



*the* **fmh**  
FULL MOON HOTEL

remembrance

# Shornecliffe Room



## Hire

3 hours exclusive

## Capacity

80 | cocktail

## Pricing

**Mon-Fri:** \$550

**Sat:** \$650

**Sun:** \$700

## inclusions

- ✓ Exclusive use of the function room for 3 hours
- ✓ Dedicated food and beverage attendants
- ✓ Private bar
- ✓ Up to 2 low round tables with 10 chairs
- ✓ Up to 4 high bar tables
- ✓ White linen table cloths on low tables
- ✓ In house centrepieces on low tables
- ✓ Food station table
- ✓ Memories table
- ✓ Continuous tea & coffee station for the duration of event
- ✓ In house music system with Bluetooth and roaming microphone
- ✓ Projector (upon request)
- ✓ Shared balcony access with Boardroom
- ✓ Set up by our functions team
- ✓ Sign to display function name, room and date
- ✓ Stairs access only

# Moonlight Bar



## Hire

4 hours exclusive

## Capacity

40 | cocktail

## Pricing

**Mon-Thurs:** no cost

**Fri-Sat:** \$200

## pricing for exclusive use

Relaxed cocktail area with high tables and stools adjacent to our Moonlight Bar and Restaurant.

Enjoy platters from our function chefs.

See next page for menu.

Choose to either have a bar account, or guests purchase their own drinks from our wide selection of beverages stocked in the Moonlight Bar.

**\*Minimum 4 platters required to be ordered. To be confirmed 14 days prior.**

# platter *menu*

## **antipasto and cheese**

Cold cut meats, marinated olives, sun-dried tomatoes, camembert, cheddar, quince paste, water crackers | \$100

## **vegetarian mezze board**

Falafel, hummus, olives, feta, haloumi, cucumber, artichokes, capsicum, cherry tomatoes, flat bread | \$100

## **oriental**

Ginger & prawn dumplings, Peking duck spring rolls, Thai fish cakes, ginger + chilli chicken skewers, tempura vegetables, served with sweet chilli + mayo  
\$140 | 40 pieces

## **traditional**

Salt & pepper squid, chilli prawn twisters, crumbed haloumi, pork belly bites + chilli ginger sauce, chicken empanadas, served with lime aioli + tomato salsa  
\$140 | 40 pieces

## **classic**

Sausage rolls, party pies, mac & cheese croquettes, chicken fingers, tomato & BBQ sauces  
\$120 | 40 pieces

## **woodfired pizza**

Select 2 flavours per platter – Hawaiian, Meat Lovers, Margherita, Vegetarian  
\$90 | 24 pieces (+ \$15 per platter for GF)

**\*Above platters accommodate 8-10 guests as light finger food.**

## **kids mixed plate**

Hawaiian pizza, battered fish, chicken nuggets, salad & chips \$30 | serves 2-3 kids

## **dessert platter**

Chefs selection mix of small cakes, marshmallows, macarons, chocolate, garnished with berries | \$90

