

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
\$45pp

Homemade egg and bacon filo pies
Spinach, fetta and leek frittata with tomato chutney (v + gf)
Selection of Danish pastries and petit croissants with jam
Granola with berry compote and coconut yoghurt (vegan, gf)
Platter of fresh seasonal fruit
Percolated coffee and tea, including herbal alternatives, orange juice and chilled water

SEATED BREAKFAST

Single-serve plated breakfast
\$58pp

Alternate-serve plated breakfast
\$68pp

Smashed avocado on rye, poached eggs and dukkah (v)
Baked eggs, tomato and red peppers and pesto, sourdough toast (v)
Portobello mushrooms, spinach and goat fetta on roast garlic toast (v)
Poached eggs on English muffins, shaved leg ham and hollandaise with slow roasted tomato and mushrooms

On the table – fresh seasonal fruit plate with honey yoghurt and platters of freshly baked pastries
Percolated coffee, tea, orange juice and chilled water served to each table.

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 / \$20pp

Platters of freshly baked Danish pastries and white chocolate and raspberry muffins

Percolated coffee and tea, including herbal alternatives, chilled water

No.2 / \$20pp

One sweet item per person and platters of fresh seasonal fruit

Percolated coffee and tea, including herbal alternatives, chilled water

No.3 / \$20pp

Platters of small homemade sweets, allowing three per person

Percolated coffee and tea, including herbal alternatives, chilled water

No.4 / \$22pp

Platters of Gippsland cheeses and assorted dips with crackers, dried fruits, handmade lavosh and fresh Turkish bread

Percolated coffee and tea, including herbal alternatives, chilled water

No.5 / \$26pp

Selection of savoury and sweet finger food – gourmet ribbon sandwiches, roast pumpkin and goat cheese quiche and assorted sweet petit fours allowing two per person.

Percolated coffee and tea, including herbal alternatives, chilled 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 and chilled water

Continual / \$16pp

All day continuous tea, coffee, orange juice and chilled 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 / \$45pp

Selection of assorted gourmet wraps
Housemade falafel, quinoa tabbouli and tahini dressing (vegan)
Green salad with avocado, cherry tomatoes and cucumber (v)
Individual roast pumpkin and goat cheese quiche (v)
Homemade sausage rolls with tomato sauce
Platters of fresh seasonal fruit
Percolated coffee and tea, including herbal alternatives, orange juice and chilled water

No.2 / \$50pp

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

No.3 / \$55pp

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

No.4 / \$58pp

Hot buffet lunch

Wagyu beef bourguignon with rice pilaff
Smoked paprika and herb marinated chicken with smokey chipotle aioli
Eggplant and ricotta crepe with roasted tomato and basil sauce
Green salad with avocado, cherry tomatoes and cucumber
Fresh baked bread rolls with butter
Platters of fresh seasonal fruit
Percolated coffee and tea, including herbal alternatives, orange juice and chilled 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 and chilled water
- All day tea, coffee and orange juice refreshed throughout the day
- Morning tea, lunch and afternoon tea
- Jugs of chilled water and 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 / \$78pp

Morning tea

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

Lunch

Selection of assorted gourmet wraps

Housemade falafel, quinoa tabbouli and tahini dressing (vegan)

Green salad with avocados, cherry tomatoes and cucumber (v)

Individual roast pumpkin and goat cheese quiche (v)

Homemade sausage rolls with tomato sauce

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh

Platters of assorted dips with fresh Turkish bread

Conference Package No.2 / \$78pp

Morning tea

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

Lunch

Platters of cold sliced meats with assorted condiments including leg ham, marinated chicken breast and rare roast beef

Chat potato salad with dill & mustard dressing (v)

Baby Cos salad with avocado and semi dried tomato dressing (v)

French beans and grilled sweetcorn salad with green chilli dressing (v)

Fresh baked bread rolls with butter

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh

Platters of assorted dips with fresh Turkish bread

Conference Package No.3 / \$85pp

Morning tea

A selection of homemade biscuits, allowing 2pp

Platters of fresh seasonal fruit

Lunch

Balsamic and thyme roasted chicken with tomato jam

Platter of smoked Tasmanian Salmon with capers and aioli

Tomato, basil and buffalo mozzarella with balsamic reduction (v)

Chat potato salad with dill and mustard dressing (v)

Salad of shaved fennel, beetroot and citrus

Fresh baked bread rolls with butter

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh

Platters of assorted dips with fresh Turkish bread

Conference package No.4 / \$90pp

Morning tea

Freshly baked buttermilk scones topped jam and cream

Platters of fresh seasonal fruit

Hot buffet lunch (suitable for standing)

Wagyu beef bourguignon with rice pilaff

Smoked paprika and herb marinated chicken with smokey chipotle aioli

Eggplant and ricotta crepe with roasted tomato and basil sauce (v)

Green salad with avocado, cherry tomatoes and cucumber (v)

Fresh baked bread rolls with butter

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh

Platters of assorted dips with 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

Woodbrook Farm Brut Cuvee, VIC NV
Woodbrook Farm Sauvignon Blanc, VIC 2020
Woodbrook Farm Cabernet Sauvignon, VIC 2019
James Boags Premium & Hahn Premium Light
Orange Juice & Sparkling Mineral Water

Gold package

The Duchess NV Sparkling Cuvee, Southern Highlands NSW
Miritu Bay Sauvignon Blanc, Marlborough NZ 2018
D'Arenburg Footbolt Shiraz, McLaren Vale SA 2017
James Boags Premium & Hahn Premium Light
Orange Juice & Sparkling Mineral Water

Platinum package

Lerida Estate Prosecco, Canberra Region NSW NV
Nick O'Leary Riesling, Canberra Region, NSW 2018
Nick O'Leary Shiraz, Canberra Region, NSW 2017
Bentspoke Barley Griffin Pale Ale & Hahn Premium Light
Orange Juice & Sparkling Mineral Water

	Silver	Gold	Platinum
1hr – 4 canapés pp	\$40pp	\$42pp	\$46pp
1hr – 6 canapés pp	\$46pp	\$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

Any notice of date change or cancellation must be provided in writing.

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:

Corporate and Government Clients

Greater than 90 days: 100% deposit refundable

30 – 89 days: 50% deposit non refundable or 100% deposit transferable to an alternate event date

7 – 29 days: 50% total charges payable

Less than 7 days: 100% total charges payable

Private Functions

Greater than 1 year: 100% deposit refundable

1 year – 90 days: 50% deposit non refundable or 100% deposit transferable to an alternate event date

89 – 29 days: 50% total charges payable

Less than 29 days: 100% total charges payable

MINIMUM SPEND

The following minimum spend amounts relate to all events held with Broadbean Catering & Events. The prices are based on length of room hire and calculated on a per person basis.

All-day conference: \$55pp
(from 8.30am until 4.30pm)

Half-day / short conference: \$25pp
(prior to 5pm)

Evening function: \$59pp
(after 5pm)

The following minimum numbers relate to all events held with Broadbean Catering & Events:

Conference / dinner / cocktail: 30 guests

Breakfast: 50 guests

Wedding: 60 guests

GUARANTEED NUMBERS, MENU SELECTION & DIETARY REQUIREMENTS

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

A minimum guaranteed number of guests and any dietary requirements must be provided no later than five (5) business days prior to the event. 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 day or evening of the event 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 at the sole discretion of catering staff and/or venue security staff.