



# *meetings*

AT THE GLEN HOTEL



THE  
**GLEN HOTEL**  
Est. 1863

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# Conferences & Meetings

at The Glen Hotel

*Filled with Queensland charm and history, our award winning Hotel is located just 15 minutes from Brisbane's CBD, 40 minutes from the Gold Coast, 25 minutes from Brisbane Airport and 5 minutes from the Brisbane Technology Park. We offer the convenience of free onsite parking for 250 cars.*

*We have a selection of event spaces that are perfect for your corporate event, ranging from conferences, meetings and gala dinners to team building events, gourmet BBQs and Christmas parties.*

*Catering for as little as 10 people or as many as 300, our focus is on providing you with the best service and venue for your corporate event.*

*Our 4.5-star accommodation, featuring luxuriously appointed guest rooms and suites, 24 hour reception with a pool and gymnasium on site provides a quiet and functional place for delegates to stay.*





# *The Marquee*

*The Marquee is our largest beautifully appointed event space. Whether it is a large scale meeting, product launch or an awards presentation, The Marquee can be tailored to meet your expectations. The Marquee overlooks the Garden with the Glen Lake as a backdrop, providing an ideal relaxed and scenic “breakout” zone for conferences or a space for drinks and canapes for evening events.*

## THE ROOM FEATURES

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- Fully enclosed air-conditioned space
- VIA wireless presentation system
- Fully integrated AV system with two projector screens
- Free Wi-Fi
- Eight contemporary chandeliers
- Changeable LED backlighting allowing light colours to suit your corporate colours
- 4 metre ceilings at its highest point
- Private bar
- Carpeted flooring
- Vehicle access either within The Marquee or in the Garden
- Private courtyard
- Ceiling tension wires for your corporate banner
- All abilities access



# *The Elaine Room*

*Our Elaine Room is close to our hearts, as it was named in honour of one of the Hotel's owners, Mrs Elaine Fitzgibbons.*

*This room reflects classic elegance, like her namesake.*

*The Elaine Room caters to any style corporate event with state of the art audio visual equipment and a built in projector screen, we have got everything covered.*

## THE ROOM FEATURES

Exquisite chandeliers and high ceilings

VIA wireless presentation system

Changeable LED backlighting

Fully integrated audio visual system

Fully air-conditioned

Free Wi-Fi

Private bar

All abilities access



# *The Heritage Room*

*Modern but with traditional charm, The Heritage Room is located upstairs within the Hotel's original dwellings, rich in history.*

*The area located above the popular Deck Bar was transformed into a state of the art function room that caters for corporate meetings and events and creates an intimate atmosphere with simple nods to the Hotel's historical style.*

*Our newest function room offers all the requirements needed for your next event, including audio visual equipment and a built in projector screen.*

## THE ROOM FEATURES

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- Modern lighting and high ceilings
- VIA wireless presentation system
- Fully integrated audio visual system
- Fully air-conditioned
- Free Wi-Fi
- Private bar
- Private Bathroom amenities
- Balcony

\*Please note, this room is located upstairs and does not offer any disability or wheelchair access. Limited packages apply.



# The Meeting Rooms

*Our first class Meeting Rooms are a convenient space for your next team brainstorming session or monthly meeting. All meeting rooms are fully air-conditioned and include access to free Wi-Fi, a large screen TV and close access to amenities.*

## THE BOARDROOM

Located on the ground floor of the Business Centre, this is the ideal workspace for small meetings. This room is on the ground floor and has all abilities access.

## THE MEETING ROOM

Located on the upper floor of the Business Centre, this is a convenient meeting space for your next team brainstorming session or monthly meeting.

*Please note, this room is located upstairs and does not offer any disability or wheelchair access.*



## *Our Team*

*When you book your conference or meeting at The Glen you will be in the experienced hands of our Events Manager, Annie Moyse and her Team.*

*With years of experience, our Team will provide professional planning and assistance to ensure the smooth running of your day.*

### **OUR EVENTS MANAGER CAN ALSO HELP WITH A PREFERRED LIST OF SUPPLIERS FOR...**

Photographers  
DJs and musicians  
Photo booths

“

*Thanks again for the arrangement for our meetings, all went well and I was really impressed with your facilities and service.*

**Craig - Machinery House**

*Thank you to Annie and Gill. We were all extremely impressed by the quality of the venue and the food and the professionalism of your staff.*

**Steve - Stronghold Invest**

”



## Corporate Styling

*We know that each event is an opportunity for you to promote your corporate brand and it is important to have your company's ethos and style reflected in the days' proceedings.*

*Our Events Team will work with you to have your day tailored to your corporate identity.*

## Audio Visual Equipment

*A large part of making your conference a success story is attributed to your audio visual equipment. We can assist and provide any of your equipment requirements, prices on application from the Events Team.*

*A microphone and lectern are available on request when booking the Marquee or Elaine Room.*



## ✧ Room Capacities ✧

|                   | Cocktail | Theatre | Banquet          | Classroom | U-Shape | Boardroom |
|-------------------|----------|---------|------------------|-----------|---------|-----------|
| The Marquee       | 400*     | 250     | 280              | 100       | 50      | -         |
| The Elaine Room   | 150      | 120     | 90               | 45        | 30      | 20        |
| The Heritage Room | 50       | 50      | 40<br>long table | 30        | 20      | 14        |
| Boardroom         | -        | 16      | -                | 8         | 12      | 12        |
| Meeting Room      | -        | 24      | -                | 10        | 15      | 10        |

*\*subject to weather*

# Meetings Package 1

— \$55.00 per person —

*This is our all inclusive package ideal for week day corporate meetings and events and includes room hire when booked 8am - 5pm, Monday - Sunday. Minimum of 20 delegates applies.*

1 x Whiteboard

1 x Flipchart

1 x Notepad per delegate

1 x Pen per delegate

Freshly brewed Coffee and Tea on arrival

## MORNING TEA

*Served with freshly brewed coffee and tea, and your choice of ONE (1) of the following selections:*

Devonshire tea - fresh oven baked scones with jam and whipped chantilly cream.

