

CONFERENCE PACKAGES

CONFERENCE CATERING PACKAGES

Our conference packages are designed to be all inclusive, so you can relax and ensure that your guests are looked after. All conferences include room set-up, linen and waitstaff.

Minimum numbers of 30 guests for all catering orders.

PRE-CONFERENCE BREAKFAST

Our breakfast menus are the perfect way for you and your guests to socialise and network prior to your conference, meeting or discussion forum.

BUFFET BREAKFAST

Served on platters for delegates to help themselves on arrival
\$40pp

Homemade egg & bacon filo pies
Spinach, fetta & leek frittata w/ tomato chutney (v + gf)
Selection of Danish pastries & petit croissants w/ jam
Granola w/ berry compote & Greek yoghurt
Platter of fresh seasonal fruit
Percolated coffee & tea, including herbal alternatives
Orange juice & iced water

SEATED BREAKFAST

Single-serve
plated breakfast
\$55pp

Alternate-serve
plated breakfast
\$65pp

Smashed avocado on rye, poached eggs and dukkah (v)
Maple baked pears, vanilla bean mascarpone and granola crumble (v, gf)
Baked eggs, tomato and red peppers and pesto, sourdough toast (v)
Portobello mushrooms, spinach and goat fetta on roast garlic toast (v)
Egg, smoked trout and brie breakfast tart with chilli jam
Poached eggs on English muffins, shaved leg ham and hollandaise with slow roasted tomato and mushrooms
Toasted banana bread, poached rhubarb and whipped ricotta (v)

On the table – fresh seasonal fruit plate w/ honey yoghurt & bowls of freshly baked pastries
Percolated coffee & tea, including herbal alternatives
Orange juice & iced water

CONFERENCE COFFEE CART

Please ask our functions manager for pricing and hire availability.

Impress your guests and start your breakfast off in style with a coffee cart serving freshly brewed coffee and teas by our trained baristas.

MORNING AND AFTERNOON TEA

Morning and afternoon teas are set up buffet style for guests to help themselves. If beverages are required on arrival or to continue throughout the event please see beverage options below.

No.1 / \$19pp

Two sweet items per person; from a selection of freshly baked biscuits, cakes, slices, Danish pastries, muffins, or scones w/ jam & cream

Percolated coffee & tea, including herbal alternatives, iced water

No.2 / \$19pp

One sweet item per person & platters of fresh seasonal fruit

Percolated coffee & tea, including herbal alternatives, iced water

No.3 / \$19pp

Platters of small homemade sweets, allowing three per person

Percolated coffee & tea, including herbal alternatives, iced water

No.4 / \$16pp

Selection of small homemade biscuits, allowing two per person

Percolated coffee & tea, including herbal alternatives, iced water

No.5 / \$25pp

Selection of savoury & sweet finger food – gourmet ribbon sandwiches, roast pumpkin & goat cheese quiche, lime & raspberry friands, chocolate brownie.

Percolated coffee & tea, including herbal alternatives, iced water

BEVERAGE OPTIONS

Tea and coffee is set up buffet style for guests to help themselves, and includes a selection of T2 tea and percolated coffee.

Arrival / \$6pp

Arrival tea, coffee, orange juice & iced water

Continual / \$16pp

All day continuous tea, coffee, orange juice & iced water

LUNCH OPTIONS

Lunch options are set up buffet style for guests to help themselves. If beverages are required on arrival or to continue throughout the event please see beverage options above.

