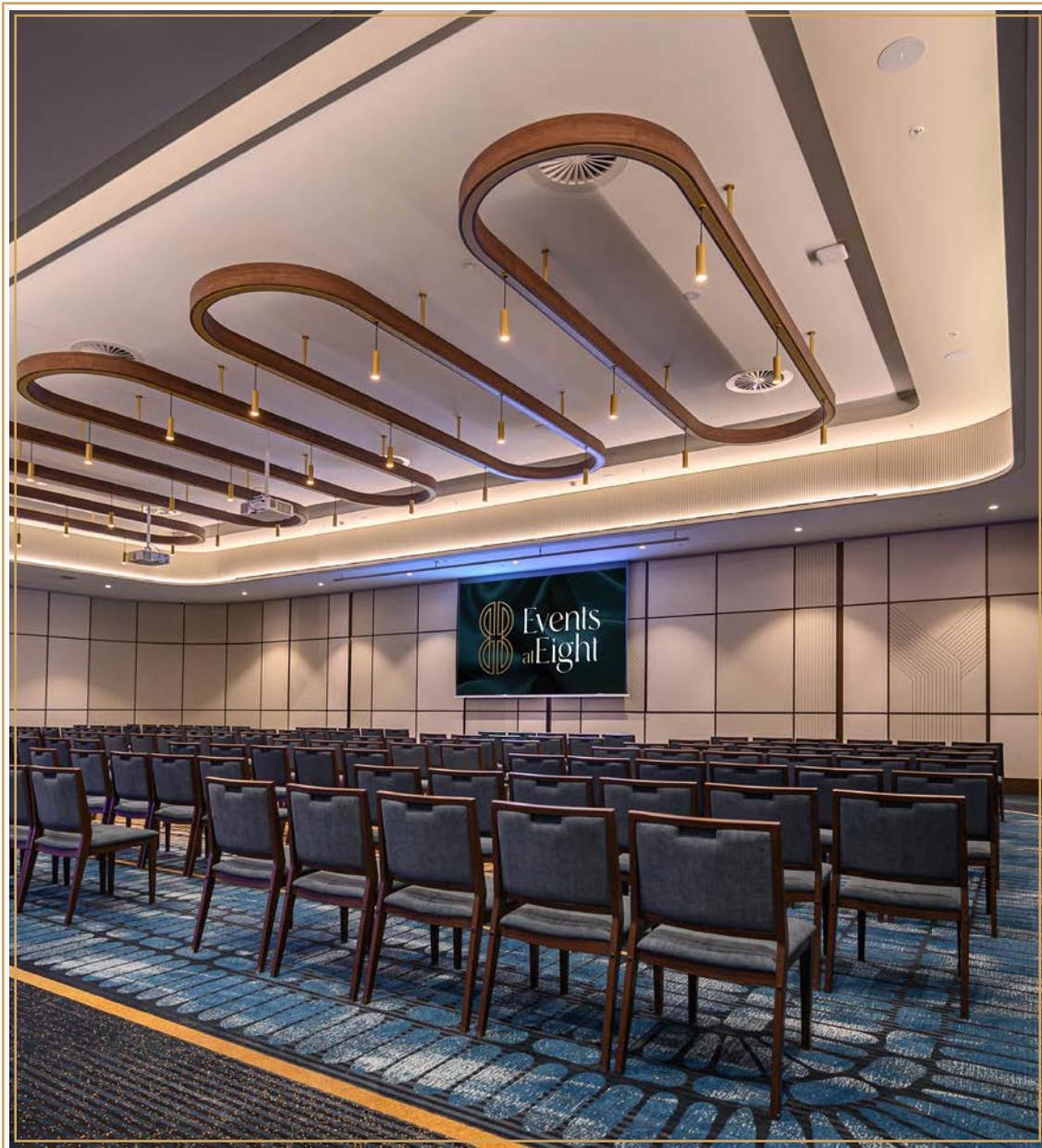


CONTACT US:  
02 7253 0444  
[events\\_penrith@cateringhq.com.au](mailto:events_penrith@cateringhq.com.au)



