



# QUEENS PARK CAFE

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## Function & Catering Menu

Call: (07) 3281 5167

Email: [enquiries@queensparkcafe.com.au](mailto:enquiries@queensparkcafe.com.au)

Website: [www.queensparkcafe.com.au](http://www.queensparkcafe.com.au)

Address: 10A Merle Finimore Ave, Queens Park, Ipswich, QLD, 4305



# PLATTERS

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*A wide variety of both sweet and savoury platters which are perfect for any event. This versatile selection can be tailored to suit your guests whether it be for breakfast, lunch or morning/afternoon tea. PRICE IS PER PLATTER.*

## **Croissant platter**

**\$65.00**

*12 Delicious warm croissants served with assorted jams & spreads and filling -ham, cheese & tomato. This platter is ideal for breakfast meetings/workshops, or for adding variety to a morning tea. Recommend 10-12 ppl / (V option)*

## **Mini Scone platter**

**\$90.00**

*36 individual assorted petite scones served with a side of jam and cream. Perfect for casual or formal events serving morning or afternoon tea. Recommend 15-20 ppl / (V)*

## **Fruit platter**

**\$65.00**

*A large assortment of fresh seasonal fruit served in bite sized pieces. This platter is a great accompaniment and is suitable for most dietary requirements. Recommend 10-15 ppl / (V) (GF) (DF) (VEGAN) (NUT FREE)*

## **Sandwich Platter**

**\$85.00**

*Delicious sandwiches served with a variety of fillings of meat and salad on white, wholemeal and multigrain breads. Cut into quarters and served on a platter for guests to help themselves. Recommend 10 ppl / (V) (VEGAN option) (DF option) (GF option is available at an extra charge)*

## **Vegetable platter**

**\$55.00**

*This healthy addition offers a selection of seasonal vegetable sticks, served with crackers and a house-made dip. Recommend 10-15 ppl / (V) (GF) (DF) (VEGAN option) (NUT FREE option)*



### Wraps Platter

**\$105.00**

12 white flour tortillas, halved & filled with a variety of meats and salads. This platter is recommended for those wanting casual finger food.

Recommend 12-14 ppl / (V) (VEGAN option) (DF option)

### Dessert platter

**\$85.00**

A variety of 25 individually hand-made petite cakes and slices. Ideal for morning/afternoon tea leisurely events, or a great addition to any catering for all sweet tooths.

Recommend 12-14 ppl / (V) (GF / VEGAN options are available at an extra charge)

### Biscuit platter

**\$15.00**

An assortment of family favourite biscuits. Recommended as a light refreshment for those on a strict time schedule.

Recommend 12-14 ppl / (V) (GF option) (VEGAN option)

### Morning tea platter

**\$120.00**

Minimum of 10ppl per platter.

An assortment of warmed sweet and savoury options.

Please select 4 from the following

Recommend 10-12 ppl

- Mini butter croissants (V)
- Mixed sweet mini muffins (V)
- Small Danish pastries (V)
- Assorted quiches (V option)
- Assorted biscuits (V) (GF option)
- Petite Scones (plain & date) (V) w/ jam & cream
- Banana Bread (V)
- Seasonal fresh fruit (VEGAN) (DF) (GF) (NUT FREE)

### Afternoon tea platter

**\$120.00**

Minimum of 10ppl per platter.

An assortment of warmed sweet and savoury options.

Please select 4 from the following

Recommend 10-12 ppl

- Mixed sweet mini muffins (V)
- Seasonal fresh fruit (VEGAN) (DF) (GF) (NUT FREE)
- Assorted quiches (V option)
- Assorted biscuits (V) (GF option)
- Petite Scones (plain & date) (V)
- Mini sausage rolls
- Selection of 2 cheese & crackers (GF option) (V)
- Spinach & Fetta Triangles (V)

(V) Vegetarian | (GF) Gluten Free | (DF) Dairy Free



# GRAZING BOARDS

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*An array of impressive savoury platters for large functions or lunch time events. These platters are presented on rustic round wooden boards and are ideal for light style grazing. PRICE IS PER PLATTER, Except breakfast grazing table.*

## Cheese board

**\$80.00**

A variety of cheeses served with a mixture of seasonal fresh and dried fruit. This is accompanied with quince paste, mixed nuts, crackers (GF options) and toasted Turkish bread.