No.1 / \$43pp

A selection of triangle sandwiches & gourmet wraps
Individual roast pumpkin & goat cheese quiche (v)
Homemade sausage rolls w/ tomato sauce
Platters of fresh seasonal fruit
Percolated coffee & tea, including herbal alternatives, orange juice & iced water

No.2 / \$50pp

Platters of cold sliced meats w/ assorted condiments including leg ham, marinated chicken breast & rare roast beef
Chat potato salad w/ dill & mustard dressing
Baby Cos, avocado & semi dried tomato dressing
French beans, grilled sweetcorn w/ green chilli dressing
Fresh baked bread rolls w/ butter
Platters of fresh seasonal fruit
Percolated coffee & tea, including herbal alternatives, orange juice & iced water

No.3 / \$55pp

Balsamic & thyme roasted chicken w/ tomato jam
Platter of smoked Tasmanian Salmon w/ capers & aioli
Tomato, basil & buffalo mozzarella w/ balsamic reduction
Chat salad w/ dill & mustard dressing
Salad of shaved fennel, beetroot & citrus
Fresh baked bread rolls w/ butter
Platters of fresh seasonal fruit
Percolated coffee & tea, including herbal alternatives, orange juice & iced water

No.4 / \$58pp

Hot buffet lunch
Wagyu beef bourguignon w/ rice pilaff
Smoked paprika & herb marinated chicken w/ yoghurt dressing
Eggplant & ricotta crepe w/ roasted tomato & basil sauce
Green salad w/ avocado, cherry tomatoes & cucumber
Fresh baked bread rolls w/ butter
Platters of fresh seasonal fruit
Percolated coffee & tea, including herbal alternatives, orange juice & iced water

ALL DAY CONFERENCE PACKAGES

All day conference packages are a perfect choice for a stress free and cost effective way to ensure your guests are well looked after throughout the day. Our all-day conference packages are designed to be simple and all inclusive. Simply choose from one of the conference package options below and relax – we will take care of the rest.

All day conference packages include:

- Arrival tea, coffee, orange juice & chilled water
- All day tea, coffee & orange juice refreshed throughout the day
- Morning tea, lunch & afternoon tea
- Chilled water jugs & glasses for each table, refreshed throughout the day
- White linen table cloths
- Bowls of mint for each table
- Dedicated wait staff for your conference throughout the day

Conference Package No.1 / \$68pp

Morning tea

A selection of fresh baked Danish pastries & raspberry white chocolate muffins

Lunch

A selection of triangle sandwiches & gourmet wraps

Individual roast pumpkin & goat cheese quiche (v)

Homemade sausage rolls w/ tomato sauce

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses w/ crackers, dried fruits & handmade lavosh

Platters of assorted dips w/ fresh Turkish bread

Conference Package No.2 / \$75pp

Morning tea

A selection of homemade petit four sweets & platters of fresh seasonal fruit

Lunch

Platters of cold sliced meats w/ assorted condiments including leg ham, marinated chicken breast & rare roast beef

Chat potato salad w/ dill & mustard dressing

Baby Cos, avocado & semi dried tomato dressing

French beans, grilled sweetcorn w/ green chilli dressing

Fresh baked bread rolls w/ butter

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses w/ crackers, dried fruits & handmade lavosh

Platters of assorted dips w/ fresh Turkish bread

Conference Package No.3 / \$80pp

Morning tea

A selection of homemade biscuits, allowing 2pp

Platters of fresh seasonal fruit

Lunch

Balsamic & thyme roasted chicken w/ tomato jam

Platter of smoked Tasmanian Salmon w/ capers & aioli

Tomato, basil & buffalo mozzarella w/ balsamic reduction

Chat salad w/ dill & mustard dressing

Salad of shaved fennel, beetroot & citrus

Fresh baked bread rolls w/ butter

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses w/ crackers, dried fruits & handmade lavosh

Platters of assorted dips w/ fresh Turkish bread

Conference package No.4 / \$80pp

Morning tea

Freshly baked buttermilk scones topped jam & cream

Platters of fresh seasonal fruit

Hot buffet lunch (suitable for standing)

Wagyu beef bourguignon w/ rice pilaff

Smoked paprika & herb marinated chicken w/ yoghurt dressing

Eggplant & ricotta crepe w/ roasted tomato & basil sauce

Green salad w/ avocado, cherry tomatoes & cucumber

Fresh baked bread rolls w/ butter

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses w/ crackers, dried fruits & handmade lavosh

Platters of assorted dips w/ fresh Turkish bread

POST CONFERENCE NETWORKING

Finish your conference day on a social note with drinks out on the Terrace and a chef's selection of award winning elegant canapés.