Continental pastries - individual muffins and danishes.

Toasted mini croissants - filled with shaved leg ham, Swiss cheese and tomato.

Assorted mini quiches - quiche lorraine, cheesy chorizo and spinach & fetta.

Cinnamon doughnuts - assortment of fresh cinnamon doughnuts filled with strawberry jam, salted caramel and Nutella.

Sweet bites - bite sized banana eclairs, chocolate coated profiteroles, mini vanilla slices and plain profiteroles.

## LUNCH

*Your choice of ONE (1) of the following selections:*

### ASSORTED FOCACCIAS

Freshly baked focaccia filled with an assortment of deli sliced meats, fresh salads, cheeses and condiments.

### PLOUGHMAN'S LUNCH

Sliced continental meat platter, crisp garden salad, fresh baked dinner roll, Australian cheeses, pickles and fruit.

Orange Juice and freshly brewed Coffee and Tea.

## AFTERNOON TEA

*Freshly brewed Coffee and Tea served with a variety of biscuits.*

# Meetings Package 2

— \$60.00 per person —

*This is our all inclusive package that caters to all tastes and types of corporate events and includes room hire when booked 8am - 5pm, Monday - Sunday. Minimum of 20 delegates applies.*

1 x Whiteboard

1 x Flipchart

1 x Notepad per delegate

1 x Pen per delegate

Freshly brewed Coffee and Tea on arrival

## MORNING TEA

*Served with freshly brewed coffee and tea, and your choice of ONE (1) of the following selections:*

Devonshire tea - fresh oven baked scones with jam and whipped chantilly cream.

Continental pastries - individual muffins and danishes.

Toasted mini croissants - filled with shaved leg ham, Swiss cheese and tomato.

Assorted mini quiches - quiche lorraine, cheesy chorizo and spinach & fetta.

Cinnamon doughnuts - assortment of fresh cinnamon doughnuts filled with strawberry jam, salted caramel and Nutella.

Sweet bites - bite sized banana eclairs, chocolate coated profiteroles, mini vanilla slices and plain profiteroles.

## LUNCH

### BUILD YOUR OWN BURGER

A fresh brioche bun with your choice of beef pattie or grilled chicken breast with lettuce, tomato, coleslaw, cheese and condiments (Vegetarian option available on request).

OR

### DEMI BUFFET

*Served with the following Hot dishes:*

Mongolian beef

Chicken satay

### *Accompaniments:*

Steamed jasmine rice

Crisp garden salad

Freshly baked dinner rolls

Assorted condiments

Orange Juice and freshly brewed Coffee and Tea.

## AFTERNOON TEA

*Freshly brewed Coffee and Tea served with a variety of biscuits.*

# Tailor your Event

*Choosing the right venue for your corporate event hire is an important decision and each event is different. The day needs to be tailored to suit your needs. If one of our all inclusive meeting packages are not for you we have many alternatives.*

## SIMPLY CHOOSE YOUR EVENT SPACE AND THEN YOUR MENU SELECTION:

Coffee Break  
Corporate Breakfast  
Light Lunch Break  
Lunch Break  
Sit Down Menu  
Full Buffet Menu  
Corporate Barbecue  
Cocktail Party  
Beverages

*If you are after something more than our following options, you are welcome to speak to our Events Team to create your own 'perfect option'.*

# Room Hire Rates

|                      | Monday - Friday<br>(day) | Monday - Friday<br>(evening) | Saturday -<br>Sunday<br>(day) | Saturday -<br>Sunday<br>(evening) |
|----------------------|--------------------------|------------------------------|-------------------------------|-----------------------------------|
| The Marquee          | \$600                    | \$600                        | \$750                         | \$750                             |
| The Elaine<br>Room   | \$500                    | \$500                        | \$600                         | \$600                             |
| The Heritage<br>Room | \$400                    | \$400                        | \$500                         | \$500                             |
| Boardroom            | \$325                    | \$400                        | \$400                         | \$400                             |
| Meeting Room         | \$325                    | \$400                        | \$400                         | \$400                             |



# ☎ Coffee Breaks ☎

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**FRESHLY BREWED COFFEE & TEA \$3.75 PP**

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**FRESHLY BREWED COFFEE, TEA & BISCUITS \$7.50 PP**

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*Served with a variety of biscuits*

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**MORNING / AFTERNOON TEA BREAKS \$9.50 PP**

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*Choice of morning OR afternoon tea break served with freshly brewed coffee and tea, and your choice of ONE (1) of the following selections:*

Devonshire tea - fresh oven baked scones with jam and whipped chantilly cream.

Continental pastries - individual muffins and danishes.

Toasted mini croissants - filled with shaved leg ham, Swiss cheese and tomato.

Assorted mini quiches - quiche lorraine, cheesy chorizo and spinach & fetta.

