

Conference @ Osmond Terrace Function Centre

Thank you for your interest in the Osmond Terrace function Centre for your next corporate conference.

Please find following our corporate packages for your perusal. We offer a range of half day and full day packages, with catering from sit down dinners to finger food. Should you require something different, the Osmond Terrace Function Centre can tailor make your conference to accommodate your needs.

Our light and airy interior makes the ideal venue for conferencing, boasting characteristic high ceilings, large open windows, modern chandeliers, and a quiet sound proof room, making it the ideal function centre for your conference.

AV and Audio equipment which include Data projector, Big Screen, three plasma screens, whiteboard, CD player, DVD player, dance floor, stage, lighting and two roving microphones all included as the room hire fee.

The Osmond Terrace Function Centre can seat up to 200 guests banquet style or up to 390 for cocktail, with plenty of on site parking and centrally located to the city and surrounding parklands.

Here at the Osmond Terrace Function Centre we aim to make your experience both personal and professional. Let our function Co-ordinator take all the stress out of planning your conference, contact us on 8431 1822 if you have any questions or would like to make an appointment to look through our facilities.

Kind Regards,

Clare Morsley

Breakfast options

Full Breakfast Menu \$25.00 per person

Assorted Danishes
Cereal and toast
Bacon, scrambled eggs, mushrooms and tomato on toast
Filtered coffee, assorted teas and orange juice

Light Breakfast Menu \$17.00 per person

Assorted Danishes
Cereal and toast
Filtered coffee, assorted teas and orange juice

Hot breakfast Menu \$17.00 per person

Bacon, scrambled eggs with toast
Filtered coffee, assorted teas and orange juice

Lunch Options

Menu 1 @ \$33.00 per person

Arrival coffee and tea
Morning and afternoon tea with a choice of homemade biscuits, muffins, scones or assorted Danishes
Lunch – Selection of 8 finger food menu or 8 Platters

Menu 2 @ \$30.00 per person

Arrival coffee and tea
Morning and afternoon tea with a choice of homemade biscuits, muffins, scones or assorted Danishes.
Lunch – Selection of cocktail sandwiches, warm quiche, fresh garden salad and seasonal fruit platter

Menu 3 @ \$28.00 per person

Arrival Tea and Coffee
Morning and afternoon tea with a choice of homemade biscuits, muffins, scones or assorted Danishes.
Lunch – Selection of assorted cocktail sandwiches (2 per person)

Alternatively, you may like to select lunch from our Ala carte Menu, Canapé or Finger food Menu.

Beverages and extras

Coffee Breaks

Filtered coffee and assorted teas	\$2.50p.p
Unlimited Filtered coffee and assorted teas - Half day	\$5.50p.p
Unlimited Filtered coffee and assorted teas - Full day	\$10.00p.p
Jugs of Soft drink	\$11.00 each
Jugs of Orange Juice	\$15.00 each
Assorted Gourmet Biscuits	\$2.50p.p
Assorted Danishes and pastries	\$4.00p.p
Home made biscuits, scones or mini muffins	\$4.00p.p
Fresh Homemade Soup served with a bread roll	\$4.50p.p
Cheese Platter – Serves approx 10	\$80.00p.p
House made Dips Platter – Serves approx 10	\$80.00p.p
Garlic Bread	\$2.00p.p
Large Platter Chips	\$25.00
Large Bowl Garden Salad	\$25.00

Room Hire

Osmond Terrace Function Centre	\$500
Upstairs boardroom	\$250
Literary Room	\$150

Extra Equipment

Lapel Microphone	POA
Electronic Whiteboard	POA

Cold Selections

Vietnamese Vegetable Cold Rolls with coriander and Sweet Soy Dipping Sauce
Rare roasted Beef en crouete with Olive Tapenade Butter and Sun Dried Tomato
Natural Coffins Bay Oyster's with Lemon & Tobacco Dipping Sauce
Roasted Vegetable Tartlets, Capsicum Confit & Braised Leek
Ricotta, Capsicum & Artichoke Mini Bruschetta
Smoked Salmon Tart topped with Lime Creme Fraiche and Chives
Shredded Chicken Breast en Crouete with Roast Capsicum and