Silver package

Tatachilla NV Sparkling, McLaren Vale SA
Chain of Fire Shiraz Cabernet, Central Ranges NSW 2016
Tatachilla Sauvignon Semillon Blanc, McLaren Vale SA 2016
James Boags Draught & Hahn Premium Light
Orange Juice & Sparkling Mineral Water

Gold package

The Duchess NV Sparkling Cuvee, Southern Highlands NSW
Miritu Bay Sauvignon Blanc, Marlborough NZ 2016
D'Arenburg Footbolt Shiraz, McLaren Vale SA 2015
James Boags Draught & Hahn Premium Light
Orange Juice & Sparkling Mineral Water

Platinum package

The Silurian Sparkling Chardonnay Pinot Noir, ACT 2013
Mount Majura Pinot Gris, Mount Majura ACT 2016
Mount Majura Pinot Noir, Mount Majura ACT 2015
Pact Beer Co. Mt Tennant Pale Ale & Hahn Premium Light
Orange Juice & Sparkling Mineral Water

	Silver	Gold	Platinum
1hr – 4 canapés pp	\$38pp	\$42pp	\$46pp
1hr – 6 canapés pp	\$44pp	\$48pp	\$52pp

BROADBEAN CATERING TERMS AND CONDITIONS

All clients must agree to the following terms and conditions.

BOOKINGS AND PAYMENT TERMS

A \$1,000 deposit (GST Inclusive) is required within ten (10) business days from date of signing Event Booking Form to confirm your booking. The deposit will be subtracted from the final invoice. A tax invoice will be issued after each payment is made. Overdue accounts will incur interest charges at a rate of two and a half per cent (2.5%) per week. All credit card payments will incur a two percent (2%) surcharge.

The agreed costs of your function are to be paid within the specified payment periods as follows:

Corporate and Government Clients

Ten (10) business days from invoice date

Private Functions

Five (5) business days prior to function

CHANGES AND CANCELLATIONS

In the event of substantial changes to your event (i.e. a change in date) or the cancellation of your event you agree to be bound by the following cancellation fees.

Any notice of date change or cancellation must be provided in writing. Cancellation fees incorporate the following

Greater than 90 days

100% Deposit refundable

30 – 90 days

50% deposit non refundable or transferable to an alternate event date

7 – 29 days

50% charges payable

Less than 7 days

100% charges payable

MINIMUM SPEND

The following minimum spend amounts relate to all functions held at the National Portrait Gallery. The prices are based on length of room hire and calculated on a per person basis.

All-day conference / \$50pp

(from 8.30am until 4.30pm)

Half-day / short conference / \$25pp

(prior to 5pm)

Function \$59pp

(after 5pm)

The following minimum numbers relate to all functions held at the National Portrait Gallery.

Conference / dinner / cocktail / 30pax

Breakfast / 50pax

Wedding / 60pax

GUARANTEED NUMBERS, MENU SELECTION & DIETARY REQUIREMENTS

Final menu selection and/or beverage package selection must be made 4 weeks prior to the function.

A minimum guaranteed number of guests and any dietary requirements must be provided no later than five (5) business days prior to the function. This will be the minimum number billed, final numbers may be increased up to three (3) business days prior and this increase will be charged on the final invoice. A decrease in numbers will not affect the final invoice.

Any additional dietary requirements requested on the night will be charged at \$18 for each entrée, \$32 for each main and \$16 for each dessert.

PRICING, MENUS & RESPONSIBLE SERVICE OF ALCOHOL

Prices quoted are current and GST inclusive. Prices may be subject to change without notice. Menus may be seasonally adjusted to reflect local produce and freshness of the season.

We encourage the responsible service of alcohol and reserve the right to refuse service to, and remove from the premises, any guests who are intoxicated at the sole discretion of catering staff and/or National Portrait Gallery of Australia security staff.