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**catering** <sup>HQ</sup>  
functions & events

ROMAS EVENTS



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# 01

space  
details

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# Pittwater RSL Club

Whether you're planning a celebration, having a dinner with friends, seeking live entertainment, relaxing with a coffee, hosting a meeting or you're looking for a relaxed atmosphere where you can enjoy time out - Pittwater is your destination.

## ROMAS



### RATE

HALF DAY (4HRS) - \$600  
(EXCLUSIVE)

### CAPACITY

SEATED - 120  
THEATRE - 140  
COCKTAIL - 180

## CLUB HOUSE HOTEL TERRACE



### RATE

ROMAS + TERRACE - \$900  
(EXCLUSIVE)

### CAPACITY

BANQUET - 60  
COCKTAIL - 80

# 02

choose  
your menu

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# live canapé station

**MINIMUM 30 GUESTS**  
Additional items can be added to your menu, price on your enquiry.

DIETARY: gf - gluten free, v - vegetarian, vg - vegan, lf - lactose free, df - dairy free, pesc - pescetarian, ef - egg free, nf - nut free

## Classic.....\$6pp

Fried polenta bites with semi dried tomato, white anchovy and fried basil

Mushroom parfait tart with wild mushrooms

Smoked salmon mousse tart, fly fish roe and dill

Lemongrass and coriander grilled chicken skewers

Lamb and harissa sausage roll, minted yoghurt df

Prawn toast, 'nduja, black garlic aioli, micro cress

Wagyu beef slider, cheese and bush tomato relish in a plain bun

Arabic lamb kofta on skewer gf, df

## Signature.....\$8pp

Citrus cured tuna with crispy rice paper roll, compressed cucumber, nori powder

Za'atar spiced lamb with roasted eggplant crostini

Oysters (Rockefeller, kilpatrick)

Chargrilled angus beef, fried potato stack, carrot purée and chermoula

Hoisin duck with crispy wonton, sesame seeds and shallots

Australian tiger prawn skewer, citrus mayonnaise, capers lemon myrtle gf, df

Caramelized pork belly, Vietnamese soy glaze micro spinach gf, df, ef

## Premium.....\$12pp

Roast beef with mini Yorkshire pudding, jus and chives

Lobster ravioli with burnt butter sauce

Pork belly bao buns, cucumber ribbons and hoisin sauce

Lobster and prawn rolls

Roast pork mini bánh mì

Surf and turf sliders (pattie, prawns, béarnaise sauce)

## Substantial.....\$15pp

Smoked brisket burnt ends with sticky bbq sauce with truffle mac and cheese

Fried gnocchi, roasted pumpkin, crispy sage, goat's cheese and toasted pine nuts.

Confit salmon with cold soba noodle salad and roasted sesame dressing

Angel hair spaghetti with crab, chilli, garlic and dill sauce.

Grilled marinated octopus, olive tapenade and Greek salad

Cold vermicelli noodle salad, rare roast beef, carrots, cucumber, mesclun, coriander, mint with nuoc cham dressing.

**Pick and choose what suits you!**  
**Minimum selection of 5 canapés.**



# additional items

Must be on a canapé package to choose additional items from this menu

## Sweet Canapés.....\$6pp

- Apple crumble tarts
- Lemon meringue tarts
- Banoffee tart
- Mini orange cakes with rose buttercream
- Mini brownies with hazelnut cream
- Caramel slice bites
- Mini meringues with mascarpone Chantilly and fresh berries
- Mini berry cheesecakes

## Pizzas & Flatbread.....\$26each

- Pizza bianca (crème fraîche base, green olives, artichokes, mortadella, chives)
- Prosciutto and rocket pizza with burrata.
- Marinara pizza (prawns, mussels, clams, squid)
- Truffled Wild mushroom pizza
- Chicken and avocado pizza
- Flatbread with confit garlic, burrata and salsa verde
- Flatbread with ricotta, grilled peach/figs, prosciutto, torched radicchio, drizzled with honey
- Flatbread with pear, rocket, gorgonzola and toasted walnuts

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## Platters

(Prices per platter, each platter serves 10)