Hot Selections

Butternut Pumpkin Fetta and Caramelised Onion Tartlets
Porcini Mushroom, Herb & Parmesan Risotto Cakes
House Rolled Moroccan Chicken & Vegetable Cigars
Marinated Shaved Lamb Baguette with Spinach & Roast Capsicum
Sticky Pork Belly and Chinese Vegetable Stack
Peking Roasted Duck Breast Tartlet
Mini Grazier Pies
Onion & Blue Cheese Calzones
Prawn, Scallop & Ginger Spring Rolls
Veal & Mushroom Polpettini

4 Selections \$23.90p.p

6 Selections \$27.90p.p

8 Selections \$30.90p.p

10 Selections \$33.90p.p

Dessert Canapé Platter

Assorted House made Cakes & Puddings
(selection of Choc Fudge, Citrus Tart, Sticky Date Pudding & more)
\$85 per Platter

Finger Food

Spring Rolls, Samosas & Wantons, with Sweet Chilli sauce
Petite Pies, Sausage Rolls & Pasties with Tomato Ketchup
Salt & Pepper Squid & Panko Prawn Cutlets with Sweet Soy & Aioli
Marinated Chicken Skewers
House made Gourmet Pizzas
Marinated Chicken Wingettes
Antipasto - Chefs selection of cured meats, marinated Olives & Fetta, grilled
Vegetable Frittata, Dips, grilled Breads & Grissini
Oven Baked Spinach & Fetta Triangles
House made Dips with grilled Pita & Ciabatta

\$20.00p.p

Finger Food Individual Platter \$90.00 each (Serve approx 10 people)

Ala Carte set Menu

Entrée

1. House made fresh Soups (Slow Roasted Garlic, Tomato & Chive Oil or Mushroom, Zucchini & Camembert or Potato & Leek)
2. Marinated Tiger Prawns on fresh Roquette with Avocado Salsa and Citrus Aioli
3. Warm Chicken & Spinach medallions, on marinated artichoke, topped with Crème Fraiche & fried Sage
4. Fresh Spinach Salad with Bacon Scrolls, Avocado, toasted pine nuts & sun dried tomato
5. House made Vegetable Tart with Wild Roquette and Cherry Tomato Salad
6. Antipasto to share – Chefs selection of cured meats, Pickled Seafood, marinated Olives & Fetta, grilled Vegetable Frittata, Dips, grilled Breads & Grissini

Main

1. Grilled Atlantic Salmon fillet on a Char grilled Vegetable Salad, finished with Lime, Chilli & Coriander Dressing
2. Grilled Australian Barramundi Fillet on a Potato, Olive & Bean Salad with Lemon Vinaigrette
3. Graziers grain fed Scotch Fillet, char grilled medium, rested on an Open Field Mushroom, Herb Potato Bake, Fried Roquette and Seeded Mustard Jus
4. Apricot, Camembert & Brie stuffed Chicken Breast with Steamed Bok Choy
5. Mediterranean Vegetable Terrine layered with Haloumi and finished with Beetroot Reduction
6. High Country Pork Cutlet on Steamed Greens with Dark Ale Tomato Relish and Sticky Balsamic Glaze
7. Graziers Beef Porterhouse with Garlic Mash, Green Beans and Red Wine Jus

Dessert

1. Individual Citrus Tartlet with King Island Double Cream & Passionfruit Coulis
2. House Made Chocolate Fudge Cake with Double Cream and Berry Coulis
3. House made Honey & Mango Parfait with a Chocolate Shard
4. Warm Sticky Toffee Pudding with Vanilla Bean Ice-cream, & Toffee Chard
5. Apple & Rhubarb Crumble with Double Cream
6. Brandy Snap Basket filled with Vanilla Ice-cream and Fresh Berries
7. Cheese platter to share – Chefs selection of gourmet Cheeses, seasonal Fruit, Fig paste, house baked Lavosh & Nuts

