

CQFUNCTIONS



CQ

CQ Functions prides itself on its functional flexibility and its attention to detail.

- Conference
- Dinner
- Exhibition
- Cocktail Party

A wide range of first class facilities and services to suit from 60 to 1200 guests.

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www.cqmelbourne.com.au

CQFUNCTIONS

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CQ Functions Kit Version: Nov10

Prices and conditions are only valid if this document is the most recent version available. Please confirm with CQ functions or use our website to determine if you have the latest version of this kit.

CQFUNCTIONS

» Introduction

CQ Functions is one of Melbourne's most ideal function and event centres. Situated in the heart of the CBD within the CQ complex, CQ includes the Citiclub Hotel, function centre, conference and bar facilities. We can coordinate these facilities to maximise the effectiveness of your event.

You may wish to extend your event using our in-house services of:

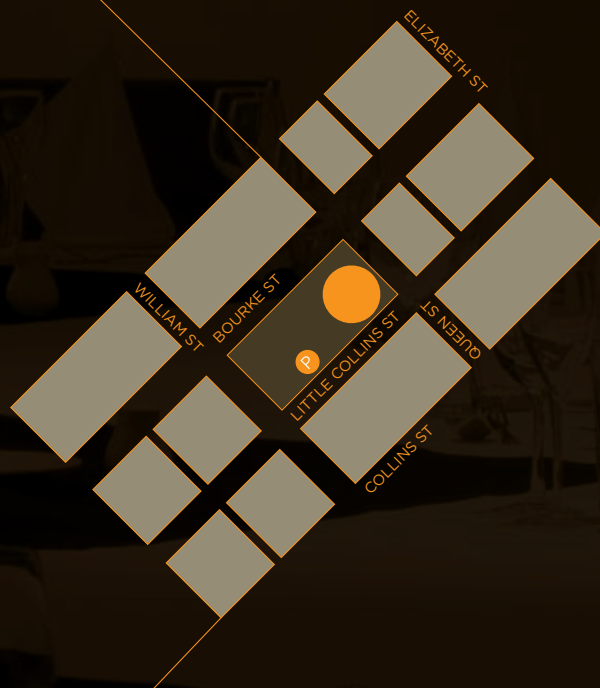
- CQ Bar
- CQUISINE
- Lanai Restuarant
- Lanai Bar
- Blue Diamond Social Salon
- Karstens at CQ Conference & Training rooms
- Citiclub Hotel

The potential of CQ has to be seen to be appreciated, feel free to contact your hosts Michael and Tim to arrange a tour of CQ functions and to discuss your proposed event.

