspberries, whipped cream & fresh berries ^{DF/VN}

Petit Four
chef's selection of four sweets, served with cream & fresh berries

BREAKFAST PACKAGES

20 PAX MINIMUM

DETAILS

Elevate your morning event with our breakfast packages! All packages include a fresh juice, brewed coffee and tea station.

DIETARIES

All dietary requirements can be catered for.

V - Vegetarian

VO - Vegetarian Option

VN - Vegan

VNO - Vegan Option

GF - Gluten Free

GFO - Gluten Free Option



EXPRESS BREAKFAST

\$22PP

Choice of one of the below menu items:

- Ham and cheese toasted sandwich
- Chicken and avocado toasted sandwich
- Camembert cheese and cranberry jam toasted sandwich ^V
- Croissant with a selection of spreads ^V
- Bacon and egg burger with cheese and tomato relish ^{GFO}

CONTINENTAL BREAKFAST

\$28PP

Choice of two of the below menu items:

- Selection of Danish pastries and muffins
- Individual fruit salads
- Fruit and yoghurt parfaits
- Cereals with a selection of milks and vanilla yoghurt

THE SUNRISE SOCIAL

\$35PP

Chef's selection of pastries ^{1pp} on arrival PLUS your choice of one of the below menu items:

- Scrambled eggs on a toasted Turkish bread, bacon rasher, grilled tomato, hash brown, chipolata sausages and tomato relish.
- Smashed avocado on toasted sourdough, soft poached egg, roasted field mushrooms, grilled tomato, rocket, crumbled fetta and toasted walnuts.
- Eggs benedict on toasted sourdough with bacon rasher, wilted spinach and Hollandaise sauce.

Each option served individually.

DELEGATES PACKAGES

DETAILS

HALF DAY DELEGATE - \$45PP

Choice of either morning tea or afternoon tea and your choice of one corporate lunch option.

FULL DAY DELEGATE - \$55PP

Morning tea and afternoon tea, as well as your choice of one corporate lunch option.

DIETARIES

All dietary requirements can be catered for.

V - Vegetarian

VO - Vegetarian Option

VN - Vegan

VNO - Vegan Option

GF - Gluten Free

GFO - Gluten Free Option



MORNING / AFTERNOON TEA

Freshly brewed coffee and a selection of teas. Includes all day replenishing and a selection of milks are available. Plus - your choice of one of the following:

- Assortment of house-made friands ^{GF/V}
- Freshly baked scones with jam and cream ^V
- Banana bread ^V
- Seasonal fruit and yoghurt parfait ^V
- Warm jam-filled donuts ^V
- Rocky road ^V
- Chef's selection of muffins ^V
- Chef's selection of cookies ^V
- Chocolate fudge brownies ^{GF/V}
- Mini butter chicken pies
- Mini premium angus beef pies

CORPORATE LUNCH OPTIONS

Each lunch option includes an array of soft drink jugs.

ROAST CARVERY

Our famous roast lunch carvery including a selection of three meat dishes, vegetables and one bread roll per person.

MAKE YOUR OWN SANDWICH BAR

(MIN. 20 PEOPLE)

A selection of gourmet bread, rolls and wraps served with all your favourite fillings ^{GFO}

MAKE YOUR OWN BURGER BAR

(MIN. 20 PEOPLE)

A selection of salads, beef patties and sauce served with fresh white buns ^{GFO}

Lunch options continue on the next page.

DELEGATES PACKAGES

DETAILS

HALF DAY DELEGATE - \$45PP

Choice of either morning tea or afternoon tea and your choice of one corporate lunch option.

FULL DAY DELEGATE - \$55PP

Morning tea and afternoon tea, as well as your choice of one corporate lunch option.

DIETARIES

All dietary requirements can be catered for.

V - Vegetarian

VO - Vegetarian Option

VN - Vegan

VNO - Vegan Option

GF - Gluten Free

GFO - Gluten Free Option



CORPORATE LUNCH OPTIONS - CONTINUED.

Each lunch option includes an array of soft drink jugs.

MINI BUFFET (Min. 25 People)

Includes choice of two hot dishes, two chef's selection salads, steamed vegetables and steamed rice.