Cinnamon doughnuts - assortment of fresh cinnamon doughnuts filled with strawberry jam, salted caramel and Nutella  
**(only available for Morning Tea breaks).**

Sweet bites - bite sized banana eclairs, chocolate coated profiteroles, mini vanilla slices and plain profiteroles.

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**ADDITIONS \$2.75 PP**

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Orange Juice

Fresh tropical fruit platter



# Corporate Breakfasts

*Minimum of 20 delegates*

## THE CONTINENTAL BUFFET SELECTION

—— \$22.00 per person ——

Fresh orange juice, a variety of cereals and muesli, tropical fruit platter, baked danishes, croissants and muffins and a selection of toasted breads with spreads.

## THE AUSTRALIAN BREAKFAST

—— \$29.00 per person ——

*Served plated or buffet style*

The Continental Buffet selection, with the addition of crispy rasher bacon, fluffy scrambled eggs, barbecued chipolatas, grilled tomato, crispy hash browns, hollandaise sauce.

## THE FULL AUSTRALIAN BREAKFAST

—— \$32.00 per person ——

*Served buffet style*

The Continental Buffet and Australian Buffet selections, with the addition of fruit yoghurt, French crepes, Belgian waffles, whipped cream, savoury mince, baked beans and sautéed mushrooms.

*Each breakfast selection includes freshly brewed Coffee and Tea.*



# Light Lunch Breaks

— \$20.00 per person —

*Your choice of ONE (1) of the following selections:*

## ASSORTED FOCACCIAS

Freshly baked focaccia filled with an assortment of deli sliced meats, fresh salads, cheeses and condiments.

## PLOUGHMAN'S LUNCH

Sliced continental meat platter, crisp garden salad, fresh baked dinner roll, Australian cheeses, pickles and fruit.

Orange juice and freshly brewed Coffee and Tea included.



# ✧ Lunch Breaks ✧

———— \$32.00 per person ————

## **PLATED BUSINESS LUNCH**

*(Minimum of 30 delegates applies)*

All selections served with Chef's choice of seasonal vegetables and topped with jus and a freshly baked dinner roll.

*Your choice of TWO (2) of the following to be served alternately:*

EYE FILLET

Char grilled, cooked medium

CHICKEN KIEV

Stuffed with herbed goat cheese

NZ KING SALMON

Served with a caper butter sauce

LAMB RUMP

Cooked medium

## **BUFFET BUSINESS LUNCH**

*(Minimum of 30 delegates applies)*

*Your choice of TWO (2) of the following Hot dishes:*

Mongolian beef

Chicken satay

Lamb Korma with cashews

Vegetable Tortellini with garlic cream sauce

Pork Char Sui with Asian vegetables & noodles

Poached salmon in coconut sauce

*Served with the following:*

Steamed jasmine rice

Chef's selection of seasonal vegetables

Crisp garden salad

Freshly baked dinner rolls

Assorted condiments

*Each lunch selection includes Orange Juice and freshly brewed Coffee and Tea.*

# Sit Down Menu

*Minimum 30 delegates applies*

**2 COURSES \$44 per person**

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**3 COURSES \$57 per person**

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*Two course menu served alternate drop. Your choice of either two entrees and two mains  
OR two mains and two desserts from the below selections.*

*Three course menu served alternate drop. Your choice of two entrees, two mains  
and two desserts from the below selections.*

## ENTREES

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### SALT N PEPPER CALAMARI

Flash fried tender calamari pieces with garlic aioli and fresh lemon

### TOMATO AND BASIL BRUSCHETTA (V)

Tomato and basil salsa on crostini with sea salt, balsamic and olive oil

### BEEF CARPACCIO

Beef carpaccio with micro herb, horseradish cream and focaccia

## MAINS

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### EYE FILLET

Char grilled, cooked medium

### CHICKEN KIEV

Stuffed with herbed goat cheese

### NZ KING SALMON

Served with a caper butter sauce

### LAMB RUMP

Cooked medium

All selections served with Chef's choice of seasonal vegetables and topped with jus  
and a freshly baked dinner roll.

## DESSERT

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### HAZELNUT CHOCOLATE TART

### APPLE RHUBARB CRUMBLE AND CREME ANGLAISE

### STRAWBERRY AND WHITE CHOCOLATE CHEESECAKE

### COOKIES AND CREAM CHEESECAKE

All dessert selections are served with fruit coulis, cream and fruit.

*Freshly Brewed Coffee and Tea included.*



# Full Buffet



— \$58.00 per person —

*Minimum 30 delegates*

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## ON ARRIVAL

*Chef's selection of hot savouries*

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## THE CARVERY

*Your selection of TWO (2) of the following:*

Roast Lamb stuffed with Rosemary and Garlic  
Salted Roast Pork with Apple Chutney  
Roast Beef with Mustard Crust

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## HOT DISHES

*Your selection of TWO (2) of the following:*

Mongolian beef  
Chicken satay  
Lamb Korma with cashews  
Vegetable Tortellini with garlic cream sauce  
Pork Char Sui with Asian vegetables & noodles  
Poached salmon in coconut sauce

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## HOT ACCOMPANIMENTS

Steamed jasmine rice  
Chef's selection of seasonal vegetables

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## COLD ACCOMPANIMENTS

Sliced continental meat platter  
Crisp garden Salad  
Creamy potato salad  
Roast vegetable salad with spinach and fetta  
Freshly baked dinner rolls  
Assorted condiments

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## DESSERTS

Whole cakes and Gateaux  
Assorted sweet slices and filled pastries  
Fresh seasonal tropical fruit platter  
Australian cheese board with lavosh and quince paste  
Freshly brewed Coffee and Tea



# Corporate BBQ

*Minimum 30 delegates applies*

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## STANDARD BBQ \$29.00 PP

English Cambridge thick sausages  
150 day grain fed porterhouse steak  
Ground Black Angus beef patties

Served with caramelised onions, crisp garden salad, cheesy bacon and potato au gratin and coleslaw. Fresh dinner rolls with butter and a variety of condiments.

