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catering ^{HQ}
functions & events

CORPORATE EVENTS



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01

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HQ

choose
your venue

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) - \$400

LOUNGE/BAR + FIREPLACE
HALF DAY (4HRS) - \$600

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.

GARDEN PAVILION



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

18+ Only MONKEY BUN



RATE
HALF DAY (4HRS) - \$500
(NON-EXCLUSIVE)
HALF DAY (4HRS) - \$800
(EXCLUSIVE)

CAPACITY
BANQUET - 120
COCKTAIL - 150

18+ Only MONKEY BUN TERRACE



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

CAPACITY
BANQUET - 80
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

THE LOUNGE



RATE

HALF DAY (4HRS)- \$600

CAPACITY

BANQUET - 100
COCKTAIL - 100

West's Ashfield Leagues

West's Ashfield Leagues Club has steadily grown to become one of Sydney's premier Clubs. The club offers a variety of spaces to be able to suit all events.

THE LOUNGE



RATE

HALF DAY (4HRS) - \$500
FULL DAY - \$1000

CAPACITY

BANQUET - 200
COCKTAIL - 300
THEATRE - 300
CLASSROOM - 200

EXECUTIVE MEETING ROOM



RATE

HALF DAY (4HRS) - \$140
FULL DAY - \$280

CAPACITY

THEATRE - 25
BOARDROOM - 25
CLASSROOM - 20

SPORTS BAR



RATE

HALF DAY (4HRS)

MON-FRI ONLY
\$250 up to 4hrs (10am-6pm)

MON-FRI AFTER 6PM
& WEEKENDS
\$500 Up to 4hrs peak time (6pm-11pm)
Require a minimum bar tab of \$500

FULL DAY - N/A

CAPACITY

COCKTAIL - 70

GARDEN ATRIUM



RATE

HALF DAY (4HRS) - N/A
FULL DAY - N/A

CAPACITY

BANQUET - 50
COCKTAIL - 50

WOK ON



RATE

HALF DAY (4HRS) - N/A
FULL DAY - N/A

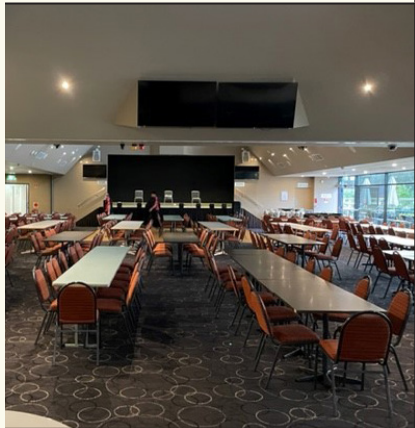
CAPACITY

BANQUET - 80

Davistown RSL Club

The perfect venue to grab a tasty, quality meal. With a contemporary, fresh and modern menu, there is sure to be something for everyone.

AUDITORIUM



RATE

\$470

CAPACITY

BANQUET - 250
COCKTAIL - 350
THEATRE - 300
CLASSROOM - 200

BROADWATER ROOM



RATE

\$280

CAPACITY

BANQUET - 150
COCKTAIL - 200
THEATRE - 200
CLASSROOM - 100

BBQ AREA



RATE

\$100

CAPACITY

BANQUET - 60
COCKTAIL - 60

DAVISTOWN ROOM



RATE

\$240

CAPACITY

BANQUET - 80
COCKTAIL 120
THEATRE - 150
CLASSROOM - 50

TERRACE



RATE

NIL

CAPACITY

BANQUET - 50
COCKTAIL - 50

Brighton Lakes Club

Our amazing event spaces cater from 50 to 400 guests. We provide management and delivery services for all functions and catering at Brighton Lakes Recreation & Golf Club.

LAKEVIEW ROOM



RATE

HALF DAY (5HRS) - \$350
FULL DAY (8HRS) - \$500

CAPACITY

BANQUET - 80
COCKTAIL - 100
U SHAPE - 30
THEATRE - 100

FAIRVIEW ROOM



RATE

HALF DAY (5HRS) - \$300
FULL DAY (8HRS) - \$450

CAPACITY

BANQUET - 70
COCKTAIL - 80
U SHAPE - 30
THEATRE - 80

GREENVIEW ROOM



RATE

HALF DAY (5HRS) - \$400
FULL DAY (8HRS) - \$600

CAPACITY

BANQUET - 120
COCKTAIL - 160
THEATRE - 160

THE LAKEHOUSE



RATE

HALF DAY (5HRS) - \$1000
FULL DAY (8HRS) - \$1500

CAPACITY

BANQUET - 270
COCKTAIL - 400
THEATRE - 450

02

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choose
your menu

breakfast menu

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,
VEG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE,
PESC - PESCTARIAN EF - EGG FREE

