



*Events*





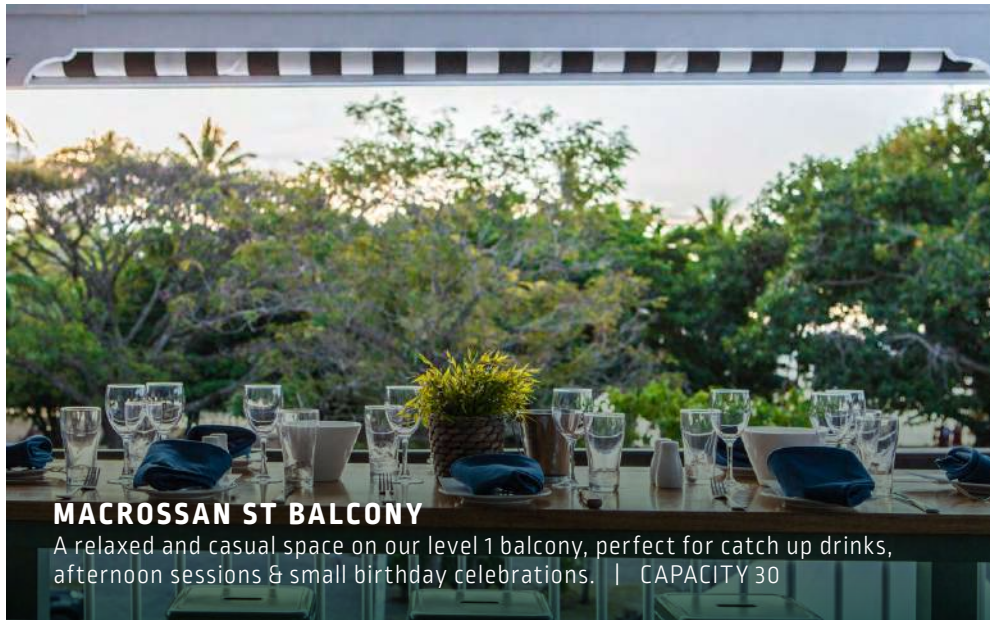
# Welcome to the Court House Hotel

Port Douglas



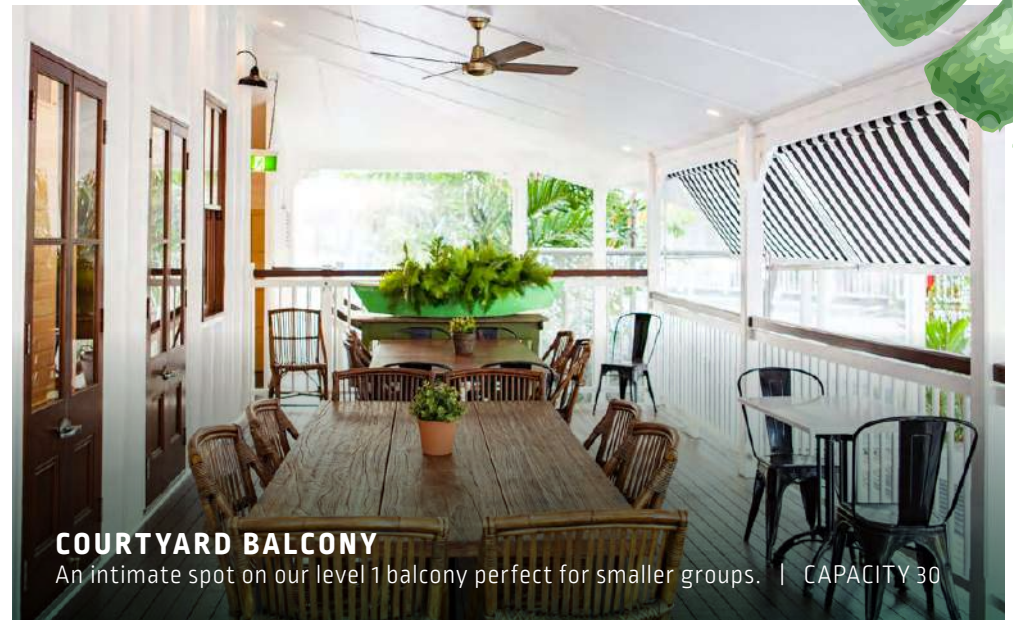


# Take a peek AT OUR AMAZING SPACES.



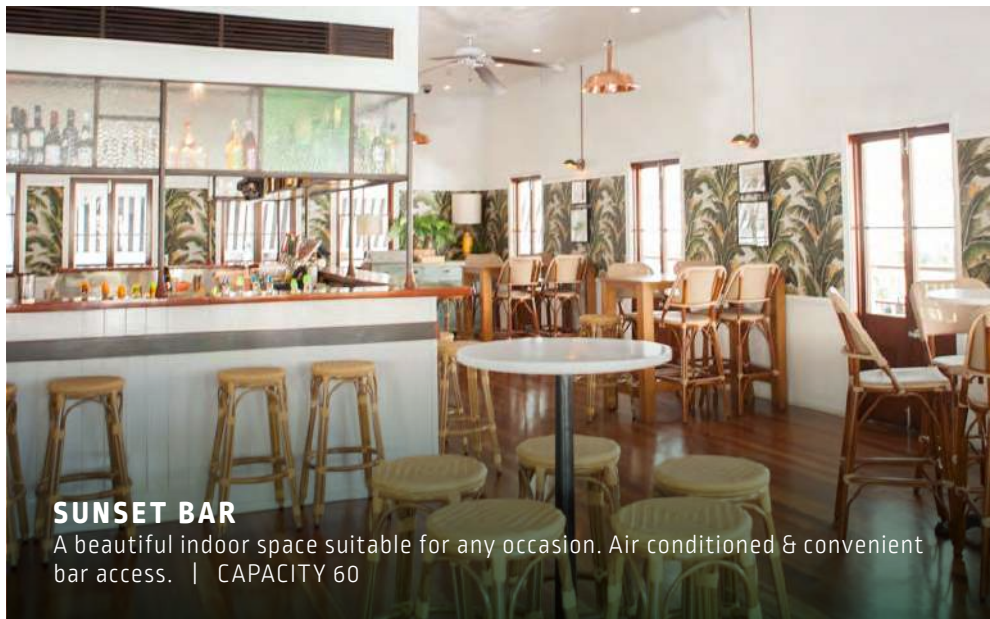
## MACROSSAN ST BALCONY

A relaxed and