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## GOURMET EXTRAS

Whole baked Snapper, Thai style \$9.90 pp

Satay chicken skewers \$4.50 pp

Garlic prawn skewers \$5.50 pp

Grilled Mediterranean vegetable and haloumi skewers (V) \$4.50 pp

Caesar salad \$3.50 pp

Pasta salad \$2.50 pp

Sliced Swiss cheese and mayonnaise \$2.50 pp

# Cocktail Platters

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## ORIENTAL \$52

*(approx 60 pieces)*

Prawn dumplings, Thai Chicken Green Curry Puffs, Vegetable Moneybags (V), Pork & Prawn Shumai, Mini Spring Rolls (V), Beef Dim Sims served with sauces.

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## EURO \$62

*(approx 38 pieces)*

Chorizo Empanadas, Mini Felafel (V), Spinach & Cheese Filo (V), Pumpkin & Provalone Arancini (V), Moroccan Lamb Pie, Chicken & Vegetable Tart served with sauces.

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## ONE METRE PIZZA \$60

*(approx 26 pieces)*

*Made with your choice of either one or two of the following toppings:*

Margherita (V), Pepperoni, BBQ Meatlovers, Ham & Pineapple, Supreme.

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## MEZZE \$82

*(Vegetarian, serving approximately 10 people)*

Turkish Bread (GF available on request), Dolmades, Fresh Grilled Vegetables, Eggplant Dip, Hommus Dip, Artichoke, Fetta and Olives (V & DF)

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## CHEESE \$65

*(serving approximately 10 people)*

Blue, Brie, Cheddar, Quince, Fruits and Nuts, Lavosh Crackers

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## SWEETS \$70

*(approx 52 pieces)*

Banana Eclairs, Chocolate coated Profiteroles, Mini Vanilla Slices and plain Profiteroles.



## *Beverage Selections*

*2 HOURS / \$25 per delegate*

*3 HOURS / \$35 per delegate*

*4 HOURS / \$40 per delegate*

*5 HOURS / \$48 per delegate*

### *White Wine*

Sauvignon Blanc and Chardonnay, South Australia;  
Moscato, South Australia

### *Red wine*

Shiraz Cabernet, South Australia

### *Sparkling*

Sparkling Cuvee, South Australia

### *Local draught beers*

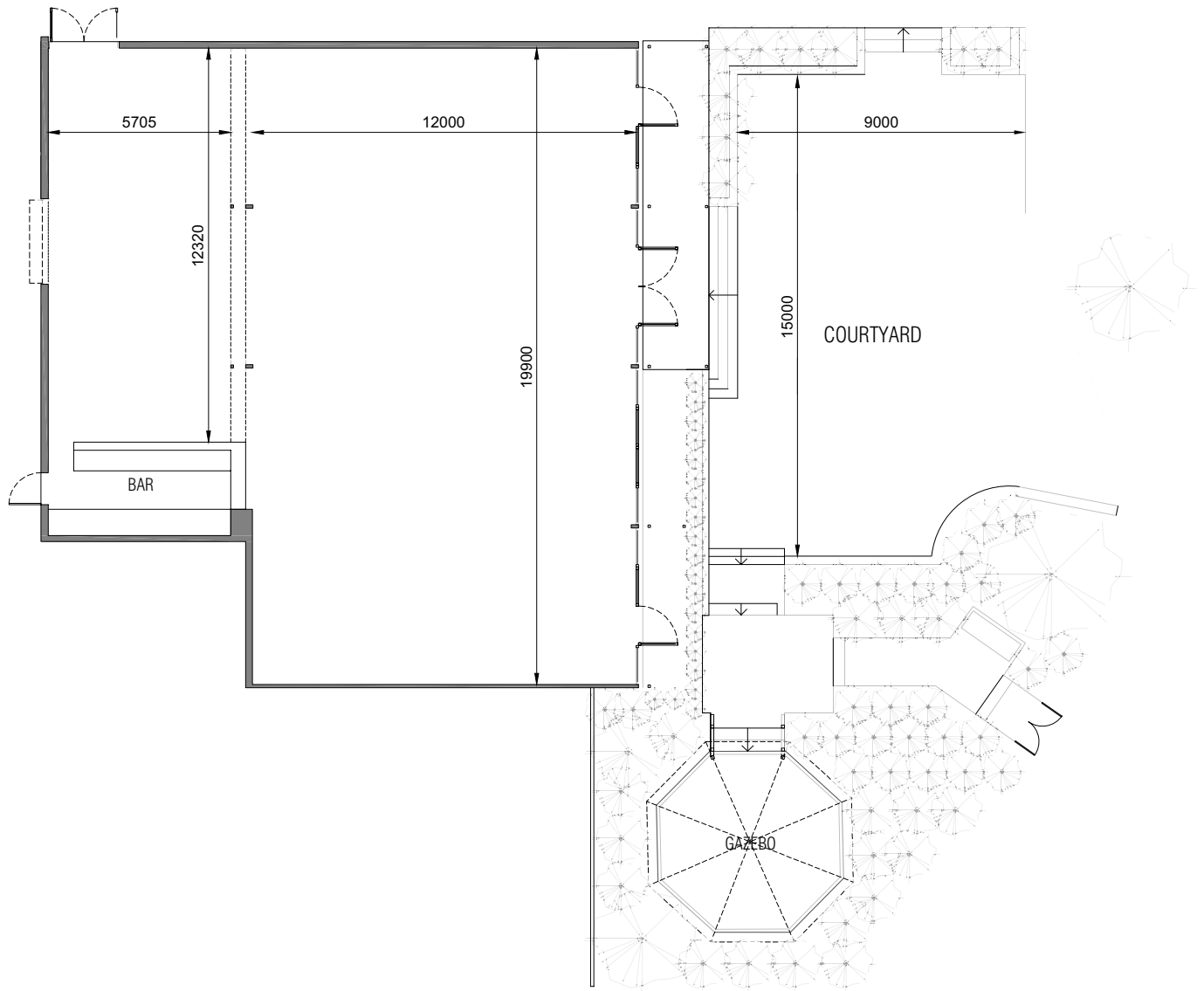
including full strength, mid strength and light

