

# CONFERENCES & EVENTS

Effective April 1<sup>st</sup> 2025

Punthill Spring Hill, Brisbane





Located on Astor Terrace, Punthill Spring Hill in Brisbane is only a few minutes' walk to the heart of Brisbane CBD. With multi-purpose conference spaces accommodating 100+ guests, Punthill Spring Hill is the ideal venue for your next business events.

Our Brisbane conference facilities are further complemented by our spacious studio apartments, featuring luxurious king beds, private balconies, and fully appointed kitchenettes. We also have secure undercover parking for your convenience.

Punthill Spring Hill

40 Astor Terrace  
Spring Hill QLD  
4000

Phone: (07) 3055 5700  
Email: [brisbane@punthill.com.au](mailto:brisbane@punthill.com.au)

All inclusions and prices are correct as of date of print or delivery. May be subject to change.



# Meeting Space

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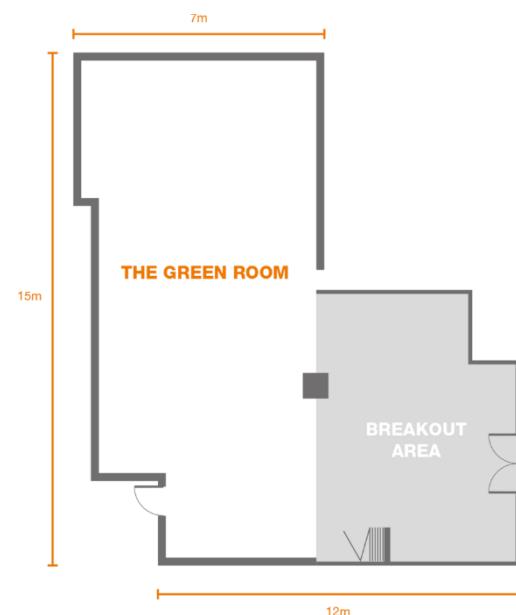
The Green Room at Punthill Spring Hill has the advantage of being spacious and filled with natural light and providing access to a street-level outdoor patio area for breaks throughout the day. The conference room is complete with modern facilities & a relaxed atmosphere to ensure your event is a success. The room is perfect for your next business meeting, seminar, or conference.

## Room Hire Inclusions

- Whiteboard and markers
- Flipchart and markers
- Notepads and pens
- Mints and water
- Wi-Fi connectivity

## A/V Inclusions

- 75" digital screen Smart TV
- Wi-Fi
- 106' Cinema Screen



\*Additional AV is available upon request. Extra fees may apply.

	Size m <sup>2</sup>	Banquet	Board	Classroom	Cocktail	Theatre	U-Shape
Ground Floor Conference Room	105	60	24	50	120	60	32



# Additional Information

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## Bookable Hours

Standard hire fees apply to room hire during the hotel's normal opening hours. Any bookings made outside of this time will incur an additional fee of \$50.00 per hour booked.

\$299.00 Half Day hire is classified as a 4 hr booking. If the booking exceeds the 4 hr limit, the client will be charged the full day price.

Half day hours are 7.30am – 12:30pm or 1:00pm – 6:00pm

\$500.00 Full Day hire is classified as an 8 hr booking. If the booking exceeds the 8 hr limit, the client will be charged an additional fee of \$50.00 per additional hour or part thereof. Full day hours are 7am – 6pm

\$500.00 Weekend Full Day is classified as an 8 hr booking. If the booking exceeds the 8 hr limit, the client will be charged an additional fee of \$100.00 per additional hour or part thereof. Weekend Hours are 9am – 5pm.

## Car Parking

Punthill Spring Hill does offer undercover, on-site secure parking for a fee. The height restriction is 2.1 metres. Please contact the hotel for more information and to reserve one complimentary parking space. A discounted daily rate of \$20 for additional parking applies to all bookings.



# DAY DELEGATE PACKAGES

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## WORKING PACKAGE

Full Day (min 10 delegates)  
\$67pp

Enjoy our full day delegate working package including\*:

Arrival tea and coffee  
Morning tea; Chef's selection of 1x sweet treat & 1x savoury Treat  
Working lunch, a selection of sandwiches, rolls & fruit platter.  
Afternoon tea; Chef's selection of 1x sweet treat & 1x savoury treat

\*Complimentary room hire with fifteen (15) or more guests

## EXECUTIVE PACKAGE

Full Day (min 10 delegates)  
\$89pp

Enjoy our full day delegate executive package including\*:

Arrival tea and coffee  
Morning Tea; Chef's selection of 1x sweet treat & 1x savoury treat  
Executive lunch a selection of gourmet rolls, quiches, salad & fruit platter  
Afternoon tea; Chef's selection of 1x sweet treat & 1x savoury treat

\*Complimentary room hire with fifteen (15) or more guests

\*Dietary requirements available on request, please let us know at least 72 hours prior to the event.