CHICKEN OPTIONS:

CHICKEN CACCIATORE ^{GF/DF}

CREAMY CHICKEN &
MUSHROOM ^{GF}

BEEF OPTIONS:

BEEF STROGANOFF ^{GF/DF}

MALAYSIAN SATAY BEEF

PORK OPTIONS:

THAI CURRY PORK ^{GF/DF}

PORK & CHORIZO
CASSEROLE ^{GF}

PRE ORDER LUNCH (Max. 30 People)

Pre-order some of our most popular meals from our bistro. Your choice of:

- **CHICKEN SCHNITZEL**
served with chips & salad
- **CHICKEN CAESAR SALAD** ^{VO · GFO}
baby cos lettuce, garlic croutons, caramelised bacon, shaved parmesan & a poached egg with a creamy Caesar dressing and optional anchovies
Swap chicken for haloumi for vegetarian option
- **STEAK SANDWICH** ^{GFO}
grilled rib fillet, cos lettuce, tomato, cucumber, beetroot, caramelised onion, cheese & bbq sauce on toast, served with chips
- **FISH & CHIPS**
crispy beer battered flathead, served with chips, salad, lemon & tartare
- **12 CHICKEN WINGS**
our secret spiced wings served with smokey BBQ sauce
- **CHEF'S SELECTION VEGAN MEAL**
chef's choice of vegan meal based on the best current seasonal ingredients

HIGH TEA

30 PAX MINIMUM - \$50PP

DETAILS

Experience elegance with our high tea package, featuring a glass of bubbles, a delightful array of teas, and a tempting buffet of sweet and savoury treats to elevate your tea time.

DIETARIES

All dietary requirements can be catered for.

V - Vegetarian

VO - Vegetarian Option

VN - Vegan

VNO - Vegan Option

GF - Gluten Free

GFO - Gluten Free Option



Our High Tea package includes one glass of sparkling wine on arrival, jugs of juice and a replenishing selection of tea.

SWEET

- American style chocolate brownie with walnut ^{GFO}
- Chef's selection of mini muffins
- Carrot and walnut cake
- Cherry slice topped with shredded coconut
- Lemon and passionfruit cheesecake ^{GF}
- Red velvet cheesecake
- Chocolate and raspberry lamington
- Raspberry and blueberry friand ^{GF}
- Chocolate and mint slice with nuts
- Classic rocky road with marshmallows and almonds
- House made white chocolate scone with whipped cream and jam

SAVOURY

- Chef's selection of sandwiches (3 flavours, including vegetarian option)
- Chef's selection of quiches (3 flavours, including vegetarian option)
- Chef's selection of premium pies (beef, lamb and chicken option)
- House made premium sausage rolls with tomato salsa



**DRINK
PACKAGES**

DRINKS

THE COLMSLIE HOTEL

PACKAGE TYPE		2 HOURS	3 HOURS	4 HOURS	ADD. HOURS	ADD SPIRITS
CASH BAR	Pay as you go bar service Prices on request	N.A.	N.A.	N.A.	N.A.	N.A.
BAR TAB	A set bar tab amount that can be used on any combination of beer, wines, spirits and cocktails, ciders and soft drinks	N.A.	N.A.	N.A.	N.A.	N.A.
BRONZE PACKAGE	XXXX Gold, Hahn Super Dry, Hahn Super Dry 3.5, Heineken Zero Morgans Bay - Sparkling, Semillion Sauvignon Blanc, Cabernet Merlot, Wolf Blass Zero Sauvignon Blanc Soft drinks on tap <i>*pending product availability.</i>	32pp	42pp	55pp	14pp/hr	12pp/hr
SILVER PACKAGE	XXXX Gold, Hahn Super Dry, Hahn Super Dry 3.5, 150 Lashes, Stone & Wood Pale Ale, Heineken Zero Squealing Pig Sauvignon Blanc, T'Gallant Pinot Grigio, T'Gallant Rosé, Drives Chardonnay, T'Gallant Prosecco, Juliet Moscato, Wolf Blass Zero Sauvignon Blanc Wynns Cabernet Sauvignon, Fickle Mistress Pinot Noir, Saltram Shiraz Soft drinks on tap <i>*pending product availability.</i>	34pp	44pp	57pp	14pp/hr	12pp/hr

DRINKS

THE COLMSLIE HOTEL

PACKAGE TYPE

2 HOURS 3 HOURS 4 HOURS ADD. HOURS ADD SPIRITS

GOLD PACKAGE

All beers excluding Canadian Club & Dry and international beers. Heineken Zero Stubbies

