

# EVENTS AT EASTS

EVERYDAY FUNCTIONS



› MEETINGS

› SEMINARS

› SPECIAL EVENTS & MORE

Thank you for your enquiry regarding hosting your forthcoming event at Easts.

Your enquiry suggests that you are seeking a function destination that is contemporary, stylish and offers both a convenient, central location and state of the art facilities. We can certainly meet your needs at Easts.

As a multi-award winning venue located just 4km from Brisbane's city centre and boasting ample off-street parking, Easts offers the perfect solution for your next conference, seminar, cocktail party or seated extravaganza.

Easts' dedicated functions facilities offer sophistication and versatility for a wide range of uses. The appealing and clever design offers flexible spaces featuring moulded wood wall panelling, monogrammed carpets and stunning crystal chandeliers set within backlit ceiling recesses for flattering lighting, all presented in a tasteful neutral decor.

Our Diamond Room offers the ability to divide into four smaller spaces with customised and soundproofed movable walls. Features include wall mounted plasma screens, an in-room granite bar adorned with semi precious stones and external entry points. Each room also features natural light as well as dimmable lights, a lectern and a flexible audiovisual system for background music and an internal PA system.

Easts' function facilities also extend to a private boardroom that can seat up to 14 people, with natural lighting and black out ability for presentations. The boardroom features a polished wooden table, plush leather seats and state of the art technical equipment, ideal for your next meeting.

Additionally our magnificent Western Deck is available for private events. A unique space boasting tropical gardens and capturing the benefits of an outdoor environment whilst completely covered overhead; perfect for your next cocktail celebration or seated dinner.

Easts is renowned for our high quality customer service and superior culinary excellence and we can assure you that our professional team will see that your every need is not just met, but exceeded.

I am delighted to attach a copy of our current function menus for your perusal. These menus are an indicative selection of our offer and we would be very pleased to work with you to tailor a menu that best suits your needs.

Should you have any questions or wish to make a time to view our function facilities, please feel welcome to contact me on ph: 07 3397 8885.

Yours sincerely

Darren Gossner  
Functions Manager  
[catering@eastisleagues.com.au](mailto:catering@eastisleagues.com.au)

## VENUE INFORMATION

### Diamond Room

With movable internal walls the Diamond Room has the versatility to be used in multiple configurations, offering flexible spaces and natural light, making it ideal for your next conference, seminar or cocktail gathering.

The meticulous interior design of the Diamond Room boasts moulded wood wall panelling for a sense of sophisticated grandeur balanced with the graceful swirl of the floral monogrammed carpet in tasteful, neutral tones. The striking black granite bar is adorned with semi precious stones and the delicate crystal pendant chandeliers throughout provides for flattering light to complement the room's warm, natural tones.

	Capacity			Room Hire
	Theatre	Cocktail	Seated	6 hours
<b>Diamond Whole Room</b>	300	320	220	\$550.00
<b>Sapphire or Diamond Half Rooms</b>	100	160	90	\$400.00
<b>Emerald or Ruby Quarter Rooms</b>	40	60	40	\$300.00
<b>Sapphire or Diamond Quarter Rooms</b>	50	80	60	\$300.00

\*Capacities noted are maximum capacities and may alter based on your individual needs

Room hire inclusions:

- Access to background music
- Access to internal PA system
- Lectern and Microphone
- Tables and linen (round tables seating 10 guests or cocktail bar tables)
- Dance floor (subject to availability)

Additional technical equipment available upon request.



## Boardroom

Stylish, sophisticated and featuring state of the art technical facilities, the Easts boardroom provides an attractive space for 14 guests seated in comfortable leather armchairs, plus internal tea and coffee services and washroom.

The configuration around the boardroom table is ideal for hosting your next meeting, group presentation, training or team brainstorming session.

It is also a perfect setting for intimate dining occasions or small, catered events. With the ability to 'hide away' the unwanted technical facilities of the room, this space is easily transformed for lunch or dinner, 7 days of the week.

Bathed in natural light or able to be completely blacked out, the boardroom is the impressive meeting space you can have beyond your own work premises, in easy reach of the city and with a range of catering options on hand.

Room hire \$500.00 (up to 6 hours)



## Western Deck

A unique space, the Western Deck offers the benefits of an outdoor entertaining destination, complete with tropical garden, whilst remaining covered against the elements.

The deck is an ideal alternative for pre-dinner drinks or to host your next cocktail gathering or seated function.

