



the cove
Bowen

**FUNCTION & WEDDING
BOOKLET**

ABOUT

CELEBRATE WITH US

Celebrate with us at The Cove Restaurant, the premier function venue in the Whitsundays. We specialise in creating unforgettable experiences with the added benefit of spectacular views, food and drinks!

Nestled between the beautiful Horseshoe Bay and Greys Bay, our venue offers panoramic vistas that will enhance your special event and leave your guests in awe.

Whether you're hosting a birthday celebration, engagement party, wedding reception or corporate event, our friendly and experienced team of professionals is dedicated to helping you create the perfect occasion. We understand that every event is unique and strive to tailor the experience to your specific catering and budget requirements.

The Cove Restaurant boasts indoor and outdoor dining areas for you to choose from, ensuring that we can cater to all your needs. From gatherings of 50 to larger events for up to 120 guests

Whether you're celebrating a birthday, engagement, wedding reception or corporate event, our friendly, experienced and professional function team will help you to create the the perfect occasion to suit your catering and budget requirements.

To arrange your next party or function at The Cove Restaurant, please sign the function agreement and fill out the booking form at the back of this booklet and send it to Joyce at thecovebowen@hotmail.com

We look forward to working with you to create an extraordinary and memorable occasion.

HIRING FEES

You have the option to share the venue with regular customers or hire the entire venue exclusively for your function. We recommend that you opt to hire out the entire venue for a more enjoyable and private experience.

Please note that the minimum number of guests for a function is 50 adults.

SHARING THE VENUE

You will be assigned a portion of the restaurant where your guests will be seated. The remainder of the restaurant will be available to regular customers. As such, no dance floor or specific music will be allowed until 8pm (depending on the number of other customers). Function guests are free to mingle around the bushes and lawn area, however, no extra furniture can be placed in these areas.

HIRING THE VENUE

This gives you exclusive access to the entire venue. There is a **minimum spend** amount of **\$9500**, which does not include the venue hire fee. The minimum spend must consist of other catering e.g. bar tab, food, and chair covers.

Weddings

Whole day (10am - 12am) | \$1200

Other Functions

Half-day (4pm - 12am)

- **weeknights | \$800**
- **weekend/public holidays | \$1000**

Whole day (10am - 12am) | \$1200



FUNCTION TYPE & DECORATIONS



FUNCTION TYPES

You have the option to have a cocktail or sit-down style reception.

- The cocktail style is more casual, with no formal seating and big platters served by staff.
- The sit-down style is more formal, with formal seating and a three-course meal served by staff. We can cater to a maximum of 120 people.

Menus for each style are listed below on page 5.

WEDDING CEREMONY

If you would like to hold your wedding ceremony on the beach in front of the restaurant or at Greys Bay, you must seek permission from the local Whitsunday Regional Council as it is classed as council property. Chairs and a signing table can be used from the restaurant and set up on the areas mentioned above, however fees will apply depending on the number.

SET UP

Setup can be completed by staff in the morning or after regular lunch service for whole day and night events respectively.

Setup includes:

- Table rearranging;
- Table settings (white tablecloths, general dining set up, glassware – provided by us);
- Chair covers and sashes (info below);
- Decoration and setup of other decorations supplied by the guest.

The service fee for set up and cleaning is **\$300** and is included in the minimum spend.

DECORATIONS

CHAIR COVERS & SASHES

At your request, we can supply chair covers (white) and sashes (enquire about the desired colour) for **\$5** per chair. You are also welcome to bring your own sashes and covers at no extra cost.

BRIDAL & CAKE TABLE

At your request, we can supply a bridal table skirt (white) for **\$30** and a cake table skirt (white) for **\$20**. A cake knife will be provided, or you can bring your own.

Alternative decorations must be organised by you as we only supply the above.

Our friendly staff will assist in decorating the venue with your supplies on the day of the function.

DRINK OPTIONS

All drinks from the general menu are available for functions.

BAR TAB

We recommend setting up a bar tab with your choice of amount and drinks.

Example: \$3000 total bar tab consisting of beer, wine, soft drinks, tea & coffee available to all guests and all drinks available to the bridal party.

MEAL OPTIONS

COCKTAIL STYLE FUNCTION

Choose your selection:

\$3.00 each

Prawn Toast

\$3.50 each

Thai Fish Cakes | Curry Puffs | Spring Rolls | Vegetarian Spring Rolls | Fried/Steamed Dim Sim

\$4.50 each

Roast Duck Pancakes | Barbecue Pork Buns | Smoked salmon Canapés | Tempura prawn | Satay Chicken Skewers | Coconut King Prawns Cutlet

\$5.50 each

Sweet & Sour Pork Skewers | Honey Chicken Skewers

\$13.00 per small round container

Singapore Noodles | Special Fried Rice

\$18.00 per 500ml container

Honey Chicken | Sweet & Sour Pork | Beef or Chicken w rice

\$28 per regular serving

Salt and Pepper Calamari | Salt and Pepper Eggplant



MEAL OPTIONS

PLATTERS

BIG PLATTER A | \$120

Curry puffs (4)
Spring rolls (6)
Fried Dim Sim (6)
Satay Chicken Skewers (4)
Coconut Tempura King Prawns (4)
Salt and Pepper Calamari (Regular serving)