Soft Drinks, Orange Juice and Sparkling Mineral Water

If you are after something more than our beverage selections, you are welcome to request a quote on your own 'perfect option'.

Vintages, regions and selections may change without notice subject to availability, but will be substituted for a similar style and value.

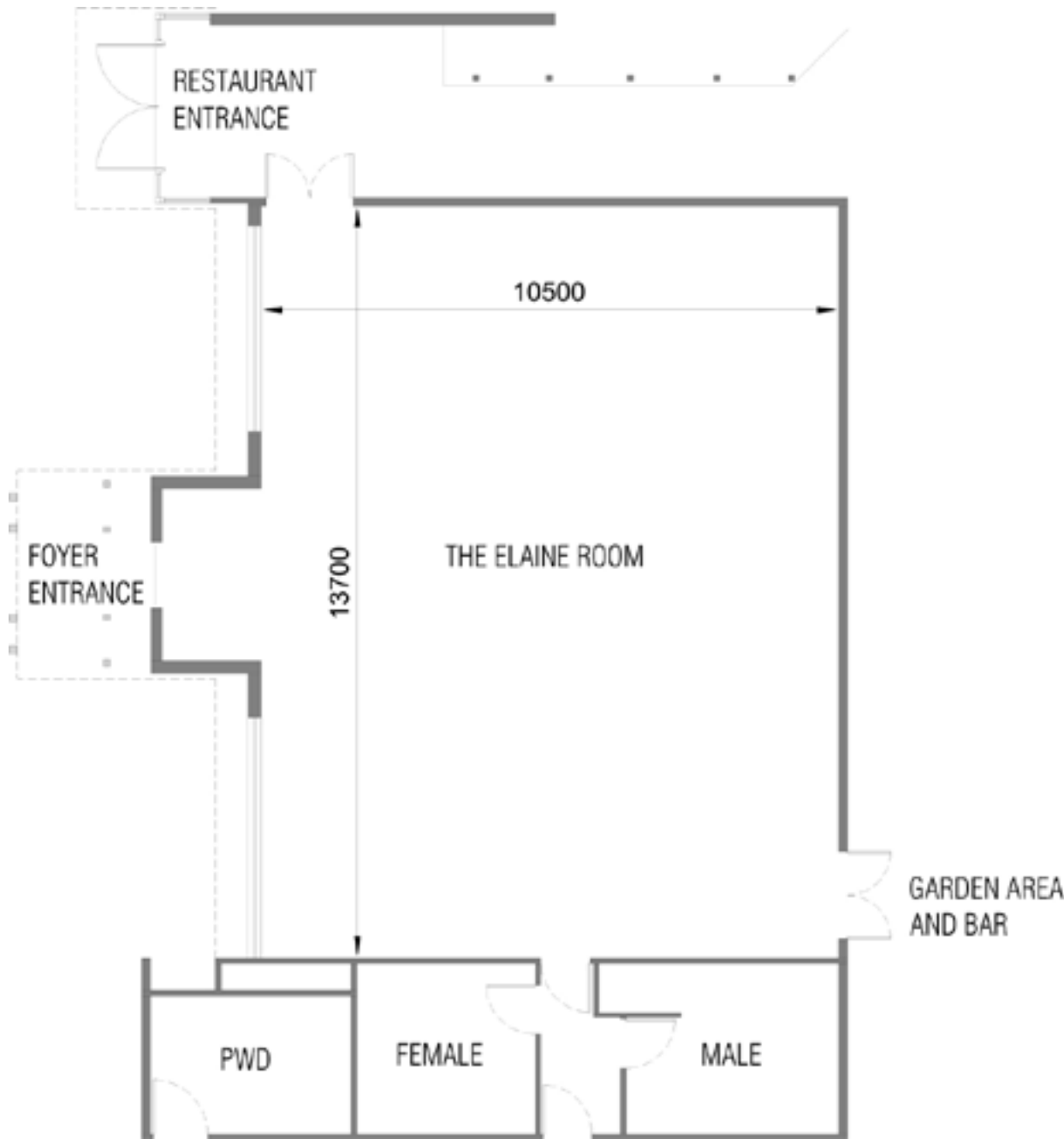
## THE MARQUEE



|             | Cocktail | Theatre | Banquet | Classroom | U-Shape | Boardroom |
|-------------|----------|---------|---------|-----------|---------|-----------|
| The Marquee | 400*     | 250     | 280     | 100       | 50      | -         |

