



SHAMROCK
HOTEL

FUNCTIONS



SHAMROCK HOTEL



TAB

GREAT
NORTHERN

FUNCTIONS

With something for everyone, let our professional team show you how this is the perfect location for any event. From conferences to cocktail parties, formal dinners or wedding receptions, we are committed to ensuring your event exceeds your expectations.

At Shamrock Hotel, we specialise in creating a day to remember. Our friendly, professional team are here to offer advice and support and can assist with organising any additional audiovisual equipment, entertainment or decorations you require. With flexible packages and menus to suit any budget, we are committed to ensuring that every aspect of your event is everything you desire!

Located on Nebo Road just a short distance from both the Mackay City Heart and the Mackay Airport, the Shamrock Hotel is the perfect choice for your next function.

THE PAVILION

The Pavilion, located adjacent to the main Hotel, is the largest of our three function rooms and is the perfect location for a cocktail party, wedding reception, large seated dinner or corporate event. The beautiful wooden exposed beams give the room a warm and unique atmosphere, differentiating it from most other venues in Mackay.

The Pavilion is fully air conditioned featuring its own private bar with beer on tap, small deck area, toilet facilities and plenty of onsite parking. It also boasts a ceiling mounted data projector and surround sound system with Bluetooth connectivity, allowing you to control the music and audio with a touch of your phone.

Room Hire \$500 and Minimum Food & Beverage spend applies



CAPACITY

Banquet	110	Caberet	65
Cocktail	150	Classroom	65
Theatre	120	U-Shape	48

THE GARDEN VIEW

The Garden View is the perfect space for smaller meetings and training sessions or intimate cocktail parties and dinners. This fully air-conditioned room features natural light, ceiling mounted data projector and sound system as well as its own private bar and toilet facilities.

Located in a separate building to the main Hotel, Garden View is attached to our motel reception offering a more private & intimate function space.

Room Hire \$250 and Minimum Food & Beverage spend applies



CAPACITY

Banquet	40	Caberet	32
Cocktail	50	Classroom	24
Theatre	50	U-Shape	24

OUTDOOR TERRACE

The outdoor Terrace is located off our main restaurant and is perfect for casual celebrations. It is fully undercover with large overhead sails and a lush green garden beds to provide the perfect backdrop for your next event. It also features its own private bar, big screen TV and plenty of onsite parking.

AREA HIRE: FULL \$500 / HALF \$250

MINIMUM SPEND:
Minimum Food & Beverage spend applies



CAPACITY

FULL TERRACE

Cocktail	150
Seated	100

HALF TERRACE

Cocktail	50
Seated	40

AV & THEMING

AV HIRE

DATA PROJECTOR - \$100.00 PER DAY

WHITE BOARD - \$50 PER DAY

Please let our team know if you have any additional AV requirements and we will organise a tailored quote through our preferred AV supplier.

CORPORATE SERVICES

• Black & white printing: 20c per A4 page

MICROPHONE & LECTERN - \$50.00 PER DAY

FLIPCHART - \$50 PER DAY

• Colour printing: 50c per A4 page

THEMING

SPECIALIST THEMING

We recommend Wedding Excellence by Tez – find her on Facebook @weddingexcellencebytez



CONFERENCES

PACKAGES

Our Day Delegate Packages are designed to be all inclusive packages that cover all your conference needs.

Minimum of 10 guests required in Garden View or minimum 20 required guests in Pavilion.

DAY DELEGATE PACKAGE - \$62 PER PERSON

Includes:

- Tailored room layout
- Room Hire from 8.00am to 5.00pm
- Arrival Tea & Coffee
- Morning & Afternoon Tea
- Pre-order Bistro Lunch or Working Lunch
- Data Projector
- Whiteboard & flipchart

HALF DAY DELEGATE PACKAGE - \$55 PER PERSON

Includes:

- Tailored room layout
- Room Hire from 8.00am to 1.00pm OR 12.00pm to 5.00pm
- Arrival Tea & Coffee
- Morning OR Afternoon Tea
- Pre-order Bistro Lunch or Working Lunch
- Data Projector
- Whiteboard & flipchart



CONFERENCES

CREATE YOUR OWN

ARRIVAL TEA & COFFEE - \$4 PER PERSON

MORNING OR AFTERNOON TEA - \$10 PER PERSON

Selection of Tea & Coffee served with one item from the list below:

- Freshly Baked Danishes
- Cake or Slice of the day
- Fresh Seasonal Fruit
- Freshly Baked Cookies

PRE-ORDER LUNCH MENU - \$30 PER PERSON

Order Forms placed in your room at the start of your event and collected during morning tea.