Recommend 10-15 ppl / (GF) (DF) (V) (VEGAN option upon request)

- Chef selection of 3 local & imported cheese; Camembert, brie, cheddar, cream cheese.
- Dried fruit and nuts.
- Quince paste
- Seasonal fruit; grapes or pears
- Assortment of crackers (GF option)
- Turkish bread

## Charcuterie board

**\$105.00**

A variety of cold and cured meats served with assorted cheeses and seasonal fresh fruit. Served alongside olives, pickles and quince paste, this platter is completed with crackers and toasted Turkish Bread.

Recommend 10-15 ppl / (GF) (DF) (V) (VEGAN option upon request)

- Chef selection of 2 local & imported cheese; Camembert, brie, cheddar & cream cheese.
- Chef selection of 3 cured meats; pepper salami, prosciutto, ham & roast beef
- Olives & pickles
- Quince paste
- Seasonal fruit; grapes or pears
- Assortment of crackers (GF option)
- Turkish bread

## Add-on's for Grazing boards

- Additional meat \$6.00
- Additional cheese \$6.00
- Dips \$8.50
- Seasonal fruit \$6.00
- Additional Turkish Bread \$4.50

## Antipasto board

**\$100.00**

A Mediterranean inspired platter that offers delicious marinated grilled vegetables, assorted cheeses and cold meats. Served alongside crackers and toasted Turkish Bread.

Recommend 10-15 ppl / (GF) (DF) (V) (VEGAN option upon request)

- Chef selection of 2 local & imported cheeses; Camembert, brie, cheddar & cream cheese.
- Chef selection of 2 cured meats; pepper salami, prosciutto, ham & roast beef
- Mixed marinated Mediterranean vegetables; capsicum, eggplant, red onions and zucchini
- Assortment of crackers (GF option)
- Turkish bread

## Dips board

**\$15.00**

2 House-made dips served with crackers & toasted Turkish Bread. Recommended as an accompaniment or a light morning/afternoon tea option.

Recommend 10-15 ppl / (GF) (V) (VEGAN option upon request)

- Chef selection of 2 seasonal house made dips
- Assortment of crackers (GF option)
- Turkish bread

## Breakfast Grazing table

**\$28.00 per head**

An impressive array of sweet and savoury breakfast selections; from baked goods to yoghurt & granola. This Grazing table is an ideal choice for large functions wanting to provide variety and satisfy their guests.

Minimum of 24 pax / (GF) (DF) (V) (VEGAN option upon request)

### Dairy

- International and Local cheeses-, English Cheddar & brie
- Yoghurt & Coconut yoghurt

### Baked – Chef selection of 3

- Assorted mini muffins (V)
- Freshly baked Danishes (V)
- Assorted pre-cut breads for toasting

### Accompaniments

- House made granola (GF) (V)
- Seasonal fresh fruit (GF) (V) (VEGAN)
- Assorted jams and spreads
- Assorted crackers & wafers (GF)

### Add-on's for Grazing table

Bacon \$4.00 per head

Scrambled eggs \$3.50 per head

Grilled tomato \$2.00 per head



# WARM PLATTERS

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*QPC warm platters are the perfect starting point to any lunch or afternoon catering. With a wide range of small to large platters, these will cater to any lunch event including meetings, workshops, birthdays, wakes, family reunions, anniversaries and many more. PRICE IS PER PLATTER.*

## **Aussie platter**

**\$140.00**

"AUSSIE AUSSIE AUSSIE , OI, OI, OI" a classic crowd pleaser which is ideal for functions with diverse age groups.

Recommend 10-15 ppl / + 80 pieces

- Mini meat pies
- Mini sausage rolls
- Spinach and fetta triangle(V)
- Chicken nuggets
- Sweet potato fries (GF) (DF) (VEGAN)
- Tomato sauce(GF) (DF) (V)

## **Vegetarian platter**

**\$140.00**

Over always having meat at your function? A variety of warm vegetarian and vegan options that is sure to please all guests at all different ages while getting a daily dose of veggies.

