



COMFORT INN
REGAL PARK

EVENTS AND CONFERENCE PACK

2016 - 2017



Terrace Room



The Regal Park

- Central location with car parking and ground floor access
- All inclusive equipment hire & WI FI
- Day delegate catering package
- Natural light with block out curtains

Perfect for:

- Conference with accommodation
- Presentations
- Workshops
- AGM
- Trade displays
- Cocktail parties
- Boardroom meetings
- Corporate breakfasts
- Product launches
- Seminars

Phone [\(08\) 8267 3665](tel:(08)82673665)

Email functions@regalpark.com.au

Web www.regalpark.com.au



Terrace Room



How It Works

Choose
your seating
arrangement

Choose your
room

Hand pick your
food and drinks

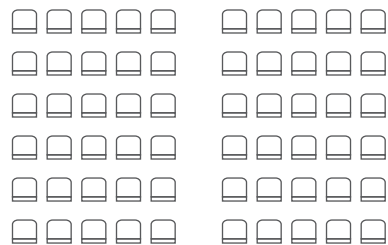
Choose from our food
and drinks packages

Leave the
rest up to us
and enjoy!

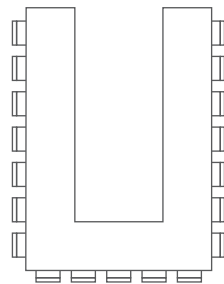


Seating Arrangements

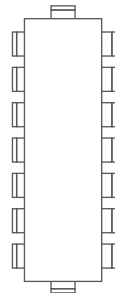
Theatre



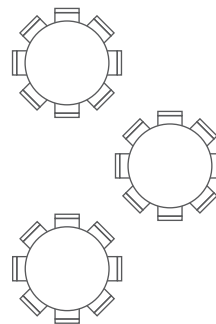
U Shape



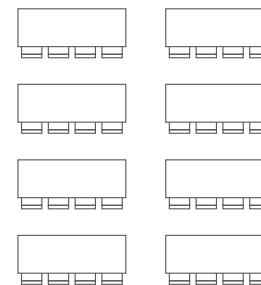
Boardroom



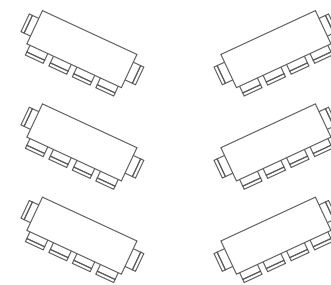
Rounds



Classroom



Herring



Please contact us for custom arrangements.

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Terrace Room



Our Rooms

	Theatre	U shape	Boardroom	Rounds	Classroom	Herring
Terrace Room	100 people	50 people	60 people	80 people	40 people	50 people
Barton Conference Room	60 people	30 people	40 people	50 people	30 people	40 people
Pool Side Boardroom	20 people	12 people	12 people	10 people	NA	NA

Terrace Room - Full day \$370 / Half day \$270
Our biggest and grandest room, perfect for large meetings such as AGMs, networking events, parties and trade displays. The Terrace Room has an inbuilt bar, fridges and espresso machine along with a 150 inch screen and projector.

Barton Conference Room - Full day \$250 / Half day \$170
The Barton Conference room is a second largest room boasting beautiful park views and easy access excellent for equipment set up. The Barton Conference Room is ideal for conferences large boardroom meetings

Pool Side Boardroom - Full day \$120 / Half day \$80
Our smallest and coziest room with an outdoor breakout area ideal for boardroom meetings, team exercises and training.



Terrace Room



Barton Room



Poolside Room





Catering

Morning Tea or Afternoon Tea

Fresh brewed Rio Coffee & tea station	\$ 3.50 pp
Continuous all day fresh brewed Rio Coffee & tea station	\$ 5.00 pp
Warm scones with jam & cream	\$ 3.50 pp
Selection of cookies & muffins	\$ 3.50 pp
Fresh fruit platter	\$ 3.50 pp

Working Lunch Options

Selection of wraps and sandwiches	\$ 14.50 pp
Grilled Moroccan chicken with garden salad	\$ 18.50 pp
Open lamb yiros with lettuce, tomato & cucumber raita	\$ 18.50 pp
Grilled chicken focaccia burger	\$ 18.50 pp
Beef lasagne with seasoned wedges & garden salad	\$ 19.50 pp
Seasonal fresh fruit platter	\$ 4.50 pp





