

CONTACT US:  
[www.cateringhq.com.au](http://www.cateringhq.com.au)  
02 7253 0444



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

**PITTWATER  
WEDDING EVENTS**



# contents

---

**CHOOSE YOUR SPACE** 3

---

**CHOOSE YOUR MENU** 7

---

**BOOKING YOUR EVENT** 12

---

**CONTACT CATERING HQ** 17

---

01

choose  
your space

C  
—  
H Q

# 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

\$3,000 MINIMUM SPEND INCLUSIVE OF CATERING, SECURITY FEE AND BEVERAGE

### CAPACITY

COCKTAIL - 100

## THE DECK (PRIVATE HIRE)



### RATE

\$5,000 - 6,000 MINIMUM SPEND INCLUSIVE OF CATERING, SECURITY FEE AND BEVERAGE

### 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

C  
—  
H Q

# wedding packages

## MINIMUM 80 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

Please choose one

## Canapés Package...\$115pp

A selection of six canapés

A choice of two dessert canapés

In-Room Espresso services, organic and herbal teas

Four hours unlimited beverage package including house, wine, local beers, soft drink and juice

Complimentary room hire

Dance floor

2 x floral pedestals

Lectern and microphone

Ample off street parking for all your guests

## Classic Package...\$135pp

A superb three course meal

Half an hour of pre-dinner drinks

Three and a half hours of dinner beverages including house, wine, local beers, soft drink and juice

Complimentary room hire

Dance floor

Bridal table centrepiece with a selection of flowers

All guest tables decorated with a selection of centre pieces to choose from

Lectern and microphone

Ample off street parking for all your guests

## Grand Package...\$165pp

A superb three course meal

Half an hour of pre-dinner drinks accompanied by a selection of canapés

Four hours of dinner beverages including house, wine, local beers, soft drink and juice

Complimentary room hire

Dance floor

3-piece bridal table arrangement

All guest tables to be decorated with one floral cloud or 3-piece twin bud vases and candle set

Welcome mirror or welcome sign

Lectern and microphone

Ample off street parking for all your guests

Overnight accommodation for the Bride & Groom



# wedding menus

## MINIMUM 80 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

## Entrées

Seared Australian scallops, mango and strawberry tartare topped with black caviar and crushed pistachio gf

Prawn cocktail, avocado cube, heart cos lettuce, papaya and heirloom tomatoes, cucumber sticks topped with lightly spiced thousand island sauce gf, df

Slow cooked beef brisket marinated in homemade rib sauce, charred corn and asparagus spear gf, df

Burrata served with golden beetroot, heirloom cherry tomato, red beetroot coulis and balsamic glaze v, gf

Wood smoked salmon and caper ravioli, lemon myrtle butter, watercress and chive oil

Chargrilled butterflied king prawns, finger lime and salsa verde gf

Roast beetroot tartare, goats cheese, horseradish crème fraîche, chives and walnuts v, gf

Sous vide tender lamb, caramelised eschalots, green peas and salt bush gf

Pressed pork belly, aniseed myrtle, fennel and apple rémoulade gf

Chicken roulade, pancetta, Jerusalem artichoke purée, orange and rosemary crumb.

## Mains

Charred tender lamb backstrap filled with spinach, raisin and pistachio served with baby carrot, trio root vegetable purée and topped with rosemary jus gf

Pan fried barramundi fillet with roasted pumpkin purée, sautéed potatoes, asparagus spears, thyme infused olive oil and lemon beurre blanc gf

Chicken ballotine wrapped in prosciutto filled with leek and chestnut served with herbed crusted potatoes, sautéed baby leeks and topped with creamy garlic sauce gf

Slow cooked Black Angus beef served with Dutch carrot, sautéed pumpkin, grilled shiitake mushroom, pea and spinach purée and topped with cabernet jus gf

Eggplant and caramelised onion ravioli, warrigal greens and miso burnt butter sauce v

Sous vide chicken breast, cauliflower purée, poached baby leek, tempura zucchini flower

Warrigal green and salt bush lamb, green peas, sweet potato purée and merlot jus gf

Crispy skinned barramundi, kipfler potatoes, spinach, lemon, caper and samphire butter sauce gf

