



# Corporate

The balcony room is an impressive and stylish venue; perfect for hosting your next corporate function.

Elegant curtaining, uniquely designed furniture, chandeliers and marble bar set the scene. French doors open onto a unique heritage balcony with stunning views over historical Pall Mall providing the perfect area for open-air breaks or al fresco cocktails.

Featuring its own private entrance at ground level the balcony room is an intimate, stylish and sophisticated events space, located on the first floor above Bendigo's award winning GPO restaurant.

- Reviewed and recommended by The Age Good Food Guide
- Winner of Bendigo Business Excellence Awards (Hospitality & Tourism)
- Voted Best Restaurant - Bendigo Magazine





# Corporate. overview

CATERING FOR A DIVERSE RANGE OF CORPORATE EVENTS INCLUDING;

- Launches
- Fashion shows
- Presentations
- Christmas parties
- Farewell parties
- Meetings
- Cocktail parties
- Seminars

## FACILITIES

- Private entrance
- Fully air conditioned
- Wireless internet
- Quality sound system with CD & iPod connection
- PA system (microphone)
- Fax & photocopying facilities
- Audio visual equipment including data projector and screen & DVD player
- Electronic white board
- Fully stocked marble bar
- Modern furnishings - coffee tables, ottomans, modular banquet seating
- Open fireplace
- Multi storey car parking available
- Private balcony
- Accommodation available next door at the historic Hotel Shamrock

## ROOM HIRE

- Full day hire (Mon - Fri, 9am - 5pm)	\$300
- Half day hire (Mon - Fri, 9am - 12 noon or 1pm - 5pm)	\$175
- Evenings (Mon - Thur, 6pm - 10pm)	\$175
- Weekend evenings (Fri & Sat until 1am)	\$250
- Hourly	\$75

\*Minimum catering requirements to include lunch component on full days and morning/afternoon tea/supper on half days and evenings.

## ROOM LAYOUT & CAPACITIES

- U-shape	20	- Classroom	40
- Boardroom	40	- Theatre	60
- Cocktail	130	- Sit down	60





# Cocktail food options & pricing

A cocktail style party offers a less formal alternative to the traditional sit down meal allowing you and your guests to mingle and socialise. Your guests will enjoy a mouth watering selection of canapés and beverages.

**CHOOSE FROM OUR CURRENT PACKAGES  
OR WE CAN TAILOR A PACKAGE TO SUIT  
YOUR REQUIREMENTS;**

## ON ARRIVAL

- Rare roast beef crostini, baby herbs, manchego cheese, horseradish cream (nf)
- Freshly shucked Coffin Bay oyster with champagne mignonette (gf nf df)
- Tomato, basil & bocconcini bruschetta (v nf df)
- Smoked salmon buckwheat blini, capers, dill crema (nf)
- Chicken tostadas, avocado salsa, chipotle aioli (df)

## ON STICKS

- Crispy pork belly bites, chilli jam, brandied pineapple (gf nf df)
- Crumbed chicken, sweet chilli mayo (nf)
- Satay beef skewers, cashew dust (gf df)
- Prawn, chorizo & saffron potato, aioli, sofrito sauce (v gf nf)

## ASIAN TASTES

- Vegetable spring roll, Asian dipping sauce (v nf df)
- Pumpkin & pea samosa, minted yoghurt (v nf)
- Prawn twisters with sweet chilli sauce (nf df)
- Steamed pork & prawn wonton, chilli soy dipping sauce (nf)

## CLASSICS

- Chicken & mushroom vol-au-vent (nf)
- Mini sausage rolls, homestyle tomato sauce (df nf)
- Croquettes, pulled pork, manchego cheese, saffron rouille (nf)
- Mini cheeseburger (nf)

## BALLS OF FLAVOUR

- Arancini, asparagus, parmesan, sundried tomato, aioli (v nf)
- Corn & zucchini fritter, avocado salsa, sherry glaze (nf)
- Thai chicken, sweet chilli & lime sauce (df nf)
- 'Albondigas' spicy meatballs, sofrito sauce, parmesan (nf)

## SWEET CANAPÉS

- Choc dipped profiteroles filled with custard cream (nf)
- Assorted mini macaroons (gf)
- Choc dipped strawberries (gf nf)
- Lemon curd tarts (nf)

### 6 pieces per person

**\$24**

Select 4 different canapés including 1 on arrival

### 9 pieces per person

**\$36**

Select 6 different canapés including 1 on arrival

### 12 pieces per person

**\$48**

Select 8 different canapés including 1 on arrival

## HAND HELD OPTIONS \$13 EACH

(served in small boxes/bowls - min 20 serves per selection)