» Contact

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» Events Rooms

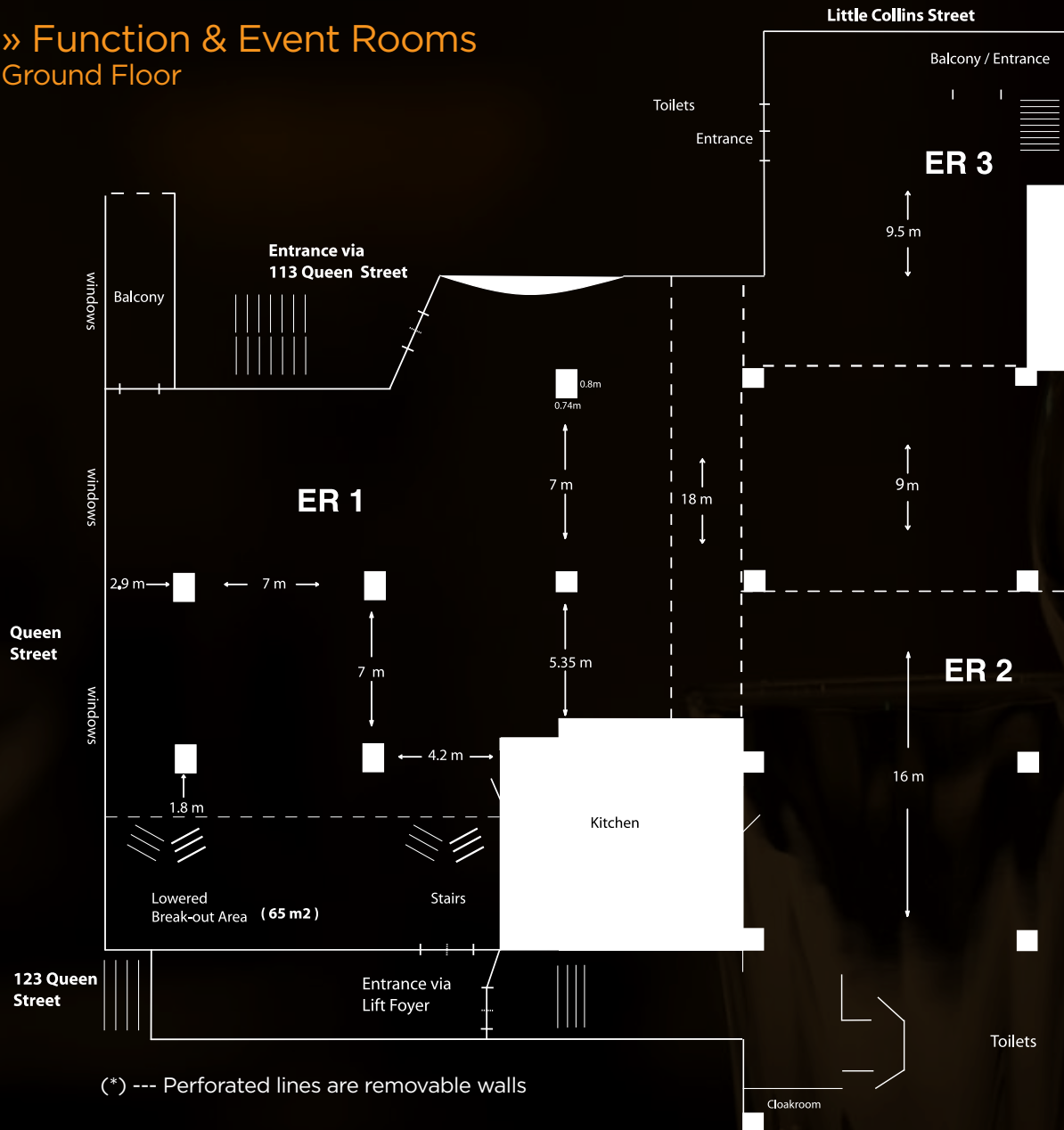
CQ Functions has spaces to suit 60 to 1200 for functions, dinners, conferences, training, team building, exhibitions, cocktail parties, or practically any event. CQ will coordinate post-function drinks at one of our bars, or accommodation in our 71 room Citiclub Hotel, which is situated on the upper floors of the CQ complex.

» Features

- Flexible rooms hosting 60 to 1200
- Adjoining access to CQ bar
- Onsite accommodation - 71 rooms
- Fully professional chef and kitchens
- Extensive menus and beverage options
- Full audiovisual facilities, including latest BOSE sound system
- Screens and projection in all rooms
- Portable raised staging
- Dance floor
- Break-out areas
- Window frontage in ER 1 and 3
- Car Parking on-site
- Telephone and wireless internet access

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» Function & Event Rooms Ground Floor



Events Room	Sq (m)	Theatre	Classroom	Banquet	Cabaret	Cocktail
ER 1	485	450	120	450	225	550
ER 2	340	400	96	240	120	400
ER 3	95	-	-	-	-	120
ER 1, 2 & 3	920	800	-	800	300	1200

