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

PITTWATER  
SOCIAL EVENTS



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# 01

choose  
your space

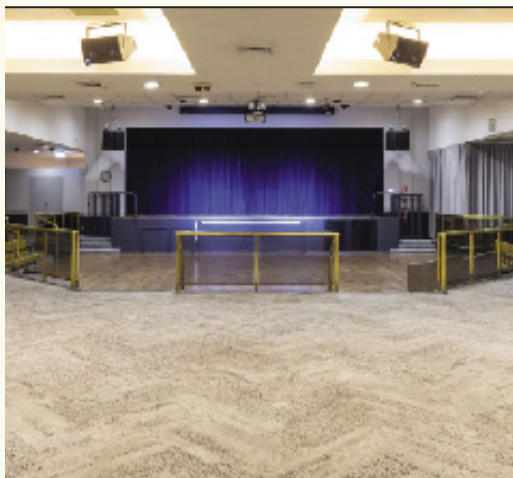
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# Pittwater RSL Club

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.

## ROCK LILLY AUDITORIUM (FULL)



### RATE

HALF DAY (4HRS) - \$600  
FULL DAY - \$800

### CAPACITY

BANQUET - 250  
COCKTAIL - 500  
THEATRE - 400

## ROCK LILLY AUDITORIUM (HALF)



### RATE

HALF DAY (4HRS) - \$400  
FULL DAY - \$600

### CAPACITY

BANQUET - 100  
COCKTAIL - 100  
THEATRE - 120

## CHEF'S TABLE



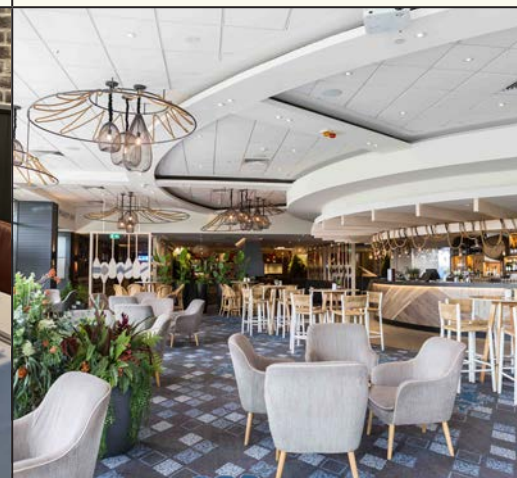
### RATE

FULL DAY - \$500

### CAPACITY

BANQUET - 18

## DISTILLERY BAR



### RATE

LOUNGE/BAR  
HALF DAY (4HRS) - \$500  
+ FIREPLACE - \$400

### CAPACITY

COCKTAIL - 150

# 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.

## GLASSHOUSE



### RATE

GH PER SECTION  
HALF DAY (4HRS) - \$400

### CAPACITY

BANQUET - 50  
COCKTAIL - 50

## POTTER'S GARDEN ROOM



### RATE

HALF DAY (4HRS) - \$400  
(NON-EXCLUSIVE)

### CAPACITY

BANQUET - 50  
COCKTAIL - 60

## ROMAS



### RATE

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

ROOM + TERRACE - \$900  
(EXCLUSIVE)

### CAPACITY

SEATED - 120  
THEATRE - 140  
COCKTAIL - 180

## 18+ Only CLUB HOUSE HOTEL TERRACE



### RATE

HALF DAY (4HRS) - \$500  
(EXCLUSIVE)

### CAPACITY

BANQUET - 60  
COCKTAIL - 80



# 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.

## THE DECK (PARTIAL HIRE)



### RATE

HALF DAY (4HRS) - \$400 PER 50 PAX

### CAPACITY

COCKTAIL - 100

## THE DECK (PRIVATE HIRE)



### RATE

HALF DAY (4HRS) - \$2000 ROOM HIRE  
+ MINIMUM SPEND \$5000

### CAPACITY

COCKTAIL - 500

## MAINSAIL



### RATE

HALF DAY (4HRS) - \$300  
FULL DAY - \$500

### CAPACITY

CLASSROOM - 20  
U-SHAPE - 28  
THEATRE STYLE - 42

# 02

choose  
your menu

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# cocktail party selections

**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

## CANAPÉ PACKAGES

**Choice Of Six (6) Items.....\$33pp**  
**Choice Of Nine (9) Items.....\$45pp**  
**Choice Of Twelve (12) Items.....\$60pp**  
**Additional Items.....\$5pp Each**