casual space on our level 1 balcony, perfect for catch up drinks, afternoon sessions & small birthday celebrations. | CAPACITY 30



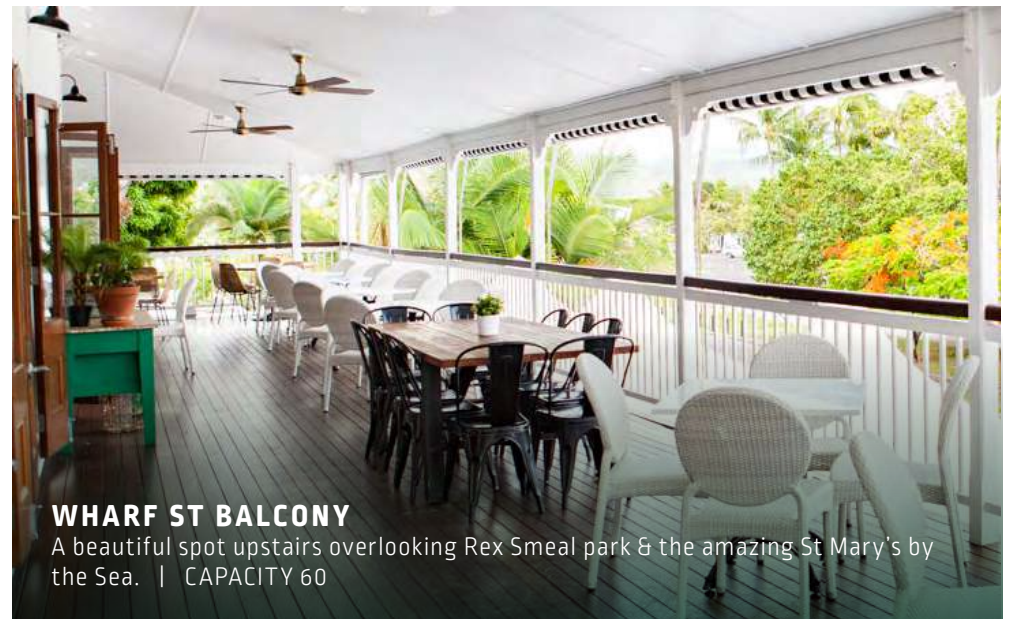
## COURTYARD BALCONY

An intimate spot on our level 1 balcony perfect for smaller groups. | CAPACITY 30



