

# Corporate Packages



*River Park Place*

*"we make your experience a memorable one"*

River Park Place, Cold Gardner Drive, 400 Lytton Rd  
Morningside, QLD 4170

**Ph.** (07) 3902 1055 **Mob:** 0434 393 392

**Email:** [functions@riverparkplace.com.au](mailto:functions@riverparkplace.com.au)



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# Room Hire Charges

Room	Hire*			Capacity				
	1/2 Day Weekday	Full Day Weekday	Full Day Sat/Sun	Classroom	U Shape	Board Room	Theater Style	Cocktail
River Park Room	\$400	\$500	\$600	110	55	40	150	200
River Park Lounge	\$350	\$450	\$550	150	55	50	150	200
River Park Room and Lounge	\$500	\$660	\$800	260	80	40	300	400
Conference Room	\$220	\$320	\$400	20	15	10	25	40
Outdoor - Arched Shelter	P.O.A*						500	1,000

\*Price on Appointment

## Room Hire Includes:

- Room set-up as requested
- Iced water jugs and mints
- Projector screen
- Flipchart and markers
- Whiteboard and markers
- Roving microphone (included in room hire if available)
- Lectern (included in room hire if available)
- Presenters table

Over 300 free car spaces are also available.

## Additional equipment can be hired in as required:

- AV equipment (Data projector, speakers, lapel microphones, overhead projector)
- Stage

*\* A half day is up to four hours. A full day is up to eight hours. Additional time available on request. Charges may apply.*

# Full Day Meeting Package

\$34.95 per person (excludes room hire charge)

## On Arrival

- Freshly brewed coffee and a selection of tea

## Morning Tea

### Select One:

- Selection of sweet muffins
- Fresh scones, served with jam and cream
- Assorted mini croissants
- Assorted Danishes

## Light Lunch

### Select One:

- Fresh sandwiches with a selection of fresh fillings on wholemeal, multi grain and white bread
- Panini with assorted gourmet fillings
- Wraps with assorted fillings

### Select One:

- Seasonal fresh fruit platter
- Australian cheese platter

### Includes:

- Fresh orange juice
- Freshly brewed coffee and a selection of tea

Special dietary requirements can be catered for. Please advise when booking.

## Afternoon Tea

### Select One:

- Selection of shortbreads and biscuits
- Fresh scones, served with jam and cream
- Assorted slices including caramel, chocolate brownie and coconut cherry



## Room Hire Includes:

- Room set-up as requested
- Iced water jugs
- Projector screen
- Flipchart and markers
- Whiteboard and markers
- Presenters table

Over 300 free car spaces are also available.

*\*Price based on a minimum of 25 guests. Subject to change pending numbers and conditions.*

# Half Day Meeting Package

\$28.95 per person (excludes room hire charge)

## On Arrival

- Freshly brewed coffee and a selection of tea

## Light Lunch

### Select One:

- Fresh sandwiches with a selection of fresh fillings on wholemeal, multi grain
- Open Panini with assorted gourmet fillings
- Wraps with assorted fillings

### Select One:

- Seasonal fresh fruit platter
- Australian cheese platter

### Includes:

- Fresh orange juice
- Freshly brewed coffee and a selection of tea

Special dietary requirements can be catered for. Please advise when booking.

## Room Hire Includes:

- Room set-up as requested
- Iced water jugs
- Projector screen
- Flipchart and markers
- Whiteboard and markers
- Presenters table

Over 300 free car spaces are also available.



## Choice of morning or afternoon tea

### Morning Tea (please select one)

- Selection of sweet muffins
- Fresh scones, served with jam and cream
- Assorted mini croissants

**OR**

### Afternoon Tea (please select one)

- Selection of shortbreads and biscuits
- Fresh scones, served with jam and cream
- Assorted slices including caramel, chocolate brownie and coconut cherry

*\*Price based on a minimum of 25 guests. Subject to change pending numbers and conditions.*

## Continental Breakfast

\$19.95 per person (excludes room hire charge)

### Served buffet style

- Selection of cereals
- Fruit platter
- Assorted pastries
- Assorted muffins
- Self service toast and condiments
- Tea and Coffee
- Orange juice

## Breakfast Buffet

\$29.95 per person (excludes room hire charge)

### Hot Buffet Selection

- Light and fluffy scrambled eggs
- Herb roasted tomato
- Grilled bacon rashers
- Pork chipolatas
- Sautéed mushrooms
- Toast

### Accompanied by:

- Fresh sliced tropical fruit or platter of assorted Danish pastries and mini croissants
- Fresh juices
- Freshly brewed coffee and a selection of tea

Special dietary requirements can be catered for. Please advise when booking.

*\*Price based on a minimum of 25 guests. Subject to change pending numbers and conditions.*



### Room Hire Includes:

- Room set-up as requested
- Iced water jugs
- Projector screen
- Flipchart and markers
- Whiteboard and markers

Over 300 free car spaces are also available.

