

Corporate Menus



We have dedicated an experienced team of event specialist to help you with your corporate needs. Our Team of service professionals will make your meeting or conference a successful one!!



The Venue

Sunset Blue is situated in Scarborough, Redcliffe overlooking the Magnificent Glass House Mountains. This exclusive venue offers privacy and space to hold your next Meet and Great or Conference event. With an array of configurations, conference facilities and menus options to suit your function we are assure it will be nothing but a success.

Room Features

- ✚ Personalised Coordinators to Facilitate your Event
- ✚ Special Full and Half Day Conference Packages with Room Hire Included
- ✚ Free Wifi
- ✚ Audio Visual Equipment
- ✚ Air Conditioning / Heating
- ✚ In-House Sound System
- ✚ Lead Microphone / Professional Lectern
- ✚ Large Dance Floor
- ✚ Stage for Dignitaries
- ✚ On-Site Car Parking Facilities with Ample Street Frontage Parking also Available
- ✚ Wheel Chair and Disable Access
- ✚ Break Out Area
- ✚ Presenters & Registration Tables
- ✚ Specially designed linen and skirting
- ✚ Indoor / Outdoor Bar
- ✚ Private Balcony

Room Layouts

Banquet Style – Seats up to 190 Guests – Oval Tables up to 10 Guests per table

Cabaret Style – Seats up to 155 Guests – Oval Tables up to 8 Guests per table

Class Room Style – Seats up to 100 Guests – Rectangle tables 6 Guests per table

U-Shape Style – Seats up to 55 Guests – Rectangle Tables and specially designed corner tables to present a U-Shape

Board Room Style – Seats up to 40 – Rectangle Tables set out in a square

Theatre Style – Seats up to 250 Guests

Please Note – The above is a guide only and will vary depending on your room specifications and menus.

Room Hire / Minimum Guests Numbers

Room hire is based on your menu spend, style of event, room requirements, the day of the week and guest numbers. This may vary from \$150-\$500. Please speak to our dedicated events sales team for a more accurate quote on your room hire. Our Full Buffet Breakfast, Full Day & Half Day Conferences room hire is included in the Package.

Boss At Sunset Blue ABN 18163013081

Bird of Passage Parade, Scarborough Qld

PH: 32035029 FAX: 32034744 EMAIL: Info@sunsetblue.com.au WEB: www.sunsetbluefunctions.com.au



Pricing Snap Shot

Style Of Event	Price	Min Numbers	Room Hire
All Day Conference - Package 1	\$40pp	Min 20 Paid	Included- for up to 9hrs
All Day Conference - Package 2	\$47pp	Min 40 Paid	Included- for up to 9hrs
½ Day Conference - Package 1	\$30pp	Min 20 Paid	Included- for up to 6hrs
½ Day Conference - Package 2	\$37pp	Min 40 Paid	Included- for up to 6hrs
Buffet Breakfast - Package 1	\$25pp	Min 20 Paid	\$150 – 7am-10.30am
Buffet Breakfast - Package 2	\$35pp	Min 40 Paid	Included – 7am-10.30am
Meeting Breaks	from \$3pp	Min 10 Paid	\$500 - 60min sessions
Networking Canapés	from \$12pp	Min 20 Paid	\$250 - 90min sessions
Room Hire Only Up To 2hrs Includes Tea and Coffee on arrival	\$350		
Room Hire Only Up To 4hrs Includes Tea and Coffee on arrival	\$450		
Room Hire Only Up To 6hrs Includes Tea and Coffee on arrival	\$600		

If you can't find a package to suit or would like to combine packages we can tailor a package to suit your needs and budget. Discounts are given if you are holding a two day or more conference. We can also provide you with menus from our Social Menus if you are requiring a dinner option. Please don't hesitate to speak with one of our highly experienced Corporate Coordinators to assist in your event needs.