## Cold Selections

Hoisin duck with crispy wonton, sesame seeds and shallots

Roast heirloom tomato tart with ricotta basil and balsamic glaze v

Caramelised onion and goats cheese tart v

Tasmanian smoked salmon mousse, toasted pain de mie

Seared sesame tuna bites with wasabi mayo and ponzu dressing

Balsamic tomato bruschetta and red onion on crostini vg

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

Wagyu bresaola, truffle aioli, parmesan, mustard fruits, crostini df

Charred cucumber, wakame, vegan ponzu aioli and puffed grains vg, gf

Smoked paprika spiced polenta round with salmon bites ef, pesc

Caprese skewer veg, gf, ef, nf

## Hot Selections

Satay chicken skewers gf, df

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

Chicken slider, cheese, tomato relish in a plain bun

Mushroom arancini with truffle aioli v

Italian beef meatballs df

Salt and pepper calamari, lime coriander aioli df

Traditional middle eastern falafel v, df, ef

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

Assorted gourmet mini pizza

Assorted gourmet pie

Assorted gourmet quiche

Assorted gourmet sausage roll

Spinach and ricotta tart v

Tempura battered fish bites df

Arabic lamb kofta on skewer gf, df

Asian vegetable spring rolls v, vg

Fetta cheese and spinach cigars v

South Indian spiced potato ball with coriander, coconut raita vg, gf

Lamb and harissa sausage roll, minted yoghurt df

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

Sundried tomato and goat cheese stuffed mushroom gfo, veg, ef

Mustard and green herb glazed salmon bites pesc, nf, ef, gfo

Crab, corn and zucchini fritter pesc, nf



# cocktail party selections

**MINIMUM 30 GUESTS**  
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price on your enquiry.

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**Substantial.....\$18 each**

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

**Sweet Canapé.....\$6 each**

## Substantial Canapé

Taiwanese popcorn chicken, basil, kewpie, pepper,  
pickles gf, df

Soba noodle salad, tofu, pickled enoki, edamame,  
yuzu dashi dressing vg, gf

Fried flathead fillets, crispy fries, caperberry and  
saltbush mayonnaise

Chicken pad kee mao, chilli basil chicken stir  
fry noodles

Spicy Turkish salami pide, with mozzarella cheese

Fritto misto of crumbed calamari, tempura fish, salt  
and pepper prawn with lemon

Crispy cauliflower buffalo wings, with vegan ranch  
and celery sticks vg, gf

Smoked Chicago dog, with pickles, mustard, relish,  
pepperoncini, liquid cheese

Marinated lamb skewer with Greek salad and  
cucumber yoghurt gf

Korean fried chicken wings with gochujang and  
pickles gf, df

Cheeseburger with tomato ketchup, pickles and  
French fries

## Sweet Canapé

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



# grazing stations

## WHAT YOU GET

Grazing Stations are available as an additional supplement to one of our function packages



### Seafood Station.....\$65pp

Prawns, oysters, smoked salmon, marinated mussels

### Cheese Station.....\$40pp

Selection of farmhouse cheese, breads, lavosh, dried fruit, quince paste and nuts

### Charcuterie Station.....\$50pp

Selection of cured meats, pastrami, prager ham, prosciutto, salami, breads, marinated olives, stuffed peppers and dips

#### MINIMUM 30 GUESTS

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### Platters

(Prices per platter, each platter serves 10)

