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

Margaret Room
Edward Room
Balcony Bar Exclusive
Wine Room
Blue Room
Port Office Dining & Bar Exclusive
Clancy Room
Public Bar Exclusive

BALCONY BAR EXCLUSIVE

Taking the entirety of our second level (Margaret room, Main Floor and Andrew 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

MARGARET ROOM

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

Private Veranda Access
Plasma Screen

Cocktail 40
Seated 26

EDWARD ROOM

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. Ideal for both social and corporate gatherings, the area balances privacy with accessibility, creating a versatile setting for a memorable occasion.

Private Veranda Access
3 x Plasma Screen

Cocktail 150
Seated 60

PORT OFFICE DINING ROOM & BAR

Our Dining Room & Bar is suited to larger dining groups requiring the restaurant exclusively. Suited for a seated 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.

2x private bars
Outdoor courtyard
Own music system
Dance floor
Plasma screens
Disabled access
Private bathrooms

Cocktail 300
Seated 160

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 30

THE CLANCY ROOM

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

Privacy curtains
Plasma screen

Cocktail 30

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.

CANAPÉS

4 PIECES $30PP | 6 PIECES $41PP | 8 PIECES $50PP

choose individual canapes from the below list

MIXED TOMATO BRUSCHETTA
with aged balsamic & basil on a sourdough baguette *LD, LGO, V, VGO*

HOT SMOKED SALMON TARTLET
with cream cheese *LGO*

BRAISED BEEF TARTLET
with blue cheese & onion jam *LDO, LGO*

CARAMELISED ONION TART
with goats cheese & candied walnut *LGO, V, VGO*

SALAMI CROSTINI
with pickled peppers & feta *LDO, LGO*

TRUFFLED MUSHROOM ARANCINI
with truffle aioli, pecorino, truffle oil & sage *LGO, V*

BEETROOT TART
with goats cheese & candied walnut *LDO, LGO, V, VGO*

KINGFISH CEVICHE TOSTADO
with chilli dressing, avocado purée & roe *LD, LGO*

PETITE FOURS
a selection of mini desserts *LGO, V*

LG (low gluten) LD (low dairy) V (vegetarian) VG (vegan) LGO (low gluten option)
LDO (low dairy option) VO (vegetarian option) VGO (vegan option)
Seafood Origin: (A) Australian (I) Imported (M) Mixed

STEAK TARTARE
with egg yolk emulsion, garlic crostini & black garlic *LD, LGO*

SMOKED DUCK BREAST
with sweet potatoe purée & cavolo nero *LDO, LG*

HALF SHELL SCALLOP
with nduja butter, pangretto & pickled fennel *LDO, LGO*

SMOKED BARRAMUNDI
with kaffir lime leaf, crispy skin & caviar *LD, LG*

OYSTERS KILPATRICK
with double smoked bacon in a tangy kilpatrick sauce *LD, LG*

NATURAL OYSTERS
with champagne vinegar & shallots *LD, LG*

CITRUS CRUMBED OYSTERS
with wasabi mayo & tobiko *LGO*

SPICE RUBBED SIRLOIN
with argentinian spices & chimichurri *LD, LG*

TUNA SASHIMI
with bonito soy sauce, wasabi & shiso leaf *LD, LG*

PLATTERS

APPROX. 30 PIECES PER PLATTER

BEEF SAUSAGE ROLLS | 120
with black pepper ketchup

VEGETABLE SPRING ROLLS | 120
with chipotle mayo *LD, VG*

PUMPKIN ARANCINI | 120
with harissa mayo *LD, LGO, VG*

DUCK SPRING ROLLS | 130
with hoi sin & coriander pesto

AUSSIE BEEF PIES | 135
with house made bbq sauce

HALOUMI & MUSHROOM SKEWERS | 150
with sauce vert *LG, V, VGO*

WILD MUSHROOM ARANCINI | 150
with truffle aioli, pecorino & truffle oil LDO, LGO, V