## SUNSET BAR

A beautiful indoor space suitable for any occasion. Air conditioned & convenient bar access. | CAPACITY 60



## WHARF ST BALCONY

A beautiful spot upstairs overlooking Rex Smeal park & the amazing St Mary's by the Sea. | CAPACITY 60



# Exclusive Use

## SUNSET BALCONY & BAR

Exclusive use of the entire first floor – all balconies & private air conditioned bar.

Perfect for larger groups, corporate events & dinners, parties, weddings and engagements. | CAPACITY 200







### **WHARF STREET SAILS**

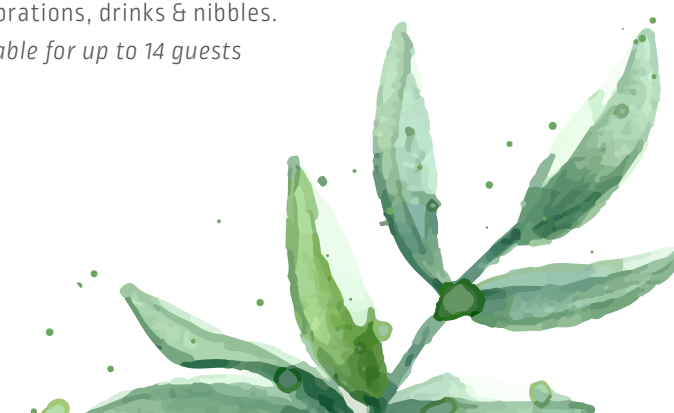
A colourful & playful space overlooking the bustling Wharf Street & Rex Smeal Park. The Wharf Street Sails are perfect for any occasion and can fit anywhere from 25-120 guests.



### **BEER GARDEN LOUNGE**

A fun comfy space in the middle of all the action! Great for casual celebrations, drinks & nibbles.

*Suitable for up to 14 guests*





# Reserve a space



*If you are looking for a budget friendly option for your event then just simply reserve the space!  
To secure your desired area you will need to pay a small deposit, our function manager will discuss with you.  
Your minimum spend amount will be in the form of a bar tab and can be spent as you wish on food, drinks or a combination of the two.*

AREA	MAX CAPACITY	MINIMUM SPEND
LEVEL 1 – SUNSET BAR	60	from \$1200
LEVEL 1 – MACROSSAN ST BALCONY	30	\$850
LEVEL 1 – WHARF STREET BALCONY	60	\$1800
LEVEL 1 – COURTYARD BALCONY	30	\$750
LEVEL 1 - ENTIRE LEVEL	UP TO 200	from \$4800
GROUND FLOOR – BEER GARDEN LOUNGE	14	\$850
BACK DECK	12–25	from \$750



## Terms and conditions for reserve a space

To secure a reserved space, your fee is required 7 days prior to booking date. Cancellations made less than 7 days prior to booking will forfeit the fee paid. Booked 'Reserve-a-Space' areas will be held for 15 minutes after the requested booking time. After this time, the space you have booked will no longer be reserved and your paid fee forfeited.

Please note that we happily accept last minute bookings for 'Reserve-a-Space', subject to availability. Simply call 07 4099 5181 and with as little as an hour's notice, we can have a space reserved just for you.



# Platters to share

You may wish to spend all or part of your bar tab on some snacks and nibbles for your guests. Pre-ordering is required.

## PLATTER OPTIONS

Please speak with the function manager if you have any special requests or dietary requirements.  
Platters serve between 6-9 people

### \$100

**Courty Platter:** Antipasto selection of cured meats, fine cheese, pickled vegetables and olives. Served with toasted Turkish bread.

**Pub Platter:** A selection of gourmet mini pies, sausage rolls, chicken drumettes, and assorted savoury pastries; with tangy tomato sauce and smokey BBQ sauce.