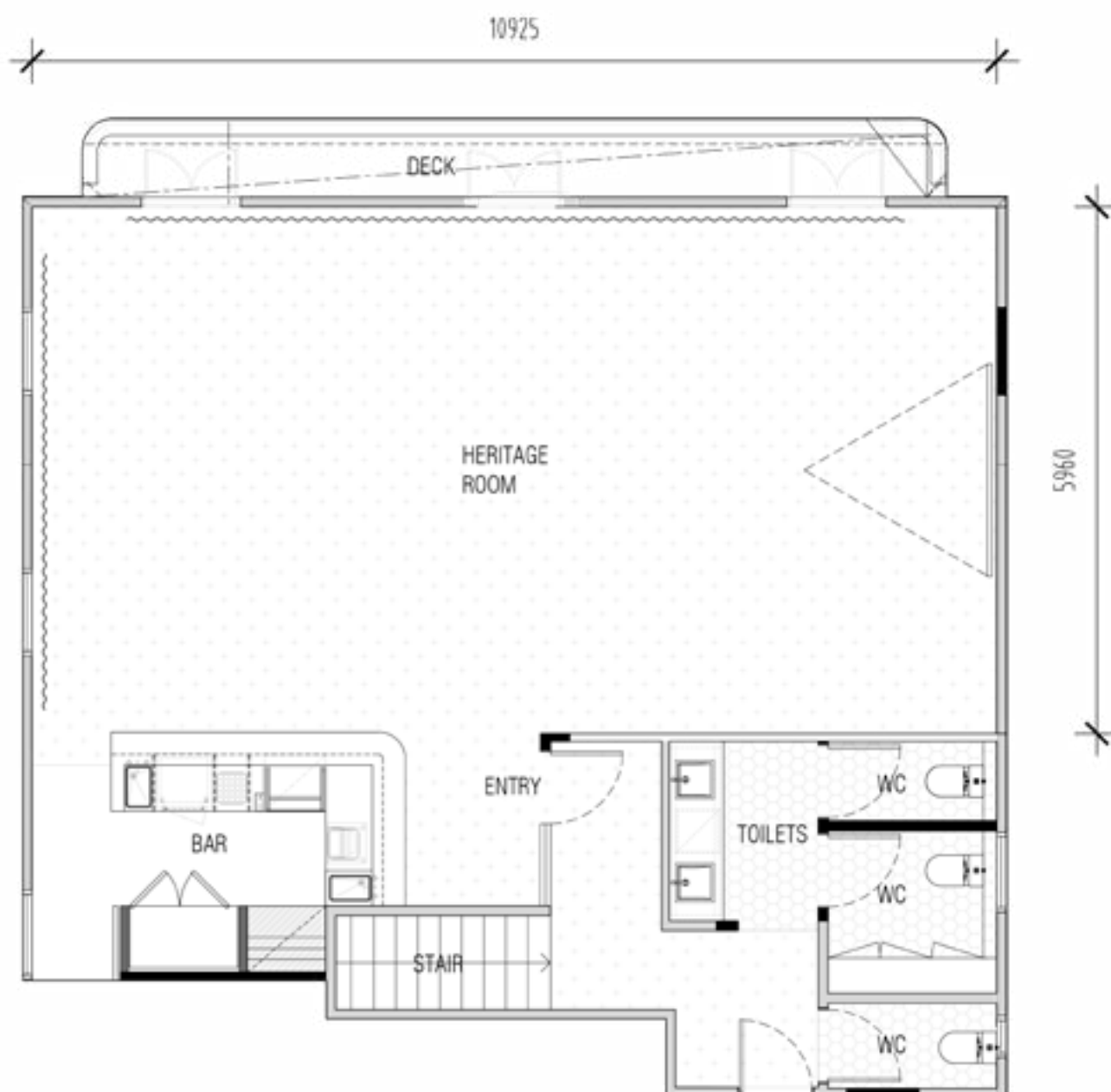
*\*subject to weather*

THE ELAINE ROOM



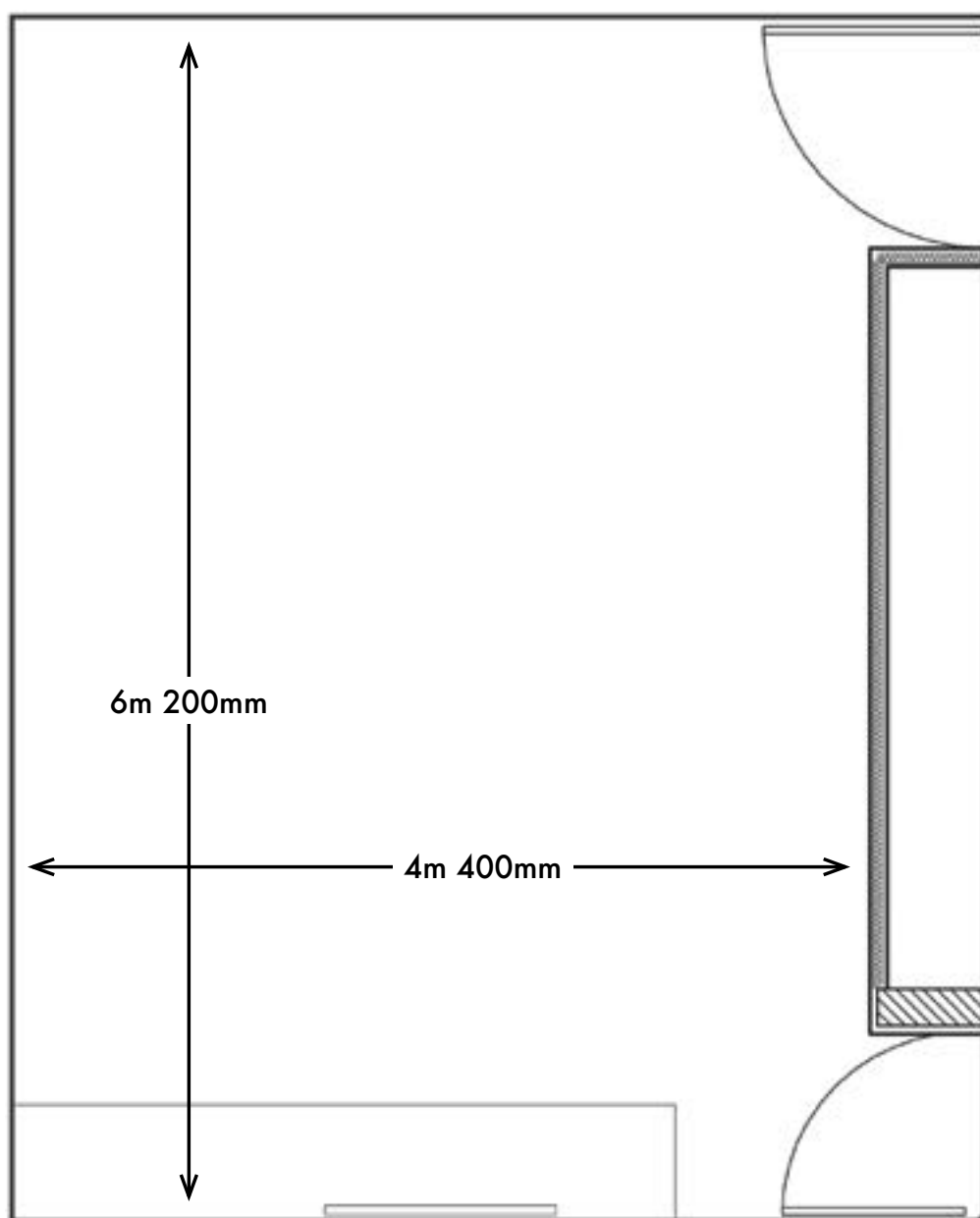
|                 | Cocktail | Theatre | Banquet | Classroom | U-Shape | Boardroom |
|-----------------|----------|---------|---------|-----------|---------|-----------|
| The Elaine Room | 150      | 120     | 90      | 45        | 30      | 20        |