# CATERING MENU

## BEVERAGE OPTIONS

\$8.50 pp

Unlimited Nespresso barista quality coffee & tea

\$4.50 per can

Calm and Stormy Sparkling Beverages  
(Sustainably packaged) 300ml Can.

\$4.00 per can

Assorted soft drinks & juice

## MORNING OR AFTERNOON TEA

\$13.50pp (additional selection \$5.50pp)

Unlimited Nespresso barista quality coffee & tea

Chef's selection of 1x sweet treat & 1x savoury treat

## WORKING BREAKFAST PACKAGE

\$19.50pp

Chef's selection of assorted pastries & Fresh seasonal fruit.

Juice of the day to share.

Nespresso barista quality coffee & tea

Presented on platters to share.

## EXECUTIVE BREAKFAST PACKAGE

\$25.00pp

Chef's selection of assorted pastries & fresh seasonal fruit.

Chef's selection of cold & hot dishes

Juice of the day to share.

Nespresso barista quality coffee and tea

Fresh seasonal fruit platter to share.

## WORKING LUNCH PACKAGE

\$29.00pp

A selection of sandwiches rolls & fruit platter.  
Fresh seasonal fruit platter

## EXECUTIVE LUNCH PACKAGE

\$41.00pp

Chef's selection of cold & hot dishes  
Fresh seasonal fruit platter

## ADD ON's

Looking for something extra? Let us know our chef will create something special.

## GOURMET PLATTERS

Minimum of ten (10) guests required for all platters

Fresh seasonal fruit platter \$9.50pp

Cheese platter \$14.00pp

Antipasto platter \$16.00pp

Crudites, breads and dips platter \$12.00pp

\*Dietary requirements available on request, please let us know at least 72 hours prior to the event.

\*We automatically include 25% vegetarian options.

\*All Items presented on Platters to Share



# ACCOMMODATION

Punthill Spring Hill Apartments in Brisbane are the perfect accommodation whether you are staying for business or leisure.

We offer friendly and efficient service; a spacious and stylish Brisbane hotel feel with modern décor and all the comforts of home. Complete amenities make this apartment accommodation all the more alluring.

Room Type	Configuration	Max Occupancy	Room Size
Studio Apartment	1 King or 2 Singles	2	40m <sup>2</sup>
Superior Studio Apartment	1 King & 1 Single	3	40m <sup>2</sup>

# CONFERENCE BOOKING FORM

## COMPANY INFORMATION

Company Name:				
Address:				
City:		State:	Postcode:	

## COMPANY CONTACT

Title:		First Name:		Surname:	
Position:					
Phone:			Email:		

## EVENT DETAILS

Event Name:					
Event Type:					
Facilitator:					
No. of Delegates:					
Layout:	Cabaret   U-Shape   Classroom   Theatre Style				

Start Date:		End Date:		No. of Days:	
Start Time:	am/pm	End Time:	am/pm		
Room Hire Fee:					

## CATERING

Please choose the package/and or selection of catering options you would like for your conference/event.

Multiple Selections available if required, if not, please select NA. If selection not available, please place requirement in other notes.

**\*\*No outside catering can be brought onsite\*\***

Catering Selection:		
Service Times:		
Dietary Requirements:		
Other Notes:		

## AV

Included in Room Hire:	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Wi-Fi Connectivity <input type="checkbox"/> Flipchart + Markers <input type="checkbox"/> Projector Screen and Projector <input type="checkbox"/> Video Conferencing Equipment
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## PARKING

One x complimentary spaces provided with booking.	
Notes:	

## ACCOMMODATION

Accommodation Required:	
Notes:	

# TERMS AND CONDITIONS

## FUNCTION BOOKING & DEPOSIT

We must point out that this booking is not confirmed until this form is returned signed by an authorized person.

## PAYMENT

You must pay the estimated event charge in full at least (14) working days before the event. The differential between the estimated event charge and the actual event charge must be settled prior to departure. Any overpayment will be refunded to you within 14 days. On conclusion of your function, any outstanding amounts will be automatically charged to the credit card on file unless prior arrangements have been discussed. The Hotel may approve a credit arrangement for you, but you should apply for such an arrangement at the time of booking. If the Hotel accepts a credit arrangement, you will be required to provide a signed unlimited credit card authorisation or other form of security acceptable to the Hotel to cover the full amount of the event charge. If the invoice for the event charge is not paid within 14 days of the issue of the invoice, the event charge will be debited to the credit facility you have provided to us.

## CHARGES & GST

The event charge will be based on the rates quoted in the Event Order unless you require any changes. The estimated event charge has been provided to you as an indicative figure only. All rates are given in Australian dollars and are inclusive of Goods and Services Tax (Tax Act 1999). If any additional or increased taxes or levies are introduced after the date of the Event Order, the Hotel reserves the right to require payment of the relevant additional amount.

All credit cards will incur a surcharge of 2% of the total amount charged for each transaction.

