



PORT OFFICE HOTEL

Functions Package

WELCOME

To the Port Office Hotel

At the Port Office Hotel we strive to offer excellence in function service - the best in Brisbane - accompanied with fresh quality food, flexible event arrangements and value for money

The Port Office Hotel can cater for a vast array of functions and events, varying in size, style & specific requirements. From a small intimate seated dinner to a large upscale cocktail event, The Port Office Hotel has private spaces to suit every occasion.



EVENT SPACES

Green Room
Black & White Room
Main Floor
Balcony Bar Exclusive
Wine Room
Blue Room
Port Office Dining & Bar Exclusive
Clancy Room
Courtyard
Public Bar Exclusive



THE GREEN ROOM

A long indoor breakout lounge, with an attached veranda overlooking Margaret Street, the Green Room is perfect for intimate cocktail parties or seated dinners.



private veranda access
plasma screen

🍸 cocktail 40
🍽️ seated 26

THE MAIN FLOOR

This private function area is a large section of the Balcony Bar, with direct access to the main bar along with an attached veranda overlooking Edward Street.



private veranda access
3 x plasma screen

🍸 cocktail 100
🍽️ seated 60

THE BLACK & WHITE ROOM*

This function space is completely closed off with white plantation shutters and includes a private bar.

* Only available in addition to Balcony Main floor



private bar
plasma screen

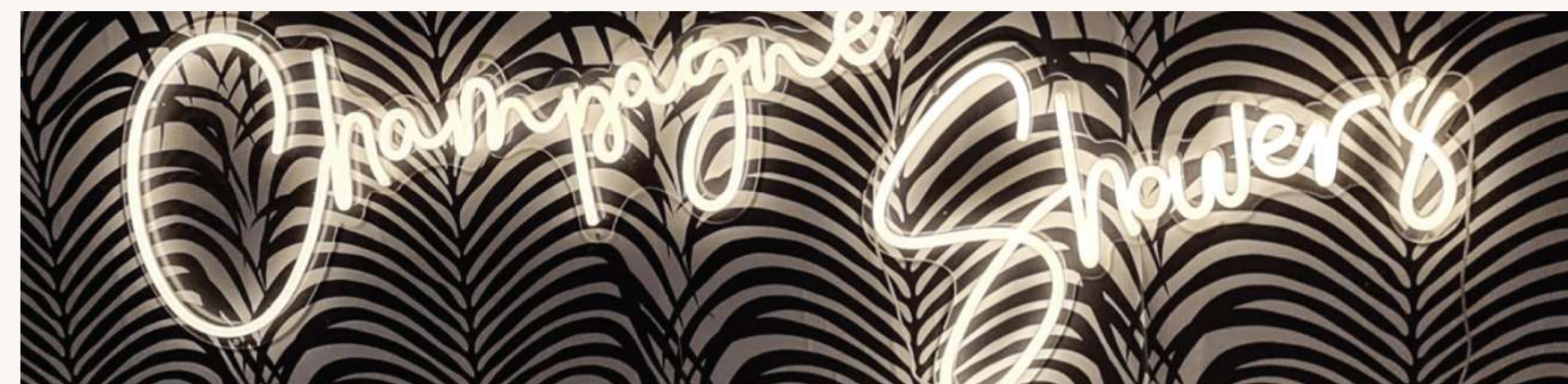
🍸 cocktail 35
🍽️ seated 24

BALCONY BAR EXCLUSIVE

Taking the entirety of our second level (green room, main floor and black & white room), this fully self-contained private function space has the capabilities to include live entertainment, photo booths, casino tables, staging and other externally hired entertainment and is suited for any type of event - Xmas parties, product launches, exclusive cocktail parties and social balls.

2x private bars
wrap around verandas
own music system
dance floor
plasma screens
disabled access
private bathrooms

🍸 cocktail 200
🍽️ seated 80



THE WINE ROOM

This private dining room is perfect for that intimate event - the room is suitable for a seated lunch or dinner, or for your next corporate business meeting.



total privacy
plasma screen

 seated 16

THE BLUE ROOM

Located adjacent to our restaurant, this room offers complete privacy and contains a private bar. One long table down the centre of the space is perfect for those long lunches or celebratory dinners.



private bar
plasma screen

 seated 40

THE CLANCY ROOM

Forming part of the public bar, this semi-private space is perfect for casual events or seated lunch or dinners.