- Pre-order from a selection of bistro meals
- Jugs of soft drink served with lunch

WORKING LUNCH MENU - \$28 PER PERSON

Fingerfood lunch designed to be eaten on the go

- Cocktail sandwiches
- Assorted mini pies & sausage rolls
- Satay Chicken skewers
- Fresh fruit platter



BREAKFAST

Minimum of 20 guests required

ULTIMATE PLATED BREAKFAST

\$27 PER PERSON

- Scrambled eggs, crispy bacon, sautéed mushroom & hash brown served with toasted bread
- Selection of Tea & Coffee
- Jugs of Orange juice on tables

HOT BUFFET BREAKFAST

\$24 PER PERSON

- Scrambled eggs, crispy bacon, roasted tomato, baked beans, sautéed mushroom & hash brown served with toasted bread
- Selection of Tea & Coffee
- Jugs of Orange juice on tables

CONTINENTAL UPGRADE

\$9 PER PERSON

- Add assorted mini muffins, danishes, croissants and fresh fruit salad with yoghurt to your breakfast booking



PLATTERS

All platters are designed to serve 8 - 10 guests

MEDITERRANEAN PLATTER - \$75

Selection of Cured Meats, Dips, Olives, Sundried Tomatoes, Sough Dough and Crostini

CHEESE PLATTER - \$90

Selection of Cheese served with Crackers, Crostini, Grapes and Quince

SANDWICH PLATTER - \$60

Assorted Cocktail Sandwiches

AUSSIE PLATTER - \$85

Selection of Premium Cocktail Pies, Sausage Rolls, Pasties & Potato Wedges served with tomato & barbecue sauce

ASIAN PLATTER - \$90

Spring rolls, Dim Sims, Dumplings, Curry Puffs, Chicken Skewers & Sauces

WINGS PLATTER - \$55

Selection of Buffalo and Sticky BBQ marinated chicken wings

PIZZA PLATTER - \$50

BBQ Meat Lovers / Vegetarian / Ham & Pineapple (One flavour per platter)

SLIDER PLATTER - \$80

Pulled pork, bourbon BBQ sauce & slaw / Pulled chicken & salad (One flavour per platter)

FRUIT PLATTER - \$65

Selection of Fresh Seasonal Fruit

ASSORTED CAKES - \$85

Chef's selection of Cakes and Sweet Treats



CANAPÉS

CREATE YOUR OWN CANAPÉ PLATTER

Minimum of 10 pieces

Satay Chicken Skewers - \$5 Each

Lamb Kofta Skewers - \$6 Each

Chicken Kiev Balls - \$3 Each

Chicken & Camembert Pies - \$4 Each

Party Pies - \$4 Each

Spinach & Feta Pastizzi - \$3 Each

Vegetable Dim Sims - \$2 Each

Garlic & Cheese Stuffed Mushrooms - \$3 Each

Vegan Party Pies - \$4

Vegan Meatball Skewers - \$4 Each

Salmon & Dill Cream Cheese Crostini - \$5 Each

Beetroot & Goats Cheese Crostini - \$4 Each

Broccoli & Cheese Bites - \$3 Each

SUBSTANTIAL CANAPÉ SELECTION

FISH TACO - \$6 EACH

Beer Battered Hoki, Slaw & Jalapeno

MINI CHEESEBURGER - \$5 EACH

Slider Bun with Cheese, Burger Pattie, Mustard & Relish

PORK SLIDER - \$5 EACH

Slider Bun with Pulled Pork, Slaw and BBQ Sauce

FALAFEL WRAP - \$5 EACH

Tortilla with Falafel, Tzatziki & Oak Lettuce

MINI SEAFOOD BASKET - \$7 EACH

Crumbed Prawn, Tempura Fish, Lemon Pepper Squid



PREMIUM BUFFET MENU

\$60 PER PERSON (MINIMUM OF 30 GUESTS)

- Baker's Basket of Dinner Rolls
- Creamy Coleslaw
- Garden Salad
- Pumpkin and Feta Salad
- Roast Vegetable Medley
- Potato Bake
- Steamed Seasonal Vegetables

YOUR CHOICE OF 3 ITEMS FROM THE LIST BELOW:

- Roast Pork, Crispy Crackling, Apple Sauce & Gravy
- Grilled Chicken Breast with Garlic Cream & Chive Sauce
- Whole Roasted Beef with Pan Made Grain Mustard Beef Gravy
- Eggplant Parmigiana
- Baked Barramundi with Lemon Ber Blanc

BUFFET UPGRADES

ADD DESSERT

\$9 PER PERSON

Chef's Selection of Petite Desserts

SEAFOOD UPGRADE

\$10 PER PERSON

Iced King Prawns served with Lemon

Wedges & Tartare Sauce



CARVERY BUFFET MENU

\$40 PER PERSON (MINIMUM OF 30 GUESTS)

- Baker's Basket of Dinner Rolls
- Garden Salad
- Coleslaw
- Pumpkin and Feta Salad
- Roast Vegetable Medley
- Potato Bake
- Steamed Seasonal Vegetables

YOUR CHOICE OF 2 ITEMS FROM THE LIST BELOW:

- Roast Pork, Crispy Crackling & Apple Sauce
- Roast Beef with Seeded Mustard & Cracked Pepper
- Lemon Thyme Chicken Maryland's
- Eggplant Parmigiana