Cocktail Platters

Asian selection of spring rolls , samosas & dim sims	\$ 35.00
Crispy potato wedges with sweet chilli & sour cream	\$ 35.00
Prawn twisters with garlic aioli	\$ 65.00
Lemon peppered squid with lime & sweet chilli dipping	\$ 65.00
Pumpkin & mozzarella arrancini with tomato chutney	\$ 45.00
Mini party pies, pasties & sausage rolls	\$ 55.00
Cocktail tandoori chicken skewers with mint yoghurt dipping	\$ 55.00
Cajun crumbed chicken tenders with smokey BBQ & ranch	\$ 65.00
Hoisin meatballs with sesame seeds & plum dipping	\$ 55.00
Dips & pita – chefs selection of dips, warm pita & crudités	\$ 45.00
Beef sliders with pickles, cheddar cheese, fried onion	\$ 65.00
Cheese board – Australian cheeses, lavosh, quince paste	\$ 80.00
Pizzas - All serve 20 pieces	\$ 65.00

Hawaiian – Ham, Pineapple & Mozzarella Cheese

Margarita – Fresh Tomato, Basil & Mozzarella Cheese (V)

Vego- Roasted Pumpkin, Olives, Feta, Spanish Onion, Rocket & Aioli (V)

Meat Lovers - Bacon, Salami, Chicken, Onion, Mushroom, BBQ Sauce & Mozzarella

BBQ Chicken – Chicken, Mushroom, Onion, Capsicum, BBQ Sauce & Mozzarella





Set Menu Options - Minimum 20 people - Choice of 2 mains

2 Course – Entrée & Main or Main & Dessert

\$ 36.00 pp

3 Course – Entrée, Main & Dessert

\$ 49.00 pp

(Please Deduct \$3 pp for alternate drop and \$3 pp for soup)

Extras

Fresh brewed tea & coffee station

\$ 3.00 pp

Round table surcharge

\$ 18.00 per table

Shared chefs selection of Australian cheeses and fresh fruit platter

\$ 8.00 pp

Menus subject to availability & can also be tailored to your needs.

For any dietary requirements please inform our Functions Coordinator.





Entrée

Shared tasting platter

Chefs selection of dips with turkish bread, spicy chorizo & prawn skewers, pumpkin & mozzarella

Arancini balls & salt & pepper squid

Soup of the day

Served with toasted ciabata

Mains (choice of 2)

MSA porterhouse steak , mushrooms & potato rosti

Grilled Atlantic salmon with Thai salad & ginger chilli dressing

Oven baked chicken breast with hollandaise sauce

Vegetarian risotto with shaved parmesan

Roast leg of lamb , root vegetables & roast potato

All mains served with a shared salad

Desserts (choice of 1)

Rhubarb & apple crumble with ice cream

Pavlova with fresh fruit salad

Sticky date pudding & butterscotch sauce

Shared chefs selection of Australian cheeses and fresh fruit platter

Shared continental cake selection





Corporate Breakfast

A unique streamlined breakfast format of ordering at the entrance.

\$ 30.00 pp

Fresh fruit platter & house made muffins on arrival. Choice of 4 breakfast options and includes espresso coffee*

- Toasted granola with banana, strawberries & yoghurt
- Eggs Benedictine served on English muffin with hollandaise
- Big breakfast with scrambled egg , bacon , tomato , spinach & mushrooms
- Vegetarian – poached eggs , sautéed baby spinach, mushrooms, tomato & avocado

Minimum 25 people

*Espresso coffee in Terrace Room only.





Packages

Day Delegate Package

\$ 49.50 pp

Great value - minimum 20 people

Inclusive of

- Room hire & equipment
- Fresh fruit platter on arrival
- All day continuous tea & coffee station
- Morning tea – scones with jam & cream
- Working lunch (please choose)
- Afternoon tea – muffins & cookies
- Writing pads & pens
- Selection of mints

Network Cocktail Package

\$25.00 pp

Includes private room hire and equipment

- 2 hours cocktail food choices of 4
- 1 beer, wine, cider or soft drink per guest





Drink Packages

Option 1

- Dunes & Greene NV
- Twin Island Sauvignon Blanc
- Banrock Station Moscato
- Woodstock Cabernet/Shiraz
- Local beer/cider - Hahn Super Dry, Hahn Premium Light, 5 Seeds
- Soft drinks/juices

\$ 25 pp - 3hr

\$ 32 pp - 4hr

\$ 35 pp - 5hr

Option 2

- Jansz Premium NV
- Simon Hackett Sauvignon Blanc
- Grant Burge Moscato
- Kaleske Pirathon Shiraz
- Premium beers/cider
- Soft drinks/juices

\$ 29 pp - 3hr

\$ 36 pp - 4hr

\$ 39 pp - 5hr



Terms & Conditions

While we make every effort to ensure that our patrons and function guests have a wonderful event at Comfort Inn Regal Park . We put the safety of our guests and staff first at all times. Please read carefully the terms and conditions of booking the Regal Park.