privacy curtains
plasma screen

 cocktail 20

PORT OFFICE DINING ROOM & BAR

Our Dining Room & Bar is suited to larger dining groups requiring the restaurant exclusively. Suited for a sitdown dining event for either lunch or dinner, or for a large scale cocktail event. This area incorporates the Blue Room and has private access, bathrooms and outdoor courtyard.

x 2 private bars
outdoor courtyard
own music system
dance floor
plasma screens
disabled access
private bathrooms

🍸 cocktail 300
🍽️ seated 160

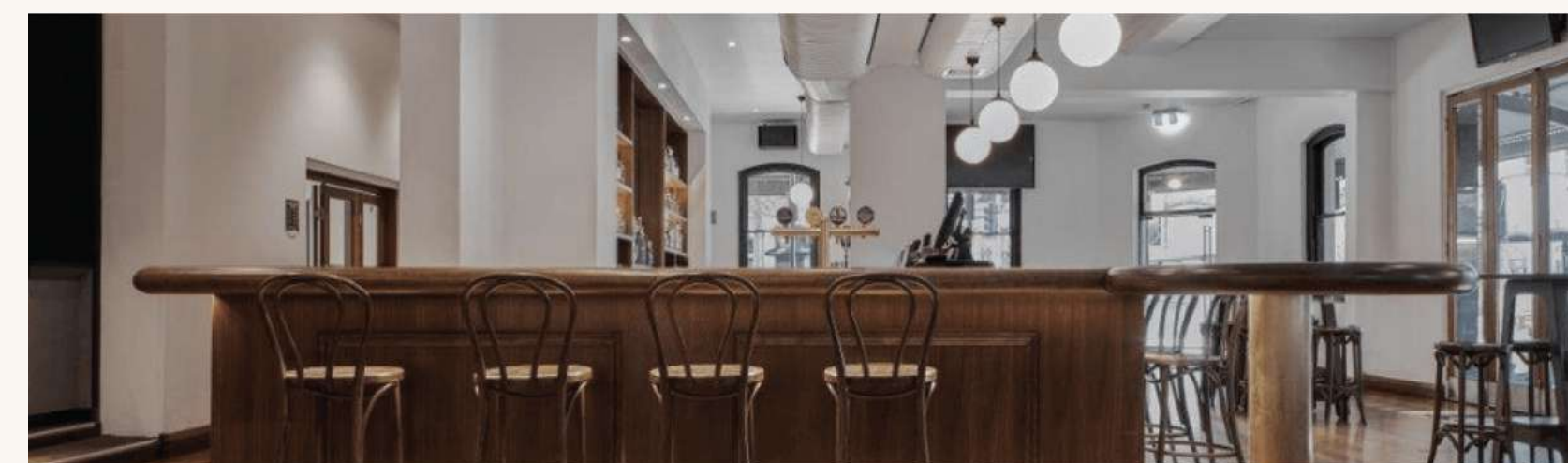


PUBLIC BAR EXCLUSIVE

The Port Office Hotel's Public Bar is equipped with its own private bathrooms and incorporates the outdoor courtyard. It has the capacity to include live entertainment, photo booths, staging and other external entertainment.

large private bar
outdoor courtyard
own music system
plasma screens
disabled access
private bathrooms

🍸 cocktail 200



COCKTAIL FUNCTION MENUS

We offer a variety of canapes and substantial items to suit every style of event. Choose from individual platters or select a tailored package, the choice is yours!

We require all cocktail functions to pre-order catering. We are unable to offer limited menus or over the counter ordering due to the .

OPTION 1 \$34

Charcuterie*
+ 4 Silver Canapes
+ 1 Slider

OPTION 2 \$40

4 Silver Canapes
+ 1 Slider
+ 1 Bamboo Boat

OPTION 3 \$48

Charcuterie*
+ 3 Gold Canapes
+ 2 Slider + 1 Bamboo Boat

*Charcuterie Boards consist of a selection of cured Australian meats, olives, grilled breads and pickled vegetables



SILVER CANAPE PLATTERS \$115

choose individual canapes from the below list
to be served on platters
Approx. 30 pieces per platter
1 flavour per platter

