



# *Functions @ the Port Office Hotel*

in the heart of the city, introducing a functions venue with character, charm and expertise

liber lounge

fix restaurant & wine bar

marble bar

2014 – private areas & rooms

multi award winning functions venue  
dedicated functions & event planning, styling and food & beverage

corner edward & margaret streets, brisbane city qld 4000

# functions @ the port office hotel

## function areas & private rooms

### *welcome to the port office hotel*

The Port Office Hotel can cater for a vast array of functions and events, varying in size, style & specific requirements. From a small intimate sit down dinner to a large upscale corporate event the Port Office has private function rooms and function areas suitable to every occasion. The Port Office can cater for, but is not limited to, the following:

- ❖ Corporate Events
- ❖ Conference Dinners
- ❖ Cocktail Parties
- ❖ Group and Exclusive Seated Lunches & Dinners
- ❖ Private Dining
- ❖ Private Social Events such as Birthdays, Engagement Parties, Hens Nights
- ❖ Wedding Receptions
- ❖ Product Launches
- ❖ Trivia Events
- ❖ Wine Tastings

And much more...

Food and Beverage Packages are available to suit any budget, and special packages can be tailored to suit your specific needs and requirements.

We are delighted for you to have a browse over the following pages which outline all of our private function rooms and areas, including special features and capacities; we would also love to have you come in for a venue inspection as nothing beats viewing the venue and its appeal and suitability for yourself.

# functions @ the port office hotel

## function areas & private rooms

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#### fix restaurant & wine bar

fix restaurant

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#### marble bar

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# functions @ the port office hotel

## fix restaurant & wine bar



## fix restaurant & wine bar exclusive

This private room is fully self contained for either an exclusive seated dining event or stand up cocktail style event. It is equipped with its own private bars, private bathrooms, a private breakout lounge area or retreat and its own outside smoking or breakout lounge area. It also comes with its own dedicated sound and music system, three large plasma screens capable of playing presentations or slideshows, as well as the capability for its own dance floor and pre dinner drinks and canapés space.

This room is suited for any type of event – a private Christmas party, Product launch, exclusive Corporate dinner, Corporate Ball or an exclusive Wedding Reception.

Available to book exclusively for lunch and dinner Monday – Sunday  
*Available also to book exclusively for breakfasts with minimum numbers required*

- capacity**
- seated = maximum 200 pax
  - cocktail style = maximum 380 pax

### special features

- 2 X private bars
- 3 X plasma screens
- private bathrooms
- private retreat
- private smoking area
- dedicated wait staff and bar staff
- dedicated av technician for setup
- use of microphone available
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

## fix restaurant exclusive

This private room is fully self contained for either an exclusive seated dining event or stand up cocktail style event. It is equipped with its own private bar, dedicated sound and music system, two large plasma screens capable of playing presentations or slideshows, as well as the capability for its own dance floor and pre dinner drinks and canapés space.

Available to book exclusively for lunch and dinner Monday – Saturday

*Available also to book exclusively for breakfasts with minimum numbers required*

- capacity**
- seated = maximum 130 pax
  - cocktail style = maximum 200 pax

### special features

- private bar
- 2 X plasma screens
- dedicated wait staff and bar staff
- dedicated av technician for setup
- use of microphone available
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

# functions @ the port office hotel

## fix restaurant main floor / fix function room



### fix restaurant – main floor exclusive

This private room is suited to smaller dining groups who do not wish to book out the entire restaurant exclusively, but would still prefer to be in a private room.

This private space is suited for a sit down dining event for either lunch or dinner.

It is equipped with its own dedicated sound and music system and it also has one large plasma screen capable of playing presentations or slideshows.

Available to book exclusively Monday – Saturday



### fix function room exclusive

This private room is suited to smaller dining groups who prefer a private dining room in an intimate setting – being located at the back of the restaurant this room offers complete privacy for all function bookings.

This private room is suited for a sit down dining event for either lunch or dinner as well as an intimate stand up cocktail style event – furniture can be replaced and changed for stand up cocktail style events.

It is equipped with its own private bar, dedicated sound and music system and it also has one large plasma screen capable of playing presentations or slideshows.

For even smaller groups this room can be divided into half with partition screens for a fraction of the minimum spend requirement whilst still offering guests a semi private dining and intimate environment.

Available to book exclusively Monday – Saturday



#### capacity

- seated = maximum 70 pax

#### special features

- completely private function room
  - 1 X plasma screen
  - dedicated wait staff
- dedicated av technician for setup
- use of microphone available
  - disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

#### capacity

- seated = maximum 50 pax
- cocktail = maximum 60 pax

#### special features

- completely private function room
  - 1 X plasma screen
  - dedicated wait staff
  - private bar
- dedicated av technician for setup
- use of microphone available
  - disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room



# functions @ the port office hotel

## wine room / fix courtyard



### wine room

This private dining room is perfect for that intimate event – the room can be used for either a seated corporate lunch or dinner, business meeting, or a stand up cocktail style event.