EventsatEight

SOCIAL EVENTS



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01



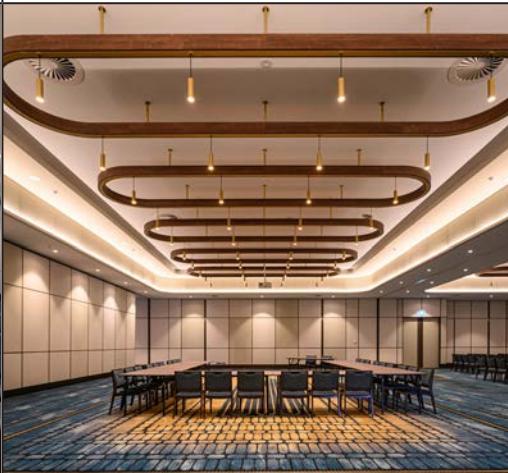
choose  
your space

# Penrith RSL

EVENTS AT  
EIGHT 1



EVENTS AT  
EIGHT 2



EVENTS AT  
EIGHT 3



EVENTS AT  
EIGHT FULL



RATE

FULL DAY - \$1500

CAPACITY

THEATRE - 150  
BANQUET - 120  
COCKTAIL - 150  
CLASSROOM - 60  
U-SHAPED - 30  
CABARET - 72

RATE

FULL DAY - \$1500

CAPACITY

THEATRE - 150  
BANQUET - 120  
COCKTAIL - 150  
CLASSROOM - 60  
U-SHAPED - 30  
CABARET - 72

RATE

FULL DAY - \$1500

CAPACITY

THEATRE - 150  
BANQUET - 120  
COCKTAIL - 150  
CLASSROOM - 60  
U-SHAPED - 30  
CABARET - 72

RATE

FULL DAY - \$4500

CAPACITY

THEATRE - 500  
BANQUET - 400  
COCKTAIL - 500  
CLASSROOM - 135  
CABARET - 240

# Penrith RSL

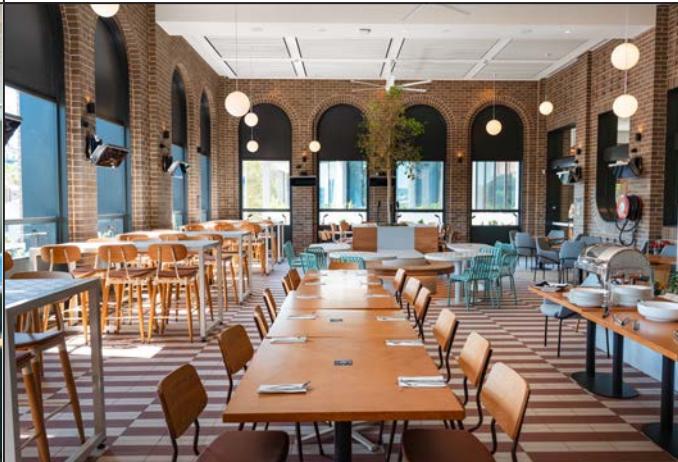
GATHER CAFÉ TERRACE



RATE  
PRICE UPON REQUEST

CAPACITY  
SEATED - 50

THE GRID TERRACE



RATE  
PRICE UPON REQUEST

CAPACITY  
SEATED - 100

THE GRID PRIVATE DINING



RATE  
PRICE UPON REQUEST

CAPACITY  
SEATED - 20

02



choose  
your menu

# cocktail party selections

## CANAPÉ PACKAGES

Choice Of Six (6) Items.....	\$33pp
Choice Of Nine (9) Items.....	\$45pp
Choice Of Twelve (12) Items.....	\$60pp
Additional Items.....	\$5pp Each



## Cold Selections

- Hoisin duck with crispy wonton, sesame seeds and shallots
- Roast heirloom tomato tart with ricotta basil and balsamic glaze v
- Caramelised onion and goats cheese tart v
- Tasmanian smoked salmon mousse, toasted pain de mie
- Seared sesame tuna bites with wasabi mayo and ponzu dressing
- Balsamic tomato bruschetta and red onion on crostini vg
- Australian tiger prawn skewer, citrus mayonnaise, capers lemon myrtle GF, DF
- Wagyu bresaola, truffle aioli, parmesan, mustard fruits, crostini DF
- Charred cucumber, wakame, vegan ponzu aioli and puffed grains VG, GF
- Smoked paprika spiced polenta round with salmon bites EF, PESC
- Caprese skewer VEG, GF, EF, NF