- Harissa chicken skewers with lemon yoghurt LDO, LG
- Mixed tomato bruschetta, aged balsamic, basil LDO, LG, V, VGO
- Pork & fennel sausage rolls with black pepper ketchup
- Aussie beef pies with house-made BBQ sauce
- Duck spring rolls with hoi sin & coriander pesto LD
- Vegetable spring rolls with chipotle maya LD, V, VGO
- Pumpkin arancini LD, LG, VG
- Bbq haloumi & mushroom kebabs LG, V
- Hot smoked salmon & cream cheese tartlet LG



GOLD CANAPE PLATTERS \$136

- Braised beef tartlet, blue cheese, onion jam LDO, LG,
- Caramelised onion & goats cheese tarts LDO, LG, V, VGO
- Nduja salami & pickled pepper & goats cheese crostini LDO, LG, VO, VGO
- Wild mushroom arancini & aioli LG, V,
- Beetroot, goats cheese & candied walnut tartlet LDO, LG, V, VGO
- Local fish ceviche tostado, avocado puree, roe LDO, LG,
- Crispy squid & wasabi and lime aioli LG
- Pea & parmesan croquettes V
- Chilli beef empanadas

LG (low gluten) LD (low dairy) V (vegetarian) VG (vegan)
LGO (low gluten option) LDO (low dairy option)
VO (vegetarian option) VGO (vegan option)



PLATINUM CANAPE PLATTERS \$150

- Steak tartare on crostini LD, LG
- Smoked duck breast, sweet potato puree, crispy cabbage LDO, LG
- Half shell scallop with fennel and herb butter LDO, LG
- Smoked barramundi, kaffir lime leaf, crispy skin LDO, LG
- Oysters Kilpatrick LD
- Bloody Mary oyster shooter LD
- Oysters, red wine vinegar & shallots LD, LG
- Argentinean spice rubbed sirloin with chimichurri LDO, LG
- BBQ chorizo, haloumi skewers with salsa verde LG
- Yellowtail tuna, bonito soy, fresh wasabi, shiso LD, LG
- Tempura prawns, sesame, wasabi & lime aioli LDO, LG

LG (low gluten) LD (low dairy) V (vegetarian) VG (vegan)
LGO (low gluten option) LDO (low dairy option)
VO (vegetarian option) VGO (vegan option)



SLIDER PLATTERS

\$84

all served on a brioche bun

- wagyu beef with cheddar, harissa mayo & tomato LDO, LG
- chicken parmi schnitzel with mozzarella & tomato sauce LDO, LG
- pulled jackfruit with apple slaw LDO, LG, V, VGO

OPTIONS

choose individual sliders from the above list
to be served on platters
10 pieces per platter
1 flavour per platter
minimum purchase of 2 platters

LG (low gluten) LD (low dairy) V (vegetarian) VG (vegan)
LGO (low gluten option) LDO (low dairy option)
VO (vegetarian option) VGO (vegan option)



BAMBOO BOATS

\$16 EACH

- cumin spiced lamb shoulder with harissa yoghurt and pomegranate LDO, LG
- classic fish & chips with mushy peas & tomato sauce LDO
- mushroom risotto with heirloom mushroom, truffled marscapone, pecorino LDO, LG, V, VGO
- argentinean spice-rubbed chicken with bbq LDO, LG sweet corn, tomato salsa & avocado puree

BAMBOO BOATS

choose individual bamboo boats from the above list
boats available with a minimum of 10 per flavour
minimum purchase of 20 bamboo boats

LG (low gluten) LD (low dairy) V (vegetarian) VG (vegan)
LGO (low gluten option) LDO (low dairy option)
VO (vegetarian option) VGO (vegan option)





SEATED FUNCTION SET MENUS

Our Head Chef Joshua Scott-Brown has created two dining options that can suit every style and size of event, utilising locally-sourced fresh produce and the highest quality ingredients.

FEASTING MENU

MINIMUM 10 GUESTS



LG (low gluten) LD (low dairy) V (vegetarian) VG (vegan)
LGO (low gluten option) LDO (low dairy option)
VO (vegetarian option) VGO (vegan option)

SHARED ENTREES

- Pacific oysters with shallot champagne dressing LD, LG
- Peppered Beef Carpaccio with parmesan crisps LDO, LG
- Duck Spring Rolls with hoi sin & coriander pesto LDO
- Moroccan Lamb Ribs with couscous salad, pomegranate, garlic and lemon dressing LDO, LG
- Wild Mushroom Arancini with truffle aioli LG, V
- Hot Smoked Salmon Tartlets LG

