



SUNPALMS

# FUNCTIONS AND EVENTS AT SUN PALMS

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# Welcome to Sun Palms Hotel!

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Thank you for considering Sun Palms Hotel to host your upcoming event! We offer two versatile spaces to meet your needs: the Lounge Bar & Bistro and the Conference Room.

Both venues come with complimentary additions, including a choice of

- Black tablecloths
- White tablecloths
- A tea and coffee station
- A projector

Our experienced Function Team is dedicated to ensuring that your event planning process is smooth and stress-free. If our standard packages don't quite meet your requirements, we're happy to discuss custom options to create your ideal event experience.

# *Food, glorious food!*

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Our Qualified chefs are passionate about food, We are committed to making sure your catering Option is to our highest Standard. Our Catering Packages are Subject to change and availability.

Please ensure you discuss with our Function Team to confirm Suitability.

## ASSORTED PLATTERS

We have a wide range of generous sized platters to choose from, including vegetarian & gluten Free Options. Most Platters cater for 10 to 15 People. Platter orders must be confirmed with our functions team no less than 7 days prior to you event. Pre- payment may be required.

## MAIN MENU

Our main menu has wide range of meals to choose from. This catering option is not for preordering. Main Menu is available for lunch and dinner seatings. See our Function Manager for our current Main Menu.

Discuss with your function coordinator in regard to any food allergies or Dietary Requirements you may have before finalising you catering.

# Platter Pricing

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<b>WEDGES PLATTER</b> POTATO WEDGES SERVED W/ SOUR CREAM & SWEET CHILLI SAUCE.	<b>\$50.00</b>
<b>APPETIZER PLATTER</b> A VARIETY OF CHEESE, KABANA, ASSORTED MEATS, DIPS & CRACKERS.	<b>\$65.00</b>
<b>HIGH TEA DESSERTS</b> CHEF SELECTION OF ASSORTED CAKES, SLICES & TARTS.	<b>\$65.00</b>
<b>KIDS PARTY PLATTER</b> CHICKEN NUGGETS, CHEERIO'S, FISH BITES & FISH FINGERS W/ ACCOMPANYING SAUCES.	<b>\$70.00</b>
<b>ASSORTED SANDWICH</b> CHEF SELECTION OF ASSORTED SANDWICHES.	<b>\$75.00</b>
<b>SUN PALMS PARTY PLATTER</b> A VARIETY OF YOUR PARTY FAVOURITES - MINI PIES, SAUSAGES ROLLS, ASSORTED MINI QUICHES & MEAT BALLS W/ ACCOMPANYING SAUCES.	<b>\$80.00</b>
<b>PIZZA PLATTER</b> 4 PIZZAS OF THE CHEF'S SELECTION	<b>\$90.00</b>
<b>CHICKEN LICKIN PLATTER</b> DUSTED TENDERS, POPCORN CHICKEN, WING DINGS & CHICKEN CHIPS W/ VARIETY OF SAUCES.	<b>\$90.00</b>
<b>SEAFOOD PLATTER</b> PRAWN TWISTERS, CALAMARI, FISH BITES, CRUMBED PRAWNS & OTHER SEAFOOD ITEMS.	<b>\$110.00</b>



GLUTEN FREE, VEGETARIAN & SEAFOOD PLATTERS AVAILABLE UPON REQUEST

# *Booking your event*

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To secure your preferred event date, a deposit is required at the time of booking. Please note that catering options must be finalized at least one week before the event.

If you have any questions or require further information, please don't hesitate to contact us. We look forward to helping you plan a memorable event at Sun Palms Hotel!



SUNPALMS

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# *T's & C's*

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## **Sun Palms Hotel - Terms and Conditions for Event Bookings**

### **1. Booking Confirmation\*\***

- 1.1 All event bookings remain tentative until a deposit is paid, and the signed Terms and Conditions are returned.
- 1.2 The event date and venue will be held for 7 days from the initial inquiry. If the deposit is not received within this period, Sun Palms Hotel reserves the right to release the date without prior notice.

### **2. Deposit and Payment**

- 2.1. A deposit is required to confirm your booking. Full payment for catering and additional services is due no later than 7 days before the event.
- 2.2. All prices include GST. Once a deposit is received and Terms and Conditions are signed, the prices are secured and will not change.

### **3. Cancellations**

- 3.1. Cancellations must be made in writing and received by Sun Palms Hotel at least 7 days prior to the event.
- 3.2. If the cancellation is made within this 7-day period, the deposit will be non-refundable.
- 3.3. Any changes to the date or time of the event must be approved by Sun Palms Hotel and may incur additional charges.

### **4. Catering**

- 4.1. Sun Palms Hotel is a fully licensed venue. No outside food or beverages are permitted, apart from celebration cakes (subject to approval by the Functions Coordinator).
- 4.2. All catering options must be finalized with the Functions Coordinator no later than 7 days before the event. Once confirmed, catering options cannot be changed, unless otherwise agreed under special circumstances.

### **5. Decorations**

- 5.1. Guests may provide their own decorations or use third-party services, subject to prior approval from Sun Palms Hotel management.
- 5.2. The use of sticky tape, glue, confetti, or similar materials is prohibited. All decorations must be removed immediately after the event unless otherwise agreed in advance.

# T's & C's

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## **6. Responsible Service of Alcohol**

- 6.1. Sun Palms Hotel strictly adheres to the laws regarding the Responsible Service of Alcohol as per Queensland regulations.
- 6.2. Staff are trained to refuse service to anyone deemed intoxicated or disorderly.
- 6.3 Management reserves the right to ask any patron who is intoxicated or behaving inappropriately to leave the premises.
- 6.4. Only accepted forms of identification (e.g., Australian Driver's License (which includes the Queensland Digital Drivers Licence, Passport) will be used to verify the age of patrons consuming alcohol. Foreign licenses not in English must be accompanied by an International Driver's Permit.

## **7. Damage and Liability**

- 7.1. The client will be held responsible for any damage to the venue or property caused by event guests, contractors, or suppliers.
- 7.2. Sun Palms Hotel will not be liable for any loss, damage, or injury sustained by the client or event guests during the event.

## **8. Event Timing**

- 8.1. The client must adhere to the agreed-upon event start and finish times. Extended use of the venue beyond these times may incur additional fees.

## **9. Smoking Policy**

- 9.1. Smoking is only permitted in designated areas, in compliance with Queensland regulations.

## **10. Privacy and Confidentiality**

- 10.1. Sun Palms Hotel respects the privacy of all clients and will not share personal information with third parties unless required by law or as part of the event planning process.

## **11. Force Majeure**

- 11.1. Sun Palms Hotel will not be liable for any failure to fulfill its obligations due to circumstances beyond its control, including natural disasters, government actions, or other emergencies.

# T's & C's

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## Acknowledgment of Terms and Conditions

**By signing this document, you acknowledge that you have read, understood, and agree to the Sun Palms Hotel's Terms and Conditions. You also understand that failure to comply with the hotel's policies and applicable laws may result in the cancellation of your function.**

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Received by Sun Palms Hotel: Date : \_\_\_/\_\_\_/\_\_\_ & Time : \_\_\_\_\_

Staff Member receiving this: Form (Please Print Name): \_\_\_\_\_

Managers Signature: \_\_\_\_\_