**Scones with jam and cream** (20 scones) - \$80

**Danishes** (30 pieces) - \$80

**Seasonal fruit platter** - \$75

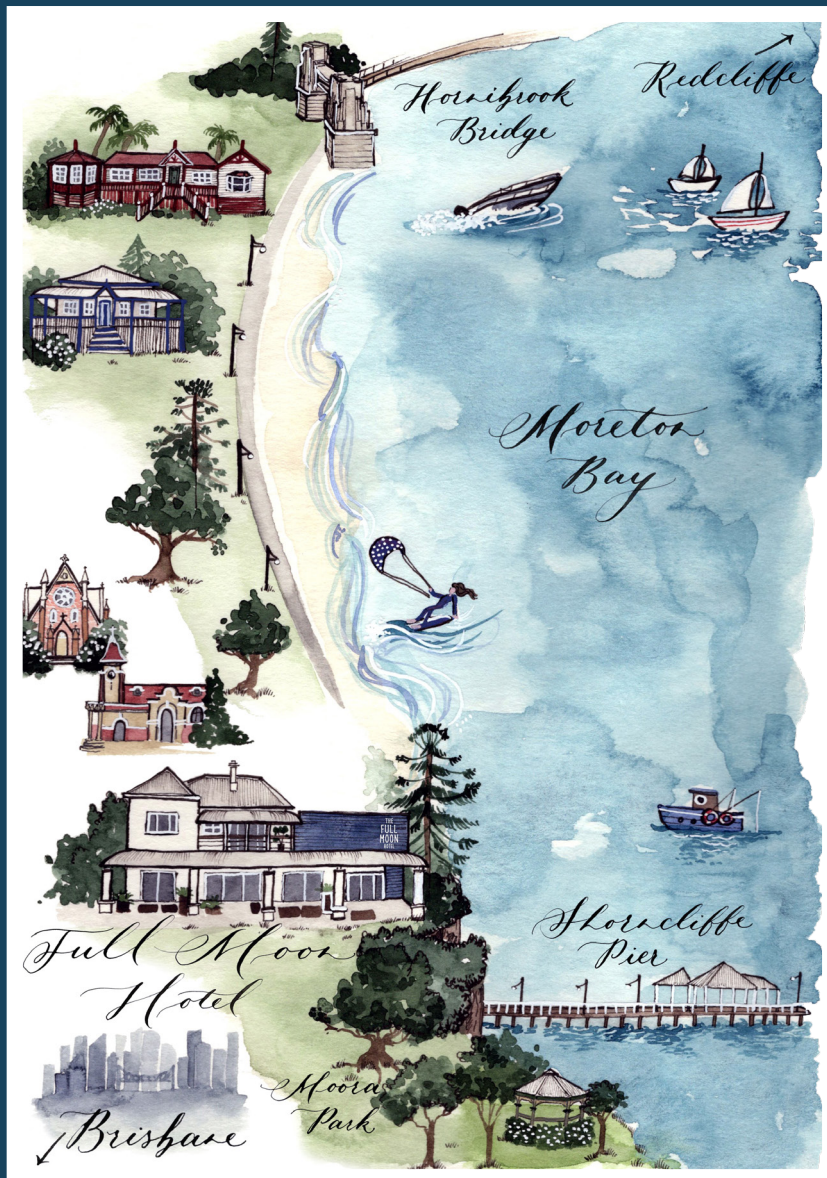
**Mixed sandwiches** (32 pieces) - \$75

**Ham & cheese croissants** (20 pieces) - \$80

## **Dietary friendly**

### **vegan + gluten free**

Arancini, sweet potato croquettes, sausage roll, salt & pepper cauliflower, served with mayo \$100 | 20 pieces



## contact us

### EMAIL US

[functions@fullmoonhotel.com.au](mailto:functions@fullmoonhotel.com.au)

### CALL US

07 3869 0544 | Extension 3

### FIND US

118 Eagle Terrace, Sandgate 4017

[www.fullmoonhotel.com.au](http://www.fullmoonhotel.com.au)

[@fullmoonhotel](https://www.instagram.com/fullmoonhotel)



# terms and conditions

## General

### How do I enquire?

To contact the functions department with an enquiry to hold an event, please follow any of the below methods.

- Fill out enquiry form on our website [www.fullmoonhotel.com.au](http://www.fullmoonhotel.com.au)
- Email [functions@fullmoonhotel.com.au](mailto:functions@fullmoonhotel.com.au) and list your event details. (Event Name, Function date, Function Time, Guest numbers, Sit Down Meal or Cocktail Style)
- Call the hotel on (07) 3869 0544 - ex 3

### How do I book?

Please ensure you have contacted the functions department prior to beginning the booking process to ensure we have availability and any questions regarding the details of your event have been answered by our Functions team.

### Booking method

- Complete the contract and return in person or via email to [functions@fullmoonhotel.com.au](mailto:functions@fullmoonhotel.com.au).
- The deposit total will be outlined in your contract.
- Deposit and return of signed contract are due 14 days after issue. (Payment can be made in person, via credit card over the phone or direct deposit. Surcharges may apply to eftpos transactions).
- By paying this deposit and/or signing the contract, you agree to our terms and conditions.

### Need some time to think before booking?

We can hold a tentative booking for your chosen date and function room for a maximum of 7 days. Following this the booking process must be started by returning the contract and paying the deposit. Otherwise, the room on hold will be released and no booking will be held with the Full Moon Hotel.

## What do I need to know?

### Licensed Venue

The Full Moon Hotel is fully licensed. Food and beverages from outside suppliers are NOT permitted onto the premises for consumption during the event (with the exception of a celebration cake). Food and beverage prices and menu selections are subject to change and the Full Moon Hotel will advise the client with as much notice as possible if this occurs.

### Final details

Final Details including menu and beverage selection, table plans, audio visual requirements, supplier contacts and information, running list of formalities and breaks etc, must be provided to Full Moon Hotel in writing at least two weeks prior to your event. All beverages must accompany a food package. Dietary requirements can be catered for with prior notice. Menus are subject to change. Final Payment is due 7 days prior to event date. Room hire is additional to your catering charges, as indicated in your proposal and is for the time frame stated in the contract.

### Surcharges

Surcharges apply to all Visa, Mastercard and Amex transactions. 1.5% for Visa & Mastercard, 1.8% for Amex. A 10% Sunday surcharge also applies to transactions including beverages and restaurant menu items (excludes prepaid functions menu items).

