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OSMOND TERRACE FUNCTION CENTRE

MEETINGS PACKAGE

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WELCOME TO THE OSMOND TERRACE FUNCTION CENTRE

Recently under new management, we welcome you to experience the new Osmond Terrace Function Centre.

Our motto is 'success through service' and this is applied to all areas of our function centre, from your first enquiry, through the coordination process with our two dedicated function managers, to on the day service where we strive to wow your guests with the venue you have chosen.

AUDIO VISUAL

State of the art Audio Visual set-up INCLUDED in the room at no extra charge:

HD ceiling mounted data projector

Fixed 2m x 2.8m screen

Internal sound system

Wireless microphones x 2

Lectern with mic stand

Free wi-fi hot spot (not suitable for streaming)

Lapel microphone - available on request
Add \$50

PARKING

Easy, free parking on site

ACCESS & DURATION

- Monday - Friday only (if you are using the room for meeting only)
- 7am - earliest start time for guests arrival
- Organiser will be given access from 6.30am for set-up purposes only
- Surcharge of \$45 per half hour applies if earlier access is required.
- All pack-up and bump out must be complete by 5.15pm in order for the staff to set the room for dinner events.
- If access is required after 5.15pm, surcharges or a minimum spend for the day may apply.

BOOKING DETAILS

NOTE: meetings package applies to Monday – Friday only.

ROOM HIRE & MINIMUM SPENDS

Morning Meeting

- Room available 7am - 10.30am
- Must include set-up & pack down

If the host agrees to a minimum spend of **\$1800** overall on food & beverage, the room hire will be waived.

OR

\$200 Room hire

\$500 Minimum spend on food

OR

\$400 Room hire

No minimum spend required

Half Day

- Room available 7am - 5pm
- Up to 5.5 hours only
- Must include set-up & pack down
- Pack-down must be complete by 5.15pm

If the host agrees to a minimum spend of **\$2000** overall on food & beverage, the room hire will be waived.

OR

\$200 Room hire

\$800 Minimum spend on food

OR

\$400 Room hire

No minimum spend required

Full Day

- Room available 7am - 5pm
- Up to 10 hours only
- Must include set-up & pack down
- Pack-down must be complete by 5.15pm

If the host agrees to a minimum spend of **\$2000** overall on food & beverage, the room hire will be waived.

OR

\$200 Room hire

\$1000 Minimum spend on food

OR

\$500 Room hire

No minimum spend required

DEPOSIT

We are happy to hold a tentative booking on your request for up to one week. At this time a deposit will be required to secure your booking date & session time.

- **\$400** Deposit required

Payment for the remainder of the minimum spend is required at least 2 weeks prior to your booking.

INCLUDED FREE OF CHARGE

Set-up of tables & chairs

White or black table linen

Use of the in house Audio Visual equipment including: ceiling mounted data projector, screen, wireless microphone & lectern

Iced water

Individually wrapped mints

General cleaning before & after your function

CAPACITIES & SET-UP OPTIONS

Note, if you have different set-up requirements, please talk to us. Due to the size and flexibility of the space there are many different set-up options. These listed are the most popular, but we are happy to personalise the set-up for you. We also have long trestle tables that can be utilised as required.

BANQUET 160

Round tables of 8-10
No space for stage

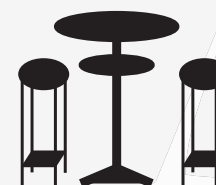


BANQUET 140

Round tables of 8-10
With space for stage

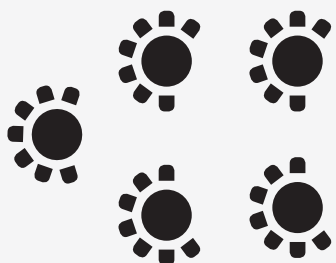


STAND UP COCKTAIL 350

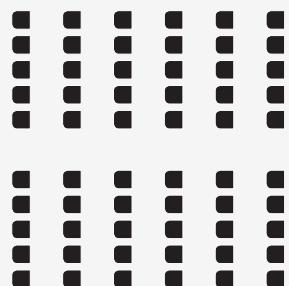


CABARET 100

Open ended round tables of 6-8
With space for stage or dance floor



THEATRE STYLE 180



NOTE

U-Shape and Boardrooms style set-ups available.
Please ask the functions coordinator if this is your preferred set up.

We are happy to set up extra tables for registration and displays at no extra charge.

BREAKFAST MENU OPTIONS

Minimum **40 guests** required for breakfast catering.

7.9 pp Breakfast Platters

- Fruit filled waffle cones
- Croissants filled w'
 - Ham & cheese
 - Tomato, cheese & ailo
 - Strawberry jam
- Petite muffins

18.9 pp Canape Breakfast

- Bircher muesli in a glass
- Mini ham & cheese croissants
- Scones topped w' jam & cream
- Banana bread
- Fruit in a chocolate cup

12.9 pp Continental Buffet

- Assorted danishes
- Individual cereals
 - Corn flakes
 - Nutri grain
 - Just right
 - Coco pops
- Fruit filled waffle cones
- Toast (white, multigrain, wholemeal)
- Condiments including assorted jams & spreads

15.9 pp Hot Breakfast

Served individually plated

- Scrambled eggs
- Mushrooms
- Bacon
- Roast tomato
- Toast

21.9 pp Continental Buffet & Hot Plated breakfast

Includes the full continental buffet selection as well as the individually plated hot breakfast.