BUFFET UPGRADES

ADD DESSERT

\$9 PER PERSON

Chef's Selection of Petite Desserts

SEAFOOD UPGRADE

\$10 PER PERSON

Iced King Prawns served with Lemon

Wedges & Tartare Sauce



DINNER SET MENU

2 COURSE - \$50 PER PERSON | 3 COURSE - \$60 PER PERSON

Choose two items from the menu below to be served alternate drop to your guests:

ENTRÉE (SELECT 2)

Lemon Pepper Squid

Tomato and Boccocini Bruschetta

Pork Belly Bao Bun

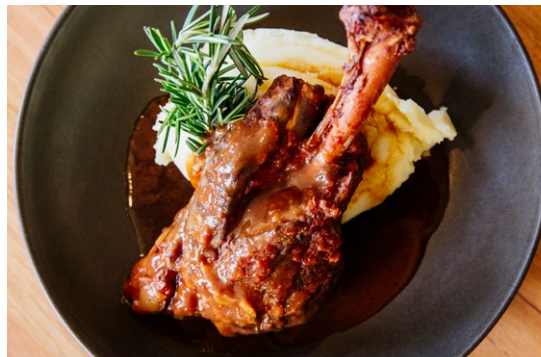


MAIN (SELECT 2)

Creamy Pepper Chicken, Mash and Seasonal Greens

Ricotta and Spinach Ravioli

Lamb Shank, Sweet Mash and Peas



DESSERT (SELECT 2)

Sticky Date Pudding

Caramel Swirl Cheesecake

Citrus Tart



TERMS & CONDITIONS

1. Confirmation of events is required in writing. Any tentative bookings not confirmed within 14 days of the booking being made, may be released at the discretion of the Shamrock Hotel's management. To confirm an event, the room hire amount is required within 14 days & the credit card authorization slip must also be completed (for security purposes only). Minimum deposit of \$1000 required for weddings.
2. Final numbers, catering menus & beverage selection must be confirmed 14 days prior to event date, although minor changes to this may be accepted up to 4 days before the event at management's discretion.
3. Full payment for your event must be received no later than 7 days prior to your event date. Any additional spending on the event date must be paid in FULL at the completion of the event. Credit card details will be retained by the Shamrock Hotel until the full & final balance is receipted.
4. All prices may be subject to change after 60 days. Every possible effort is taken to maintain prices, but these are subject to change at management's discretion.
5. The Shamrock Hotel must first approve any advertising undertaken for an event. We reserve the right to refuse any private event advertising. The Shamrock Hotel reserves the right to terminate any event booking & retain the deposit paid where the event organiser breaches these conditions.
6. The client shall remain responsible at all times for any loss or damage to the property of the Shamrock Hotel caused by the client, guests & invitees. Please note we are extremely careful when looking after guests & their property. Unfortunately, we cannot take responsibility for the damage or loss of items before, during & after an event. The client is liable for the action of their invitees & any damage or losses incurred during the event. Any costs will be invoiced directly to the client.
7. The Shamrock Hotel's management reserves the right to refuse entry from any guest to an event regardless of a name on the guest list when deemed necessary without liability. Management also reserves the right to refuse service &/or to remove patrons from the premises for unruly behaviour & showing signs of intoxication as determined at management's discretion.
8. Decorative materials or fancy dress themed events must first be confirmed with the Shamrock Hotel's management. No glitter, sparkles or confetti of any kind are to be used in the function rooms. If you wish to use them, a \$150 cleaning fee applies. The use of decorations on the function room walls is to be used with bluetac only. No sticky tape, command strips or hooks are to be placed on the walls or beams.
9. Personal & DIY decorations are permitted; the function room ceilings are only to be decorated by a licensed & insured decorator. Any personal ladders brought onto commercial properties must not exceed three runs.
10. Outdoor Terrace is hired as is with all tables, chairs & lounges- for any additional floor plans/resets a \$100 fee will incur.
11. Any prior access to event room will need to be confirmed & approved no less than 24 hours prior to the event date.
12. From execution of the contract a \$500 cancellation fee will apply. Paid deposits are transferable if a revised date is confirmed 60 days prior to your booked function date. Should the function be cancelled 48 hours after full confirmations are made, 20% of the food cost & full room hire will be charged. Should the event be cancelled within 4 business days of event date, 100% of food, hire fees & minimum bar spend will be payable.
13. The Shamrock Hotel is a licensed venue therefore no food or beverages of any kind are permitted to be brought to the function by the client or invited guests with the exception of celebration cakes. Events will conclude at management's discretion should these regulations be breached.
14. Should the management of the Shamrock Hotel deem it necessary to provide security; such cost will be passed onto the client.
15. Management reserves the right to close the bar when it deems necessary.
16. Any facilities & setup photography taken of the event by venue photographers remain the property of the venue & may be used in marketing & promotional material without the consent of the hirer. Where photos include guests, the venue will seek permission for the use of the photos by the individuals present & the venue hirer.
17. All function spaces are hired at a maximum of 5 hours with midnight being the latest finish time. At the conclusion of events we ask that all patrons leave the premise as a best practice for Responsible Service of Alcohol.