## Hot Selections

- Satay chicken skewers GF, DF
- Wagyu beef slider, cheese and bush tomato relish in a plain bun
- Chicken slider, cheese, tomato relish in a plain bun
- Mushroom arancini with truffle aioli v
- Italian beef meatballs DF
- Salt and pepper calamari, lime coriander aioli DF
- Traditional middle eastern falafel V, DF, EF
- Caramelized pork belly, Vietnamese soy glaze micro spinach GF, DF, EF
- Assorted gourmet mini pizza
- Assorted gourmet pie
- Assorted gourmet quiche
- Assorted gourmet sausage roll
- Spinach and ricotta tart v
- Tempura battered fish bites DF
- Arabic lamb kofta on skewer GF, DF
- Asian vegetable spring rolls v, VG
- Fetta cheese and spinach cigars v
- South Indian spiced potato ball with coriander, coconut raita VG, GF
- Lamb and harissa sausage roll, minted yoghurt DF
- Prawn toast, 'nduja, black garlic aioli, micro cress
- Sundried tomato and goat cheese stuffed mushroom GFO, VEG, EF
- Mustard and green herb glazed salmon bites PESC, NF, EF, GFO
- Crab, corn and zucchini fritter PESC, NF

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,  
VG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE,  
PESC - PESCIETARIAN, EF - EGG FREE, NF - NUT FREE

# cocktail party selections

**Substantial.....\$18 each**

Must be on a canapé party package to choose additional items from this menu

**Sweet Canapé.....\$6 each**



## Substantial Canapé

Taiwanese popcorn chicken, basil, kewpie, pepper, pickles GF, DF

Soba noodle salad, tofu, pickled enoki, edamame, yuzu dashi dressing VG, GF

Fried flathead fillets, crispy fries, caperberry and saltbush mayonnaise

Chicken pad kee mao, chilli basil chicken stir fry noodles

Spicy Turkish salami pide, with mozzarella cheese

Fritto misto of crumbed calamari, tempura fish, salt and pepper prawn with lemon

Crispy cauliflower buffalo wings, with vegan ranch and celery sticks VG, GF

Smoked Chicago dog, with pickles, mustard, relish, pepperoncini, liquid cheese

Marinated lamb skewer with Greek salad and cucumber yoghurt GF

Korean fried chicken wings with gochujang and pickles GF, DF

Cheeseburger with tomato ketchup, pickles and French fries

## Sweet Canapé

Apple crumble tarts

Lemon meringue tarts

Banoffee tart

Mini orange cakes with rose buttercream

Mini brownies with hazelnut cream

Caramel slice bites

Mini meringues with mascarpone Chantilly and fresh berries

Mini berry cheesecakes

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN, VG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE, PESC - PESCIETARIAN, EF - EGG FREE, NF - NUT FREE

# grazing stations

## WHAT YOU GET

Grazing Stations are available as an additional supplement to one of our function packages



### Seafood Station.....\$65pp

Prawns, oysters, smoked salmon, marinated mussels

### Cheese Station.....\$40pp

Selection of farmhouse cheese, breads, lavosh, dried fruit, quince paste and nuts

### Charcuterie Station.....\$50pp

Selection of cured meats, pastrami, prager ham, prosciutto, salami, breads, marinated olives, stuffed peppers and dips

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

DIETARY: GF – GLUTEN FREE, V – VEGETARIAN, VG – VEGAN, LF – LACTOSE FREE, DF – DAIRY FREE, PESC – PESCATARIAN, EF – EGG FREE, NF – NUT FREE

### Platters

(Prices per platter, each platter serves 10)

Platters are available as an additional supplement to one of our function packages.