DIETARY REQUIREMENTS

All dietary requirements must be advised prior to the day & will be catered for.

Regretfully, we may not be able to cater for dietary requirements advised on the day.

ALL DAY CATERING PACKAGES

These packages can be added to but not reduced. Please see 'Construct Your Own Beverage & Catering Options' on page 6 if you do not want an all day catering package.
Minimum **20 guests** required for catering.

BASIC PACKAGE

21.90 pp

(\$4.90 pp beverage + \$17 pp food)

On Arrival

Percolated coffee & selection of teas

Morning Tea

Percolated coffee & selection of teas

Select 1 morning tea item

Lunch

Select 1 juice or soft drink option

Select 1 working lunch option:

- Sandwiches *(1.5 sandwiches pp)*
- Baguette *(1 baguette pp)*

Afternoon Tea

Percolated coffee & selection of teas

Select 1 afternoon tea item

PREMIUM PACKAGE

26.90 pp

(\$4.90 pp beverage + \$22 pp food)

On Arrival

Percolated coffee & selection of teas

Morning Tea

Percolated coffee & selection of teas

Select 2 morning tea items

Working Lunch

Select 1 juice or soft drink option

Select 1 working lunch option:

- Sandwiches *(1.5 sandwiches pp)*
- Baguette *(1 baguette pp)*
- Quiche *(1 large piece pp)*
- Pizza *(2 piece pp)*

Select 1 salad option

Afternoon Tea

Percolated coffee & selection of teas

Select 1 afternoon tea item

ULTIMATE PACKAGE

39.90 pp

(\$10.90 pp beverage + \$28 pp food)

On Arrival

Percolated coffee & selection of teas

Select 1 juice or soft drink option

Croissants filled w'

- Ham & cheese
- Tomato, cheese & aioli
- Strawberry jam

Morning Tea

Percolated coffee & selection of teas

Select 1 juice or soft drink option

Select 2 morning tea items

Lunch

Percolated coffee & selection of teas

Select 1 juice or soft drink option

Select 1 working lunch option:

- Sandwiches *(1.5 sandwiches pp)*
- Baguette *(1 baguette pp)*
- Quiche *(1 large piece pp)*
- Pizza *(2 piece pp)*

Select 2 salad options

Afternoon Tea

Percolated coffee & selection of teas

Select 1 juice or soft drink option

Select 2 afternoon tea items

BREAKS & WORKING LUNCH CATERING

Create your own packages, or add to the full day packages on the previous page.

Minimum **20 guests** required for catering.

WORKING LUNCH OPTIONS

Sandwiches *(chef's selection)*

9.00 pp *(1 sandwich pp)*

12.00 pp *(1.5 sandwiches pp)*

- Ham, cheese, tomato, aioli
- Hungarian salami, roast capsicum, cheese, cucumber
- Chicken, cheese, tomato, seeded mustard
- Mushroom, avocado, cucumber, cheese, aioli

Baguettes *(chef's selection)*

12.00 pp *(1 Baguette pp)*

16.00 pp *(1.5 Baguettes pp)*

- Chicken, tomato, aioli, cheese
- Ham, tomato, cheese, seeded mustard
- Mushroom, roast capsicum, semi dried tomato, rocket, aioli
- Shaved prosciutto, cheese, rocket, tomato chutney

Quiche

12.00 pp *(1 piece pp)*

Selection of both (NOTE: we suggest Quiche served with salad)

- Roasted Mediterranean vegetable (V)
- Egg & bacon

Pizza Slabs

12.00 pp *(2 piece pp)*

Choose 2 flavours (NOTE: we suggest Pizza served with salad)

- Vegetarian (V)
- Meatlovers
- Margarita (V)
- Ham & pineapple

Add Salad Options

3.00 pp *(per option)*

- Potato Salad
- Pasta Salad
- Greek Salad

MORNING / AFTERNOON TEA OPTIONS

3.00 pp *(per option)*

- Fresh baked petite muffins *(1 pp)*
- Selection of cream biscuits *(2 pp)*
- Selection of Danishes *(1 pp)*
- Fresh fruit platter
- Scones with jam & cream *(1 pp)*
- Brownie slice *(1 pp)*
- Chocolate cups filled with dried fruit & nuts *(1 pp)*

Juice / Soft Drink Options

- Orange juice
- Apple juice
- Cranberry juice
- Lemonade
- Coca cola
- Coke zero
- Lemon squash
- Soda water
- Lemon lime & bitters

BEVERAGE

2.00 pp *(per service)*

Percolated coffee & selection of teas

4.90 pp *(all day)*

Percolated coffee & selection of teas
(on arrival, morning tea, lunch & afternoon tea)

2.50 pp *(per service)*

Choose 1 juice / soft drink option
Add **1.00 pp** *(per service)*
for additional options

4.00 pp *(per service)*

Percolated coffee & selection of teas
Choose 1 juice / soft drink option

12.00 pp *(all day)*

(on arrival, morning tea, lunch & afternoon tea)
Percolated coffee & selection of teas
Choose 1 juice / soft drink option per service