Twice cooked duck breast, confit potatoes, braised red cabbage, Davidson plum sauce gf

## Desserts

Baked Raspberry cheesecake with raspberry compote, berry coulis and vanilla crumb

Nutella cheesecake with hazelnut praline, Chantilly cream and chocolate dust

Orange and almond cake with candied orange, spun sugar and orange syrup

Sticky date pudding, butter scotch sauce and vanilla ice cream

Chocolate fondant with dark chocolate sauce, fresh strawberries, chocolate soil and crème anglaise

Pear and frangipane tart with caramelised pear, pecan praline and Chantilly cream

Pistachio cake with white chocolate mousse, chocolate sauce and pistachio mascarpone

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 infused whipped cream, marinated cherry and cocoa dust

Please choose two from each course to create your alternate menu selection



# canapés

## MINIMUM 80 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

Please choose 6 canapés + 2 desserts

## Canapés

Lobster, prawn brioche roll with horseradish, cognac sauce

Orecchiette truffle mac and cheese, crispy sage and parmesan crumb v

Osam bulgogi, Korean pork belly and squid stir fry with rice gf, df, ef

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

Marinated lamb skewer with Greek salad and cucumber yoghurt gf

Steamed fish on jasmine rice with soy, ginger and shallot sauce gf, df

Italian style meatballs in spicy tomato sauce and casarecce pasta df

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

Middle Eastern barbeque chicken with flat bread, hummus, tabbouleh and garlic

Falafel salad with cucumber, cherry tomato, cos lettuce and Greek yoghurt dressing v

## Sweet Canapés

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



# beverage options

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

TAILORED TO YOU

PERFECT FOR ALL EVENTS



## 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.

## 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.

## 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.

## 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

C  
—  
H Q

# booking your event

## THINGS YOU NEED TO KNOW



### Deposit

Required to secure your booking.  
Must be paid no later than 14 days prior to event. Final numbers must be confirmed 7 days prior to event.

### 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.

### Beverage Packages

You can choose to run a bar tab, a partial tab or have guests pay for their own drinks throughout the function. A minimum spend of \$1500 applies, however if this is not reached a fee of \$350 will be incurred.

### Additional Hours

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

# additional packages

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

ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.

TO MAKE YOUR EVENT MORE SPECIAL

## Standard Package (\$100 PER TABLE)

\*10 PPL PER TABLE

Lycra chair covers  
Simple centrepiece

## Luxury Package (\$110 PER TABLE)

\*10 PPL PER TABLE

Lycra chair covers with satin sash (or band)  
Standard centrepiece  
Satin table runner

## Deluxe Package (\$135 PER TABLE)

\*10 PPL PER TABLE

Lycra chair covers with satin sash (or band)  
Deluxe centrepiece  
Satin table runner  
Coloured napkins



## TERMS AND CONDITIONS

Tentative booking dates are held for seven (7) working days only.

Confirmation of booking must be received by Catering HQ within seven (7) 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 fourteen (14) 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 fourteen (14) 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 fourteen (14) days prior to the event date. This payment can be made in Cash, a viable 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 14 days prior to the event date. If the balance of the total estimated amount is not paid 14 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 fourteen (14) 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.

## 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 six months (180 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) days to six months (180 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 ten (10) days prior to the event date the cancellation fee will consist of the total estimated cost including the 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.

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 1 hour prior to your start time. If you wish to have access earlier a room hire fee will be charged. All contractors must complete induction prior to event. The use of staples, tape and glue is prohibited, and cannot be used in the function rooms.

## 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. Excludes events in Cronulla Surf Life Saving Club. Purcell Room - doors and windows closure at 10pm, guests must remain inside.

## 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 The Club, and agrees to keep Catering HQ and The Club indemnified, against all actions, suits, proceedings, claims and demands, damages, costs and expenses whatsoever which may be taken or made against Catering HQ and The Club and/or incurred arising out of injury or damage to any person or property from or during the use of The Club'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 ten (10) 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. Wristbands may be used in assistance to identify guests aged 18 or over.

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>

Post Office Box 2515  
Taren Point NSW 2229

PHONE: 02 7253 0444

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

contact for  
functions & events

formals



weddings



social



wakes



corporate