Recommend 10-15 ppl / + 80 pieces

- Vegetable spring rolls (DF) (V)
- Spinach and fetta triangle (V)
- Mac & cheese croquettes (V)
- Sweet potato fries (DF) (VEGAN) (GF)
- Pumpkin Vegan Arancini (V) (VEGAN) (DF)
- Sweet chili sauce (GF) (DF) (V)

(V) Vegetarian | (GF) Gluten Free | (DF) Dairy Free





### **Oriental platter**

**\$180.00**

An Asian inspired platter that offers a delicious assortment of house-made satay chicken skewers to vegetable spring rolls. Great choice if you are over the classic meat pies & sausage rolls or just looking for something a bit different.

Recommend 10-15 ppl / + 80 pieces

- Chicken satay skewers (GF) (DF)
- Vegetable spring rolls (V)
- Honey soy chicken wings (GF) (DF)
- Tempura prawns
- Money bags (V)
- Sweet chilli sauce (GF) (DF) (V)

### **Meat lovers platter**

**\$180.00**

Like the name suggests, this platter is ideal for lovers of all different types of meat. From ribs to wings, best suited for casual events, as your hands will definitely get a bit messy.

Recommend 10-15 ppl / + 80 pieces

- BBQ wings (GF) (DF)
- Pork ribs (GF) (DF)
- Meatballs (GF)
- Chicken skewers (GF) (DF)
- Sweet potato fries (GF) (DF) (VEGAN)
- Sour cream (GF) (V)

### **American platter**

**\$180.00**

A southern style platter suitable for all ages and most dietaries. Ideal for casual events and family style grazing.

Recommend 10-15 ppl / + 80 pieces

- Mac & cheese croquettes (V)
- BBQ ribs (GF) (DF)
- Chipolte slaw (GF) (DF) (V)
- Chicken wings (GF) (DF)
- Chilli con carne empanadas (V)
- Sweet potato fries (GF) (DF) (VEGAN)
- Sour Cream (GF) (V)

### Italian platter

**\$190.00**

MAMA MIA!!! One of our largest platters with an assortment of delicious Italian inspired food that has something for everyone at all ages. You will not leave hungry!!

Recommend 15 -20 ppl / +100 pieces

- Assorted Arancini balls
- Spinach & fetta triangles (V)
- Caprese (GF) (V)
- Assorted pizza squares
- Meat balls (GF)
- Garlic bread fingers (V) (VEGAN)
- Tomato relish (GF) (DF) (VEGAN)

### Sliders platter

**\$120.00**

Delicious mini burgers with a wide variety of fillings to choose from. Great lunch time option that is suitable for all ages.

Please select 2 from the following

Recommend 20 ppl / + 40 pieces

- Cheese burger- beef pattie, cheese & tomato sauce
- Shredded chicken mayo, cos lettuces & cheese (cold)
- Grilled haloumi, cos lettuces & tomato w/ sweet chilli mayo
- Ham, cheese & sweet mustard pickles

### Cob loaf

**\$55.00**

An oldie but a goodie. Delectable warm cob loaf with a choice of house-made fillings. Please select from the flavours below.

Recommend 10-15 ppl

- Spinach & fetta (V)
- Bacon, onion & cheese

(V) Vegetarian | (GF) Gluten Free | (DF) Dairy Free



# KIDS PLATTERS

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*Kids party? We have you covered. Our kid platters serve both hot and cold yummy options and are great for kid's parties, or an additional platter to larger events with several kids attending. These platter will satisfy the pickiest of eaters.*  
PRICE IS PER PLATTER.

## Kids Platter

**\$70.00**

A variety of hot food items ideal for any kids party or large event. Served on a platter and placed in front of kids to feast themselves.

Recommend 10 ppl / 50 pieces

- chicken nuggets
- mini meat pies
- mini sausage rolls
- super crunchy chips
- tomato sauce

## Healthy Kids Platter

**\$65.00**

A variety of cold healthy food items ideal for any kids party or large event.