Menu Options

Two Courses

- Set Entrée and Choice of 2 Main \$38.90p.p
- Choice of 2 Main and Choice of 2 Dessert \$38.90
- Choice of 2 Entrée and 2 Main \$41.90

Three Courses

- Set Entrée and Main and Dessert \$45.90
- Set Entrée, 2 Main and 1 Dessert \$47.90
- Choice of Entrée, 2 Main, 2 Dessert \$49.90
- Choice of 2 Entrée, 3 Main, 1 Dessert \$51.90
- Choice of 2 Entrée, 3 main, 2 Dessert \$52.90

All set menus include a fresh Dinner Roll & Garden Salad or Roast Vegetables

Wine List

<u>Sparkling</u>	<u>Glass</u>	<u>Bottle</u>
Seppelts Stony Peak Brut	5.5	22
Yellowglen Piccolos (200ml)	7	
Black Chook Sparkling Shiraz	7	30
Bridgewater Mill Sparkling Brut		28
Jansz Non Vintage		40
 <u>House Wines</u>		
Bailey and Bailey Classic Dry White	5.5	22
Bailey and Bailey Sauvignon Blanc	5.5	22
Bailey and Bailey Rose	5.5	22
Bailey and Bailey Shiraz Viognier	5.5	22
 <u>White Wine</u>		
Mitchell Watervale Riesling		33
Grant Burge Thorn Riesling	7.5	32
Crowded House Sauvignon Blanc	8	33
Paracombe Sauvignon Blanc	8	33
Shaw & Smith Sauvignon Blanc		39
T Gallant Imogen Pinot Gris	8.5	35
Chapel Hill Unwooded Chardonnay	7.5	33
D'Arenberg Olive Grove Chardonnay	7.5	33
Rosemount O	7	30
 <u>Red Wine</u>		
Seize the Day Rose	8	34
O'Leary Walker Cabernet Merlot	7	31
Bleasdale Mulberry Tree Cabernet Sauvignon	7.5	33
Lake Breeze Bernoota Shiraz Cabernet	8	34
Paracombe The Reuben	8	33
Paracombe Shiraz	8	33
D'Arenberg Love Grass Shiraz	8.5	35
Seppelts Chalambar Shiraz		38
Penfolds Bin 407		68

* Wine list & prices subject to change

Drinks on Consumption /Bar Tab –

An amount is nominated over the bar, drinks are charged as they are consumed. Staff will notify the host when the amount is nearly reached.

Terms & Conditions

Room Hire Fee

The Osmond Terrace Function Centre has a room hire fee of \$500.00. This fee covers the cost of room set up and break down, cleaning, linen, audio equipment, which includes; roving microphone, lectern, DVD player, CD Player, Big screen, 3 Plasmas, Data projector for power point presentations and dance floor.

Audio Visual Equipment – AV

All additional audio visual equipment is an extra charge depending on requirements. If the event does not require the use of the Osmond Terrace function centre AV System, persons with proven technical AV knowledge and experience must be hired to operate the system at the client's expense. The requirement for a technician is by the OTFC management. If a technician is not required, but the client still wishes to use less complex AV, a small set up fee and hire fee will be charged. No persons other than the OTFC approved technicians or staff, are allowed in the AV room. Any damage caused to the system by unapproved persons will be at the expense of the client. The OTFC will only accept liability for damages by persons or technicians if they have been approved by OTFC management, but who is hired by the client to operate the system. Any person who is not approved by the OTFC management, but who is hired by the client to operate the system, must have an orientation session at a cost of \$110.00 per hour, most sessions will run less than an hour. For more elaborate equipment such as:

Staging	\$35.00 Set up / Pull down fee
Special Lighting	\$50.00

Confirmation / Deposit

Confirmation of a booking will only be accepted on payment of a deposit, which is required 14 days after making a tentative booking at the Osmond Terrace Function Centre / Norwood Hotel. The Osmond Terrace Function Centre/ Norwood Hotel may cancel unsecured bookings if no deposit is received within this required time. A tentative booking is held until the Function Centre/ Norwood Hotel has interest from a second party. If this occurs the Function Coordinator will then give the first interested client a courtesy call, inform them on the situation and then give them 24 hours to pay a deposit. It is important that the customer retain their receipt for the deposit paid. Any deposit will be deducted from the total bill on payment of their account. A Deposit of \$500 (room hire) is required; alternatively a deposit of \$15.00 per person applies. Deposits can only be in the form of cash, credit card or business cheque.