Continental Breakfast\$35pp

Seasonal fruit platter

A selection of Danish pastries and muffins

Freshly baked croissants with preserves

Chilled orange juice

In-room espresso coffee and a selection
of organic and herbal teas

Seated Modern Breakfast...\$40pp

Seasonal fruit platter *GF, DF, V, VEG*

Chilled orange juice

In-room espresso coffee and a selection
of organic and herbal teas

**Choose one of the following,
or two to be served alternate:**

Wild mushroom ragout on toasted pain de mie
with fetta cheese and sautéed spinach *V*

Eggs benedict on toasted English muffin (choice of
smoked salmon or honey glazed ham)

Smoked salmon, egg, smashed avocado
on toasted focaccia

Scrambled eggs, crispy bacon, button mushroom,
roasted tomato and toasted ciabatta

Canapé Breakfast.....\$38pp

A selection of chilled juices

Espresso coffee and a selection of organic
and herbal teas

Choose six of the following:

Cold Canapés

Breakfast yoghurt pot with granola and fresh fruits *EF, V*

Seasonal fruit skewer *GF, DF, EF, V, VEG*

Mini milk bun, cream cheese, smoked salmon,
preserved lemon and dill *EF*

Freshly baked assorted danish

Toasted banana bread, honeyed ricotta

Hot Canapés

Smoked leg ham and cheese croissant

Caramelised onion and goats cheese tartlet *V*

Cumberland pork sausage roll, tomato kasundi *EF, GF, DF*

Roasted pumpkin arancini with garlic aioli *V*

Seasonal roast vegetable frittata *V*

Egg, bacon and tomato tartlet

WHAT YOU GET



coffee breaks

WHAT YOU GET



Coffee Breaks

In-Room Espresso coffee services and a selection of organic and herbal teas	\$4.50pp
Selection of chilled fruit juices	\$4.50pp
Continuous In-Room Espresso coffee services and a selection of organic and herbal teas	\$8.00pp

Morning / Afternoon Tea.....\$27pp

In-Room Espresso coffee services and a selection of organic and herbal teas

Please choose three options from the following:

- A selection of Danish pastries
- Warm scones with jam and cream
- Assortment of freshly baked muffins
- Chefs selection of cakes and slices
- Seasonal fruit platter
- Cookie Selection
- Mini ham & cheese croissants
- Gourmet mini quiches
- Gourmet mini pies
- Mini pizza
- Mini vegetarian frittata *V*
- Mini smoked salmon croissant

MINIMUM 15 GUESTS

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,
VEG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE,
PESC - PESCTARIAN EF - EGG FREE

luncheon selection

MINIMUM 15 GUESTS

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

DIDDIETARY: GF - GLUTEN FREE, V - VEGETARIAN, VEG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE, PESC - PESCTARIAN EF - EGG FREE

On the Go.....\$28pp

Choose from:

An assortment of tortilla wraps with gourmet fillings (1 per person)

Garden salad dressed with Italian vinaigrette *V, GF, DF*

Fresh seasonal fruits *GF, V, DF, EF*

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Hunger Buster.....\$35pp

Choose from:

Variety of sliders (1 per person)

Chicken Caesar salad

Potato chips with sweet chilli sauce and sour cream *V, GF*

A selection of cakes and slices

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Tummy-Filler.....\$32pp

Choose from:

Crusty mini baguettes filled with an array of the freshest ingredients (1 per person)

Garden salad dressed with Italian vinaigrette *V, GF, DF*

Crispy potato chips served with sweet chilli sauce and sour cream

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Health & Wellbeing.....\$35pp

Choose from:

Assortment of gourmet sandwiches and tortilla wraps (1/2 each per person)

Roast sweet potato, fetta, spinach and walnut salad *GF, V*

Vegetarian frittata *V*

Fresh seasonal fruits *GF, V, DF, EF*

Honeyed yoghurt with toasted granola *V*

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

WHAT YOU GET

CHOOSE ONE OF THE FOLLOWING



luncheon selection

MINIMUM 15 GUESTS

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,
VEG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE,
PESC - PESCTARIAN EF - EGG FREE

WHAT YOU GET (CONT'D)

CHOOSE ONE OF THE FOLLOWING



Little More Substantial.....\$43pp

Choose from:

Butter chicken served with steamed jasmine rice *GF*

Beef tortellini in a creamy boscaiola topped with shaved parmesan

Beef stroganoff served with steamed jasmine rice *GF*

Lamb korma curry with aromatic jeera rice *GF*

Ricotta and spinach ravioli in a napolitana sauce *V*

Creamy chicken, mushroom and tarragon served with steamed rice *DF*

Served alongside:

Crusty bread rolls and butter

Garden salad dressed with Italian vinaigrette
GF, V, DF, EF

Fresh seasonal fruits *GF, V, DF, EF*

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

day conference package

MINIMUM 15 GUESTS

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN, VEG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE, PESC - PESCTARIAN EF - EGG FREE