- Corn chips, crudités and trio of dips.....\$45
- Seasoned potato wedges with sweet.....\$45  
chilli sauce and sour cream
- Seasonal fresh fruit platter.....\$105
- Selection of farmhouse cheeses.....\$155  
dried fruits, nuts and lavosh
- Mezze platter.....\$140  
Beetroot and fetta dip, fried chickpea hummus, marinated olives, falafel, dolmades, lavosh and grissini
- Charcuterie Board.....\$195  
Fine selection of local and imported meats, paté and cheese balanced with sweet fruit and sour salty pickles, lavosh and grissini



# pizza & pasta menu

**MINIMUM 30 GUESTS**  
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## Package 1.....\$50pp

Continental garlic loaf on arrival  
Selection of 2 pizzas  
Selection of 2 pastas  
Seasonal salad

## Package 2.....\$65pp

Continental garlic loaf on arrival  
Selection of 3 pizzas  
Selection of 3 pastas  
Seasonal salad

## Optional upgrades

Add fries.....\$5pp  
Add dessert.....\$15pp  
Tiramisu with coffee flavoured cream, toasted  
almonds and pistachio gelato

## Pizzas

Pizza bianca (crème fraiche base, green olives, artichokes,  
mortadella, chives)

Prosciutto and rocket pizza with burrata.

Marinara pizza (prawns, mussels, clams, squid)

Truffled Wild mushroom pizza

Chicken and avocado pizza

Flatbread with confit garlic, burrata and salsa verde

Flatbread with ricotta, grilled peach/figs, prosciutto, torched  
radicchio, drizzled with honey

Flatbread with pear, rocket, gorgonzola and toasted walnuts

## Pastas

Ravioli (beef, lobster, pumpkin) with burnt butter sauce. (can  
adjust the flavour of the sauce depending on the ravioli)

Rigatoni with vodka sauce.

Angel hair spaghetti with crab, chilli, garlic and dill sauce.

Fried gnocchi, roasted pumpkin, crispy sage, goat's cheese and  
toasted pine nuts.

Spinach and ricotta cannelloni

Pappardelle with beef cheek ragù

Served with Continental garlic loaf  
on arrival



# plated menus

**MINIMUM 30 GUESTS**  
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## Entrée

Pumpkin, sage and goats cheese ravioli, pine nuts  
and sage butter sauce v

Caramelised onion and roasted roma tomato tart  
with shaved Parmesan on a bed of rocket v

Smoked salmon, avocado and horseradish cream  
cheese roulade gf

Chilled tiger prawns with avocado cream, fresh mango  
and micro salad with honey lemon dressing gf, pesc, ef

Grilled Moroccan lamb with couscous and roasted  
Mediterranean vegetables df, ef

Slow roast pork belly, petite citrus salad, fruit mustard  
and snow pea tendrils gf, df

Roast Cajun spice chicken with avocado cream, pearl  
couscous, charred corn, lime and coriander dressing gf

Seasonal heirloom tomato, fresh basil, vincotto,  
handmade stracciatella v, gf, ef

Thinly shaved bresaola, truffle aioli, parmesan crumbs,  
pickled eschallot, micro cress gf

Sous vide duck breast, smoked carrot purée, poached  
endive, cherry gel, pancetta crumb gf, df

Beetroot salad, vegan curd, candied walnuts,  
watercress vg, gf

## Main

Tasmanian salmon fillet, new potato, minted peas,  
hollandaise gf, pesc

Humpty doo barramundi fillet with roast garlic mash,  
buttered beans, half roasted tomato, béarnaise gf, pesc

Slow cooked Black Angus beef complimented with kipfler  
potato, red wine jus and buttered green beans gf

Pan seared chicken breast with truffle mash, green beans  
and porcini cream sauce gf

Victorian lamb rump with roast garlic potato, green beans  
and rosemary jus gf, df

Braised beef cheek with baby carrots, sprouts, potato  
purée and red wine glaze gf, ef

Slow roasted pork belly, white cabbage purée, roasted  
apple, pickled fennel salad, anise reduction gf

Confit duck leg, roasted parsnip purée, braised red  
cabbage, vanilla apple gel, sage and parmesan miche  
crumb, braising liquid gf, ef

Corn-fed chicken breast, truffled white polenta,  
broccolini, truss semi-dried tomato, sangiovese jus, dried  
green olive crumb

Curried cauliflower, curd of ewe, seasonal greens, puffed  
grain, nutritional yeast and fried curry leaf compote,  
shaved cucumber vg

**Main and Dessert alternate serve.....\$57pp**

**Entrée and Main alternate serve.....\$62pp**

**3 Course alternate serve.....\$77pp**

Please choose 2 options for each course which will be served  
as an alternate drop. Please note all meals come with Bread Rolls  
and In-Room coffee services, organic and herbal teas.