Recommend 10-15 ppl / (V) (VEGAN) (DF options) (GF Option Available upon request)

- Seasonal fruit wedges (VEGAN) (GF) (DF) (NUT FREE)
- Sandwiches cut into quarters with the following fillings & spreads: Ham & Cheese, Cheese (V), Vegemite (V), Strawberry Jam (V)
- Carrot & Cucumber Sticks (V) (GF)

## Add- ons

Fruit punch (non-alcoholic) \$12.00 per jug

Jugs of soft drinks (coke, lemonade or fanta) \$8.00 per jug

Jugs of Cordial (apple & raspberry or lime) \$4.00 per jug

(V) Vegetarian | (GF) Gluten Free | (DF) Dairy Free



# TEA PACKAGES

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*These packages are perfect for those special moments including baby showers, birthdays and bridal showers, as well as bus groups with a tight schedule or wanting a memorable morning/afternoon tea.*

*Barista coffee not available as part of package, however, can be purchased at individuals own expense or on a drinks TAB.*

*ALL of these packages require 10 days notice, due to ordering of stock. Final numbers and special dietaries of guest, due 7 days prior to booking date. Please see terms and conditions for further information.*

*PRICE IS PER HEAD.*

## **Scone with tea & coffee station**

**\$8.50 per head**

Minimum of 20 pax / (V) (GF option is available at an extra charge)

1 x large scone with jam and cream

Tea & Coffee Station (instant coffee only)

## **Mini Afternoon tea**

**\$14.00 per head**

Minimum of 20 pax / (V) (GF option is available at an extra charge)

2 x petite cakes

1 x mini scone served with jam and cream

Tea & Coffee Station (instant coffee only)

## **Vintage High Tea**

**\$25.00 per head**

Classic sit down high tea, set as long banquet style with lace table cloths. Provided is an unlimited tea and coffee station with instant coffee and a wide assortment of teas. It offers delicious fresh sandwiches, petite cakes and mini scones with jam and cream, all served on colourful 3 tier cake stands to share with the person in front of you.

Minimum of 10 pax / (GF, DF, VEGAN option is available at an extra charge)

Per person will receive

3 x ¼ Gourmet sandwiches

2 x mini Scone with jam and cream

2 x petite cakes

Tea & Coffee Station (instant coffee only)

## **Add- ons**

Fruit punch (non-alcoholic) \$12.00 per jug

Bottle of sparkling \$28.00 per bottle

Jugs of soft drinks (coke, lemonade or ginger ale) \$8.00 per jug



## SET LUNCH PACKAGES

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*This package is ideal for large bus groups, corporate lunches or family gatherings with a strict time frame. Minimum of 15 people, alternative drop only. Only available as one bill per booking and minimum of 14 days notice. Final numbers and special dietaries of guests due 7 days prior to booking date. Please see terms & conditions for further information.*  
**PRICE IS PER HEAD.**

### **Alternative drop**

**\$24.50 per head**

(V) (DF options) (GF Option Available upon request)

### **Main**

- Crumbed Fish with chips & side salad
- Chicken Parmigiana with chips & side salad
- Homemade Frittata with sweet potato fries and side salad (available on request for people with special dietary requirements - not selected as a third option.)

### **Dessert**

- Pavlova with seasonal fresh fruits

### **Drinks**

- Tea and coffee station (instant Coffee only)

## PRE-ORDERS

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Pre-orders are available for large groups or groups with a strict time schedule. A Minimum of 23days' notice must be given and menu submitted the day before booking.

Pre-orders can be made using our entire main menu or creating mini menu to suit your breakfast or lunch function. This option can be paid prior to, or on the day either individually or via one bill.

Please contact us on 3281 5167 or [enquiries@queensparkcafe.com.au](mailto:enquiries@queensparkcafe.com.au) for more pre-order information.



# CORPORATE BREAKFAST MEETINGS

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*Over the usual conference rooms? Select from a mini breakfast menu containing our most popular breakfast meals, which can be customized to suit most dietary requirements. This option is ideal for business meetings wanting no-fuss catering and food to be served in front of guests. This also includes instant coffee and tea station (unlimited), assorted jugs of juice and barista made takeaway cup of coffee on departure.*  
Minimum of 25 people / PRICE IS PER HEAD.