**Cheese Platter:** A trio of gourmet cheeses, dried fruit, quince paste & crackers.

**Vegetable & Dip Platter:** A trio of dips with crudités (carrot, celery, broccoli).

**Hot Vegetarian Platter:** A selection of vegetarian pastries, spring rolls & Asian delights served with dipping sauces.

**Fruit Platter:** A delicious selection of fresh seasonal fruits.

**Dessert Platter:** A selection of finger size slices, tarts & cakes

### \$180

**Seafood Platter:** Fresh oysters, fresh prawns, coconut prawns, smoked salmon, calamari rings, fish bites, petite salad, cocktail dressing & tartare

**Cold Seafood Platter:** Fresh shucked oysters & local prawns served with petite salad, lemon & cocktail sauce





# Premium canapé service

Personal waitstaff · Our premium event offering

Let our enthusiastic and professional functions team work with you to create an innovative and enjoyable function suited exactly to your needs. Sit back, relax, and let our experienced staff serve your personal selection of our freshly prepared canapés to your guests.

## \$45 pp

Your choice of 2 lights & 2 substantial from the following menus

## \$55 pp

Your choice of 3 lights & 2 substantial from the following menus

## \$65 pp

Your choice of 4 lights & 2 substantial from the following menus

## LIGHTS

- Smoked Salmon crouton
- Rare roast beef crouton
- Traditional Bruschetta
- Coconut prawns
- Spinach & Feta pinwheels
- Haloumi skewers
- Chicken Kofta
- Satay skewers
- Sweet potato and guacamole bites
- Goat cheese stuffed mushrooms
- Salami, feta, tomato and basil skewers
- Beef and asparagus negemaki

## SUBSTANTIALS

- Mini beef burger
- Mini chicken burger
- Pork Slider
- Fish & Chips box
- Vietnamese noodle salad box
- Thai beef salad box



### WELCOME ADDITION

Want to spoil your guests with a cocktail on arrival? Start with a Bellini, Espresso Martini or pick your favourite from our menu!



### ADD A PLATTER

Start or finish your event with one of our amazing platters! These can be added to any Premium Canapé Package. See page 5



### ADD CHOC TOPS

Treat your guests to a classic choc top ice-cream





# Beverage packages

*We have a range of options available regarding beverages for your function.*

*Speak with the Functions Coordinator if you wish to style a different beverage package to suit your event.*

## BEVERAGES ON CONSUMPTION / BAR TABS

By nominating what drinks you would like to be available on your bar tab and setting a tab limit, our bar staff will ensure this is followed for your event. Wristbands will be available for all guests to gain access to the bar tab. The bar tab may be increased over the duration of the function if requested. A credit card must be left with the Duty Manager at the beginning of the function.

*Please note: complimentary wristbands will be provided to the function organiser at the beginning of the event so that guests can obtain drinks from their designated bar to be included on the bar tab.*

## CASH BAR

Guests purchase own drinks from the bar





# Special occasions

*Our light and bright spaces are perfect for any event! Ask us how we can help you organise your perfect get together!*

*We have a variety of food options to suit any occasion.*

The Court House is suitable for:

**BABY SHOWERS | BIRTHDAYS | FAREWELLS | FAMILY DINNERS | CATCH UPS | CASUAL WEDDINGS | ENGAGEMENTS |  
WEDDING CATCH UPS | DRINKS IN BETWEEN WEDDING CEREMONY AND RECEPTION**





# Extra touches

**Work with our manager to bring your special occasion to life. Whether you are looking for beachside chic, glamour, sophisticated or fun and playful, our manager will be able to guide you to ensure your event is perfect.**

## **Flowers**

Floral Edge / Tamika Mackrell ([www.floraledge.com.au](http://www.floraledge.com.au))

## **Decorations & Balloons**

Up Town ([www.uptown.com.au](http://www.uptown.com.au))

## **Cakes & Cupcakes**

Mocka's ([www.mockaspies.com.au](http://www.mockaspies.com.au))

## **Celebrant**

Sarah Woods ([www.idoceremony.com.au](http://www.idoceremony.com.au))

## **Photography**

Ben & Cath ([www.sassstudios.com/blog](http://www.sassstudios.com/blog))