## THE HERITAGE ROOM



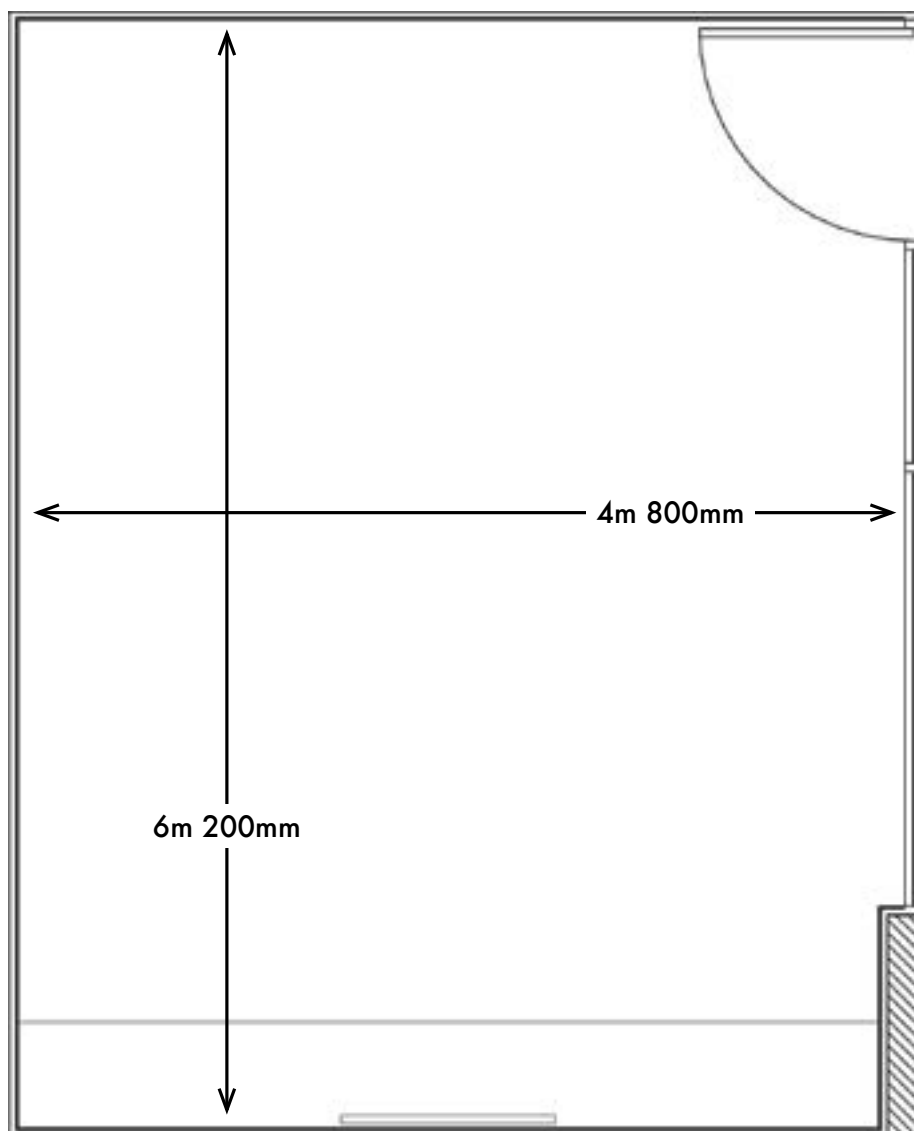
|                   | Cocktail | Theatre | Banquet          | Classroom | U-Shape | Boardroom |
|-------------------|----------|---------|------------------|-----------|---------|-----------|
| The Heritage Room | 50       | 50      | 40<br>long table | 30        | 20      | 14        |