The room is equipped with a large dining table and high back stools; surrounded by hundreds of premium wines and vintages this room is a unique private dining space.

Available to book exclusively for Monday – Saturday

### capacity

- seated = comfortable 12 pax – maximum 14 pax
- cocktail = maximum 20 pax

### special features

- intimate private dining
- tall high backed stools & large featured dining table
  - 1 X plasma screen
  - dedicated wait staff
- dedicated av technician for setup

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room



### fix courtyard

Fix Courtyard is an ideal private function area for smaller groups of 10-25 pax. This space is an intimate undercover cocktail area, situated off to the left hand side of fix wine bar, this area offers a unique space with a difference.

It is a completely sectioned off area with its own direct access to the bar; perfect for smaller cocktail style bookings or for a pre dinner drinks and canapés area prior to dining in fix.

Available to book exclusively Monday – Saturday

### capacity

- cocktail = maximum 25 pax

### special features

- direct bar access
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

# functions @ the port office hotel

## fix wine bar



## fix wine bar

For an exclusive private stand up cocktail style space with some charm and charisma, fix wine bar is the perfect private function setting for any cocktail style event.

This private room is located on the ground floor, it includes its own private bathrooms, private outside courtyard area, booth seating, lounge seating and tall dry bar table seating.

It is equipped with its own dedicated floor staff, sound and music system and it also has one large plasma screen capable of playing presentations or slideshows.

Available to book exclusively Monday – Saturday

## capacity

- cocktail = maximum 120 pax

## special features

- private bar
- 1 X plasma screen
- private bathrooms
- private smoking area
- private courtyard
- dedicated wait staff and bar staff
- dedicated av technician for setup
- use of microphone available
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

# functions @ the port office hotel

## liber lounge



## liber lounge

Located upstairs on level 1, this private room is a fully self contained cocktail style private function space.

Liber Lounge is completely self sufficient; it is equipped with its own private bars, private bathrooms and ladies pamper lounge, private breakout lounge areas, and wrap around outside undercover verandahs. It also comes with its own dedicated sound and music system, 4 large plasma screens capable of playing presentations or slideshows, as well as its own projector and large projector screen. It comes with its own DJ booth and allocated dance floor; it also has the capabilities to hold live entertainment, photo booths, staging and other external entertainment.

This room is suited for any type of event – a private christmas party, product launch, exclusive corporate cocktail style event, corporate or social ball or a large private gathering.

Available to book exclusively Monday – Sunday

## capacity

- cocktail style = maximum 400 pax

## special features

- 2 X private bars
- verandah direct bar access
- 4 X plasma screens
- 1 X projector & screen
- private bathrooms
- ladies pamper lounge
- private break out lounge areas
- private smoking area
- wrap around verandahs
- dedicated wait staff and bar staff
- dedicated av technician for setup
- use of microphone available
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room



# functions @ the port office hotel

## liber – main floor & verandah / liber corner lounge & verandah



### liber – main floor & edward st verandah

Located upstairs on level I, this private function area is a large section of the liber lounge room. This area consists of its own private bars, access to its own verandah, 3 large plasma screens capable of playing presentations or slideshows, as well as its own projector and large projector screen.

This private function area is suited to slightly smaller groups who do not wish to book out the entire liber lounge room exclusively.

Available to book exclusively Monday – Saturday

### liber – corner lounge & margaret st verandah

Located upstairs on level I, this private function area is completely sectioned off for privacy, and has its own direct bar access from the outside verandah.

This area consists of a small inside breakout lounge area, as well as the entire outside verandah running the length of margaret st. It has 1 X large plasma screens capable of playing presentations or slideshows, and also has access to the upstairs smoking area.

This private function area is suited to smaller groups who like the atmosphere of liber lounge but only require a private sectioned off area of the room.

Available to book exclusively Monday – Saturday

#### capacity

- cocktail style = maximum 250 pax

#### special features

- 2 X private bars
- private verandah access
- 3 X plasma screens
- 1 X projector & screen
- private break out lounge area
- access to smoking area
- dedicated wait staff and bar staff
- dedicated av technician for setup
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

#### capacity

- cocktail style = maximum 120 pax

#### special features

- direct bar access
- private verandah access
- 1 X plasma screen
- private break out lounge area
- access to smoking area
- dedicated wait staff and bar staff
- dedicated av technician for setup
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

# functions @ the port office hotel

## liber – corner lounge / liber – margaret st verandah



### liber – corner lounge

Located upstairs on level I, this private function area is completely sectioned off for privacy, it is a lounge area suitable for those smaller groups who want something a little private and low key.