# plated menus

**MINIMUM 30 GUESTS**  
Additional items can be added to your menu,  
price on your enquiry.

DIETARY: gf - gluten free, v - vegetarian,  
vg - vegan, lf - lactose free, df - dairy free,  
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## Dessert

Pistachio cake with white chocolate mousse and fresh raspberries

Orange and pecan polenta cake with salted pistachio and pecan brittle and pistachio ice cream

Lemon cake with candied lemon, raspberry coulis and berries sorbet vg

Tiramisu with coffee flavoured cream, toasted almonds and pistachio gelato

Baked Raspberry cheesecake with fresh raspberry and whipped cream

Nutella cheesecake with mixed nut praline and chocolate sauce

Orange and almond cake with pistachio candied orange

Sticky date pudding with butter scotch sauce and vanilla ice cream

Chocolate fondant with warm chocolate sauce and whipped cream

Pear and frangipane tart caramel ice cream and toasted almond

**Main and Dessert alternate serve.....\$57pp**

**Entrée and Main alternate serve.....\$62pp**

**3 Course alternate serve.....\$77pp**

Please choose 2 options for each course which will be served as an alternate drop. Please note all meals come with Bread Rolls and In-Room coffee services, organic and herbal teas.



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booking  
your event

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HQ

# booking your event

Additional items can be added to your menu,  
price on your enquiry.

## TAILORED TO YOU

### Beverage Options

There are multiple options available for beverage service.

Beverages on consumption/bar tab. This is where you advise a limit you wish to put on the bar. Our staff will advise you when you are close to reaching this limit and give you the option to increase the amount or for guests to now purchase their own beverages.

Cash bar is also available where guests purchase their own drinks throughout the event.

### Cakes

You are welcome to provide your own cake for the event. We are happy to store this for you on the day until it is required. You have three options for the cutting of your cake:

1. Do it yourself, we will provide utensils and plates for you to cut and serve the cake yourself.
2. Cake service, for our chef to cut and place on a shared platter a \$2.50 per person charge will apply.
3. Cake service, for our chef to cut, individually plate and garnish a \$3.00 per person charge will apply.

### Decorations

We are happy to organise decorations on your behalf through our suppliers (additional charges will apply) or you are welcome to organise your own decorations. Please advise your event specialist if you are organising your own decorations.

### Entertainment

You are welcome to organise your own entertainment. Please advise your event specialist and get confirmation from them of the entertainment you wish to organise. Your event specialist is also happy to provide options and source entertainment for you.

We do ask if you are providing your own entertainment to provide a copy of their Public Liability to us.



## TERMS AND CONDITIONS

The Registered Clubs Act requires that any person holding an event with Catering HQ must be a member of the Club. The member is then responsible for all non-members of the Club and anyone under the age of 18 years. Please contact the Club for membership information.

- Tentative booking dates are held for three (3) working days only.
- Confirmation of booking must be received by Catering HQ within three (3) working days of original reservation with the signed terms & conditions agreement. If confirmation is not received within this time, management reserves the right to release the space. The amount required for the deposit is the room hire fee. If the client fails to return the signed terms & conditions agreement with the payment of the deposit, then the company shall be entitled to allocate the event date and premises to another client.
- All prices are current at the time of quotation but may be subject to change based on rising costs.

The quoted prices include GST and upon receipt of your confirmation and deposit, fixed prices will be confirmed in writing.

## FINALISING EVENT DETAILS

Catering HQ require all event details to be finalised ten (10) days prior to the event date.

At this time our Functions Team will discuss and confirm all Food & Beverage options, including: any specific dietary requirements, room setup, decorations, equipment hire, entertainment and any miscellaneous expenses or special instructions required.