SHARED MAINS

- Twice cooked pork belly with apple puree, mustard mash, prosciutto crisp LDO, LG
- 12 hrs cooked lamb shoulder, salsa verde, crispy capers LD, LG
- Argentinean spice rubbed chicken, BBQ sweet corn, slaw, chimichurri LDO, LG
- Five Founders sirloin with carrot puree, blistered truss tomatoes & salsa verde LDO, LG
- Catch of the Day with romesco sauce, grilled asparagus, toasted almonds and lemon LDO, LG
- Confit Duck Leg with pickled beetroots, smoked beetroot puree LDO, LG

SHARED SIDES

- Duck fat roast potatoes LDO, LG, V, VGO
- Broccolini LDO, LG, V, VGO
- Cos salad LDO, LG, V, VGO
- Roasted pumpkin LDO, LG, V, VGO
- Mustard slaw LD, LG, V

SHARED CHEESE PLATES

- Seasonal cheese, quince paste, crackers and grapes LG, V

ADDITIONAL DESSERTS

- Shared Seasonal Desserts - POA

A - two course - \$72
B - two course - \$81
C - three course - \$84
D - three course - \$92
E - three course - \$103

4 entrees, 2 mains and 3 sides - all shared
4 entrees, 3 mains and 3 sides - all shared
4 entrees, 2 mains, 3 sides & cheese - all shared
4 entrees, 3 mains, 3 sides & cheese - all shared
4 entrees, Tomahawk Steak or Wagyu Rump Cap,
3 sides & cheese - all shared

ALTERNATE DROP MENU

MAXIMUM 20 GUESTS



LG (low gluten) LD (low dairy) V (vegetarian) VG (vegan)
LGO (low gluten option) LDO (low dairy option)
VO (vegetarian option) VGO (vegan option)

SHARED ENTREES

- Pacific Oysters with Shallot Champagne Dressing LD, LG
- Wild Mushroom Arancini with truffle aioli LG, V
- Hot Smoked Salmon Tartlets LG
- Moroccan Lamb Ribs with couscous salad, pomegranate, garlic and lemon dressing LDO, LG

ALTERNATE DROP MAIN

- Sirloin with Cos Salad, Parmesan Dressing & Jus LDO, LG
- Rotisserie Half Chicken with Cos Salad, Parmesan Dressing & Chicken Gravy LDO, LG
- Lamb Rack with Warm Pea & Mint Salad with Fetta, Pea Puree & Jus LDO, LG
- Catch of the Day with Caper & Herb Beurre Blanc, Proscuitto Wrapped Asparagus, Citrus Crushed Potatoes & Roe LDO, LG
- Confit Duck Leg with Pommes Anna, Wilted Spinach & Blueberry Jus LDO, LG

ALTERNATE DROP DESSERT

- Cheese board with Crackers, Quince and Grapes LG, V
- Chocolate & Salted Caramel Tart with Chantilly Cream, Raspberry Coulis & Chocolate Shards LG, V
- Crème Brûlée with Grand Marnier, White Chocolate, Biscotti & Berries LG, V
- Apple & Pear Tarte Tatin with Salted Caramel, Spun Sugar Basket & Caramel Ice Cream V

A - two course - \$76
B - two course - \$76
C - three course - \$88

D - three course - \$95

all shared entrees and 2 mains served alternately
2 mains and 2 desserts served alternately
all shared entrees, 2 mains and 2 desserts served alternately
all shared entrees, 3 mains and 3 desserts served alternately

ADD-ONS

TEA AND BARISTA COFFEE - \$4.50PP

ADD AN ADDITIONAL MAIN (EITHER FEASTING OR ALTERNATE DROP) - \$15PP

ADD AN ADDITIONAL DESSERT (EITHER FEASTING OR ALTERNATE DROP) - \$10 PP

MINIMUM NUMBERS OF 10 APPLY TO ALL SET MENUS

ALL DIETARY REQUIREMENTS CAN BE CATERED FOR UPON ADVISEMENT PRIOR TO EVENT - WE CANNOT GUARANTEE ALL DIETARIES CAN BE CATERED FOR WITH LESS THAN 24 HOURS NOTICE

TAILORED MENUS AVAILABLE - PLEASE LIAISE WITH OUR FUNCTION MANAGER

MENU IS SUBJECT TO CHANGE DUE TO SEASONALITY AND AVAILABILITY





BEVERAGES

The Port Office Hotel offers a variety of beverage options for your special event – these include a fixed limit and/or fixed product bar tab, table account, all Inclusive package, drink tickets or a cash bar