## DOWNSTAIRS BOARDROOM



|           | Cocktail | Theatre | Banquet | Classroom | U-Shape | Boardroom |
|-----------|----------|---------|---------|-----------|---------|-----------|
| Boardroom | -        | 16      | -       | 8         | 12      | 12        |

## UPSTAIRS MEETING ROOM



|              | Cocktail | Theatre | Banquet | Classroom | U-Shape | Boardroom |
|--------------|----------|---------|---------|-----------|---------|-----------|
| Meeting Room | -        | 24      | -       | 10        | 15      | 10        |



# ✧ Accommodation ✧

*Meet and sleep at The Glen. Ask our Events Team about our great corporate rate available for your stay in the luxurious Glen Hotel and Suites.*

The Glen Hotel and Suites offers luxuriously appointed hotel rooms and suites with easy access to Brisbane CBD, Gold Coast and Brisbane Airport.

The Fitzgibbons Family has owned and operated The Glen Hotel since 1960 and have had a long held ambition to one day add accommodation to their award winning Hotel and Function venue Brisbane. The Glen Hotel and Suites is the realisation of that vision.

The Glen Hotel and Suites features luxurious guest rooms and suites, solar heated outdoor swimming pool and gymnasium. Designed by the award winning Blueprint Architects, the hotel offers well appointed, functional rooms with complimentary wireless internet throughout the property, on demand movies, Foxtel channels and in room mini bars.

The luxurious accommodation offering has since acquired many accolades, including 'Best New Accommodation/Hotel' at the 2015 QHA Awards for Excellence and TripAdvisor's Certificate of Excellence three years in a row. See [www.glenhotelsandsuites.com.au](http://www.glenhotelsandsuites.com.au) for more.

## DIETARY REQUIREMENTS

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Please advise our Events Team of any delegates that may have dietary requirements in your finalisation meeting prior to your conference. Once advised, our chefs will prepare an appropriate meal for the relevant delegates to have on the day.

*PLEASE NOTE: In the instance that your delegates with advised dietary requirements change their mind on the day, we are unable to provide an alternative meal as our chefs will cater for delegates specific requirements as requested.*

## LIQUOR LICENSING

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Please note that liquor licensing laws do not permit you to bring your own drinks on to the premises. The Glen Hotel operates within responsible service of alcohol guidelines.

These laws dictate that no alcohol be served to anyone under the age of 18 or to anyone who is unduly intoxicated.

Vintages, regions and selections may change without notice subject to availability, but will be substituted for a similar style and value.

## TERMS AND CONDITIONS OF YOUR CONFERENCE BOOKING

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### BOOKING

A tentative booking will be held for a period of fourteen (14) days. We reserve the right to cancel any unconfirmed booking after this time if confirmation has not been received.

### CANCELLATION

We do understand that sometimes plans have to be altered. All cancellations must be received in writing and should the cancellation be received four weeks or less, prior to your conference you will incur a cancellation fee equal to the room hire fee as set out in this booklet. In the event that the room is re-sold for the same room hire fee, on the date or dates you booked, an administration fee of \$100 will be charged, in lieu of the room hire fee.

### SURCHARGES

Due to increased labour costs on Public Holidays, a surcharge of 15% will be applicable.

### FINAL NUMBERS

Reconfirmation of the number of delegates is requested 1 week prior to the conference date. A guaranteed number of delegates must be advised 48 hours prior, and this will constitute.

### PAYMENT

Full payment of your account by cash, credit card or bank EFT is required within 7 days after your event date.

### PRICING

Prices include GST and are subject to change. Prices are current up to and including the 28th Feb, 2020.

### LOSS OR DAMAGE

Our Staff will naturally take every care when looking after your belongings. The Hotel is not responsible for loss or damage to items before, during or after your function.

# contact

Our Events Manager and her Team are available to speak with you via phone or email, alternatively we invite you to organise an appointment with our team to personally inspect our event spaces.

## ENQUIRE NOW

events@glenhotel.com.au  
P 07 3270 6628  
F 07 3841 1598  
www.glenhotel.com.au



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Glenhotelqld



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