## FINAL NUMBERS AND PAYMENT

Confirmation of the final numbers of guests must be made no less than ten (10) days prior to the event date. Final numbers will be taken to be the minimum number of guests attending the event. Upon confirmation of final numbers a final invoice will be issued to the Event Organiser.

The final invoice payment is required ten (10) days prior to the event date. This payment can be made in Cash, Credit Card, EFTPOS or Bank Cheque only. Any additional guests in attendance on the event date, post final payment, will require approval by the Event Organiser and will be charged accordingly. The resulting balance owing must be settled on the day of the event.

In default of such prompt payment, you undertake to pay late payment fees of 2.5% per month on any amount outstanding and to indemnify us and pay all costs and expenses on a solicitor and own client basis if legal action is necessary, and/or EC Credit Control Pty Ltd's fees, which we may incur in recovering from you any overdue amount.

Non-refundable prepayment of the balance of the total estimated amount is payable 10 days prior to the event date. If the balance of the total estimated amount is not paid 10 days prior to the event date, the client will be deemed to have cancelled the event at that time.

The payment by any person of any fees & charges for such facilities, and the issue to any such person of any receipt for such sum and/or confirmation of the event shall be deemed to be an acknowledgement and acceptance by such person of the conditions contained herein.

The Client agrees that beverages will be charged according to Catering HQ records of consumption, or at the agreed amount in the case of a beverage package option being confirmed by the client.

Any variations in beverage consumption, any increase in confirmed numbers, extension of the event time and any other agreed additional costs incurred are payable via credit card on the day of the event.

The client must provide Catering HQ final menu choices and numbers of guests attending the event in writing no later than ten (10) Days prior to the event date.

## FOOD & BEVERAGE

Catering HQ offers clients an exquisite range of menus to accompany any occasion. The Club does not permit clients to provide external food and beverage on the premises.

Clients are also advised that due to food safety liability standards, surplus food and beverage not consumed during the event is unable to be removed from the premises.

Prior arrangements for celebration cakes must be made with the Functions Team. When providing your own cake, we offer two plating options as follows:

1. Do it yourself, we will provide utensils and plates for you to cut and serve the cake yourself.
2. Cake service, for our chef to cut and place on a shared platter a \$2.50 per person charge will apply.
3. Cake service, for our chef to cut, individually plate and garnish a \$3.00 per person charge will apply.

Children aged between five (5) and twelve (12) years will be charged at half the adult rate. Children below the age of five (5) years are free of charge (when choosing from a buffet menu).

Where events require the use of external contractors not employed by Catering HQ, the client will provide the Functions Team with a copy of the external contractors Public Liability Insurance when finalising the event details, twenty eight (28) days prior to the Event Date. All external contractors must liaise with the Functions Team in regards to delivery, setup and break down of equipment.

## DELIVERY & COLLECTION OF GOODS

All deliveries and collections of goods to or from Catering HQ on the client's behalf can only be made by prior arrangement with the Functions Team. All deliveries must be clearly marked with the name of the event. Catering HQ will take all reasonable care but accept no responsibility for items delivered or left for collection.

## SECURITY PERSONNEL

Our Functions Manager will provide advice to the extent considered necessary for the provision of security, crowd control or emergency requirements that need to be arranged for the event. Any costs associated with the requirement will be payable by the Client / Event Organiser. All security service arrangements are booked directly through Catering HQ and charged back to the client / Event Organiser at cost. All 21st birthday parties are required to have security. The club reserve the right to request security for any function and to be charged to the client.

Catering HQ will take no responsibility or liability for damage or loss of merchandise, goods or property of the client or their guest left at Catering HQ prior, during or after functions/exhibitions. The client and client contractors/suppliers must remove from Catering HQ immediately after the conclusion on the event all gifts, equipment and other items they may have brought onto or had delivered to the Club. Catering HQ shall not be liable in any way to the client or client contractors/suppliers for any loss or damage to such gifts, equipment and items whilst they are on Catering HQ property. Catering HQ may dispose (as it deems fit) of any gifts, equipment or items that are left behind at Catering HQ without being liable for consequential damages of any nature for any reason whatsoever.