BEVERAGES PACKAGES

STANDARD

2 hours = \$34 pp
3 hours = \$44 pp
4 hours = \$54 pp
add basic spirits \$10pp/per hr

Selected wines & sparkling:

Dottie's Lane SB
Henry Hunter Shiraz
Mr Mason Sparkling Cuvee
Hearts Will Play Rosé

Local Tap Beers
Soft Drinks & Juices

minimum numbers of 30 apply for all beverage packages
beverage packages apply to the total number of guests



PREMIUM

2 hours = \$46 pp
3 hours = \$56 pp
4 hours = \$66 pp
add basic spirits \$10pp/per hr

Your choice of two (2) whites & (2) red from the following:

La Gioiosa Prosecco
La Vielle Ferme Rosé
Hayshed Hill Chardonnay
Twin Islands SB
Earthworks Shiraz
Devil's Staircase Pinot Noir
Local & premium draught beer on tap
Soft Drink

BEVERAGE PACKAGE BONUS

Add cocktail on arrival \$15 pp

In conjunction with your Premium or Deluxe Beverage Package, we can offer Basic Spirits at \$7 on a cash bar basis for your guests for the duration of the package.

Basic Spirits include Smirnoff, Gordons Gin, Bundaberg Rum, Jim Beam, Johnnie Walker Red Label served with Soft Drink or Juice.



DELUXE

2 hours = \$58 pp
3 hours = \$68 pp
4 hours = \$78 pp
add basic spirits \$10pp/per hr

Your choice of two (2) whites & (2) reds from the following:

La Gioiosa Prosecco
La Vielle Ferme Rosé
Brokenwood Pinot Gris
Mount Nelson SB
Medhurst Chardonnay
Jim Barry 'Atherley' Shiraz
Vasse Felix 'Filius' Cabernet
Coldstream Hills Pinot Noir
Local & Premium Tap Beers
Soft Drinks

Add Louis Bouillot Grand Reserve for an extra \$5 pp



BAR TAB

This option is very flexible in allowing you to choose your own bar tab dollar limit, a limit you would like the duty manager to update you, as well as your own specific selected bar tab products only available to your guests on that particular Bar Tab.

EXTRAS & INCLUSIONS



The Port Office Hotel can provide the following special requirements free of charge for your function if required:

- Projector & Projector Screen (may only be provided in applicable areas only)
- Plasma screen's (sound may only be provided in exclusive areas only)
- Assistance when connecting your laptop to projector screen or plasma screen
- Bar Tab/Beverage Package Wristbands
- Personalised Private Function Signage
- Personalised Printed dining menus with your company heading and or/logo
- Personalised Beverage Menus
- Seating allocation chart
- Freestanding easel for a seating allocation chart
- Lectern

The Port Office is happy to provide you with the following hire items:

- Microphone (2 X roving microphones available – only in exclusive areas)
- Staging platform 1m X 2m (dining room only)
- Allocated Security for your function only - \$50.00 hour (minimum of 4 hours per guard)

Please note: some of these items are available for hire with private room use only – not available for private sectioned-off area bookings. Please liaise with your Functions Manager for your available options

A laptop & HDMI cable is required for all presentations requiring the use of the plasma screens.

Any damages or surplus cleaning required will incur an additional fee.



ENTERTAINMENT & DECORATIONS

The sound system throughout the entire venue is capable of playing Nightlife. Nightlife is a continuous playing selection of pre-programmed background music which is provided for all functions free of charge.

For exclusive function bookings you are welcome to book a DJ or your own live entertainment. Alternatively, you can supply a phone, laptop or tablet with a Spotify playlist to connect to our sound system with an aux cord.

Live Music, DJs or Spotify playlists can only be incorporated in the below exclusive function spaces:

Balcony Bar Exclusive
Port Office Dining Room and Bar Exclusive

Should you wish to decorate your allocated function area or private function room yourself, you will need to pre-arrange room access prior to your event start time with the Functions Manager at your earliest convenience.

You will also need to advise of any expected deliveries or companies booked to theme your function area.

NO items can be fixed to any walls
NO blu tak or sticky tape is allowed under any circumstances
NO confetti, confetti filled balloons or party poppers allowed
Rules and Regulations apply to all theming and decorations