» Cocktail Menu

Casual Style: Please select 8 canapés per person (4 cold & 4 hot) \$27.00

Cocktail Style: Please select 10 canapés per person (4 cold & 6 hot) \$32.50

Supper Style: Please select 12 canapés per person (5 cold & 7 hot) \$36.00

» Cold Canapés

- » Oysters served on Asian spoons topped with crystallized ginger and lemon rind with a light wasabi hollandaise
- » Lightly poached scallops wrapped in prosciutto slices served on chive cream blintzes topped with lobster and scallop roe butter
- » Fresh chevre rolled with capsicum served on oven baked basil pesto pizza medallions topped with caramelized balsamic drops
 - » Peking duck filled mini crepes served with a ginger and blue plum drizzle
 - » Selection of prawn & vegetarian rice paper rolls served with Asian dipping sauce
 - » Roasted eggplant, zucchini, capsicum and Spanish onion filled mini crepes served on oven dried Turkish bread pieces
- » Rare Roast beef slices rolled with a light grain mustard spread, pickled cucumber, daikon and carrot slivers topped with sour cream and chopped garlic chives
- » Traditional bruschetta, roma tomato, onion, feta cheese served on medallion with balsamic glaze

» Hot Canapés

- » Duck breast pieces topped with wild mushroom puree wrapped in light crispy pastry oven baked and served with green tomato jam
- » Chicken tender loin pieces marinated with lemon grass, coriander and lime juice, lightly crumbed and served with red papaya and crystallized ginger puree
 - » Crispy crumbed prawns served with a blue plum and sweet chili sauce
- » Lamb back strap pieces marinated in roasted sweet garlic and rosemary, skewered with onions and capsicums slow baked in the oven served with sour green mango pickle
- » Oven baked empanada filled with ground beef, red beans and a light chili and herb seasoning
- » Black angus beef & fresh herb mini pies slow baked in the oven served with beetroot chutney
 - » Crispy filo parcels filled with roasted eggplant, sweet potato, zucchini & red capsicum, oven baked & served with a light sour cream & cracked black pepper dip
 - » Tandoori chicken skewers
 - » Lamb Kofta with paprika yoghurt

» Grazing Dishes

- » Honey soy marinated salmon pieces served on thin egg noodles with shredded snow pea & capsicums
 - » Salt & Pepper calamari with shoe string fries & garlic aioli
 - » Lamb Korma was basmati steamed rice
 - » Chicken & mushroom risotto with shaved parmesan cheese
- » Vegetarian risotto with eggplant, pumpkin, fennel, capsicums, mushrooms & onions with a sun dried tomato & olive risotto

» Lunch & Dinner Banquet Menus

Two Course: Main & Dessert	\$45.50
Two Course: Entrée & Main	\$49.50
Three Course: Entrée & Main & Dessert	\$60.00
Side Dish	\$16.00 per table

Prices include freshly baked bread rolls & butter, freshly brewed coffee, selection of teas, chocolates & mineral water

Please select one option from each course
Alternate service in an additional \$5 per person

Minimum numbers apply.

» Entrée

- » Smoked salmon slices wrapped in baby cos leaves with fresh dill marinated slow poached king prawns & freshly shucked oysters topped with caramelized lime zest, wasabi & root ginger
- » Antipasto plate with slices of pancetta, flat soppressa, smoked cabana, willow grove camembert, fetta, grilled vegetables, olives, grissini sticks & crispy salad served with green tomato pickle
- » Grilled marinated calamari sliced served warm with a crispy lettuce, orange & lemon salad, honey vinegar & lemon pepper dressing
- » Pan seared Cajun chicken tenderloin pieces served warm on crispy greens, julienne vegetables, sour cherry & black plum jam
- » Wild mushroom risotto with toasted pine nuts on a grilled flat mushroom cap, topped with shaved parmesan cheese & sticks of black mushroom (V)
- » Grilled vegetable deck including purple egg plant, green zucchini, field mushroom, artichoke, blue pumpkin, bell peppers filled with feta, semi dried tomato on crispy greens with red onion marmalade (V)
- » Fresh poached salmon medallion served warm on glass noodles with pickled vegetable slivers with a wasabi & lemon hollandaise
 - » Slow braised duck leg served with citrus salad & reduced jus

