



C O R P O R A T E

PACKAGES 2022

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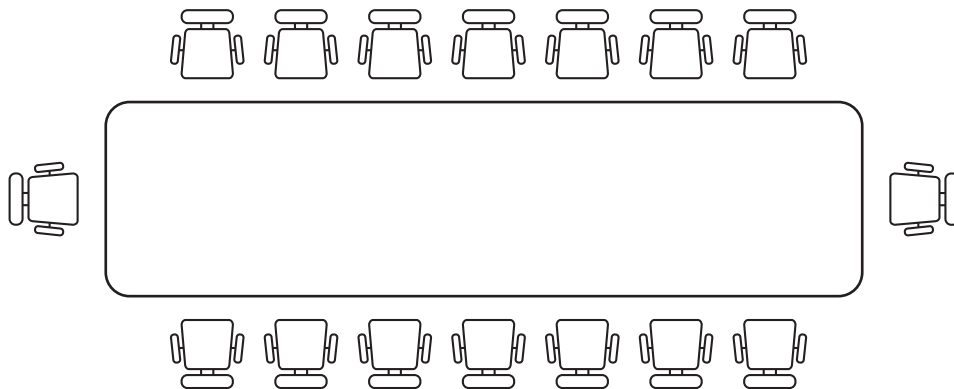




THE BOARDROOM

MAX SEATING - 16

SEATING ARRANGEMENT



FEATURES

- Large Boardroom Table
- Modern Office Chairs
- Data Projector & Screen
- Whiteboard
- Water & Mints
- Split System Air Conditioner

PRICING

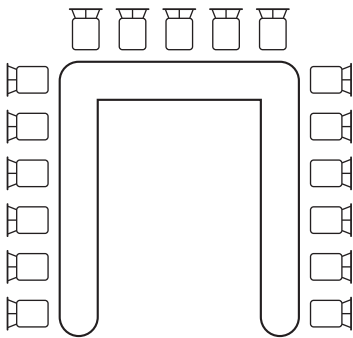
- Half Day **\$175**
- Full Day **\$250**
- Weekend **\$300**



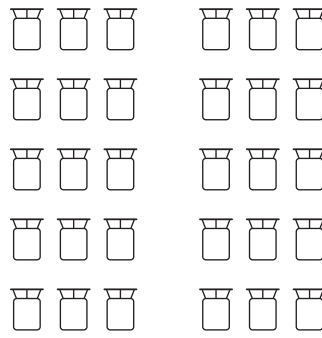
SOCIAL ROOM 3

MAX SEATING - 50

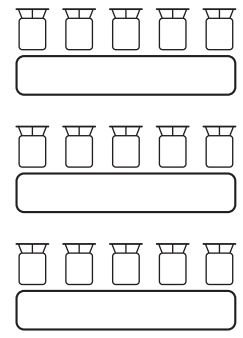
SEATING ARRANGEMENTS



U-Shape **24**



Theatre **50**



Classroom **40**

FEATURES

Flexible Room Options
Abundant Natural Light
Data Projector & Screen
Whiteboard
Water & Mints

PRICING

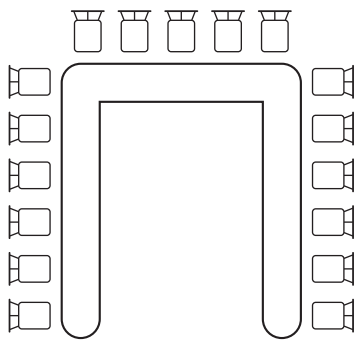
Full Day **\$300**



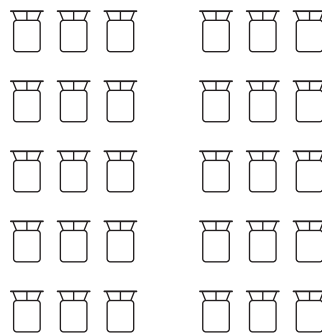
SOCIAL ROOM 1

MAX SEATING - 250

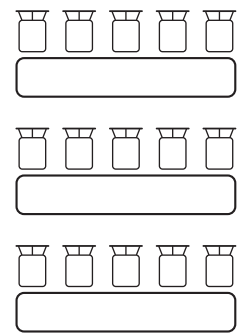
SEATING ARRANGEMENTS



U-Shape **50**



Theatre **250**



Classroom **120**

FEATURES

Full Stage Area
Flexible Room Options
Data Projector & Screen
Whiteboard
Water & Mints