Room hire \$400.00 (up to 6 hours)



## Alcove

Boasting a contemporary cocktail lounge decor, this versatile area is architecturally designed with ultra modern styling to provide an attractive and intimate space. Complete with its own private bar the Alcove is ideal for pre-dinner drinks, cocktail gatherings or seated functions.

Room hire \$300.00 (up to 6 hours)



A minimum catering spend of \$8,500pp applies to all functions  
Extended room hire available at an additional cost of \$200.00 per hour or part thereof  
A surcharge will apply to functions held on Sundays (10%) and Public holidays (15%)  
Subject to approval a \$500.00 surcharge will apply for functions concluding after midnight

# CONFERENCE MENUS

## Refreshment Break

Please select two from the following to create a morning or afternoon tea package:

Homemade scones served with fresh cream & jam  
Selection of freshly baked Danish pastries  
Traditional lamingtons  
Fresh seasonal fruit platter  
Freshly baked biscuits  
Selection of muffins  
Individual mini quiches

All refreshment breaks are self service  
& include freshly brewed coffee, tea & orange juice

\$14.50 per person

Freshly brewed coffee, tea & orange juice only  
\$8.50 per person

## Working Luncheon 1

Assorted Gourmet Sandwiches, wraps & rolls

Please select three fillings from the following:

Roast beef with cos lettuce, Swiss cheese & horseradish cream  
Smoked salmon with herbed cream cheese, Spanish onions & capers  
Turkey, cranberry, brie & mesclun lettuce  
Traditional egg & lettuce  
Leg ham, Swiss cheese & Roma tomato

Dessert selection

Please select two from the following:

Seasonal fruit platter  
Mini cheesecake  
Assorted muffins  
Selection of petite cakes & slices

Freshly brewed coffee, tea & orange juice

\$19.90 per person

## Working Luncheon 2

Assorted Gourmet Sandwiches

Please select three fillings from the following:

Roast beef with cos lettuce, Swiss cheese & horseradish cream  
Smoked salmon with herbed cream cheese, Spanish onions & capers  
Turkey, cranberry, brie & mesclun lettuce  
Traditional egg & lettuce  
Leg ham, Swiss cheese & Roma tomato

Hot platter selection

Chef's selection of assorted hot finger food including:

Mini beef pies  
Mini quiche  
Spring Rolls  
Mini sausage rolls

Freshly brewed coffee, tea & orange juice

\$19.90 per person

Refreshment & Working lunch menus are based on a minimum of 30 guests, are self service and will be served within your function room unless by prior arrangement

Dietary requirements can be accommodated upon request  
Conference menus available Monday to Friday only



# COCKTAIL MENU

## Cold canapé selection

Classic mini bruschetta, tomato, olive oil & basil  
Buckwheat pancake with smoked salmon & horseradish cream  
Chicken & prawn rice paper rolls with lime ginger sauce  
Toasted French bread topped with beef tenderloin, beetroot jam & watercress

## Hot canapé selection

Smoked salmon & asparagus risotto balls with rocket aioli  
Japanese crumbed coral trout with lime ginger sauce  
Lamb & rosemary parcels with tomato relish  
Chicken & brie tartlets with fruit compote  
Parmesan crumbed asparagus with garlic aioli  
Salt & pepper calamari with lemongrass mayonnaise  
Mini beef cottage pie

Select 4 items for ½ hour service - \$17.00 per person  
Select 6 items for 1 hour service - \$23.00 per person  
Select 8 items for 1 ½ hour service - \$26.00 per person  
Select 10 items for 2 hour service - \$30.00 per person

## Substantial canapes

Add \$5.00 pp per item

Chicken & mushroom risotto with garlic aioli  
Hoisin beef with Asian vegetables & rice served in a noodle box  
Battered fish & chips  
Miniature chicken Caesar salad  
Thai chicken curry & coconut rice served in a small noodle box  
Miniature tempura prawns  
Yum cha style Asian savouries served in a noodle box

## Dessert canapes

Add \$3.00 pp per item

Mini fried ice cream balls with caramel dipping sauce  
Homemade caramel tartlet  
Homemade chocolate truffles