- Chicken & pumpkin risotto (gf nf)
- Salt & pepper calamari, rocket, chilli, radish, aioli (gf nf)
- Thai beef salad, apple, celery, cashews (df)
- Lamb strozzapretti pasta (nf)

## LATE NIGHT PIZZA CRAVING \$23 PER PIZZA

(add extra pizza's for those with the munchies)

- Margherita, buffalo mozzarella, tomato sugo, parmagiano, herbs (v nf)
- White wine chicken, crispy pancetta, brie cheese, mixed mushrooms, baby sage (nf)
- Roast pumpkin, goat's cheese, pine nuts, caramelized onion, pesto, rocket, balsamic (v)
- Tre carne, bocconcini, salami, prosciutto, shaved ham off the bone, red onion, smokey BBQ sauce (nf)
- Hot salami, bocconcini, olives, fresh basil, tomato sugo

We are happy to accommodate guests with special dietary requirements. Please advise us when making your food selections.

## BAR NIBBLES

Spiced nuts	\$6.00 per 100g serve
Mixed olives	\$6.00 per 50g serve

\*Please note our menu is seasonal and subject to change.  
Prices are current as at 1/1 /201 but may be subject to alteration.



# Sit down food options

## CORPORATE PACKAGE 2 COURSE

2 course sit down served alternate drop \$59 pp  
Entrée & main or main & dessert with sides to share at the table

## CORPORATE PACKAGE 3 COURSE

3 course sit down served alternate drop \$69 pp  
Canapes or entree, main & dessert with sides to share at the table

Two dishes for each course from the following menu options to be served alternate drop;

### sample menu

#### ENTRÉE

- Cauliflower wings, beetroot aioli, citric salad (vegan)
- Arancini, sundried tomato, asparagus, parmesan, aioli (v)
- Seared scallops, celeriac puree, crispy pancetta, herbs (gf)
- Satay beef skewers, caramelised onion, coriander (gf)
- Croquettes, pulled pork, manchego cheese, saffron rouille

### sample menu

#### MAIN

- Salt & pepper calamari on a salad of rocket, radish, chilli, red onion, house made aioli (gf)
- Salmon fillet, chimichurri, citrus & fennel salad, flaked almonds, honey mustard dressing (gf)
- Slow cooked pork belly, crispy crackle, charred fennel, celeriac puree, poached pear, jus (gf)
- New York strip 280gm, paris mash, portabello mushroom, red wine jus (gf) (served medium)

### sample menu

#### DESSERT

- Smashed pavlova, passionfruit pulp, dollop cream (gf)
- Churros, cinnamon sugar, rich chocolate sauce
- Sticky date pudding, toffee sauce, ice cream
- Chocolate pannacotta almond praline, fresh berries

#### SIDE DISHES To share at the table

- Seasonal house salad, red wine vinaigrette (gf vegan)
- Triple cooked chips, chilli salt, garlic aioli (gf v)
- Steamed green veges, house dressing, sesame (gf v)

### ADD A CHARCUTERIE BOARD TO START

\$35 per platter, allow 1 platter per 4 people

- Selection of cured meats with preserves and toast

### ADD A CHEESE BOARD TO FINISH \$25

per platter, allow 1 platter per 4 people

- Cheese board selection served with quince paste, dried apricot, candied walnuts, sour dough toast

Please note our menu is seasonal and subject to change.



# Conference Catering

## MORNING TEA, AFTERNOON TEA, ON ARRIVAL

### TEA & COFFEE

- With a selection of whole fruit \$6.00 pp
- With a selection of biscuits \$6.00 pp
- With a selection of slices & biscuits \$8.00 pp
- With seasonal fruit platters \$9.00 pp

## BREAKFAST

### STAND UP BUFFET STYLE \$19.50 pp

- Coffee, tea and juice
- Platters of pastries and croissants
- Savory muffins & egg and bacon pies or quiches
- Fresh fruit platters

### SIT DOWN BUFFET STYLE \$30.00 pp

- Coffee, tea and juice
- Bacon, eggs, mushrooms, tomatoes, toast
- House made muesli
- Fruit platters

## TESTIMONIALS

DCK Real Estate  
End of Financial Year Dinner

"Just wanted to drop you a line to again thank you and your staff for giving us a fun and memorable night on Friday. Everyone had a great time; the service was spot on and the food was lovely. Thanks again".  
Georgina Dungey, Director

Centacare  
Business Launch

"I am writing to express our thanks for the excellent service you provided to Centacare during the launch.