## Price on application

(GF, DF, VEGAN options upon request)

### On arrival

- Tea and coffee station (instant coffee)
- Assorted juices
- Menu Selection forms to be filled out by guests and collected by our helpful staff.

### Menu selection

- Savory Mince with sourdough toast
- Bacon & Egg plate with sourdough toast (DF)(GF Option)
- Eggs Benedict with choice of either Ham, Bacon, Salmon or Mushroom
- Granola & yoghurt with side of honey (GF) (VEGAN option)
- Selection of toast with choice of spread ; Fruit toast, Turkish toast and white/ brown / multigrain toast ; Peanut butter, vegemite, jam, honey or nutella

### On departure

- Choice of barista cup coffee (E.g. Full Cream /skinny Milk - Café Latte, Cappuccino, Flat White, etc.)

(V) Vegetarian | (GF) Gluten Free | (DF) Dairy Free



# CHRISTMAS MENU

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*Our Christmas Lunch Menu is available from early December and is ideal for groups celebrating their end of year break up. It includes Christmas decorated set tables and an unlimited instant coffee and tea station. Our Christmas menu is prepared by our talented chefs and served in front of guests, allowing your function to sit back and enjoy the festivities.*

*Minimum of 25 people / PRICE IS PER HEAD.*

## Price on application

(GF, DF, VEGAN options upon request)

Main- Served warm

Protein - Choice of 2

- Roasted chicken
- Honey glazed ham
- Roast turkey

Warm sides - Choice of 3

- Creamy potato bake
- Roasted sweet potato & pumpkin
- Creamy mash potato with chives
- Fresh steamed green beans
- Peas & corn
- Honey glazed carrots

Dessert - Choice of 2

- Pavlova
- Christmas Pudding with custard
- Fruit salad & custard
- Trifle

Drinks

- Unlimited Tea & Coffee station

## Add- ons

- Fruit punch (non-alcoholic) \$12.00 per jug
- Bottle of sparkling \$28.00 per bottle
- Jugs of soft drinks (coke, lemonade or ginger ale) \$8.00 per jug



# DRINK OPTIONS

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## Tea & Coffee Station

**\$2.00 per head**

Assorted tea, instant coffee and Hot Chocolate

## Punch Bowl Station

**\$32.00 per bowl**

15-20 cups

## Ice Tea Station

**\$32.00 per bowl**

15-20 cups

Lemon & Mint or Peach

## Fruit Juice & Soft Drink Jugs

**\$8.00 per jug**

8 cups approx

- Orange, Apple or Tropical
- Coke, Lemonade, Fanta or Ginger ale

## Fruit Punch (non-alcoholic)

**\$12.00 per jug**

8 cups

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## Drink Tab

Drinks tab is available upon discussion and request through the function coordinator. We recommend confirmation of a tab limit and selection of drinks provided on tab prior to event.

Cash or eftpos card must be kept in till throughout tab.

Please ask function coordinator for more details.

## Alcohol menu

Please refer to our main menu on our website [www.queensparkcafe.com.au](http://www.queensparkcafe.com.au)

We are a licenced venue; BYO is not allowed.

## Barista coffee & Cold drinks

Please refer to our main menu on our website [www.queensparkcafe.com.au](http://www.queensparkcafe.com.au)



# TERMS & CONDITIONS

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## Tentative Bookings

It is policy of Queens Park Café that tentative function bookings will not be held for our customers. A function is confirmed by the payment of the deposit with an email receipt showing this has been paid. Payment of the deposit acknowledges that the event will occur in accordance with QPC's terms and conditions outlined below.

## Cakeage

You can bring your own cake for your function or booking; however, there is a minimum cakeage fee \$10.00 per cake, this includes the following:

- Storage: we can store your cake at the recommended temperature depending on size and type of cake.
- Cutting: we are not able to provide you with cutting implements or utensils for use, due to public liability, work health and safety policy reasons. Therefore, one of our helpful staff members will diligently and carefully cut your cake as you require.
- Plating and Flatware: we provide all necessary cutlery and flatware that you may require. We are unable to serve the cake with cutlery or flatware that you provide due to food safety policies.