**Platters are available as an additional supplement to one of our function packages.**

Corn chips, crudités and trio of dips.....\$40

Seasoned potato wedges with sweet chilli sauce and sour cream.....\$40

Seasonal fresh fruit platter.....\$100

Chefs selection of cocktail food.....\$170  
(5 varieties, 50 pieces)

Selection of farmhouse cheeses.....\$150  
dried fruits, nuts and lavosh

Mezze platter.....\$135  
Beetroot and fetta dip, fried chickpea hummus, marinated olives, falafel, dolmades, lavosh and grissini

Charcuterie Board.....\$190  
Fine selection of local and imported meats, paté and cheese balanced with sweet fruit and sour salty pickles, lavosh and grissini

# plated menus

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

DIETARY: gf - gluten free, v - vegetarian,  
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**Main and Dessert alternate serve.....\$55pp**  
**Entrée and Main alternate serve.....\$60pp**  
**3 Course alternate serve.....\$75pp**

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.



## 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



# plated menus

**Main and Dessert alternate serve.....\$55pp**  
**Entrée and Main alternate serve.....\$60pp**  
**3 Course alternate serve.....\$75pp**

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 Espresso coffee services, organic and herbal teas.

## 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

### MINIMUM 30 GUESTS

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



# buffet selections

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

DIETARY: gf - gluten free, v - vegetarian,  
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pesc - pescetarian, ef - egg free, nf - nut free

## SELECT YOUR PACKAGE



### Buffet Package 1 \$55pp

Assorted bread rolls and butter

In-Room Espresso coffee service,  
organic and herbal teas

Two salads fresh from the garden

One refreshing cold dish

Two delicious hot dishes

Two perfectly paired sides

Two sweet desserts

### Buffet Package 2 \$65pp

Assorted bread rolls and butter

In-Room Espresso coffee service,  
organic and herbal teas

Three salads fresh from the garden

Two refreshing cold dishes

Two delicious hot dishes

Two perfectly paired sides

Two sweet desserts

### Buffet Package 3 \$80pp

Assorted bread rolls and butter

In-Room Espresso coffee service,  
organic and herbal teas

Three salads fresh from the garden

Three refreshing cold dishes

Three delicious hot dishes

Three perfectly paired sides

Two sweet desserts

# buffet selections

## CHOOSE YOUR SALADS AND COLD DISHES



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

### Salads

Salad of cos lettuce, gorgonzola, apple, and walnuts v, gf, ef

Pumpkin, beetroot, spinach, quinoa and fetta salad v, gf, ef

Orzo, fried chorizo, olives, spinach, sun-dried tomato pesto df, ef

Burnt eggplant, tomato, fresh basil and vino cotto gf, df, ef, v

Mixed leaves, cherry tomatoes, cucumber, Spanish onion and shaved carrot gf, v, ef, vg, df

Ox heart tomato, bocconcini, strawberry vinaigrette, basil green oil, pine nuts v, gf, ef

Chat potato salad, lemon mustard vinaigrette, shallots, fresh herbs, lardons gf, df, ef

Chinese style dressed cucumber salad df, ef, gf, v

Japanese Style cucumber, edamame and radish salad with sesame dressing

Baingan curry salad, curry leaf, onion, coriander tomato cucumber and lemon juice

Greek salad, marinated olives, fetta and red onion gf, v, ef

Traditional Lebanese salad with selection of herbs, onion and tomato with fried bread and pomegranate dressing v, vg, df, ef

### Cold Dishes

Antipasto of grilled marinated vegetables and marinated olives, lavosh and grissini v, df, ef

Charcuterie board, selection of smoked and cured meats, pickles, cheese and dried breads ef

Prosciutto de palma, smoked mortadella, parmigiano df, ef, gf

Spice roasted cauliflower, sheep's milk ricotta, fresh herbs, honey, and macadamia crumb gf, v

Shaved serrano ham, lomo ibérico, chorizo, marinated olives and pickled onions gf, df

