



# C O R P O R A T E

## PACKAGES 2022

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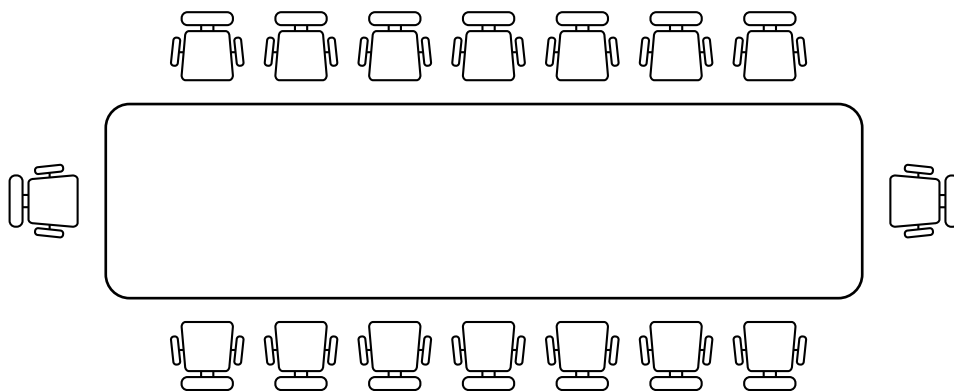


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## THE BOARDROOM

MAX SEATING - 16

### SEATING ARRANGEMENT



### FEATURES

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

### PRICING

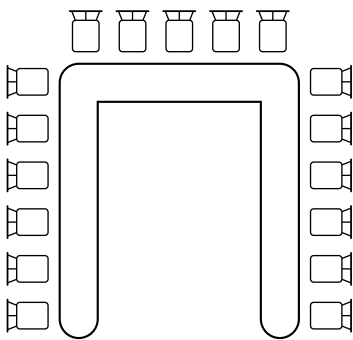
- Half Day **\$175**
- Full Day **\$250**
- Weekend **\$300**



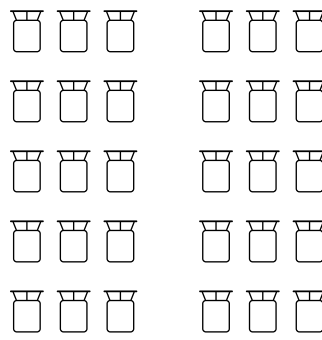
## SOCIAL ROOM 3

MAX SEATING - 50

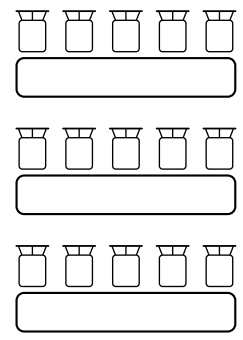
### SEATING ARRANGEMENTS



U-Shape **24**



Theatre **50**



Classroom **40**

### FEATURES

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

### PRICING

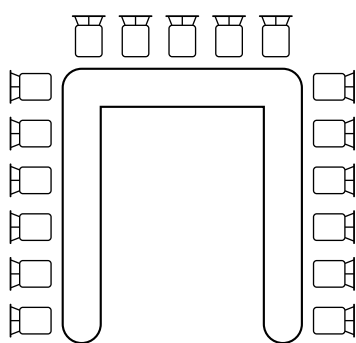
Full Day **\$300**



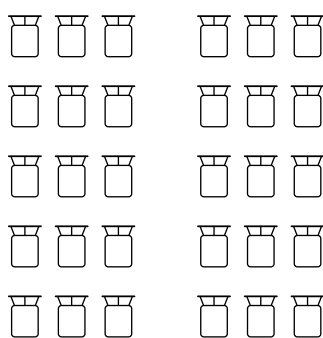
# SOCIAL ROOM 1

MAX SEATING - 250

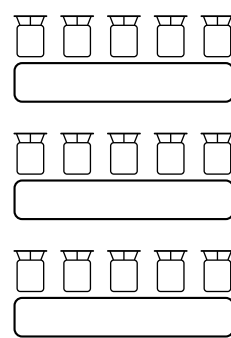
## SEATING ARRANGEMENTS



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 **\$4<sub>pp</sub>**  
Tea, Coffee & Snack **\$9<sub>pp</sub>**

Fresh Sandwiches **\$7<sub>pp</sub>**  
Fresh Wraps **\$9<sub>pp</sub>**

### 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

**\$28<sub>pp</sub>**

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.