The atmosphere created by the décor, the service and the respect you extended to the attendees greatly added to the success of the day. The Balcony Room at GPO is certainly a meeting centre I would recommend".  
Paul Fogerty, Director

## LUNCH

Sometimes a light working lunch is ample, but if you would like something more substantial, you may want to take a break and dine in our award winning restaurant downstairs. (see our function menu package for price and choice selections) In any case, we can tailor a menu to suit your event.

### MENU 1 (coffee, tea & juice included) \$21.00 pp

- Freshly baked French style breads and wraps with assorted gourmet fillings
- Savory muffins and mini quiches
- Whole fresh fruit

### MENU 2 (coffee, tea & juice included) \$26.00 pp

- Freshly baked French style breads and wraps with assorted gourmet fillings
- Savoury muffins and mini quiches
- Assortment of GPO's Naples style pizza
- Fresh fruit platter

### FULL DAY PACKAGE (minimum 15) \$45.00 pp

- Morning tea and coffee with a selection of biscuits and fresh fruit

### Working luncheon of...

- Freshly baked French style breads and wraps with assorted gourmet fillings
- Assortment of GPO's Naples style pizza
- Seasonal salads
- Fresh fruit platter
- Afternoon tea & coffee with a selection of biscuits & slices
- Includes full day room hire

## EXTRAS

- Continuous tea and coffee \$3.00 pp
- Cheese platter \$25.00 per platter





# Beverages

We have an extensive range of wines that represent the best in local, national and international wines; a selection of 35 local and imported ales; and 85 of the leading spirits from around the world on offer.

(If you have a drop you would like that isn't listed in a package, we are more than happy to incorporate those into a package for you).

## PAY AS YOU GO

Your guests pay for their drinks on a consumption basis.

## FIXED BEVERAGE PACKAGES (see attached options)

Minimum of 20 people must book to be eligible for function beverage package.

## DRY TILL

Nominate an amount you wish to spend on beverages and if you wish we can communicate with you during the course of your function when your limit is nearly reached. We suggest you nominate certain wines if you are dining, and exclude certain drinks if you do not want to exhaust your budget too soon.

The following selection merely represents some of our entry level wines and beverages. A full beverage list is available upon request.

## (SAMPLE MENU)

### BEER

- Furphy refreshing ale \$6.00 pot
- Cascade premium light \$6.00 btl
- Carlton draught \$7.50 btl
- Peroni \$9.00 btl
- Corona \$9.00 btl

### WHITE WINE

- Deakin Estate chardonnay \$8.50 gls
- Scotchman's Hill sauvignon blanc \$9.50 gls
- Seppelt Sparkling Brut \$8.50 gls

### RED WINE

- Deakin Estate shiraz \$8.50 gls
- Scotchman's Hill shiraz/cabernet \$9.50 gls

### OTHER

- Basic spirits \$10.00
- Soft drink \$4.00
- Juice \$4.50







# Beverage packages

## BRONZE

### BEER

- Cascade premium light (stubbies)
- Furphy refreshing ale (on tap)

### WINES

- Seppelt sparkling white
- Deakin Estate chardonnay
- Deakin Estate shiraz
- Soft drink included

## BRONZE PACKAGE PRICING

3 hour beverage	\$37.50 pp
4 hour beverage	\$44.50 pp
5 hour beverage	\$49.50 pp
Pink moscato extra	\$3.00 pp

## SILVER

### BEER

- Asahi super dry (on tap)
- Cascade premium light (stubbies)
- Furphy refreshing ale (on tap)

### WINES

- Seppelt sparkling white
- Deakin Estate chardonnay
- Scotchman's Hill sauvignon blanc
- Deakin Estate shiraz
- Scotchman's Hill shiraz/cabernet
- Soft drink & juice included

## SILVER PACKAGE PRICING

3 hour beverage	\$41.50 pp
4 hour beverage	\$48.50 pp
5 hour beverage	\$53.50 pp
Pink moscato extra	\$3.00 pp

## PLATINUM

### BEER

- Asahi super dry (on tap)
- Cascade premium light (stubbies)
- Somersby cider (on tap)
- Furphy refreshing ale (on tap)

### WINES

- Chandon NV sparkling brut
- Pink moscato
- Blue Elephant chardonnay (local)
- Scotchman's Hill sauvignon blanc
- Ian leaman riesling (local)
- Kennedy 'Henrietta' shiraz (local)
- Storm Bay pinot noir
- Ellis signature cabernet (local)
- Soft drink & juice included

## PLATINUM PACKAGE PRICING

3 Hour beverage	\$55.00 pp
4 Hour beverage	\$62.00 pp
5 Hour beverage	\$66.00 pp

\*Spirits and cocktails available at bar on cash basis or add basic spirits for an additional \$6.00 pp per hour.