### Responsible Service of Alcohol

The Full Moon Hotel is a licensed premise and operates in accordance with the principles and regulations of Responsible Service of Alcohol. Service of alcohol is at the discretion of the bar attendants, management and security.

### Minors

A responsible adult (defined by law) must accompany minors at all times. At no time are minors permitted to consume alcoholic drinks. The Full Moon Hotel management reserve the right to determine if a person is a responsible adult. Parents and/ or guardians must be in attendance for the full duration of all 18th and 21st birthday functions. Anyone obtaining alcoholic beverages for the consumption by minors will be removed from the premises. The Full Moon Hotel staff and security reserve the right to ask any patron to produce a valid photo ID, and refuse service if a valid photo ID cannot be provided. Management will support staff who practice and enforce the checking of ID. Licensing laws prohibit liquor supply to disorderly, unduly intoxicated and underage persons. Guests showing signs of undue intoxication or disorderly behaviour will be refused service. The Full Moon Hotel will not tolerate any harassment of guests or staff and offending guests will be

asked to leave the premise. Management support staff refusing service for unduly intoxicated patrons. The Full Moon Hotel reserves the right to cease service of alcohol or admission of entry to function or venue in general.

### Smoking Policy

Smoking/vaping is permitted in designated outdoor smoking areas only. It is prohibited in all inside areas.

### Damage or Loss

The Full Moon Hotel shall not accept responsibility and shall not be liable, notwithstanding any negligence on its part, for loss of and/ or damage to any personal or private property including equipment, materials, decorations and displays left at the hotel throughout the duration of the event or function, including its storage both prior and post function. Any damage caused to the Full Moon Hotel property, including equipment or fittings, during the function is the financial responsibility of the client. This extends to damage resulting from the action of their guests, contractors or a person associated with the function.

### What if I need to cancel?

In the event you need to cancel the event, the following penalties will occur:

- If the booking is cancelled 3 months or more prior to function, your deposit will be forfeited and charged as a cancellation fee.
- If the booking is cancelled less than 3 months prior to your function date, your deposit will be forfeited and catering and beverage payments may be refunded if no items have been specifically ordered in. Any special items ordered in are to be paid for, therefore the amount will not be refunded. The cost of any hire in items will not be refunded. This includes, linen, decorations, hire chairs etc.
- If the booking is cancelled within 2 weeks or less of your function, all monies paid will be forfeited.

## Function Spaces

### SHORNCLIFFE ROOM & BOARDROOM

In addition to the general terms & conditions, the below also apply to bookings in our Shorncliffe Room and Boardroom.

- Shorncliffe Room and Boardroom are only accessible via stairs.
- Plated and feasting menus require a minimum of 20 guests, or an additional cost occurs.
- The room hire allows you access to the function room 60mins prior to your function or event.
- It is your responsibility as the client to advise the Full Moon Hotel Functions Manager of any additional access requirements (including any suppliers you have engaged) in writing prior to the function or event.
- Shorncliffe Room and Boardroom balcony is shared between the two rooms and closes at 10pm. No access is permitted after this time.
- Dedicated event security is required for all 18th and 21st birthday events in the Shorncliffe Room at the clients expense. Friday \$350, Saturday \$400, Sunday \$450. Other events may be required, if deemed necessary to engage a licensed 'crowd controller' for the duration of the event (minimum four hours call applies) at the client's expense.
- Shorncliffe Room and Boardroom are licensed until 12.00 midnight Monday to Sunday. A 30 minute grace period on drinks service will commence prior to the function end time. No shots, doubles, or cocktails are served from this bar. All guests must vacate the functions rooms by 12:00 midnight.
- All hired entertainment must contact the venue at least 1 week prior to your function date. Juke boxes/karaoke are NOT permitted at the Full Moon Hotel. The Full Moon Hotel takes no responsibilities for any lost monies, deposit or payments due to non-compliant entertainment. We advise that you contact us prior to you paying any monies. Entertainment such as DJ's and live musicians must plug into the in-house speaker system in the Shorncliffe Room. Only solo or duo live musicians are permitted in the Shorncliffe Room.
- Music levels will be controlled by Management of the Full Moon Hotel in accordance with licensed noise restrictions. If noise restrictions and staff directions are ignored by your booked entertainment, they will be cancelled without any warning. You must agree to abide by our noise restrictions enforced by the Full Moon Hotel staff. As the client, you are responsible for any excess noise, disturbing or disruptive activities made by your employees, agents, contractors or any person attending your function.