Package Inclusions

- ✚ Lead Microphone and Professional Lectern
- ✚ Registration Table, Presenters Table
 - ✚ Audio Visual Equipment
 - ✚ Whiteboard and Makers
 - ✚ Easel, Paper and Markers
 - ✚ Iced water and mints
 - ✚ Pads & Pens for Delegates
- ✚ Continuous Tea and Coffee Thru out
- ✚ Special Dietary Requirements Catered for

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All Day Conference Packages

Requirements

Cold Lunch -
 Minimum 20 Paid
 Guests Required
 Hot Lunch -
 Minimum 40 Paid
 Guests Required

 Room Access from
 8am
 Use of the room
 for up to 9pm

 Final Guests
 Numbers required
 one week prior

Highlights

Morning Tea
 Lunch – Hot or Cold
 Afternoon Tea
 Continuous Tea &
 Coffee
 Room Hire Included
 Special Dietary
 Requirements
 available

Package 1

Brewed Tea and Coffee on arrival and continuous thru out

Morning Tea and Afternoon Tea

Served Buffet Style with a selection of juices
 please select two options from the following for each break

- ✚ Assorted mini muffins
- ✚ Chef selection of cakes / slices
- ✚ Homemade Biscuits
- ✚ Bowl of seasonal fruits
- ✚ Danish pastries

Lunch

- Served Buffet Style with a selection of soft drinks
- ✚ Gourmet rolls and focaccia breads with a chef's selection of fillings
 - ✚ Platter of season fruits

Gluten Free Options available for an additional \$15pp

Package 2

Brewed Tea and Coffee on arrival and continuous thru out

Morning Tea and Afternoon Tea

Served Buffet Style with a selection of juices
 please select two options from the following for each break

- ✚ Assorted mini muffins
- ✚ Chef selection of cakes / slices
- ✚ Homemade Biscuits
- ✚ Bowl of seasonal fruits
- ✚ Danish pastries
- ✚ Scones with fresh jam and cream

Lunch – Please select two options to be served alternatively to your guests

Grilled garlic prawn skewers served on a bed of Asian coconut rice

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Baked Chicken Breast, creamy mash and seasonal vegetables

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Battered flathead, chips and fresh crisp salad

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SUNSET BLUE

FUNCTION CENTRE

1/2 Day Conference Packages

Highlights

Morning Tea OR
Afternoon Tea
Lunch – Hot or Cold
Continuous Tea &
Coffee
Room Hire Included
Special Dietary
Requirements
available

Requirements

Cold Lunch -
Minimum 20 Paid
Guests Required
Hot Lunch -
Minimum 40 Paid
Guests Required
Room Hire Times
8am-2pm
11am-5pm
Final Guests
Numbers required
one week prior

Package 1

Brewed Tea and Coffee on arrival and continuous thru out

Morning Tea or Afternoon Tea

Served Buffet Style with a selection of juices
please select two options from the following for each break

- ✚ Assorted mini muffins
- ✚ Chef selection of cakes / slices
- ✚ Homemade Biscuits
- ✚ Bowl of seasonal fruits
- ✚ Danish pastries

Lunch

Served Buffet Style with a selection of soft drinks

- ✚ Gourmet rolls and focaccia breads with a chef's selection of fillings
- ✚ Platter of season fruits

Gluten Free Options available for an additional \$15pp

Package 2

Brewed Tea and Coffee on arrival and continuous thru out

Morning Tea or Afternoon Tea

Served Buffet Style with a selection of juices
please select two options from the following for each break

- ✚ Assorted mini muffins
- ✚ Chef selection of cakes / slices
- ✚ Homemade Biscuits
- ✚ Bowl of seasonal fruits
- ✚ Danish pastries
- ✚ Scones with fresh jam and cream

Lunch – Please select two options to be served alternatively to your guests

Grilled garlic prawn skewers served on a bed of Asian coconut rice

--

Baked Chicken Breast, creamy mash and seasonal vegetables

--

Battered flathead, chips and fresh crisp salad

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Breakfast Conference Packages

Package 1- Light Brekkie Meet

Brewed Tea and Coffee on arrival and continuous thru out
Breakfast served Buffet Style with a selection of Juices.

- + Scrambled Eggs
- + Bacon
- + Wholemeal and white toast with a selection of condiments
- + Grilled tomatoes
- + English baked beans
- + Hash Browns

Requirements

Minimum 20 Paid Guests Required, Room Hire \$150,
Room Access from 7am – 10.30am

Final Guests Numbers and room layouts required one week prior
Gluten Free Options available for an additional \$15pp

Package 2- Full Brekkie Package

Brewed Tea and Coffee on arrival and continuous thru out
Breakfast served Buffet Style with a selection of Juices.