PRICING

Half Day **\$300**
Full Day **\$400**
Weekend **\$450**



Light Refreshments

Tea & Coffee **\$3.50_{pp}**
Tea, Coffee & Snack **\$8.00_{pp}**

Fresh Sandwiches **\$6.50_{pp}**
Fresh Wraps **\$7.50_{pp}**

Choose From

- Banana Bread
- Chocolate Slice
- Muffins - Blueberry or Chocolate Chip
- Individually Wrapped Smarty Cookie
- Individually Wrapped Triple Choc Cookie
- Individually Wrapped Melting Moment Cookie

All Day Package

\$25.00_{pp}

Self Serve Tea & Coffee - Replenished throughout the day.

Morning Tea

Selection of fresh fruit, slices & muffins.

Lunch

Selection of mixed sandwiches and wraps.

Afternoon Tea

Individually wrapped cookies.

Tailored Menu

Price on application

Looking for something more substantial? Talk to our experienced functions team to tailor a menu to suit your specific needs.





Platters

Mezze Platter

Assorted dips with grilled Turkish bread.

35

Pizza Platter

BBQ meat lovers & classic Hawaiian.

60

Asian Inspired Platter

Vegetable spring rolls, beef dim sims, curry puffs, chicken satay sticks & money bags with condiments.

80

Cheese Platter

Selection of Australian cheese, dried fruits, nuts & assorted crackers.

75

Deli Platter

Selection of sliced deli meats, Australian tasty cheese & assorted crackers.

70

Antipasto

Cold cuts of meat, feta cheese, marinated vegetables & olives.

75

Hot Seafood Platter

Crispy battered scallops, crumbed prawn cutlets, salt & pepper squid, crumbed whiting, tempura fish cocktails, panko crumbed prawns & crumbed calamari. Served with tartare tomato sauces.

155

Classic Club Platter

Sausage rolls, petite pies, cocktail quiches, meatballs with tomato & BBQ sauce.

80

Mixed Sandwiches & Wraps

With Chefs selection of fillings.

60

Fresh Fruit Platter

Selection fresh fruits.

60

Something Sweet Dessert Platter

Chefs selections of cakes, slices & individual desserts.

60

Each platter caters for up to 8 guests.





Terms & Conditions

1. CONFIRMATION OF BOOKINGS

Your booking will not be confirmed until a deposit is received. We hold tentative bookings for 7 days only, and if we do not receive confirmation and a deposit we will release the space without further notice. The required deposit is the total of the room hire or as determined during enquiry.

2. GUARANTEED FINAL NUMBER

The nominated attendance figure must be confirmed not later than 72 hours prior to the function and the basic food and beverage charges will be calculated on the greater of the confirmed and actual attendance figures. Increases up to 10% are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. SOPO reserves the right to only cater for the confirmed number.

3. PAYMENT

Full payment is required 72 hours prior to your function. The agreement signatory is liable to pay all money due under this agreement. We do not provide credit. All functions must be paid with cash, credit card, direct deposit or by bank cheque. The balance of beverage & miscellaneous charges must be finalised at the conclusion of the event. All prices quoted are inclusive of GST.