## ADDITIONAL BEVERAGE OPTIONS

The options below are available as extras when selecting any of the beverage packages;

## COCKTAILS ON ARRIVAL

WOW your guests with a breathtaking pyramid of cocktails, pre-order 30 or more of one type at \$14 each. Choose from: Cosmopolitan, Japanese Slipper, Appletini, French Martini.

## IMPORTED & CRAFT BEER OPTIONS

Add an extra touch of sophistication to your package, with some super premium beers for \$6 per person extra. Choose from: Corona, Peroni, Stone & Wood etc.

## SHOOTERS

Enjoy a night cap, a naughty way to end the night. Pre-order for the end of the night drinks, 30 or more of one type at \$9 each.

\*Beverage packages may be subject to change. If you have a particular drink you would like that isn't listed in a package we are more than happy to incorporate those into a package for you.



# Terms & conditions

## CONFIRMATION OF BOOKING/DEPOSIT

A tentative booking will be held for a period of 7 days, after which time if the booking confirmation form and deposit has not been received the booking will automatically be released.

A deposit of \$500 is required to secure your booking. Once the deposit is paid, the specified area is booked for your use only and all other potential clients will be turned away.

## CONFIRMATION OF FINAL NUMBERS

Function clients must confirm food and beverage selections at least 10 working days prior to the function. Final numbers must be confirmed 10 days before event. Clients will be required to pay according to final numbers.

## CANCELLATIONS

All cancellations must be made in writing to the function coordinator.  
If a booking is cancelled:

- More than 30 days prior to the function a full refund of the deposit will apply
- Within 30 days prior to the function the client will forfeit the deposit
- Within 7 days prior to the function the client will forfeit the deposit and on GPO's request in writing, pay up to 50% of the minimum spend.

## PAYMENT

All functions must be paid with cash, credit card or company cheque at least 2 days prior to the date of the function unless otherwise specified. If using a bar tab, payment can be made upon conclusion of function.

## CONSUMPTION OF OUTSIDE FOOD AND BEVERAGE

No food or beverage of any kind will be permitted to be brought into the venue by the client or any other person attending the function unless by prior arrangement with GPO.

## PUBLIC HOLIDAY SURCHARGES

For events on public holidays a surcharge of 10% of total spend will apply.

## EQUIPMENT, DECORATIONS AND ENTERTAINMENT

To personalise your function or for a unique atmosphere we are more than happy to arrange special equipment, decorations or entertainment through our range of suppliers. Please enquire if you would like us to organise flower arrangements for you. Charges will apply dependant on the arrangement.

**No smoke machines are permitted.**

## ACCESS TO VENUE

The client may be allowed access to the venue two hours prior to the commencement time if practical. This includes DJs, musicians, event organisers and suppliers. GPO requires 24 hours notice for access.

## EXTRAS

Extra beverages or food purchased during the function will be finalised upon completion of the function. Extension of function time @ \$75.00 per hour.

## SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in GPO's public areas must be kept to a minimum and must be approved in writing prior to the function.

## SECURITY

The client is responsible for conducting their function in an orderly manner and in full compliance with state laws. GPO reserves the right to eject any guests if their actions are deemed to be noisy, offensive or illegal. GPO requires all 18th and 21st birthday parties to book security with a reputable company. GPO can book this on your behalf at clients expense.

## RESPONSIBLE SERVICE OF ALCOHOL

GPO reserves the right to refuse supply of alcoholic beverages to any guest that are deemed to be under legal drinking age, intoxicated or behaving in an offensive manner. Management's decision is final.

## RESPONSIBILITY

The client is financially responsible for any damage to the venue. General cleaning is included in the cost of the function, however specialist cleaning resulting from actions at your event will be charged accordingly. GPO does not accept responsibility for damage or loss of goods left on the premises prior to, during or after your function. All possessions etc. must be removed before midday following the function unless otherwise specified.

## MINIMUM SPEND

A minimum spend may apply.

## BOND

A \$250.00 bond is required for all 18th birthdays or any event that is presumed to be high risk by our management. After inspection of the venue this bond will be refunded within 5 days of the event providing no damage has been caused to the venue or incidents incurring added expenses arise from the event.