Changes can be made on request

BIG PLATTER B | \$146

Curry puffs (4)
Spring rolls (6)
Fried Dim Sim (6)
Satay Chicken Skewers (4)
Coconut Tempura King Prawns (4)
Salt and Pepper Calamari (Regular serving)
Salt and Pepper Eggplant (Regular Serving)

Changes can be made on request

SIT DOWN BANQUET MENU | \$56 PP

Entree (1 pp)

Mixed Entrée per person OR same value of Big Platter

Main Meals (2 of each dish per table of 10 pp)

Sizzling Garlic King Prawns
Sizzling Mongolian Lamb
Duck in Plum Sauce
Honey Chicken
Large Fried Rice

Changes can be made on request

Dessert (1 pp)

Deep Fried Ice Cream | Apple Pie with Ice Cream
(Chocolate, Strawberry or Caramel Topping)

Children's Pricing:

- Ages 11+ = Adult price (\$56)
- Ages 4-10 = ½ price (\$28)
- Ages 1-3 = Free

TERMS & CONDITIONS

CONFIRMATION OF BOOKINGS

A bond of \$500 is required to secure any function booking. This amount will be credited and will be deducted from your final account. We accept cheques, cash and credit card for payment of deposit. Credit card payments incur a merchant fee of 2% for Visa/Mastercard and 3% for Diners/ American Express.

CANCELLATIONS

Cancelling a function after the deposit has been paid can only be done by consulting directly with management, and only by the person who paid the initial deposit. Any cancellation made within a period of 2 weeks from the date of the function will forfeit the deposit. Any cancellations prior to 2 weeks will incur a cancellation fee of 30% of the deposit.

FINAL PAYMENT

All food catering must be paid at least four (4) days prior to the function. Should payments not be received, the venue reserves the right not to proceed with the function. The remaining full amount of the function including drinks, must be paid upon the conclusion of the event. Payment by credit card will incur a merchant fee of 2% for Visa/Mastercard and 3% for Diners/American Express.

FINAL NUMBERS

Final guest numbers are seven (7) days prior to your function date. This number will constitute the minimum number of guests for which you will be charged, regardless if they attend the function. The function schedule/program will be required at least four (4) days prior to the event day.

MENU/PRICE VARIATIONS

Menus and prices are subject to change. A 10% surcharge will apply to food and beverages on any function conducted on a public holiday. All prices quoted are inclusive of GST

MUSIC/ENTERTAINMENT

To adhere to regulations, all music and entertainment must conclude by 11:30pm and must not exceed 75 decibels (measured ~3m from the source). All music will be reduced to a soft level after 10:30pm to ensure Coral Cove Apartment residents are not disturbed. We reserve the right to control the quality, style and volume of music and entertainment throughout the event.

CONCLUSION OF EVENT

Venue hire expires at 12am the following day and all patrons must have exited the venue by this time. An additional fee of \$1000 may occur if guests are not out of the venue by 12am. The Cove Bowen Restaurant is licensed to serve alcohol until 12 am and last drinks will be served at 11:45 pm.

FUNCTION CONDUCT

It is required that the organiser will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. The management reserves the right to exclude and/or reject any guest not complying with The Cove Restaurant regulations or liquor and food licenses. We reserve the right to confiscate any alcohol/food brought onto the premises. 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 if a function is booked on forged pretences, the venue reserves the right to cancel the function without notice, and at the expense of the host.

ADDITIONAL EQUIPMENT/DECORATIONS

Any additional equipment/decorations or props required, other than those supplied by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. Please note that the venue must approve any and all equipment or decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function

DAMAGE

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function rooms, areas or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to or after the function. It is recommended that all client goods be removed from the venue immediately after the function.

CHILDREN

Minors are welcome to attend functions only when accompanied by a Legal Guardian or responsible adult (e.g. parent, step-parent or guardian, adult with parental rights/duties)

BOOKING CONFIRMATION FORM

CONTACT DETAILS

Name: _____

Company: _____

Mobile: _____

Email: _____

FUNCTION

Date of Function: _____

Start/Finish Time: _____

Occasion: _____

Function Type (cocktail/sit-down): _____

Confirmed Food Option: _____

Confirmed Drink Option: _____

Additional Requests: _____

CREDIT CARD AUTHORISATION

Card Type (please circle): VISA MASTERCARD AMEX

Card Number: _____

Card Holder's Name: _____

Expiry Date: ____ \ ____ CVV: _____

Signature: _____

Date of signing: _____

FUNCTION AGREEMENT

Management will take all reasonable steps to ensure the conditions of this Agreement are observed. However, The Cove Restaurant will not be responsible if the terms of this Agreement are unable to be carried out due to circumstances beyond our control, power failure, construction works, industrial action, government intervention etc.

A signed copy of this agreement is required as part of confirmation of the booking.

Print Name: _____

Signature: _____

Date: _____

I, the above signed, on behalf of all parties connected with our function on the date listed on this page, hereby acknowledge, and agree to the above terms and conditions.



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CONTACT INFORMATION

FUNCTION ENQUIRIES

Joyce

EMAIL ADDRESS

thecovebowen@hotmail.com

PHONE NUMBER

(07) 4786 3842