HARISSA CHICKEN SKEWERS | 155
with garlic yoghurt, mint & lemon LDO, LG

CHILLI BEEF EMPANADAS | 155
with chimichurri sauce

GRUYERE & CORN CROQUETTES | 160
with dijon mustard mayo V

CHORIZO & HALOUMI SKEWERS | 160
with salsa verde LG

TEMPURA PRAWNS | 160
with sesame, wasabi & lime aioli LD, LGO, M

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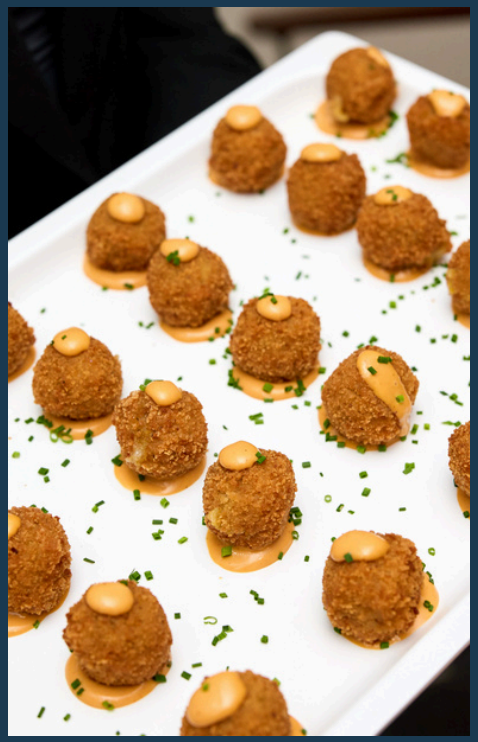

TO SHARE

DESIGNED FOR 20 GUESTS PER PLATTER

CHEESE BOARD PLATTER | 180
selection of cheeses, condiments, crackers, olives & warm bread LGO, V

CHARCUTERIE BOARD PLATTER | 160
selection of cured meats, condiments, crackers, olives & warm bread LDO, LGO

MIXED BOARD PLATTER | 170
selection of cheeses, cured meats, condiments, crackers, olives & warm bread LGO

SUBSTANTIALS

minimum order quantity 10 per flavour

$13 EACH

WAGYU BEEF SLIDER
with cheddar, harissa mayo & tomato LD, LG, VO, VGO

CHICKEN PARMI SLIDER
with napoli sauce & mozzarella LDO

JACKFRUIT SLIDER
with apple slaw LDO, LGO, V, VGO

MUSHROOM RISOTTO
with local mushrooms, truffled marscapone & pecorino
LDO, LG, V, VGO

SPICE RUBBED CHICKEN
with bbq sweet corn, tomato salsa & avocado puree
LDO, LGO

CRISPY SQUID
with wombok salad & wasabi aioli LG

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SEATED FUNCTION SET MENUS

Our Head Chef Joshua Scott-Brown has created the feasting menu to suit every style and size of event, utilising locally-sourced fresh produce and the highest quality ingredients.

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

FEASTING MENU

MINIMUM 10 GUESTS | SERVED SHARE STYLE

TWO COURSE | $77 4 entrees, 2 mains & 3 sides
THREE COURSE | $89 4 entrees, 2 mains, 3 sides & cheese

SHARED ENTREES

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

SHARED MAINS

- Twice Cooked Pork Belly with fennel puree, mustard mash, speck jus (LDO, LG)
- 12 hrs Cooked Lamb Shoulder with salsa verde, crispy capers (LD, LG)
- Spice Rubbed Chicken with garlic yoghurt, coriander & lemon (LDO, LG)
- Five Founders sirloin with carrot puree, blistered truss tomatoes & salsa verde (LDO, LG)
- Catch of the Day with pea puree, sauce vierge, & pea shoots (LDO, LG, A)
- Confit Duck Leg with pickled beetroots & smoked beetroot puree (LDO, LGO)

SHARED SIDES

- Roast Kipfler Potatoes with rosemary salt (LDO, LGO, V)
- Broccolini with flaked almonds & pecorino (LDO, LG, V, VGO)
- Cos Salad with parmesan dressing (LDO, LG, V, VGO)
- Roasted Portobello Mushrooms with cafe de paris & dukkah (LDO, LG, V, VGO)
- Roasted Pumpkin with onion jam, blue cheese and candied walnuts (LDO, LG, VO, VGO)