## Function Room Hire

The Queens Park Café Function Room is available for hire all year around. To find out more information regarding the room availability and hire costs, please contact the Functions Coordinator who will be able to create a package for your event

## Whole Venue Hire

The entire venue is available for hire during after-hours operating times only. The operating time is fixed from 6:30pm to 11:30pm and hire starts from \$1,200 (including GST). It requires minimum 80 people to secure a booking.

## Additional Catering/Extras

If you require additional items added to your function on the day, please speak to the Function Coordinator who will provide you with options from our catering menu and main menu. Please note that additional items are subject upon availability and cannot be guaranteed. Payment for all additional items are required to be settled and paid for on the day of the event and cannot be invoiced unless agreed upon otherwise.



### Table Service

If you choose to have full table service, it is recommended that you request this 3 days prior to, or whilst making your booking. Any requests for table service made on the day of the booking is subject to availability and cannot be guaranteed. Full payment is required on the day of the event in one sum.

### Take Away Catering

To arrange for any takeaway catering, please contact the Functions Coordinator for advice from our wide range of takeaway platter options. We require a minimum of 3 days' notice with payment in one sum due prior to event date. Please note: The takeaway container is an additional cost of \$10.00 per container.

### Tab's

If your booking requires a Tab, please mention this to the Function Coordinator while making your booking. The following information is required;

- What is included (meals, alcohol, catering items etc.)
- Details of whom is authorised to use the Tab

Please note, a credit/debit card is required upon the start of the Tab with payment made in full as one sum on the day. Additionally, limited items from the catering menu may also be added to a Tab, upon availability and confirmation from the Function Coordinator.

### Pre-orders

To complete a pre-order please contact the Functions Coordinator whom will supply you with a pre- order sheet that will require the following information:

- List of your attendants including their name, their corresponding food and/or beverage order and any allergy or dietary requirements.
- Expected arrival time for all your attendants to be at the café and service time.
- Service time is the time you would like your food to be delivered by, ensuring you provide enough time to allow for any late arrivals in your party.
- Confirmation of payment type (one bill or paid individually)

Please note, the organiser will be responsible for full payment of any no-shows or changes on the day.

Confirmation for this booking will need to be via the Functions Coordinator. Full payment is required on day of event and pre-order must be emailed with a minimum of 3 days' notice to: [enquiries@queensparkcafe.com.au](mailto:enquiries@queensparkcafe.com.au)



### **Use of Queens Park Environmental Centre & Ipswich Croquet Club**

The Queens Park Education Environmental Centre and Ipswich Croquet Club are available for booking via Ipswich City Council (Switchboard on 3810 6666).

We can provide catering in the Queens Park Education Environmental Centre (excluding alcoholic beverages) once you have your confirmed booking date.

We are unable to secure or book either the Environmental Centre or Ipswich Croquet Club on your behalf. Alternatively, we can hire out our function room if you are unable to secure one of these facilities. Please see 'Function Room Hire' above.

### **Decorations & AV Equipment**

At the café, we allow use of your own decorations (where appropriate) to further customise your function. It is highly recommended that you communicate the requirement for your decorations to the Functions Coordinator to discuss whether the decoration is appropriate, suitable drop off and set-up time before your function. Any damages to café facilities, fixtures and furniture will need to be fixed and reimbursed at your own cost.

Additionally, you can bring in an external speaker to play music of your choice (no inappropriate language) if hiring out the function room. Please mention this to the Functions Coordinator prior to the confirmation of your event. All electrical equipment brought in for use is required to have valid tag and testing certification.

We have all the required cables (HDMI to HDMI, VGA to VGA) to accommodate use of the Projector, however you will be required to bring a laptop (i.e. PC or Mac) with the applicable ports (i.e. HDMI or VGA.) We are not able to accommodate variants on these cables. It is mandatory that if you require the use of any Queens Park Café's audio-visual equipment that you contact the Functions Coordinator to discuss and organised this prior to your event. Any damages to the cafes facilities or missing equipment will need to be fixed and reimbursed at your own cost.

Generally, we are unable to accommodate live music, however, if you require 'live music' as a part of your function you will be required to contact the Events Coordinator prior to your event. We are not able to hire or provide any live music equipment on your behalf. Additionally, all electrical equipment brought in for use is required to have valid tag and testing certification.