# Break Options

## Choice of Morning or Afternoon tea

\$10.50 per person (excludes room hire charge)

### Morning Tea (please select one)

- Selection of sweet muffins
- Fresh scones, served with jam and cream
- Assorted mini croissants
- Assorted danishes

**OR**

### Afternoon Tea (please select one)

- Selection of shortbreads and biscuits
- Fresh scones, served with jam and cream
- Assorted slices including caramel, chocolate brownie and coconut cherry

### Plus

- Fresh orange and apple juice
- Freshly brewed coffee and a selection of tea

### Additional Items

- Cheese platter \$70.00 per platter -serves approx 15 people
- Fruit platter – seasonal \$60.00 per platter-serves approx 15 people



### Room Hire Includes:

- Room set-up as requested
- Iced water jugs
- Projector screen
- Flipchart and markers
- Whiteboard and markers

Over 300 free car spaces are also available.

*\*Price based on a minimum of 25 guests. Subject to change pending numbers and conditions.*

# Conference/Meeting Booking Form

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To secure your booking, this form must be completed and returned along with the deposit fee stated on your quote.

Return this form via email to **functions@riverparkplace.com.au**

Final payment is required prior to function date unless otherwise arranged with management.

Company Details			
Company Billing Name:			
Billing Address:			
City/Suburb:		Postcode:	
Contact Name:			
Phone:		Mobile:	
Function Date:     /     /		Type:	
Booking Details			
Start Time:	am/pm	Arrival Time:	am/pm
		Finish Time:	am/pm
Please note trading hours – no access prior to 8.00 am Monday-Friday with our prior arrangement.			
Number Attending:	Please confirm conference or meeting numbers five (5) working days prior to your function.		
Signage To Read:			
Floor Plan Layout (please tick all that apply)			
Head Table (No:     )	'U' Shaped (No:     )	Theatre (No:     )	
Classroom (No:     )	Workshop (No:     )	Cabaret/Workshop (No:     )	
Additional Seating/Setup Requirements:			
Linen Requirements:	All Tables (   ) Registration Table (   ) Presenters Table (   )		

# Conference/Meeting Booking Form

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Requirements (please tick all that apply)		
Lectern	Screen	Flipchart & Markers
White Board & Markers	Registration Table	Presenters Table
Additional Requirements (additional hire charges apply) (please tick all that apply)		
Data Projector ( )	PA System ( )	
Roving Microphone ( )	Electronic Whiteboard ( )	
Other: (please specify)		
Payment Details		
River Park Place ABN: 80 138 790 897		
Please provide your purchase order number or booking reference, credit card details or prepayment.		
Purchase Order No:	Deposit Paid To Confirm Booking: \$	
Credit Card Details (A 2.5% surcharge applies on all credit card transactions. We do not accept American Express.)		
Name On Card:	Card Type:	
Card No:		
Expiry Date: / (MM/YY)	Verification/Security Number: _ _ _	
Bank Transfer/EFT Details		
Bank: ANZ	Account Name: River Park Place	
BSB: 014 289	Account No: 903 076 428	
EFT Reference:	Please reference our invoice number or your company name.	

# Conference/Meeting Booking Form

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## Terms and Conditions - Conference & Meetings

### Deposits

Only when the deposit is paid will the booking be considered confirmed. Payment of deposit acts as confirmation of your agreement of the Terms and Conditions. These Terms and Conditions are binding, even if not signed and returned as requested.

### Cancellations

- If your conference or meeting is cancelled 31 days prior, 50% of the deposit only shall be refunded upon successful re-sale of the date.
- If your conference or meeting is cancelled within 30 days there will be no refund.

### Postponements

- If your conference or meeting is postponed 31 days prior the deposit shall be transferred to the new date.
- If your conference or meeting is postponed within 30 days the deposit shall not be transferred or refunded.

### Payment

Final payment is required prior to your function date unless otherwise arranged with management.

A 2.5% surcharge applies on all credit card transactions. Please note we do not accept American Express.

### Room usage

We reserve the right to change room allocation if your numbers fall below those when the booking was first made.

### Confirmation of numbers

The number of attendees must be confirmed five (5) working days prior to your conference or meeting. This will be the minimum amount charged to your account. Prices are based on a minimum of 25 attendees. If numbers decrease, prices may change.

### Signage

No signage/paper is to be hung without express permission of RPP.

### Loss or damage

The client will be responsible for any loss or damage to River Park Place property caused by a client, their guests, agents or contractors during, before or after an event,

I/we hereby have read, fully understand and agree to all of the abovementioned conditions and arrangements for our function as set out in the general conditions for use of services of River Park Place.

Signed:



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400 Lytton Rd Morningside, QLD 4170

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