SHARED CHEESE PLATES

- Seasonal Cheese, qince paste, crackers & grapes (LGO, V)

ADD-ONS

ADDITIONAL MAIN | **$20**
ADDITIONAL SHARED DESSERT | **$12**

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PREMIUM FEASTING

4 ENTREES, 2 MAINS, 3 SIDES & CHEESE | $110

ADD-ONS

ADDITIONAL MAIN | **$35**
ADDITIONAL SHARED DESSERT | **$12**

SHARED ENTREES

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

SHARED MAINS

TOMAHAWK STEAK
MBS 2+ 200 days grain fed served sliced (LDO, LG)

PORK TOMAHAWK
spice rubbed with pomegranate molasses, chimichurri & lemon (LDO, LG)

BEEF WELLINGTON
with baby carrots, pomme puree & jus

SLOW ROASTED WAGYU RUMP CAP
with carrot puree, blistered truss tomatoes & salsa verde (LDO, LG)

WHOLE ROASTED FISH (LDO, LG, A)
choice of:
chilli baked with coconut cream, wasabi aioli, spring onion, coriander, sesame, grilled lime
OR
lemon and garlic baked with gremolata and lemon aioli

SHARED SIDES

- Roast Kipfler Potatoes with rosemary salt (LDO, LG, V)
- Broccolini with flaked almonds & pecorino (LDO, LG, V, VGO)
- Cos Salad with parmesan dressing (LDO, LG, V, VGO)
- Roasted Portobello Mushrooms with cafe de paris & dukkah (LDO, LG, V, VGO)
- Roasted Pumpkin with onion jam, blue cheese and candied walnuts (LDO, LG, VO, VGO)

SHARED CHEESE PLATES

- Seasonal Cheese, qince paste, crackers & grapes (LGO, V)

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BEVERAGE PACKAGES

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

STANDARD

2HR $53PP | 3HR $68PP | 4HR $81PP

add basic spirits $29 per person (flat fee)

Includes the following:
Dottie's Lane Sauvignon Blanc
Henry Hunter Shiraz
Mr Mason Sparkling Cuvee
Hearts Will Play Rosé

Local Tap Beers

Soft Drinks & Juice

PREMIUM

2HR $65PP | 3HR $78PP | 4HR $93PP

add basic spirits $29 per person (flat fee)

Includes the following:
Alpha Box & Dice Prosecco
La Vielle Ferme Rosé
Mill Flat Sauvignon Blanc
Innocent Bystander Chardonnay
Coldstream Hills Pinot Noir
Earthworks Shiraz

Local & Premium Tap Beers

Soft Drinks & Juice

DELUXE

2HR $76PP | 3HR $90PP | 4HR $104PP

add basic spirits $29 per person (flat fee)

Includes the following:
Chandon Blanc de Blancs
La Vielle Ferme Rosé
Ant Moore Pinot Gris
Twin Island Sauvignon Blanc
Vasse Felix 'Filius' Chardonnay
Jim Barry 'Atherley' Shiraz
Vasse Felix 'Filius' Cabernet
Chatto 'Mania' Pinot Noir

Local, Premium & Imported Tap Beers

Soft Drinks & Juice

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 select your own specific 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:

AUDIO VISUAL
• Projector & projector screen (available only in port office dining room exclusive)
• Plasma screen's (sound may only be provided in exclusive areas only)
• Assistance to connect your laptop to projector screen or plasma screen
• Assistance to connect your chosen device to our sound system (available only in exclusive spaces)
• Up to 2 roving microphones (only in exclusive areas)

SIGNAGE & MENUS
• Personalised Private Function Signage
• Personalised dining menus with your company heading and/or logo
• Personalised beverage menus
• Personalised seating allocation chart • Freestanding easel for a seating allocation chart

OTHER
• Lectern
• Bar tab/Beverage package wristbands
• White table linen

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

• 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 exclusive area events only & may not be available for private non-exclusive area events.

Please liaise with your Functions Manager to discuss your available options.

A laptop & HDMI cable is required for all presentations requiring the use of the plasma screens and/or projector screen.

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

PORT OFFICE HOTEL

CONTACT US

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info.portofficehotel@ausvenueco.com.au