Pricing based on a minimum of 40 guests  
Chefs selection available upon request

Dietary requirements can be accommodated upon request



# SEATED MENU

## Plated selection 1

Fresh bread rolls

### Entree selection

Roasted butternut pumpkin soup with crispy cheese Panini toast & cream  
Prawn Caesar salad with baby cos lettuce, prosciutto, garlic croutons & Caesar dressing  
Smoked chicken with corn & sundried tomato tian, salad greens & sweet basil oil  
Veal & bacon ravioli served with mushroom cream, topped with pancetta & parmesan  
Ricotta, leek & sundried tomato tart served with prosciutto wrapped asparagus & rocket aioli

### Main course selection

Macadamia nut crusted chicken with garlic prawns & brie served on crushed sweet potato with lemon hollandaise  
Pork medallions with apple & pecan seasoning, roasted root vegetables & maple syrup glaze  
Atlantic salmon served on shallot mash with prosciutto wrapped asparagus  
Herb crusted coral trout with warm potato & mustard salad, butterfly prawns & lemon dill cream  
Pan seared lamb rump on shallot mashed potatoes served with red wine jus

### Dessert selection

Classic pavlova served with tropical fruits, passionfruit coulis, berries & cream  
Sticky date pudding with butterscotch sauce, chocolate peanut cluster & Chantilly cream  
New York baked cheesecake with raspberry coulis, white chocolate ganache & fruit compote  
Strawberry flan with fresh strawberries, peach coulis & wild berry compote  
Lemon meringue with citrus lemon curd filled, kiwi fruit puree & Chantilly cream

Freshly brewed coffee & tea

\$40.00 per person

Includes 2 course alternate service menu

\$45.00 per person

Includes 3 course alternate service menu

Menu based on a minimum of 40 guests  
Includes tables, chairs, linen & service staff

Dietary requirements accommodated on request



## SEATED MENU

### Plated selection 2

Available Monday – Friday only

Fresh bread rolls

### Entree selection

Cream of butternut pumpkin soup served with roasted capsicum crème fraiche  
Chicken ravioli with a carbonara sauce garnished with fried leek & crispy pancetta  
Tempura prawns (2) served on a bed of Caesar salad & drizzled with lemon aioli dressing  
Chicken tenderloins served on a tomato & dill risotto with herb aioli

### Main course selection

Coconut chicken curry served with Asian greens, scented rice & pineapple chutney  
Scotch fillet steak served with potato mash, buttered green vegetables & mushroom cream sauce  
Cashew crusted pork schnitzel served with spring onion potato mash, buttered greens, apple & date compote  
Tempura battered coral trout with chunky chips, seasonal garden salad & homemade tartare sauce

### Dessert selection

Chocolate mud cake with Chantilly cream & fresh strawberries  
Hot apple pie with vanilla custard & ice cream  
Passionfruit cheesecake with raspberry coulis & whipped cream  
Pecan nut pie with fresh cream & chocolate ganache sauce  
Lemon citrus tart with passionfruit curd & fresh cream

Freshly brewed coffee & tea

\$35.00 per person

Includes 2 course alternate service menu

Menu based on a minimum of 40 guests  
Includes tables, chairs, linen & service staff

Dietary requirements can be accommodated upon request



## BUFFET

Fresh baked bread rolls

### Cold Selection

Choose five from the following:

- Marinated chicken pieces
- Assorted gourmet meat platter
- Pumpkin, almond & spinach cous cous salad
- Traditional Caesar salad
- Gourmet coleslaw with pineapple & roasted peanuts
- Leafy garden salad with tomato, basil & feta cheese
- Baby beetroot with sour cream dressing
- Creamy potato salad with seeded mustard, egg & spring onions

### Chef's carvery

Choose two from the following:

- Roasted leg of lamb with redcurrant glaze
  - Roasted leg of pork with caramelised onion & apples
  - Honey baked ham
  - Baked turkey breast with cranberry sauce
- Carvery served with steamed & roasted vegetables & condiments

### Hot selection

Choose three from the following:

- Tempura coral trout with chilli lime dressing
- Mild Thai chicken curry with coconut rice & pappadums
- Veal & bacon ravioli with mushroom & spring onion cream finished with parmesan
- Black bean chicken pieces served with jasmine rice, fresh herb & vegetable stir fry
- Chilli lime prawns with Asian greens & crispy hokkien noodles

### Dessert

Select two plated desserts to be served alternately from the following:

- Classic pavlova served with tropical fruits, passionfruit coulis, berries and cream
- Sticky date pudding with butterscotch sauce, chocolate peanut cluster & Chantilly cream
- New York baked cheesecake with raspberry coulis, white chocolate ganache & fruit compote
- Strawberry flan with fresh strawberries, peach coulis & wild berry compote
- Lemon meringue with citrus lemon curd filled, kiwi fruit puree & Chantilly cream