» Main

- » Beef tenderloin (250g) marinated with fresh thyme, pinot noir, cracked pepper & juniper berries pan fried in light olive oil with potato gratin, roasted purple eggplant, red capsicum, green zucchini surround by pan juices
- » Partly boned loin of lamb char grilled lightly then baked in a slow oven served with wild mushroom & toasted pine nut risotto with Asian broccoli & braised fennel surrounded by a roasted red capsicum sauce
- » Slow baked chicken breast filled with Mediterranean filling, served with fondant potatoes, grilled egg plant & green zucchini, surrounded by caramelized apple, onion & Muscat sauce

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- » Peking duck breast slow braised, served on steamed glass noodles & vegetable strips, baby bok choy & blue plum, orange cointreau sauce
 - » Atlantic Salmon filet served with sweet potato mash, a bundle of steamed vegetables & lemon caper sauce
- » Chicken breast fillet marinated in lime, coriander, root ginger & pink peppercorns, slow braised served with seasonal greens, field mushroom and pan juices
- » Slow cooked saffron risotto with diced roast vegetables, pine nuts, mushrooms & baby spinach served with bush tomato jam (V)
 - » Trio of red, green, yellow lentil & sweet potato cakes served with light sour cream, mango & green chilli puree (V)

» Sides

- » Roasted herb & garlic potatoes
- » Fresh garden salad topped with fresh parmesan, olive oil & balsamic vinegar

» Dessert

- » Raspberry mango bavaroise served with passion fruit coulis & honey marinated blue berries
- » Australian Cheese Plate selection of 3 cheeses served with lavosh, dried fruits & quince paste
 - » Petite dessert selection includes white chocolate & raspberry pannacotta, sticky date pudding, lemon tart
 - » Triple chocolate mousse served on a ruby grapefruit & orange glaze with pistachio praline flakes & black coffee dust
- » Tasting plate of specialty cakes comprising of mini chocolate éclair, cream profiterole & raspberry cheese cake served with almond crisps
 - » Individual sticky date pudding served warm with butter scotch sauce, poached figs, sour cherries & vanilla ice cream
 - » Crepinettes filled with mixed berries accompanied by cinnamon anglaise sauce

» Buffet Dinner Menu

\$55 per person (minimum of 50 people)

Additional main course \$5 per person

Selection of freshly baked bread rolls

» Cold Selection

please select 4 options below

- » Antipasto Platter – selection of honey cured ham, Hungarian mild chilli salami, prosciutto, pastrami, baby octopus, calamari tubes, bocconcini & poached quail eggs. Served with a salad of kipfler potatoes, sweet gherkins, parsley & red onions drizzled with a grain mustard vinaigrette
 - » Shaved parmesan and toasted walnut salad glazed with balsamic dressing served on wild rocket leaves.
 - » Teriyaki beef salad with coriander and sesame seeds
 - » Greek salad, roma tomatoes, kalamata olives, Spanish onion, fresh lettuce
- » Roast vegetable salad with diced pumpkin, eggplant, zucchini, capsicums, mushroom, sundried tomato and olives.
 - » Slow cooked potato salad with grain mustard and roasted bacon
 - » Grilled vegetable pasta salad

» Hot Selection

please select 6 options below

- » Beef Linguine, strips of beef marinated in red wine and fresh herbs served with cracked black pepper and thickened pan juices
 - » Pan seared fish pieces served with a roasted red capsicum salsa
 - » Spinach and ricotta cannelloni
 - » Lamb skewers with capsicum and onions, served with a light mint and garlic sauce
 - » Tandoori chicken pieces served with a cucumber and sweet paprika yoghurt sauce
- » Stirfried prawns with seasonal vegetables in ginger and chilli sauce
 - » Herb and rosemary potatoes
 - » Steamed jasmine rice
 - » Asian style seasonal vegetables
 - » Scallop potatoes