### **Dietary Requirements**

We can accommodate guests attending your function that have special dietary requirements. Our only requirements are that you provide the following information:

- List of dietary requirements (i.e. Gluten Free, Vegetarian, Vegan, Non-Dairy etc.)
- Number of people with each requirement.

We will need to be supplied this information prior to creation of catering plan. This will ensure that we are able to provide feedback and recommendations for dietary requirement. Applicable charges are required to accommodate those dietary requirements.

### **Changes to Catering/Cancellations**

Once the Tax invoice has been sent and payment confirmed, no changes can be made to the booking or catering requested. Additional catering can be added on the day, upon subject of availability and confirmation from the Function Coordinator. Please see section 'Additional Catering & extras' for more information regarding this. The organiser of the event is liable for payment for any cancellations or absentees on the day.

### **Final numbers**

QPC requires that attendance numbers (confirmed RSVPs in your party) be submitted 10 days prior to the booking. Once final attendance numbers are confirmed, QPC will issue a tax invoice to be paid in full 7 days of invoiced date. We are unable to accommodate refunds or changes to numbers and menu after final numbers have been received.

### **Responsible Service of Alcohol**

Queens Park Café is committed to the responsible service of alcohol. We reserve the right to refuse alcohol service and/or remove patrons that do not behave appropriately or ignore notice to cease consumption of alcohol in accordance with the Queensland Liquor Licensing Laws. Any Intoxicated guests will not be served and may be removed from the venue at the authority of the Duty Manager/ Function Co-coordinator or Operational Manager

### **Guest Conduct & Behaviour**

Verbal, physical or emotional abuse of any Queens Park Café staff by the client or guests will not be tolerated. The offender will be removed from the venue immediately and the police will be notified.



## Smoking

Smoking is prohibited at Queens Park Café. Designated smoking areas are located outside of the café, away from any other park buildings and playground equipment. Any guests caught smoking outside of these areas will be removed from the venue. The designated smoking areas are not licensed areas – no food or beverages may be consumed in these areas and any guests found doing so will be removed from the venue. Please contact the Function Coordinator for Designated smoking areas in the park.

## Invoicing & Payment Structure

Our invoicing and payment structure are as follows:

1. Deposit Invoice – To confirm your booking, a minimum of \$100 deposit is required. Payment date for this deposit is 7 days from the date of invoice.
2. Quote – This will contain approximate numbers and date of finalisation of RSVP, food and beverage breakdown, set up requirements and finalisation of date and payment method.
3. Tax Invoice – We require at this stage that all details are confirmed including final numbers (with dietary requirements included), food and beverages and layout requirements. Finalisation of payment is to be made 7 days from date of invoice with an email receipt sent also. Our preferred payment is Direct Debit / Bank Transfer and require that a payment remittance is provided via email as receipt of payment to [events@queensparkcafe.com.au](mailto:events@queensparkcafe.com.au). Additionally, we accept cheques, cash and credit card payments via EFTPOS at the counter and can send through any adjustments to the tax invoice. We do not accept Mail Order /Telephone Order Credit Card Payment for functions. Please note, no changes can be made from this step onwards.
4. Tax Receipt – This will be sent once payment has been confirmed and will include an itemised list of food and beverages and total amount paid upon request.
5. Tab – Any items purchased on day additionally must be settled and paid for via the Function Coordinator on the day.

Should you have any other enquiries, please contact the Function Coordinator on 3281 5167 to discuss or email [enquiries@queensparkcafe.com.au](mailto:enquiries@queensparkcafe.com.au)





## CONTACT US

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Call: (07) 3281 5167

Email: [enquiries@queensparkcafe.com.au](mailto:enquiries@queensparkcafe.com.au)

website: [www.queensparkcafe.com.au](http://www.queensparkcafe.com.au)

Address: 10 A Merle Finimore Ave, Queens Park, Ipswich, QLD, 4305

## OPENING HOURS

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Monday to Sunday 8am - 5pm

Kitchen from 8am to 3pm

Public holidays 9am - 2pm

Kitchen from 9am to 1pm(No surcharge)

CLOSED: New Years day, Australia day, Good Friday, Christmas Day & Boxing Day