House smoked chicken chaud-froid gf, df, ef

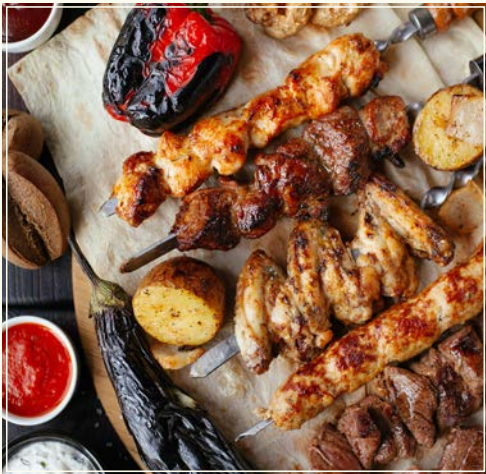
Fresh prawn rolls with spicy dressing gf, df, ef

Chilled prawns, lemon wedges and thousand island dressing gf, df



# buffet selections

## CHOOSE YOUR HOT FOOD



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

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## Hot Dishes

Roasted barramundi, saltbush and kale, lemon gf,  
df, ef

Roast chicken breast on cavolo Nero, forest  
mushroom jus gf, df, ef

Salmon ala gallega, on roasted potatoes, with  
parsley butter gf

Braised chicken supreme with tomato, olives and  
white wine jus gf

Potato gnocchi, charred zucchini, oyster  
mushrooms and sage cream ef

Mackerel backed with lemon, thyme and shallots  
in a baking paper envelope gf, ef

Spanish steak and onions with chimichurri gf,  
df, ef

Roast lamb en herbes de provence with pan jus gf,  
df, ef

Chicken thigh Tikka Masala gf

Vietnamese lemongrass braised beef with onions  
gf, df, ef

Massaman lamb curry gf, df, ef

Korean pork belly and squid stir fry in savoury  
sauce with shallots gf, df

Crispy fried squid with garlic, curry leaves and  
almonds df

Sichuan pepper pulled beef brisket noodles

Korean marinated fried chicken, tossed in go  
chunjang sauce with sesame and shallots gf, df

Lemon chicken with potatoes gf, df

Soutzoukakia in red salsa df, ef

Lamb souvlaki with tzatziki gf, ef

# buffet selections

## CHOOSE YOUR SIDES AND DESSERTS



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

### Sides

Green beans, broccoli, and kale in lemon  
evoo vg, gf

Roast broccolini and pumpkin with garlic  
oil vg, gf

Pomme purée, buttery French style mash  
potato gf, ef

Des legumes rösti, roasted vegetables vg, gf

Vegetarian samosa

Vietnamese stir fried greens with shiitake  
mushrooms gf, df, ef

Steamed jasmine rice vg, gf

Oiled Chinese greens with fried garlic vg, gf

Roast vegetable pisto with olive oil vg, gf

### Dessert

Brownie

Carrot cake

Vegan Lemon cake

Hazelnut brownie gf

Opera slice

Tiramisu

White chocolate and pistachio cake

Fresh seasonal fruit

Selection of farmhouse cheeses, quince paste  
and lavosh

# high tea menu

\$55 PER PERSON



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

DIETARY: gf - gluten free, v - vegetarian,  
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## Finger Sandwiches

Traditional cucumber sandwiches with mint

Coronation chicken

Smoked salmon with lemon butter

Egg salad with watercress on wholemeal bread

Cured ham with mustard pickles

## Savoury

Mini savoury quiche

Mini beef sausage roll with tomato relish

## Sweet

Warm scones jam and cream

Petite tarts

Selection of tea cakes

## Beverages

In room espresso coffee services, and a selection  
of organic and herbal teas

# school formal packages

## MINIMUM 70 GUESTS

We are happy to tailor packages to suit Your requirements.