» Dessert

Chef's selection of speciality desserts

Australian Cheese Platters available - \$5.50 per person
Freshly brewed italcaffe Coffee, Selection of Twining premium teas and herbal infusions, chocolates

» Breakfast

» Grazing Breakfast - \$25 per person

- » Warm mini ham and cheese croissants
- » Selection of freshly baked Danish Pastries and muffins
 - » Spinach and cheese scroll
 - » Fresh yoghurt served with berry coulis and muesli
 - » Seasonal fruit platter
- » Freshly brewed itacaffe Coffee, Selection of twining premium teas and herbal infusions.
 - » Selection of juices and mineral water

» Plated Breakfast - \$25 per person

- » Scrambled eggs with chives and smoked salmon
 - » Grilled bacon
 - » Baked Roma tomato infused with fresh herbs
- » Grilled Mushrooms marinated in balsamic vinegar
 - » Chipolata breakfast sausage
 - » Turkish Bread
- » Table service of freshly brewed itacaffe Coffee, selection of twining premium teas and herbal infusions.
 - » Selection of juices and mineral water

» Compliment your plated breakfast with a seasonal fresh fruit platter, additional \$5 per person

Buffet Breakfast is available on request

» Conference Day Catering

» Start the Day Right - \$3.50 per person

- » Freshly brewed Vittoria coffee, selection of twining premium teas and herbal infusions.

» Morning & Afternoon Refreshments \$7.50 per person per break

Please select two of the following:

- » Chef's selection of sweet slices
 - » Selection of biscuits
 - » Mini ham & cheese croissants
 - » Freshly sliced fruit platter
- » Yoghurt berry cups, fresh yoghurt served with berry coulis & toasted muesli
- » Chef's selection of pastries – includes Danish pastries, almond croissants, chocolate croissants
 - » Freshly baked scones served with jam & cream
 - » Selection of chocolate & strawberry cupcakes
 - » Selection of Friands
 - » Assorted mini cakes
 - » Chef's selection of sweet & savoury muffins

All breaks include freshly brewed Vittoria coffee, selection of twining premium teas and herbal infusions

Additional item \$4 per person

Fruit bowl with a selection of whole fruit \$2 per person

» Conference Lunch

Working Lunch 1 - \$23 per person

- » Selection of mini rolls & foccacias with a variety of fillings including vegetarian options
 - » Fresh sushi platter
 - » Chef's selection of two salads
 - » Freshly sliced seasonal fruit
- » Freshly brewed Vittoria coffee, selection of twining premium teas & herbal infusions
 - » Selection of juices & mineral water

Working Lunch 2 - \$23 per person

- » Selection of mini pizzas including vegetarian options
 - » Fresh sushi platter
 - » Chef's selection of two salads
 - » Freshly sliced seasonal fruit
- » Freshly brewed Vittoria coffee, selection of twining premium teas & herbal infusions
 - » Selection of juices & mineral water

Working Lunch 3 - \$25 per person

- » Freshly baked bread rolls & butter
 - » Your selection of 2 hot dishes:
 - » Beef & Black bean sauce with seasonal vegetables
 - » Spinach & Ricotta ravioli (V)
 - » Stirfried Prawns with seasonal vegetables in ginger & chilli sauce
 - » Panfried fish pieces served with a roasted red capsicum salsa
 - » Vegetable ratatouille (V)
- » Beef linguine, strips of beef marinated in red wine & fresh herbs served with cracked pepper & thickened pan juices
 - » Tandoori chicken pieces served with a cucumber & sweet paprika yoghurt sauce
 - » Chicken, mushroom & capsicums
 - » Beef Bourguignon

Dishes selection will be served with steamed Jasmine rice, roast potatoes or pasta

- » Chef's selection of two salads
 - » Fresh seasonal fruit platter
- » Freshly brewed Vittoria coffee, selection of twining premium teas & herbal infusions
 - » Selection of juices & mineral water

Compliment your refreshment breaks with the following:

- » Energy drinks \$4 per person
- » Soft drink package \$3 per person
- » Selection of sweet slices \$3 per person
- » Selection of mini quiches \$4 per person
- » Australian Cheese Platter \$5 per person

» Beverage Packages

Beverage Packages

* All prices are per person and served with a selection of juices and soft drinks

»STANDARD

Beer

- » Carlton Draught
- » Pure Blonde
- » Cascade Premium Light

White

- » Seppelts Stony Peak Chardonnay (VIC)
- *other styles available on request

Red

- » Seppelts Stony Peak Shiraz Cabernet (VIC)

Sparkling

- » Seppelts Stony Peak Brut (VIC)

1 Hour	\$15
2 Hours	\$22
3 Hours	\$27
4 Hours	\$32
5 Hours	\$37

»PREMIUM

Beer

- » Crown Lager
- » Pure Blonde
- » Cascade Pale Ale

White

- » Penfolds Private Release Chardonnay (SA)
- » Matua Valley Sauvignon Blanc (Hawkes Bay NZ)
- » Devils Lair Whippersnapper Sauvignon Blanc Semillon Chenin Blanc (WA)

Red

- » Penfolds Private Release Shiraz Cabernet (SA)
- » T'Gallant Juliet Pinot Noir (VIC)
- » Devils Lair Whippersnapper Shiraz Grenache Tempranillo (WA)

Sparkling

- » Seppelts Fleur de Lys Non Vintage (VIC)

* Minimum numbers apply

» DELUXE

Beer

- » Corona or Stella Artois or Heineken
- » Cascade Premium Light

White

- » Wolf Blass Gold Label Sauvignon Blanc (SA)
- » Wolf Blass Gold Label Chardonnay (SA)
- » Leo Buring Eden Valley Riesling (SA)

Red

- » Saltram Mamre Brook Cabernet Sauvignon (SA)
- » St Huberts The Stag Pinot Noir (VIC)
- » Wolf Blass Gold Label Shiraz Viognier (SA)

Sparkling

- » Seppelts Fleur de Lys Vintage (VIC)

Additional Options

- » Cocktail and Spirit selection - P.O.A

1 Hour	\$20
2 Hours	\$29
3 Hours	\$38
4 Hours	\$47
5 Hours	\$54

Please ask your event manager for the full list of options available

CQFUNCTIONS

» Rooms & Pricing

Room	Area sq. m	Full Day	Half Day	Theatre	Classroom	Banquet	Cabaret	U Shape	Cocktail
Large 303, 901, 1201	120	960	550	120	42	80-90	40-50	36	130
Medium 301, 302, 802, 803, 902, 903, 1202, 1203	102	880	500	100	36	60	30	30	100
Standard 304, 801, 804, 1101, 1102, 1103, 1104, 1105	60	660	400	40	27	40	20	18	60
Boardroom 805, 1107, 1204	30	340	200	-	-	-	-	-	-
Meeting 305, 306, 307, 308, 806, 807, 1106, 1108	18	240	140	-	-	-	-	-	-
Events Room 1	485	3300	1950	450	120	450	225	-	550
Events Room 2	340	1950	1350	320	60	240	96	50	400
Events Room 3	95	POA	POA	-	-	120	60	-	300
Events Room 1, 2, 3	920	POA	POA	800	-	800	300	-	1200

All room hire includes 1 white-board and 1 projector screen

» AV Prices

Equipment	Half Day	Day	2 Days	3 Days
LCD Data Projector	\$120	\$190	\$350	\$500
Dell Notebook	\$73	\$124	\$197	\$270
Video Recorder	\$23	\$37	\$70	\$102
DVD Player	\$29	\$48	\$77	\$106
Cassette Player/ Recorder	\$24	\$36	\$60	\$84
Cordless/Lapel Microphone	\$96	\$138	\$210	\$295
Flip Chart & Paper	\$29	\$39	\$68	\$97
Extra paper (50 sheet)	\$20			
A4 Overhead projector	\$36	\$48	\$80	\$112
Photocopying	20c per copy			
Internet Connection	\$10 per hour \$25 per day			
Audio Visual Technician	\$70 per hour			