Catseye Productions ([www.catseyeproductions.com.au](http://www.catseyeproductions.com.au))

## **Styling**

Dragonfly Wedding and Events ([www.dragonflyweddings.com.au](http://www.dragonflyweddings.com.au))

Ocean Weddings & Events ([www.oceanevents.com.au](http://www.oceanevents.com.au))

## **Wedding cars & transport**

Exemplas (07) 4213 3333

([reservations@exemplasonline.com.au](mailto:reservations@exemplasonline.com.au))





# Function terms & conditions

**Booking, Confirmation & Payment:** Bookings will be considered tentative & held for a maximum of five (5) days until the Booking Form is completed, signed and returned in person, by fax or email, a 25% deposit has been made and credit card details are given.

**Cancellations:** that are made four (4) weeks in advance will receive a full refund. Any cancellations made less than four (4) weeks in advance will forfeit the deposit and will receive a refund on all other payments made. Cancellations made less than seven (7) days in advance will forfeit all payment paid for deposit and food.

**Final Payment:** The Court House Hotel will accept cash, credit card or EFTPOS for all payments in advance or on the day of the event. Bar tabs will require a credit card at the beginning of the function. This credit card will be kept until the account is paid in full. No personal cheques will be accepted. Credit card details given when booking was secured may be used if any costs remain after the conclusion of the event.

**Selection and Full Payment** for food items is required no less than seven (7) days prior to the event. Beverage payments can be made in advance or at the completion of the event.

**Final Numbers** for your function need to be confirmed seven (7) days prior to the event.

**Length of Functions** will be determined before the event and in conjunction with the trading hours. In some cases there will be bookings after one another, in these instances guests are required to vacate the area one hour before the second scheduled function commences. We do not reserve spaces past 7pm.

**Damage:** The client will be accountable for any loss or damage which is caused to the Hotel by any guests of your function.

**Music:** Due to liquor licensing, live entertainment is not allowed. You can play your selection through your iPhone / iPad.

**Cake:** Guests are welcome to bring their own cake. We will provide you with a cake knife, plates & serviettes free of charge.

**Decorations:** Note decorations and theming are at the function coordinator's discretion. Please note that any decorations left at the end of a function will be disposed of, unless otherwise stated in writing by prior arrangement. No naked flames, no nails, no confetti.

**Dress Regulations** do apply. Minimum requirements are smart casual wear. No singlets, "footy" shorts or soiled work wear is permitted. No thongs after 9pm please. No Fancy dress permitted at any time in the hotel.

**Prices** and selection of beverages and canapés and platters are subject to change.

**Minors** are only permitted in certain areas of the hotel and certain function areas until 10pm. As part of our Hotel License minors may only be in authorised areas and must be accompanied and in the immediate presence of a Responsible Adult (parent or Legal Guardian) at all times. The attendance of minors under the age of 18, babies and infants must be approved by management prior to the function.

**18th, 19th, 20th Birthday parties:** Unfortunately The Court House does not take bookings for the for above mentioned birthday events

**Security Guards** will be required for large functions and cost may incur. 21st birthdays will require 1 security guard per 50 guests at a cost of \$55 + GST per hour.

**Leftover Food:** Our function food is designed to be consumed at the event. If, however, you choose to take home leftover food, please notify your function coordinator prior to the start of the event. We cannot take responsibility for the food once it has left our premises.

**Clause:** When booking a function it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information or a function is booked on forged pretences the Court House reserves the right to cancel that function without notice and at the expense of the guest.

**Final Payment :** Amex incur a surcharge.

I have read the terms and conditions stated above and understand that it is a legally binding contract and that the hotel reserves the right to refuse entry without exception

 sign here

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**Signed**

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**Dated**



# Responsible Service of Alcohol + Compliance

## **Terms and conditions**

The Court House Hotel is committed to the Responsible Service of Alcohol of at all times. The Court House and its Licensee assumes responsibility for all persons in the hotel and reserves the right to refuse entry, refuse service or remove any person that management feels is in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy. Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on the premises. If a person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to fine for 'failure to quit a licensed premises'.

Any persons involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation.

No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.

I, \_\_\_\_\_  
understand the responsibility of the hotel and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

 sign here

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Dated**