Squealing Pig Sauvignon Blanc, Squealing Pig Pinot Gris, Pepperjack Chardonnay, Leo Buring Reisling, Wolf Blass Zero Sauvignon Blanc

Pepperjack Shiraz, Wolf Blass Malbec, Wolf Blass Merlot, Dance With The Devil Cabernet Sauvignon

Soft drinks on tap

**pending product availability.*

42pp

55pp

68pp

14pp/hr

12pp/hr

PLATINUM PACKAGE

All beers including Canadian Club & Dry and international beers. Heineken Zero Stubbies

Salinger Sparkling Cuvée, Tar & Roses Pinot Grigio, Shaw and Smith Sauvignon Blanc, Pepperjack Chardonnay, Wolf Blass Zero Sauvignon Blanc

Nanny Goat Pinot Noir, Hensheke Henrys 7, Taylors Jaraman Shiraz

Soft drinks on tap

**pending product availability.*

50pp

65pp

75pp

14pp/hr

12pp/hr



**EXTRAS &
DETAILS**

EXTRAS

CAKEAGE:

Want to bring your own cake? No worries at all! We provide several cakeage options:

OPTION 1: \$1 PER PERSON

We will store your cake before and after the event, cut and serve your cake on a platter.

OPTION 2: \$4 PER PERSON

We will store your cake before and after the event, cut and plate your cake individually with strawberries and cream.

OPTION 3: NO COST

No cake storage before or after the event is approved, we will provide a knife, side plates and spoons for you to serve the cake for your party.

All cakes must be picked up no later than 11am the following day.



BESPOKE:

Looking for something special for your event that is not listed? Speak to your Event Manager!

We are open to specific requests and additional services!

PREFERRED SUPPLIERS:

DECOR:

Beautiful Illusions
www.beautifulillusions.com.au
Jodie 0416 182 276
Stephanie 0412 179 214

DANCE FLOORS:

Pro Stage QLD
www.prostageqld.com
0411 196 915
info@prostageqld.com

AUDIO VISUAL:

Microhire QLD
www.microhire.com.au
07 3736 1233

Twisted Pair Productions
www.twistedpairproductions.com.au
info@tppro.com.au
07 3162 0556

JUKE BOX & PHOTO BOOTH:

Party Animals
www.partyanimalshire.com.au
1800 999 925 / 0407 189 415

LIVE ENTERTAINMENT & DJ'S:

Available upon request. Please speak to your Events Manager.

CORPORATE ROOM INCLUSIONS:

Included in your minimum spend is access to the below equipment:

- Water and mints
- Writing pads and pens
- White & black linen
- Lectern and microphone
- Projector screen
- Whiteboard and markers
- Flipchart and markers
- Signage
- Presenters and registrations table
- All staffing and utilities
- Air conditioning and standard cleaning
- Private function rest rooms
- Over 150 exclusive hotel car spaces

Access to the additional equipment listed below will incur an extra cost.

- Data projector
- Plasma television
- Additional flip charts, paper and markers
- Additional whiteboard and markers

STAY WITH US

THE COLMSLIE HOTEL

Discover unparalleled luxury just 5 minutes south of Brisbane's vibrant CBD at the Colmslie Hotel. Immerse yourself in the epitome of contemporary elegance, boasting a prestigious 4.5-star rating and 49 spacious guest rooms, each offering lavish comforts such as king-size beds, in-house movies, flat-screen TVs, and seamless internet access.

Indulge in our meticulously designed facilities, featuring chic bars, sophisticated function rooms, upscale dining experiences, a dynamic TAB, enticing gaming lounges, kid's playground, and the convenience of complimentary parking. All facilities are available to you seven days a week.

For any questions or rates please contact our Business Development Managers via email:

deborah@mcguireshotels.com.au



CONFIRMATION & DEPOSITS

Submit the completed booking form to secure your reservation. Upon processing, you'll receive a confirmation email with deposit invoice or payment receipt. Your booking is confirmed only upon receipt of the confirmation email. Note: No space is reserved before this point. Full prepayment may be required for events within 14 days of booking.

CONFIRMATION OF DETAILS & PAYMENTS

Event details, including guest numbers and menu choices, must be finalized two weeks before the event. Payments are due one week before, based on confirmed numbers. No refunds for guest decreases after confirmation. Cheques accepted by arrangement; some packages require minimum numbers.