Freshly brewed coffee & tea

\$55.00 per person

Menu based on a minimum of 50 guests  
Includes tables, chairs, linen & service staff  
Dietary requirements can be accommodated upon request

### Buffet upgrade options

Add fresh prawns \$15.00 per person  
Add an additional cold dish \$3.50 per person

Add an additional hot dish \$7.00 per person  
Add an additional roast selection \$7.50 per person



# AUSTRALIAN BBQ BUFFET

Fresh baked bread rolls

Seasonal garden salad  
Caesar salad with cos lettuce, bacon, oven roasted croutons & Caesar dressing  
Creamy potato salad  
Gourmet coleslaw with pineapple & roasted peanuts

Beef & honey sausages  
Marinated rib fillet  
Marinated chicken fillet  
Jacket potatoes with sour cream & chives  
Traditional condiments

Freshly brewed coffee & tea

\$35.00 per person

Menu based on a minimum of 50 guests  
Includes tables, chairs, linen & service staff

Dietary requirements can be accommodated upon request

Buffet upgrade option  
Add fresh prawns \$15.00 per person

Dessert Addition  
Select two plated desserts to be served alternately for  
\$10.00 per person from the following:

Classic pavlova served with tropical fruits, berries & cream  
New York baked cheesecake with lemon curd & Chantilly cream  
Strawberry flan with fresh strawberries, cream & mixed berry compote  
Chocolate contreau duet with orange liquor, served with raspberry compote & white chocolate cream



## BEVERAGES

We are pleased to offer the following beverage packages for your consideration. However should you prefer we are also able to accommodate cash bar and prepaid bar tab arrangements (minimum spends apply) as detailed below.

### DELUXE PACKAGE

(select 1 sparkling, 1 white wine & 1 red wine)

#### Sparkling Wine

Lindemans Premier Selection Chardonnay  
Wolf Blass Bilyara Sparkling Brut

#### White Wine

Lindemans Premier Selection Chardonnay  
Wolf Blass Bilyara Chardonnay  
Lindemans Premier Selection Riesling

#### Red Wine

Lindemans Premier Selection Shiraz Cabernet Sauvignon  
Wolf Blass Bilyara Shiraz

#### Local draught beer

(XXXX Gold, Hahn Premium Lite, XXXX Bitter, VB)

Orange Juice  
Soft drinks

4 hours - \$35.00 per person

5 hours - \$40.00 per person

### PREMIUM PACKAGE

(select 1 sparkling, 1 white wine & 1 red wine)

#### Sparkling Wine

Yellowglen Yellow Sparkling NV  
Rothbury Sparkling Cuvee

#### White Wine

Rothbury Estate Series Semillon Sauvignon Blanc  
Penfolds Private Release Chardonnay  
Rothbury Estate Series Chardonnay

#### Red Wine

Penfolds Private Release Shiraz Cabernet Sauvignon  
Rothbury Cabernet Sauvignon Merlot

#### Local draught beer

(XXXX Gold, Hahn Premium Lite, XXXX Bitter, VB)

Bottled beer  
(select 2 - Crown Lager, Corona, Pure Blonde, Heineken)  
Orange Juice  
Soft drinks

4 hours - \$40.00 per person

5 hours - \$45.00 per person

### BAR TAB

We are happy to offer your guests a pre determined selection of beverages on a pre defined bar tab arrangement.

Please discuss your requirements with your functions co-ordinator.  
(minimum bar tab limit of \$500.00 applies which can be increased on the night with a credit card)



## TERMS & CONDITIONS

To ensure the smooth operation of your event, we ask that you read the following terms & conditions. Should you have any questions please feel welcome to contact us for assistance.

### Tentative Bookings

We are happy to place a tentative hold on your desired date for a period of 3 days, after which time a deposit will be required to secure the booking. Failure to provide a deposit within this period may result in the booking being cancelled.

### Payment Schedule

1. A deposit equivalent to the room hire (unless otherwise specified) is required to confirm your booking within 3 days (as detailed above) along with a signed copy of the terms & conditions.
2. Final payment of all fixed costs is required 2 weeks prior to the event date. Please note that failure to make final payment prior to the event date will result in the cancellation of your booking.
3. Where necessary and at management's discretion a specified venue bond may be required for payment prior to the event. This bond amount will be refunded post-event, minus any additional charges incurred (including any cleaning or other maintenance as a result of the event).