Cancellation

Cancellation of a booking must be received in writing. Should Cancellation of a function be after a deposit has been paid the deposit will be forfeited. If cancellation occurs within 21 days of a function 20% of the total estimated value of the function will be required, at management's discretion.

Final Numbers

Anticipated numbers must be indicated 14 days prior to the function and final numbers will be required 5 working days prior to the function. Final numbers will represent the minimum number of guests attending the function for which the client will be charged. No refunds are given after this time.

Catering

The Osmond Terrace function Centre has the right to provide all catering. No food may be brought onto the premises without prior approval from the function Coordinator (excluding cakes). Menu selections of both food and beverage must be finalised 14 days prior to the function. This ensures the quality and availability of foods. Any special dietary requirements should be informed at least 5 working days prior to the function date. All guests must be catered for, with a minimum spend of \$15.00 per person on food and \$12.00 per person on beverages. A children's menu is available for children under 12 years of age. A cake fee does apply and the cost varies accordingly to requirements. For Example: BYO Cake and clients to cut themselves costs \$60, cake to be cut by our chef and placed on a platter to be handed around by staff cost \$1.00 per person, maximum \$80, alternatively chef to cut and serve individually with cream and berry couli \$3.00 per person, this can be served as a dessert.

Display/Decorations

Clients may decorate the function centre themselves, alternatively we can arrange decorations, for example; chair covers, table decorations, flower arrangements, balloons etc and the additional charges will be added to your total bill, no service fee applies. All displays and decorations must be approved by management and any damages caused will incur a cost to the client/customer.

Entertainment

Clients are welcome to provide their own CD's DVD's or I Pod's for music, alternatively we can arrange a DJ or Band for your function, these additional charges will be added to your bill, and no service fee applies. If a Band or DJ play over a Lunch or Dinner period, the client/customer is responsible for their meals and soft drink. Band and DJ meals and drinks are charged at \$30 per band /DJ member. Lunch times 12pm-2pm and dinner times 6pm-8pm.

Cleaning

General cleaning is included in the cost of the room hire. However, additional charges may be incurred if excessive cleaning is required. Confetti is not to be thrown in the function centre.

Theft/Damages

The Osmond Terrace Function Centre will not be held responsible for any damage, loss or theft of personal items. Clients/persons organising the function will be held liable for any damage to property or equipment caused by any person associated with the function. In the event of any such damage occurring, financial compensation reimbursement will be required.

Price

All prices are subject to change

Payment

One account only will be issued for the total cost of the function. Full payment is to be settled on the day/night of your function. All bank card, MasterCard, Visa and cash are accepted, all business cheques must be cleared 14 days before the function date. Please make cheques out to the Norwood Hotel.

Security

If management believes security is necessary for the function, the client will be required to pay \$40 per hour for a security guard.

Smoking

No smoking is allowed within the Osmond Terrace Function Centre.

Closing

The Osmond Terrace Function Centre closes the bar at 12:00am with guests to be vacated by 1:00am.

Responsible service of alcohol

It is illegal to serve alcohol to any persons who we believe to be intoxicated and we reserve the right to refuse service to any such persons. It is illegal to serve alcohol to any persons under the age of 18 years. All persons may be required to produce one or more forms of current identification.

Compliance

The client will conduct the function in an orderly and legal manner consistent with the regulations, laws, terms and conditions of the Norwood Hotel and Osmond Terrace Function Centre. Management reserves the right to exclude or remove persons who do not abide by the above. Any person who is barred from the premises may not attend the function. Minors are required to be under the direct supervision of a parent or guardian and are not permitted on the hotel premises after midnight 12:00am. It is an offence for any adult to supply minors with alcohol.

I _____ have read and understood the terms and conditions for holding my event at the Osmond Terrace function Centre.

Signed _____

Date _____