4. CANCELLATION

SOPO reserves the right to cancel an event should the event be seen to jeopardise the reputation of the venue. Should an unforeseen circumstance occur & SOPO is unable to accommodate your event, we reserve the right to cancel any booking or refund any deposit without notice. In the event of cancellation the following terms will apply:

- 4.1. All cancellations must be made in writing.
- 4.2. For functions of 100 guests or more, if the function is canceled more than three months from the function date, the deposit will be refunded in full
- 4.3. For functions of 100 guests or more, if the function is canceled less than three months from the function date, the deposit will only be refunded if the function room is resold for a function of similar size.
- 4.4. For functions of 100 guests or less, if the function is canceled more than one month from the booked date, the deposit will be refunded in full
- 4.5. For functions of 100 guests or less, if the function is canceled less than one month from the function date, the deposit will only be refunded if the function room is resold for a function of similar size.
- 4.6. For functions canceled ten working days or less before the function date, the cancellation fee will be equal to 50% of the total estimated value of the function.
- 4.7. For any function canceled within 72 hours of the function date, any monies paid will be forfeited
- 4.8. Force Majeure Event with respect to a party means an event beyond the reasonable control of an attached party including:
 - a) Acts of God
 - b) War, riot, insurrection, vandalism or sabotage
 - c) Public health emergencies, disease, epidemics or pandemics
 - d) Strike, lockout, ban, limitation of work or other industrial disturbance
 - e) Law, direction, rule or regulation of any Government or Governmental agency and executive or administrative order or act of general or particular application.
 - f) SOPO will not be responsible for any loss or expense suffered or incurred by any other party as a result of, and to the extent that, the affected party is unable to perform, or is delayed in performing, its obligations because of the Force Majeure Event.

5. PRICE & ROOM HIRE CONDITIONS

Upon completion of an event all equipment must be cleared from the venue. Any equipment left in the function room may result in an additional room hire fee. Every possible effort is taken to maintain prices quoted but these are subject to change at the discretion of the management to allow for market variations. If our prices are altered we will endeavor to give you as much notice as possible.

6. DAMAGE & INSURANCE

Any property of the client or any other person, brought into SOPO shall not be liable for any loss or damage, however caused. This includes all and any items left after the event.

7. INDEMNITY

The Client attends the Function at his/her own risk and agrees to indemnify and keep indemnified SOPO against all costs, charges and expenses, which may be incurred due to any person suffering injury while at the Function or due to any loss or damage of property related directly or indirectly to the Function.

8. SUITABILITY OF PREMISES

SOPO does not warrant the suitability of the facilities hired for your function. It is recommended that you satisfy yourself in that regard before confirming your booking.

9. CONSUMPTION OF OUTSIDE FOOD AND BEVERAGE

For licensing purposes, only food supplied by the venue may be consumed during a function. No external supply allowed

10. CONDUCT

- 10.1. The Client must conduct the function in an orderly manner, in full compliance with the above 'Terms and conditions', and ensure compliance by all persons in attendance.
- 10.2. The Client must ensure no disturbance or nuisance will be caused to SOPO or any of its guests, visitors or neighbours.
- 10.3. The Client assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or another part of the venue.
- 10.4. General and normal cleaning is included in the cost of the room hire charge, however additional charges may apply if the function has created cleaning needs above and beyond normal cleaning.
- 10.5. The venue will take all necessary care but will not accept responsibility for damage or loss of any clients property in the venue before, during or after the function.
- 10.6. SOPO is entitled to remove any persons from the Function whose behavior, in the opinion of Management, is objectionable, improper or undesirable. The venue reserves the right to cancel any bookings for themed parties that it deems inappropriate.
- 10.7. Children are allowed on the premises until 10pm unless otherwise arranged with Management; however the client undertakes to ensure that children will be kept under strict supervision and remain under the responsibility of the client. Any minors found to consuming alcohol will be removed from the premise and the remainder of the function will be canceled with no monies refunded.

Acceptance

Signature _____ Date _____



Booking

Booking Form

Room ☐ Boardroom ☐ Social Room 3 ☐ Social Room 1

Date of Function _____ Name of Function _____

Full Name _____ Number of Attendees _____

Phone _____ Start Time _____

Email _____ Requirements _____

Address _____

Signature _____

Payment

Payment Method ☐ Mastercard ☐ Visa ☐ Diners ☐ Bank Cheque ☐ Cash ☐ Eftpos (3% surcharge for Amex & Diners)

Deposit Enclosed \$ _____

Cardholders Name _____ Signature _____

Card No _____ Exp ____ / ____ CVV _____

Office Use Only

Received & Processed by _____

Checked by _____

Date _____

Thank You!