### Cancellation

We would be disappointed if you were forced to cancel your booking, however we understand that circumstances occasionally make this necessary:

1. If notification of cancellation is received up to 4 months prior to the scheduled event a full refund of the deposit will apply, less any costs incurred by Easts on your behalf.
2. If notification of cancellation is received up to 3 months prior to the scheduled event the deposit will only be refunded upon successful re-booking of the venue and less any costs incurred by Easts on your behalf.
3. If notification of cancellation is received up to 2 months prior to the scheduled event the deposit will be forfeited.
4. If notification of cancellation is received within 2 weeks prior to the scheduled event the client is required to pay 100% of the anticipated food, beverage and outsourced costs.

### Final guest numbers/Minimum spend

A minimum guest number will be required no later than 14 days prior to the event date, after which time only increases in guest numbers will be accepted.

A surcharge may apply if minimum guest numbers are not met.

Please note where a bar tab is selected a minimum limit of \$500 applies (based on 50 guests).

### Final details

Menus, beverage arrangements, entertainment, audiovisual requirements, room set up and running schedule must be confirmed no later than 14 days prior to the event date.

### Damages/Indemnity

Where a function has created additional cleaning over and above the normal cleaning function a cleaning fee may apply. Please note that the organiser is financially responsible for any damage to Easts property/equipment and any third party items hired on your behalf. The client agrees that any payment of damages will be made within 7 days of the date of invoice. Under no circumstances are items to be glued, pinned or attached to the property without prior permission. Easts will take all reasonable care with client/guests & third party property, however will not accept any responsibility for damages to, or loss of items whilst within the venue.

Where matters beyond the control of Easts Management impair or prevent Easts from performing its obligations under the event order, Easts and management will be released from all liabilities.

### HACCP

Please be advised that due to HACCP accreditation, no food or beverages are permitted to be brought onto Easts premises without prior written approval. Similarly, no food or beverage may be removed from the premises. Celebration cakes are exempt from this rule.

### Responsible Service of Alcohol

Management reserves the right to refuse the service of alcohol to any guests it considers to be under age, intoxicated or behaving in an offensive manner.

Management reserves the right to intervene if functions activities are considered illegal, noisy or offensive.

All guests under the age of 18 years must have their legal guardian remain on premises at all times during the visit to Easts.

### Entertainment

Management reserves the right to control the quality, style and volume of any entertainment booked.

### Prices/Surcharges

Every effort is made to maintain prices as printed, however these may be subject to change without notice.

A surcharge of 10% for Sunday functions and 15% for functions held on a public holiday will apply to the final bill (food, beverage & room hire).

### Room Allocation

Should guest numbers decrease significantly from the minimum numbers advised, Easts reserves the right to re-allocate the function to a more appropriate area.

The client agrees to commence and conclude the function at the scheduled times agreed upon. Failure to do so may result in a surcharges being applied (\$200/hour or \$500 for conclusion past midnight).

To confirm your booking, please read the Terms & Conditions carefully, sign below and return this page to Easts within 3 days of making your booking.

f (07)38472158  
Po Box 1160 Coorparoo DC Q 4151.  
e catering@eastslagues.com.au

Your booking will be confirmed on receipt of this form together with your deposit bond.  
I have read and accept the conditions stated in this agreement.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Date of function \_\_\_\_\_

Approx number of guests \_\_\_\_\_

Function package selected \_\_\_\_\_

Organiser's name \_\_\_\_\_ Company name \_\_\_\_\_

Postal Address \_\_\_\_\_

Mobile number \_\_\_\_\_ Work number \_\_\_\_\_

Email \_\_\_\_\_

Deposit enclosed: \$ \_\_\_\_\_.00 ( ) MasterCard ( ) Visa ( ) Bank Cheque ( ) Cash ( ) Direct Deposit

(please note we only accept MasterCard or Visa, personal cheques are not accepted)

Cardholders Name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Number \_\_\_\_ (3 digits)

Direct Debit:

Account Name: Eastern Suburbs Leagues Club Ltd Bank: Westpac Branch: Coorparoo

BSB Number: 034 037

Account Number: 265 729

Reference \_\_\_\_\_

(please quote your surname as a reference when transferring monies)

Invoice/Receipt Number: (Office Use Only) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_