This area is made up of chesterfield couches and coffee tables; it also has 1 X large plasma screen capable of showing presentations or slideshows, and allows guests access to the upstairs smoking area and the outside verandahs.

This private function area is suited to smaller groups of 20-40 pax.

Available to book exclusively Monday – Saturday

#### capacity

- cocktail style = maximum 40 pax

#### special features

- 1 X plasma screen
- private lounge area set up
- access to smoking area
- dedicated wait staff and bar staff
- dedicated av technician for setup
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

### liber – margaret st verandah

Located upstairs on level I, this private function area is completely sectioned off for privacy, it consists of the entire outside undercover verandah that runs along Margaret st. This area has its own direct bar access via window service direct to the inside main bar.

This area is a completely private sectioned off area which allows guests the privacy as well as being able to overlook the hustle and bustle of the City below.

Available to book exclusively Monday – Saturday

#### capacity

- cocktail style = maximum 80 pax

#### special features

- direct bar access
- private lounge area set up
- access to smoking area
- dedicated wait staff and bar staff
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

# functions @ the port office hotel

## liber – back bar lounge



### liber – back bar lounge

Located upstairs on level I, this private function area is completely closed off with gold screens and consists of its own private bar. This room is for those wishing to book a more private and exclusive area upstairs in Liber Lounge.

Liber back bar consists of its own private bar and allocated bar staff, a large plasma screen capable of playing presentations or slideshows, and is made up of chesterfield lounges, coffee tables, ottomans and tall dry bar tables.

This private function area is suited to smaller groups who want more privacy and access to their own bar - the gold screens can be opened up and the function area extended for groups over 40 pax.

Available to book exclusively Monday – Saturday

### capacity

- cocktail style = maximum 60 pax

### special features

- private bar
- 1 X plasma screen
- chesterfield lounges
- access to smoking area
- dedicated wait staff and bar staff
- dedicated av technician for setup
- disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room



# functions @ the port office hotel

## marble bar



### marble bar

Located on the ground floor this private room is a fully self contained cocktail style private function space.

Marble Bar is equipped with its own private bar, private bathrooms private outside courtyard area, and access to its own smoking area. It also comes with its own dedicated sound and music system and 4 large plasma screens capable of playing presentations or slideshows. It comes with its own DJ booth and allocated dance floor; it also has the capabilities to hold live entertainment, photo booths, staging and other external entertainment.

This room is suited for any type of event – wanting a more casual and relaxed atmosphere. Only available to book on weekends.

Available to book exclusively Saturday – Sunday  
*May be available to book on other days upon request*

### capacity

- cocktail style = maximum 400 pax

### special features

- 1 X large wrap around private bar
  - outside courtyard access
  - 4 X large plasma screens
- own DJ box and dance floor facilities
  - private bathrooms
- private break out lounge areas
  - access to smoking area
- dedicated wait staff and bar staff
- dedicated av technician for setup
  - use of microphone available
    - disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room



# functions @ the port office hotel

## marble bar courtyard / moet room



### marble bar courtyard

Located on the ground floor as part of marble bar, this private function area is completely sectioned off for privacy, and has its own direct bar access for numbers over 50 pax.

This area consists of an outside undercover courtyard area, where live plants are the latest main feature; for numbers over 30 pax it also consists of the inside air conditioned bar area also.

This private function area is very flexible, and can be sectioned off for groups of numbers ranging from 20 pax right up to 150 pax.

Available to book exclusively Monday – Saturday

### moet room

Located on the ground floor as part of marble bar, this private function area is completely sectioned off for privacy, and has its own direct bar access for numbers over 40 pax.

This area consists of a raised private function space with an entire feature wall of brickwork and live plants. It consists of tall dry bar tables and coloured stools for seating; furniture set up in this space is flexible depending on numbers.

Moet room can be entirely curtained off for privacy; the speakers in the room can be isolated and a presentation can be played on the large plasma screen in the room. This private function area is very flexible, and can be sectioned off for groups of numbers ranging from 30 pax right up to 70 pax including direct bar access.

Available to book exclusively Monday – Saturday

### capacity

- cocktail style = minimum 20 pax / maximum 150 pax

### special features

- direct bar access for groups over 50 pax
- lounge seating and dry bar table seating
  - access to smoking area
- dedicated wait staff and bar staff
  - disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room

### capacity

- cocktail style = maximum 40 pax or 70 pax with direct bar access

### special features

- direct bar access for groups over 40 pax
- plenty of tall dry bar table seating
  - 1 X plasma screen
  - privacy curtains
- dedicated wait staff and bar staff
  - disabled access

please enquire with your functions manager for a personalised quote and specific minimum spend requirements for this particular function room