## EVENT CANCELLATION

For cancellations or postponements of confirmed bookings the following conditions apply:

1. Written notice is required for all booking cancellations.
2. Any confirmed booking cancelled or postponed more than sixty one (61) days prior to the event date, the client will be refunded the full amount of the deposit payment.
3. Any confirmed booking cancelled or postponed thirty one (31) to sixty (60) days prior to the event date, the client will forfeit 50% of the estimated cost of the event (including the deposit payment amount).
4. If cancellation or postponement of the confirmed booking occurs less than thirty (30) days prior to the event date, the Cancellation Fee will consist of the total estimated cost of the event and the deposit payment amount.
5. If cancellation or postponement of the confirmed booking occurs less than seven (7) days prior to the event date the cancellation fee will consist of the total estimated cost including the food and beverage component.

Where circumstances beyond Catering HQ control prevent Catering HQ from fulfilling any obligations under this contract, Catering HQ will be released from this contract without penalty.

Organisers are financially responsible for any damage sustained to their property or that of Catering HQ that is caused by the client or their guests prior, during or after functions/exhibitions. The use of drawing pins, staple guns or any fastening material on walls is strictly prohibited. Repair and replacement costs will be passed on to the client.

Public Holidays – 15% overall surcharge.

I understand that a cleaning fee of \$500.00 can be charged to the client after the events finalisation, as per the manager on the days discretion.

Catering HQ reserves the right to adjust any setup to ensure fire, life and safety codes are met.  
Catering HQ reserves the right to charge for security on events as it deems necessary.

## ROOM ACCESS

Access to the room is 2 hours prior to your start time. If you wish to have access earlier a room hire fee will be charged.

## COMPLIANCE

All guests must comply with The Registered Clubs Association Laws which govern Catering HQ license conditions. Guests will be bound by Club entry requirements. Guests must either be a member of the Club, reside outside the five (5) kilometre radius from Club premises or be signed in by a member. All persons under the age of eighteen (18) years are prohibited from entering gaming and areas adjacent to licensed bar areas and must always be accompanied by and in the immediate presence of a responsible adult.

## DRESS REGULATIONS & CONDUCT

The appearance of all members and guests must be neat and tidy at all times.

The following dress is not permitted at any time; thongs, bare feet, singlets, swimwear, offensive t-shirts and caps. The Management's decision will be final.

## SMOKING AT VENUES

All Event rooms are 'Smoke Free' in accordance with the Smoke Free Environment Act. Clients, their guests and staff may use the designated smoking areas which are easily accessible from all Event areas.

## INDEMNITY

The Client uses and occupies the Event Area, including but not limited to the area of the Event Venue in which the event is conducted, at their own risk. The Client hereby indemnifies Catering HQ and agrees to keep Catering HQ indemnified, against all actions, suits, proceedings, claims and demands, damages, costs and expenses whatsoever which may be taken or made against Catering HQ and/or incurred arising out of injury or damage to any person or property from or during the use of Catering HQ's facilities referred to in this agreement and the Event Confirmation.

## EMERGENCIES & INDUSTRIAL ACTION

Catering HQ may cancel this agreement at any time if there exists an emergency or threat of danger to any person or of damage to property (or as a result of such damage or danger).

Similarly this agreement may be cancelled at any time by Catering HQ if the use of the Event Venue is prohibited or hindered by cessation or interruption of utility supplies (electricity or gas), failure of plant or equipment, unavailability of food items, any industrial action or other unforeseeable event or incident. Deposits paid by the client would be refunded or such proportion as is appropriate within seven (7) working days of the event date.

## GOVERNMENT BY-LAWS

The Client shall conform to the requirements of the Local Government Act and any other relevant act, by-laws, rules or regulations and shall be liable for any breach of any such act, by-laws, rules or regulations.

## RESPONSIBLE SERVICE OF ALCOHOL

Catering HQ is committed to the Responsible Service of Alcohol. Club management will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the event areas inside or adjacent to the event area or within its confines.

Any person believed to be approaching intoxication or involved in any riotous, disorderly, offensive or improper conduct will be escorted off the premises.

Catering HQ has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverage to any person in a state of intoxication and as such Catering HQ reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverage to any person under eighteen years of age @ Catering HQ reserves the right to request suitable identification to this end.

If a guest or organiser is asked to leave no monetary compensation will be given and the client will be charged the full amount for the event.



# catering <sup>HQ</sup>

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contact for  
functions & events

formals



weddings



social



wakes



corporate