- + Scrambled Eggs
- + Poached Eggs
- + Bacon
- + Wholemeal, white toast and English muffins with a selection of condiments
- + Grilled tomatoes
- + English baked beans
- + Hash Browns
- + Basil chipolatas sausages
- + Grilled Mushrooms
- + Seasonal fruit platter
- + Freshly baked mixed Danish Pastries
- + Mini Croissants
- + Breakfast Waffles with maple syrup & ice cream

Requirements

Minimum 20 Paid Guests Required, Room Access from 7am – 10.30am

Final Guests Numbers and room layouts required one week prior

Gluten Free Options available for an additional \$15pp

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Meeting Breaks

Please choose from the following to be served to your guests on the buffet for your break out session

Savoury Muffins.....	\$3pp
Sweet Muffins.....	\$3pp
Assorted Slices.....	\$3pp
Assorted Cakes	\$3pp
Homemade Biscuits.....	\$3pp
Mini Croissants.....	\$3pp
Brekkie Waffles.....	\$3pp
Hors d'oeuvres Platters.....	\$4.50pp
Fruit Platters.....	Small \$30 Per Platter
Fruit Platters.....	Large \$60 Per Platter
Sushi.....	\$POA
Finger Sandwiches	\$7pp
Tea and Coffee on arrival.....	\$3.50pp
Continuous Tea and Coffee on arrival.....	\$3.50pp

Requirements
 Minimum 10 Paid
 Guests Required,
 Room Hire \$500 for up
 to 60 mins
 Final Guests Numbers
 and room layouts
 required one week
 prior
 Served buffet style
 with side plates and
 napkins
**Gluten Free Options
 available for an
 additional \$15pp**

Networking Canapés

**Chefs Selection of Substantial Canapés served on the water front balcony
 staggered over a 90minute period.**

Canapés will be served on platters to tables and wait service

Example

Aracinini Balls

Snap- fried calamari, lemon grass yoghurt

Vegetarian spring rolls, Thai spices, dipping sauce

Marinated beef skewers with mustard sauce

Crumbed chicken tenders, mango dip

Mildly spiced chicken satays, hummus dip

Mini Vegetarian quiche

Dim Sims

Samosa

Prosciutto pesto pinwheels

Wafers w/ brie cheese, semi sun dried tomato and olives

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Other Important Information

ROOM Hire and Extensions 1/2 hr.....\$180 1 hr\$310
Early access fees apply, please see our staff for arrangements.
Public Holiday Surcharge.....\$800

EQUIPMENT

Please **make sure that you notify your suppliers / Presenters...** that they are required to carry equipment/ deliveries up the front stairs. All client supplied equipment delivered for the event must be removed on the day unless a two or more day conference is being held in which case you can leave all books, pens, files as they are on the tables for your return the next day. Any hired audio visual equipment or displays must be conducted by a company or business with appropriate insurance and equipment.

DEPOSIT & TERMS & CONDITIONS

The booking is confirmed upon receipt of your deposit and the issue of a venue agreement. Cancellations of the event are only acceptable in writing from one of the organisers that appear on the agreement. Please note all Saturday evening events are non-refundable. Any additional monies (over and above the minimum deposit) that have been prepaid to the venue will be refunded. The Terms & Conditions of our Venue are issued as part of your Event Agreement and is updated periodically and posted on our website.

TENTATIVE BOOKINGS

We are able to hold your date for 10 consecutive days. In that time if another client is wishing to book your date you will be given 24 hours before the date is sold.

ROOM PLANS AND LAYOUT REQUIREMENTS

Room requirements must be submitted the week of your event. Any changes made on the day may incur additional cost and are by the approval of the venue manager.

MENUS AND GUESTS NUMBERS

Menus are to be submitted at least 3 weeks prior to your event, unless you are holding a meeting break in which catering needs to be ordered one week in advance for smaller orders. Final guest's numbers are required one week prior along with any special dietary requirements. Please note Gluten Free is an additional \$15pp.