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

## \$55PP MENU OPTIONS

- + **Two course alternate seated dinner menu**
- + **Unlimited soft drink**
- + **Disc jockey included**



## Main Course

(Choose 2 - Alternate serve)

Beef tortellini in tomato ragu with shaved parmesan

American style beef cheeseburger with crispy fries

Rump steak with potato chips and gravy gf, df, ef, nf

Chicken schnitzel with wedges

Grilled chicken salad gf, df, nf, ef

Vegetarian spaghetti napolitana with roast capsicum and vegan parmesan vg, nf, gf option available

## Dessert

(Choose 2 - Alternate serve)

Chocolate fondant with warm chocolate sauce and whipped cream

Baked Raspberry cheesecake with fresh raspberry and whipped cream

Sticky date pudding with butter scotch sauce and vanilla ice cream

Fresh seasonal fruits



# school formal packages

## SELECT YOUR PACKAGE AND MENU

Year 10 & 12



**MINIMUM 70 GUESTS**  
We are happy to tailor packages to suit  
Your requirements.

DIETARY: gf - gluten free, v - vegetarian,  
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pesc - pescetarian, ef - egg free, nf - nut free

### Package A (\$80 PP)

Mocktail on arrival  
Continuous soft drinks and juice  
Two course dinner  
DJ  
Chair covers

### Package B (\$90 PP)

Mocktail on arrival  
Continuous soft drinks and juice  
Three course dinner  
DJ  
Chair covers

### Package C (\$105 PP)

Mocktail on arrival  
Chefs selection of canapés  
Continuous soft drinks and juice  
Three course dinner  
DJ  
Chair covers and sash  
Balloons

### Entrée (Choose 2 - Alternate Serve)

Salt and pepper squid with lemon  
aioli df  
Poached chicken salad with slaw  
vermicelli noodle salad gf, df,  
nf, ef  
Bolognese arancini with tomato  
sugo and shaved parmesan  
Tagliatelle carbonara  
Roast zucchini and fetta tart, rocket,  
parmesan, and lemon dressing gf, v

### Main (Choose 2 - Alternate Serve)

Chicken schnitzel, potato purée,  
sprouting broccoli, rich roast  
chicken gravy  
Roast market fish, potato lyonnaise,  
baby carrots, lemon dill cream sauce  
gf, nf, ef  
Herb roasted chicken breast, sweet  
potato purée, cavolo nero, jus gf,  
nf, ef  
Rump steak, with garlic roast chat  
potatoes, broccolini and chimichurri  
gf, df, nf, ef

### Dessert (Choose 2 - Alternate Serve)

Chocolate fondant with warm chocolate  
sauce and whipped cream  
Baked Raspberry cheesecake with fresh  
raspberry and whipped cream  
Sticky date pudding with butter scotch  
sauce and vanilla ice cream  
Fresh seasonal fruits

# beverage options

TAILORED TO YOU



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

## 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.

# 03

booking  
your event

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# booking your event

## THINGS YOU NEED TO KNOW



PRICE ON YOUR ENQUIRY.

\*WE ARE HAPPY TO TAILOR PACKAGES TO SUIT  
YOUR REQUIREMENTS.

ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU

### Deposit

Required to secure your booking.  
Must be paid no later than 14 days prior  
to event. Final numbers must be confirmed  
10 days prior to event.

### Additional Hours

Hours per function are priced accordingly  
however, additional hours can be purchased  
at \$50/hr.

### Decorations

You are welcome to provide your own  
decorations however, the club will not be held  
responsible for looking after them.  
A bump in /out time will be arranged at time  
of booking.

### Security Labour

Functions such as 21st birthdays may require  
security. This will incur additional fees  
starting at \$300 per event. Events with less than 30  
guests will be charged an additional labour  
cost of \$200.

### Dance Floor

Dance floors are available and the size of the  
dance floor is dependent on the number of guests.

### Additional Decorations (price on your enquiry)

Lycra chair covers

Chair sash or band

Simple, standard or deluxe centrepieces

Coloured napkins

Satin table runners



## 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>

contact for  
functions & events

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EMAIL: [info@cateringhq.com.au](mailto:info@cateringhq.com.au)  
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formals



weddings



social



wakes



corporate