# terms and conditions

- Fines may be incurred for any breach.
- A sign will be provided to inform guests of your event destination and function times.
- The Full Moon Hotel can store event items up to 48 hours after your event date. You, as the client are responsible for the collection of your items within this time period. Should items such as decorations or cake not be collected within this time, they will be disposed of, if no prior arrangement is in place.
- Restaurant menu is available in the Boardroom only, and all food and beverages must be paid on 1 bill.

## MOONLIGHT BAR

In addition to the general terms & conditions, the below also apply to bookings in our Moonlight Bar.

- All minors attending events in our Moonlight Bar must vacate the premises by 10pm, and only attend the venue with a parent/guardian.
- Space fee costs apply to functions booked Friday & Saturday. This space is unavailable for function bookings on Sunday's.
- A minimum of 4 platters must be preordered 14 days prior to booking date. This is additional to space fee cost.
- Our Moonlight Bar space is booked 'as is'. Furniture in this space cannot be moved, added to or removed. This space does NOT include a dedicated cake table, present table or tea & coffee station.
- Projectors, microphones, speakers or live music are not permitted in this space.
- TVs in this space cannot be connected to by clients to show own media.
- Large decorations, such as back drops, balloon garlands or photo booths are not permitted in this space.
- The Full Moon Hotel cannot store event items after conclusion of event and must be removed when leaving the venue.

## JIM'S BAIT & TACKLE BAR – NAUTICAL NOOK & BUOY LOUNGE

In addition to the general terms & conditions, the below also apply to bookings in Jim's Bait & Tackle Bar.

- A viewing must be organised with our Functions Manager to book these spaces.
- Jim's Bait & Tackle is an 18+ area only. This includes no infants, toddlers or children.
- Hire of Nautical Nook and Buoy Lounge is available from 10am to 10pm daily, subject to availability.
- A minimum of 4 platters must be preordered 14 days prior to booking date in Nautical Nook, and a minimum of 3 platters in Buoy Lounge.
- Nautical Nook & Buoy Lounge are booked 'as is'. Furniture in this space cannot be moved, added to or removed. This space does NOT include a dedicated cake table, present table or tea & coffee station. These spaces are booked separately and cannot be put together to create a larger function space.
- Projectors, microphones, speakers or live music are not permitted in these spaces.
- TVs in this space cannot be connected to by clients to show own media.
- Large decorations, such as back drops, balloon garlands or photo booths are not permitted in these spaces.
- The Full Moon Hotel cannot store event items after conclusion of event and must be removed when leaving the venue.

## JIM'S BAIT & TACKLE BAR – WHOLE BAR (CLOSED TO THE PUBLIC)

In addition to the general terms & conditions, the below also apply to bookings in Jim's Bait & Tackle Bar.

- A viewing must be organised with our Functions Manager to book this bar.
- When the entire bar is booked for private use, under 18's are permitted in the space for the duration of the event.
- Minimum spend of \$10,000 applies, and minimum of 90 guests.
- Deposit required to book the whole bar is \$1000. 50% of the total is due 2months prior to event date. Final payment is due 7 days before event date.

- Jim's Bait & Tackle Bar is booked 'as is'. Furniture in this space cannot be moved, added to or removed. This space does NOT include a dedicated cake table, present table or tea & coffee station.
- The room hire allows you access to the bar 30 minutes prior to your function or event. No access prior available as the bar will be open to the public.
- Any large decorations, such as back drops, balloon garlands or photo booths can be set up 30 minutes prior to function or event, and must be packed down at conclusion of event.
- The Full Moon Hotel cannot store event items after conclusion of event and must be removed when leaving the venue.
- Dedicated event security is required for all 18th and 21st birthday events, at the clients expense. Friday \$350, Saturday \$400. Other events may be required, if deemed necessary to engage a licensed 'crowd controller' for the duration of the event (minimum four hours call applies) at the client's expense.
- Jim's Bait & Tackle Bar is available for booking 7pm to 1am Friday and Saturday. A 30 minute grace period on drinks service will commence prior to the function end time. No shots, doubles, or cocktails are served from this bar. All guests must vacate the bar at 1am.
- All hired entertainment must contact the venue at least 1 week prior to your function date. Juke boxes/karaoke are NOT permitted at the Full Moon Hotel. The Full Moon Hotel takes no responsibilities for any lost monies, deposit or payments due to non-compliant entertainment. We advise that you contact us prior to you paying any monies.
- Music levels will be controlled by Management of the Full Moon Hotel in accordance with licensed noise restrictions. If noise restrictions and staff directions are ignored by your booked entertainment, they will be cancelled without any warning. You must agree to abide by our noise restrictions enforced by the Full Moon Hotel staff. As the client, you are responsible for any excess noise, disturbing or disruptive activities made by your employees, agents, contractors or any person attending your function. Fines may be incurred for any breach.
- A sign will be provided to inform guests of your event destination and function times.