Bookings

A tentative booking is only secured and confirmed once the quoted deposit has been paid and completed booking confirmation form has been returned. Tentative bookings are held for five days only, after which management reserves the right to re-book the room without notice.

Responsible service of alcohol

The Comfort Inn Regal Park and its staff provide responsible service of alcohol at all times, for the safety of the staff & patrons of the hotel. We reserve the right to refuse service to anyone deemed to be unduly intoxicated. Minors must be off the premises by 11.50pm, with absolutely no exceptions. Any guest who is found to supply a minor or intoxicated person with alcohol will be removed from the premises without exception.

Safety of patrons & staff

We reserve the right to remove any individual who is unduly intoxicated or acting in an objectionable manner, close a function early if large numbers of guests are intoxicated or acting inappropriately, or posing a risk to others safety. Any patron who show aggressive, intimidating or objectionable behaviour to any staff member will be removed from the premises immediately.

Final numbers & requirements

Final numbers & food selection are required 7 days prior to your function, communicated to the Function Coordinator 7 days prior to your event.

Cleaning

General cleaning is included in your room hire fee. If extra cleaning is required, the organiser may be charged a fee. You will be notified immediately on the night and invoiced 24 hours later, with payment due within 7 days. We do not permit the use of glitter or confetti.

Damages/theft

If damages are incurred, the function organiser is held solely financially responsible. Nothing may be adhered to the walls or glass with sticky tape. No confetti is to be used. Live candles are not permitted. If a guest is found to have damaged or stolen Regal Park property, the organizer will be charged and in extreme cases, the appropriate authorities will be notified. Excessive glass breakages will be charged to the function organiser.

Terms & Conditions

Cancellations

Confirmed bookings cancelled before the event will forfeit their deposit. Bookings cancelled up to 28 days before the function will not be refunded.

Security

Security will be booked at management discretion, and in certain cases. Functions will be charged a fee to hire security. eg: 18th birthdays, buck shows.

Goods/property

The Regal Park will not be held responsible for any goods or property on the premises before, during or after an event. The owner leaves their property at The Regal Park at their own risk. All property must be collected within 24hrs of the event. Management must be informed if goods are to be dropped off or left for collection prior to an event.

18th birthdays & buck shows

Please contact the functions coordinator to discuss separate terms and conditions for these types of functions.

Payment of your account

Payment is required in full by the end of your function. We do not invoice for post payment, nor do we accept personal cheques without prior consent from management. Any additional charges for damage, theft or excessive cleaning will be invoiced 24hrs after the event & payment due in 48hrs. Cash is welcome as an alternative payment, or prior direct debit payment.

Minimum Spend

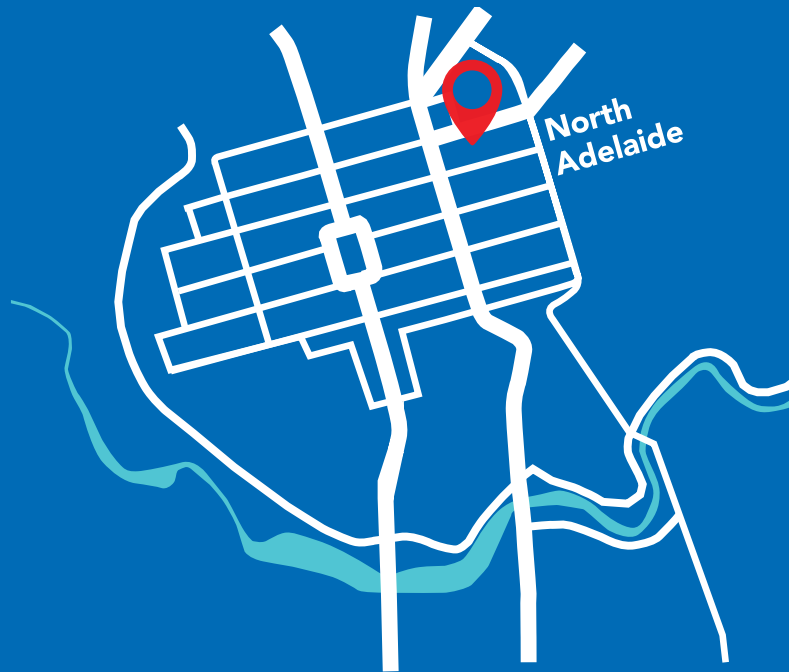
Terrace \$600

Barton \$250

Agreement

You accept that The Comfort Inn Regal Park has a responsibility to its staff and patrons to provide a safe and secure environment, and that The Regal Park staff will provide responsible service of alcohol without exception and have the right to refuse service to, or remove anyone who we believe is unduly intoxicated. You also accept that we have the right to close down any function with full payment due on non-compliance of the above conditions. Please note that prices and products are subject to availability and may change or alter with notification.





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