All prices inclusive of GST

» AV Prices (new items)

Equipment	Half Day	Day	2 Days	3 Days
Electronic Whiteboard	\$110	\$166	-	-
Internet Hub per room	\$75	\$125	-	-
Table Microphones	\$63	\$138	-	-
Audio Recording	POA			
Video Conference	POA			
Telephone Conference	POA			

All prices inclusive of GST

» Parking

Limited parking is available on site. Entrance is from Little Collins Street. Hourly or daily rate applies. The car park is managed by Secure Parking. Tel (03) 9613 0000

Alternately, Wilsons parking is located at 200 Queen St, a short 4 minute walk from CQ Functions.

» Tram

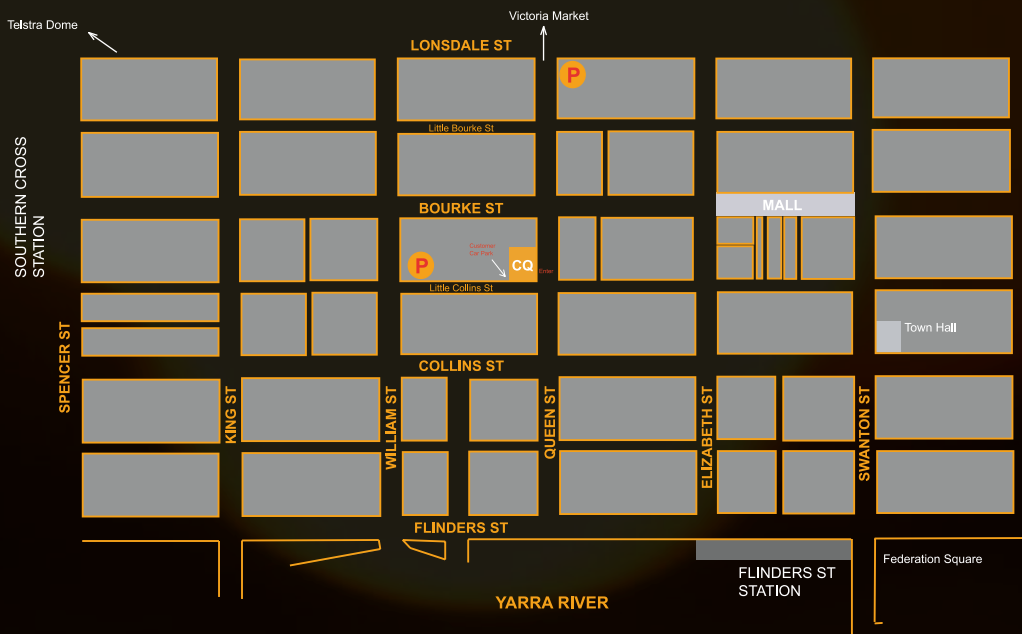
Numerous trams connect to the city, trams 31, 109 and 112 travel along Collins Street, the closest tram stop is on the corner of Queen and Collins Street. Trams 86 and 96 travel along Bourke Street, the closest tram stop is on the corner of Bourke and Queen Street. For more information visit www.metlinkmelbourne.com.au

» Train

Catch any service into the city, the closest station 113 Queen Street is Flinders Street Station. Take the Flinders Street exit and turn right into Elizabeth Street. Walk along Elizabeth Street, cross Collins Street and turn left into Little Collins Street. For more information visit www.metlinkmelbourne.com.au

» Interstate and Regional Trains

Disembark at Southern Cross Station and take 86 or 96 along Bourke Street. The closest tram stop is on the corner of Bourke and Queen Street. For more information visit www.vline.com.au



TERMS AND CONDITIONS

Ninth Grange Pty Ltd trading as CQ Functions (CQ)