On Arrival

In-Room Espresso coffee services and a selection of organic and herbal teas

Cookie selection

Morning Tea

In-Room Espresso coffee services and a selection of organic and herbal teas

Chilled orange juice

An assortment of freshly baked muffins

Fresh seasonal fruits

Lunch

(Your choice from selections below)

On the Go Lunch

An assortment of tortilla wraps with gourmet fillings (1 per person)

Garden salad dressed with Italian vinaigrette *GF, V, DF*

Fresh seasonal fruits *GF, V, DF, EF*

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Tummy Filler Lunch

Crusty mini baguettes filled with an array of the freshest ingredients (1 per person)

Garden salad dressed with Italian vinaigrette *GF, V, DF*

Crispy potato chips served with sweet chilli sauce and sour cream

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

WHAT YOU GET.....\$60pp

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



day conference package

MINIMUM 15 GUESTS

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN, VEG - VEGAN, DF - DAIRY FREE, PESC - PESCATARIAN, LF - LACTOSE FREE, EF - EGG FREE

Lunch (Cont'd) (Your choice from selections below)

Hunger Buster Lunch

Variety of sliders (1 per person)

Chicken Caesar salad

Potato chips with sweet chilli sauce and sour cream *GF*

A selection of cakes and slices

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Health & Wellbeing Lunch

Assortment of gourmet sandwiches and tortilla wraps (1/2 each per person)

Roast sweet potato, fetta, spinach and walnut salad *GF*

Vegetarian frittata *V*

Fresh seasonal fruits *GF, V, DF, EF*

Honeyed yoghurt with toasted granola *V*

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Afternoon Tea

In-Room Espresso coffee services and a selection of organic and herbal teas

Chilled orange juice

Cookie selection

Other Inclusions

Whiteboard, marking pens and eraser

Flipchart and paper

Data projector and screen

Lectern with fixed microphone

WHAT YOU GET

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



half-day conference package

MINIMUM 15 GUESTS

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN, VEG - VEGAN, DF - DAIRY FREE, PESC - PESCATARIAN, LF - LACTOSE FREE, EF - EGG FREE

On Arrival

In-Room Espresso coffee services and a selection of organic and herbal teas

Morning/Afternoon Tea

In-Room Espresso coffee services and a selection of organic and herbal teas

Chilled orange juice

An assortment of freshly baked muffins

Fresh seasonal fruits

Lunch

(Your choice from selections below)

On the Go Lunch

An assortment of tortilla wraps with gourmet fillings (1 pp)

Garden salad dressed with Italian vinaigrette *GF, V, DF*

Fresh seasonal fruits *GF, V, DF, EF*

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Tummy Filler Lunch

Crusty mini baguettes (1 pp) filled with an array of the freshest ingredients

Garden salad dressed with Italian vinaigrette *GF, V, DF*

Crispy potato chips served with sweet chilli sauce and sour cream

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

WHAT YOU GET.....\$55pp

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



half-day conference package

MINIMUM 15 GUESTS

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN, VEG - VEGAN, DF - DAIRY FREE, PESC - PESCATARIAN, LF - LACTOSE FREE, EF - EGG FREE

Lunch (Cont'd)

(Your choice from selections below)

Hunger Buster Lunch

Variety of sliders (1 pp)

Chicken Caesar salad

Potato chips with sweet chilli sauce and sour cream *GF*

A selection of cakes and slices

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Health & Wellbeing Lunch

Assortment of gourmet sandwiches and tortilla wraps (1/2 each per person)

Roast sweet potato, fetta, spinach and walnut salad *GF, V*

Vegetarian frittata *V*

Fresh seasonal fruits *GF, V, DF, EF*

Honeyed yoghurt with toasted granola *V*

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Other Inclusions

Whiteboard, marking pens and eraser

Flipchart and paper

Data projector and screen

Lectern with fixed microphone

WHAT YOU GET

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



beverage options

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

Options

There are multiple options available for beverage service.

We have our beverage package at \$40 per person for 4 hours including house wine, local beer, soft drink and juice.

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.

TAILORED TO YOU



03

booking
your event

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HQ

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.

Dance Floor

Dance floors are available and the size of the dance floor is dependent on the number of guests.
There is a flat fee of \$120 per dance floor.

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

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.

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 | 01

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 | 02

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 | 03

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 | 04

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 | 05

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 | 06

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.

If you require longer than the normal five (5) hours for your half-day function there will be an overtime charge of \$3.30 per confirmed guest per hour or part thereof.

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 | 07

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.

For an event in the Lyceum a Sound & lighting operator is required and this is supplied at an hourly rate of \$75.00 for a minimum of four hours. If the event is cancelled within 3 weeks from your event then a minimum 4 hour call out fee for the Audio Visual Technician will be charged.

I understand the Dance School and Performing Art schools have a different pricing structure to the standard event pricing. 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 | 08

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 | 09

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 | 10

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 | 11

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 | 12

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 | 13

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 | 14

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 | 15

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 ^{HQ}

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contact for
functions & events

formals



weddings



social



wakes



corporate