## Breakfast Options

Minimum 30 pax

### Buffet

**\$40<sub>pp</sub>**

Bread, Toasts & Sour Dough  
Bagels. Croissant Mini's. Assorted Jams, spreads & Honey  
Muesli. Acai. Assorted Cereals.  
Eggs (poached & scrambled)  
Smoked Bacon  
Hash Browns  
Grilled tomato halves  
Garlic Mushrooms  
Breakfast sausages  
Baked Beans  
Deep Fried Haloumi  
Pancakes/Pikelets  
Crepe Stack  
Fresh Fruits and Fruit Salad  
Muffin Mini's

**PLUS TEA, COFFEE & JUICE**

### Alternate Drop (choose 2)

**\$27<sub>pp</sub>**

#### **SOPO BREAKFAST PLATE**

Smoked bacon, scrambled eggs, brekky snag, hash brown and cherry ripe tomatoes w/ sour dough

#### **BREAKFAST TACOS**

Bacon, egg, haloumi, avocado, spring onion, cilantro w/ a spicy tomato relish

#### **RICOTTA HOT CAKES**

w/ smoked bacon, rocket & cherry tomatoes

#### **EGGS STRAIGHT UP**

Poached w/ bacon, a side of garlic mushrooms and sourdough

#### **BENNY BONANZA**

w/ smoked bacon, hollandaise, spinach on sourdough

#### **MUSHROOM, BRIE AND PANCETTA CROISSANTS**

A twist on the original

**PLUS TEA, COFFEE & JUICE**





## PLATTERS

### **Mezze Platter**

Assorted dips with grilled Turkish bread.

45

### **Charcuterie Board**

Artisanal cheeses, cured meats, fresh fruits, and condiments for a delightful culinary experience.

100

### **Pizza Platter**

BBQ meat lovers & classic Hawaiian.

70

### **Asian Inspired Platter**

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

90

### **Cheese Board**

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

90

### **Cold Cuts Platter**

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

85

### **Antipasto**

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

85

### **Classic Club Platter**

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

100

### **Mixed Sandwiches & Wraps**

With Chefs selection of fillings.

75

### **Seasonal Fruit Platter**

Selection fresh fruits.

80

### **Something Sweet Dessert Platter**

Chefs selections of cakes, slices & individual desserts.

80

### **Build Your Own**

Choose 4 options. 40 pieces total.

100

#### **COLD**

- Mini Bruschetta w/ Fresh Basil
- Assorted fresh Sushi
- Mini Prawn Skewers w/ Mango Sauce
- Thyme & Rosemary Marinated Mushrooms

#### **HOT**

- Assorted House-Made Cocktail Quiches
- Vegetable Spring Rolls w/ Sweet Chilli Plum Sauce
- Gourmet Mini Meat Pies
- Satay Chicken Skewer w/ Spicy Thai Peanut Sauce
- Salt & Pepper Squid w/ Sweet Chilli Lime Aioli
- Curried Vegetable Samosa w/ Mint Riata
- Butterflied Crumbed Prawns w/ Chilli Plum Sauce
- Smokey BBQ Chicken Wings
- Honey Soy Chicken Wings
- Thai Fish Cakes w/ Sweet Chilli Dipping Sauce
- Tempura Fish Fillers w/ Tangy Tartare
- Crispy Pork & Vegetable Dim Sims
- Oven Baked Spinach & Cheese Pastries

Each platter caters for up to 10 guests as a light refreshment.





## 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 makes no guarantees regarding the suitability of the facilities hired for your function. It is advisable to ensure your complete satisfaction in this 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 ☐ Cheque ☐ Cash ☐ Eftpos (3% surcharge for Amex)

Deposit Enclosed \$ \_\_\_\_\_

Cardholders Name \_\_\_\_\_ Signature \_\_\_\_\_

Card No \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_ CVV \_\_\_\_\_

### Office Use Only

Received & Processed by \_\_\_\_\_

Checked by \_\_\_\_\_

Date \_\_\_\_\_

*Thank You!*