1. CONFIRMATION – Confirmation must be received in writing within 21 days of the tentative booking. Tentative bookings are held for a maximum of 21 days unless arranged with CQ management. A minimum deposit of 20% of the estimated function cost is required upon confirmation and is non-refundable.
2. PAYMENT – Full payment is required 7 days prior to the event, unless prior arrangements have been made with CQ management. Payment must be made by cash, bank cheque or bank transfer.
3. FINAL NUMBERS – All final catering, equipment and final numbers must be received 7 days prior to the event unless prior arrangements have been made with CQ management.
4. CANCELLATION – Cancellations made less than 30 days prior to the event incur the total estimated function cost.
5. PRICE – All prices are current at the time of quotation but are subject to revision prior to contract signing
6. ROOM ALLOCATION – In the event a designated room for an organised function is unavailable, or is deemed inappropriate, CQ reserves the right to allocate an alternative room.
7. ROOM RENTAL CHARGE – Meeting/Function room rental charges are dependent on guest attendance and catering package selected.
8. VACATING ROOMS - The Client agrees to vacate the designated venue at the time scheduled and agreed upon. In the event that the function continues beyond the scheduled finish time, CQ reserves the right to charge the Client whatever extra costs are reasonably incurred.
9. GOOD & SERVICES TAX – Quoted prices are inclusive of 10% GST. Upon variation of GST, prices will adjust accordingly.
10. LIABILITY – The Client agrees to use the facilities at their own risk and without limitation agrees that CQ shall not be liable for any injuries, actions, claims, losses, damages or costs incurred with the use of said facilities.
11. SUB-LICENCE – The Client shall not sub-licence the facilities and the facilities must not be used by any party other than the Client named in this agreement
12. DISPLAYS & SIGNAGE – Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. The use of CQ registered names may only be used with the prior approval and all names may only be used with prior approval and all advertising material must be screened by CQ management.
13. SECURITY – CQ reserves the right to request the Client to have mandatory security for any function it deems necessary. CQ reserves the right to eject or exclude any objectionable persons from the premises at any time.
14. RESPONSIBILITY – The Client must remove all waste post function and leave the room in its original condition and ensure all agents and invitees do not smoke in any function rooms. Failure to comply will attract additional charges.
15. CONSUMPTION – No food or beverage of any kind permitted onto the premises for consumption prior, during or after the function by the Client or any person attending the function.
16. MEALS – Any meals required by band members, master of ceremonies or other parties used by the Client shall be provided at a nominal charge to the Client.
17. DAMAGES – The Client is financially responsible for any damage sustained to both the allocated function area and all other areas owned by CQ.
18. LOST/DAMAGED ITEMS – CQ will not accept responsibility for any lost or damaged items left on the premises either prior to or post function.
19. PERMITS /REGULATIONS – The Client shall not interfere with CQ's adherence to all relevant laws and regulations, in particular Liquor Licence regulations including but not limited to Responsible Service of Alcohol. The Client shall obtain all necessary consents, approvals or permits required in relation to the use of the venue.
20. TERMINATION – If CQ has reason to believe a function may be dangerous, contrary to the law or detrimental to its reputation, it reserves the right to terminate this agreement immediately. This agreement may be terminated if, in the reasonable opinion of CQ, the Client is in breach of the terms of this agreement.
21. GOODS & EQUIPMENT – The Client is responsible for any costs involved in the delivery to the venue, set-up and break down of function rooms. All deliveries to the venue must be pre-authorised by CQ management and no storage space is available other than rooms booked. Assistance will be offered dependent on staff availability.
22. CIRCUMSTANCES BEYOND THE CONTROL OF CQ – Should CQ be unable to provide for your function due to circumstances beyond CQ's control, CQ is not responsible for any costs, damages, or expenses that the Client may suffer or incur. In no event shall CQ be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. CQ's liability shall not be in excess of the total amount of food and beverage contracted hereto.

Accepted by:

Company (Client): _____

Name: _____

Signature: _____

Date: _____