EVENT CANCELLATION/ POSTPONEMENT

Cancellations must be confirmed in writing. If rescheduled, the deposit and other payments contribute to the new date. Cancellation terms:

Over 90 days: forfeit prepaid deposit.
15-90 days: 20% of estimated event cost.
14-8 days: 50% of estimated cost (excluding deposit).
Within 7 days: 100% of estimated event cost.

PRICING & SURCHARGES

Prices and inclusions may change without notice, except for finalized bookings. A \$200 surcharge may apply for major changes to setup or audiovisual on the event day. Labor surcharges for Sunday events (10%) and Public Holidays (15%). A 20% deposit is required for Leisure Group room bookings.

EXTENSIONS OF TIME

Celebrating beyond agreed time incurs \$150 per half hour. Notify intention to extend before the event; approval at Manager's discretion. Failure to vacate by confirmed time may result in charges.

DIETARY REQUIREMENTS

A surcharge of up to \$25 per person may be applicable for special dietaries. This will be at the discretion of the hotel.

CLEANING

A cleaning fee is applicable for the disposal of any boxes or removal of excessive waste upon the completion of the booked event. Should professional cleaning be required this fee will be payable. The fee applicable is at the discretion of the Hotel.

HOTEL RULES & REGULATIONS

All guests are subject to the General Rules and Regulations of the McGuire's Hotels. Dress standards are applicable and Management reserves the right to refuse entry. McGuire's Hotels are under 24-hour video surveillance.

RSA & VENUE POLICIES

Alcoholic beverages will only be served to those persons over the age of 18 years. If asked, all persons must be able to provide photo I.D. Any guests without photo I.D. will be considered underage.

Management reserves the right to refuse entry to/ remove any patron from the premises. All current RSA laws and McGuire's Venue Policies must be adhered to. No outside food or beverages allowed on hotel property.

Conduct your event orderly and lawfully, following hotel's liquor license conditions. The hotel may terminate your event if it believes it's not conducted appropriately. Conditions available upon request. The Hotel has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Hotel's termination of your event caused by breaking these policies.

You must ensure that nothing is nailed, screwed or adhered in any way to any wall, door or other part of the building unless the Hotel grants prior permission.

No smoke machines, special balloon effects, or pyrotechnics without prior approval due to potential impact on hotel smoke detectors. If an unauthorized use triggers a Fire Brigade response, you are responsible for any charges incurred by the hotel.

You are responsible for setup and breakdown costs. Inform your function co-ordinator of all deliveries, marking them with the event name and date.

All music - band, DJ, jukebox etc - must adhere to a 90 decibel noise level restriction.

DAMAGE AND LOSS

Client must cover costs for any accidental damage to premises, equipment, or personal property, including that of guests or contractors.

DELIVERY AND COLLECTION

No client shall leave on or deliver any goods, materials or equipment to the premises, without prior managerial consent. You are responsible for the booking of delivery/ courier services to collect any items left at the hotel after your event.

Items not collected within 7 days, including 3rd party deliveries, will be disposed of. While efforts are made for safekeeping, McGuire's Hotels don't take responsibility for items on premises.

SECURITY

Management reserves the right to request security if they deem it necessary, and that security be paid for by the client.

SET UP AND PACK DOWN TIMES

Please speak to your Event Manager for your event's specific bump in and bump out times. Failure to adhere to these agreed on times will result in an additional charge which will be at the discretion of the Hotel.

PANDEMIC / NATURAL DISASTER

In the event of a State of Emergency or Government enforced lockdown, McGuire's Hotels will postpone your event to a date that suits both parties at no additional costs. McGuire's Hotels reserves the rights to cover any food costs acquired and any remaining paid monies will be refunded in the event of a full cancellation.

The image shows the interior of a restaurant named 'The Colmslie'. The space is bright and airy, with large windows on the left side. The ceiling is white with several wicker pendant lights hanging from it. The floor is light-colored wood. There are several tables and chairs arranged throughout the room. In the foreground, there are wooden tables with chairs that have yellow and purple seats. In the background, there are more tables and chairs, and a bar area with stools. A large white vase with a green plant is on a counter in the middle ground. The overall atmosphere is casual and modern.

The Colmslie

**FOR FURTHER INFORMATION OR TO MAKE
A BOOKING ENQUIRY, PLEASE CONTACT
OUR FUNCTIONS TEAM VIA EMAIL**

colmslie-functions@mcguireshotels.com.au