## POSTPONEMENT CLAUSE

Please note that any event needing to be postponed must be done so at least 30 days prior to avoid penalties. This event can be rebooked within a 90-day period. The postponement of an event can only be shifted once without penalties.

## FUNCTION OR EVENT CANCELLATION

We would share your disappointment if your booking were to be cancelled. The following fees would be applicable. Notification of cancellation must be in writing.

Between 30 & 7 days	A cancellation fee equal to 25% of the contracted value will be incurred.
Within 7 days	A cancellation fee equal to 100% of the contracted value will be incurred.

## FUNCTION DETAILS

Preliminary event details (including accommodation) will be outlined in the Event Order. You need to confirm all details as soon as possible, but no later than 7 days prior to the event.

The Hotel will complete a final event program and detailed rooming list and forward it to you prior to your event. You need to sign and return this sheet to the Hotel as final confirmation of all event details.

The guaranteed number of guests attending a function is required by 10:00AM three (3) working days prior to your first event date, for catering and billing purposes. Increases of up to 10% are acceptable after this time. Should a guaranteed number not be received, the attendance indicated on the Banquet Event Order will be taken as final.

If the number of guests who attend your function decreases by more than 20% from the

agreed volume, the hotel may review the price charged for your meals.

The prior approval of the Hotel is required for:

All plans and designs for any exhibitions or displays that you propose to stage or present during your event must be provided to the Hotel for approval at least 10 Business Days before your event.

Displays of any kind intended to be located outside the designated event room. Approval must be given for attaching anything by nails, screws, or adhesive in any way to any wall, door, or other part of the Hotel. Approval must be given for any advertising in relation to the event which includes reference to the Hotel. The use of smoke machines, special balloon effects and/or pyrotechnics due to the effect on the Hotel smoke detectors. Should the Fire Brigade respond to an alarm in the event room, which has been set off by an unauthorized use of smoke machines, special balloon effects and/or pyrotechnics, you will be liable for any charges incurred by the Hotel.

You are responsible for costs involved in ensuring set-up and breakdown time of the event room. All deliveries to the Hotel must be advised to the Hotel before delivery and must be delivered to the Hotel booked and marked with the name and date of the event.

## NO RESPONSIBILITY

The Hotel is not responsible for:

The theft, damage or loss of any goods brought into the Hotel; or any introduction of food to the event and the effect of it afterwards.

The Hotel is not responsible for any theft, damage or loss to any goods that may occur within the car park.

## CONDUCT OF THE FUNCTION

Unless otherwise agreed by the Hotel, your event must finish at the time specified in the Event Order.

Your event must be conducted in an orderly and lawful manner. The Hotel reserves the right to end your event if the Hotel reasonably believes that your event is not being conducted in an orderly and lawful manner. The Hotel has no responsibility to you for any costs, damages, or expenses that you may incur in relation to the Hotel's termination of your event.

The Hotel reserves the right to employ the services of external security personnel for the duration of the event at the discretion of management which will be on-charged as part of the event costs. The Hotel may remove or deny entry to anybody being disruptive or acting in a disorderly manner. No food or beverage of any kind, other than those provided by the Hotel will be permitted onto the Hotel's property without the consent of the Hotel.

The Hotel practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

You are not permitted to exceed any noise levels, which, in the opinion of the Hotel, may disturb other guests of the Hotel, its neighbors or disrupt the normal operations of the Hotel.

At your event you must ensure that you and your guests do not breach any statutes, by-laws, or regulations including the Hotel's liquor license and fire regulations.

## CIRCUMSTANCES BEYOND THE CONTROL OF THE HOTEL

If the Hotel is unable to provide the facilities or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the Event Order due to circumstances beyond the Hotel's control, the Hotel is not responsible for any costs, damages, or expenses that you may suffer or incur.

## AGENCY

Unless otherwise agreed, the party which signs these terms and conditions will be the party responsible for payment of the event charge. If the event is being booked by an agent on behalf of a third party, the third party must also sign these terms and conditions. Alternatively, the agent must provide to the Hotel written authorization from the third party which:

Confirms the agent is authorized to sign these terms and conditions.

Confirms the third party will be liable to the Hotel (in addition to the agent) for payment of the Event Charge (including any cancellation fees) notwithstanding that they have not personally

signed these terms and conditions; and acknowledges that a commission, incentive, or fee may be payable or being paid by the Hotel to the agent.

## IMPORTANT NOTES

Please read these terms carefully. If you do not understand any of the terms or have any questions, please discuss them with our representative. If you have read and understood the terms set out above and accept them, please sign the terms. In signing the terms, they are binding upon you.

### SIGNATURE

I accept the above terms & conditions on behalf of:

**Signature**

**Date**

**Name**

**Company**

Punthill Spring Hill 40 Astor Terrace Spring Hill QLD 4000

Phone: (07) 3055 5700  
Email: [conferencing.springhill@punthill.com.au](mailto:conferencing.springhill@punthill.com.au)

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