Corn chips, crudités and trio of dips.....\$40

Seasoned potato wedges with sweet chilli sauce and sour cream

Seasonal fresh fruit platter.....\$100

Chefs selection of cocktail food.....\$170 (5 varieties, 50 pieces)

Selection of farmhouse cheeses.....\$150 dried fruits, nuts and lavosh

Mezze platter.....\$135  
Beetroot and feta dip, fried chickpea hummus, marinated olives, falafel, dolmades, lavosh and grissini

Charcuterie Board.....\$190  
Fine selection of local and imported meats, paté and cheese balanced with sweet fruit and sour salty pickles, lavosh and grissini

# plated menus

**Main and Dessert alternate serve.....\$55pp**  
**Entrée and Main alternate serve.....\$60pp**  
**3 Course alternate serve.....\$75pp**

Please choose 2 options for each course which will be served as an alternate drop. Please note all meals come with Bread Rolls and In-Room coffee services, organic and herbal teas.



## Entrée

Pumpkin, sage and goats cheese ravioli, pine nuts and sage butter sauce v

Caramelised onion and roasted roma tomato tart with shaved Parmesan on a bed of rocket v

Smoked salmon, avocado and horseradish cream cheese roulade GF

Chilled tiger prawns with avocado cream, fresh mango and micro salad with honey lemon dressing GF, PESC, EF

Grilled Moroccan lamb with couscous and roasted Mediterranean vegetables DF, EF

Slow roast pork belly, petite citrus salad, fruit mustard and snow pea tendrils GF, DF

Roast Cajun spice chicken with avocado cream, pearl couscous, charred corn, lime and coriander dressing GF

Seasonal heirloom tomato, fresh basil, vincotto, handmade stracciatella v, GF, EF

Thinly shaved bresaola, truffle aioli, parmesan crumbs, pickled eschalot, micro cress GF

Sous vide duck breast, smoked carrot purée, poached endive, cherry gel, pancetta crumb GF, DF

Beetroot salad, vegan curd, candied walnuts, watercress VG, GF

## Main

Tasmanian salmon fillet, new potato, minted peas, hollandaise GF, PESC

Humpty doo barramundi fillet with roast garlic mash, buttered beans, half roasted tomato, béarnaise GF, PESC

Slow cooked Black Angus beef complimented with kipfler potato, red wine jus and buttered green beans GF

Pan seared chicken breast with truffle mash, green beans and porcini cream sauce GF

Victorian lamb rump with roast garlic potato, green beans and rosemary jus GF, DF

Braised beef cheek with baby carrots, sprouts, potato purée and red wine glaze GF, EF

Slow roasted pork belly, white cabbage purée, roasted apple, pickled fennel salad, anise reduction GF

Confit duck leg, roasted parsnip purée, braised red cabbage, vanilla apple gel, sage and parmesan miche crumb, braising liquid GF, EF

Corn-fed chicken breast, truffled white polenta, broccolini, truss semi-dried tomato, sangiovese jus, dried green olive crumb

Curried cauliflower, curd of ewe, seasonal greens, puffed grain, nutritional yeast and fried curry leaf compote, shaved cucumber VG

## MINIMUM 30 GUESTS

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN, VG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE, PESC - PESCIETARIAN, EF - EGG FREE, NF - NUT FREE

# plated menus

**Main and Dessert alternate serve.....\$55pp**  
**Entrée and Main alternate serve.....\$60pp**  
**3 Course alternate serve.....\$75pp**

Please choose 2 options for each course which will be served as an alternate drop. Please note all meals come with Bread Rolls and In-Room coffee services, organic and herbal teas.

## Dessert

Pistachio cake with white chocolate mousse and fresh raspberries

Orange and pecan polenta cake with salted pistachio and pecan brittle and pistachio ice cream

Lemon cake with candied lemon, raspberry coulis and berries sorbet vg

Tiramisu with coffee flavoured cream, toasted almonds and pistachio gelato

Baked Raspberry cheesecake with fresh raspberry and whipped cream

Nutella cheesecake with mixed nut praline and chocolate sauce

Orange and almond cake with pistachio candied orange

Sticky date pudding with butter scotch sauce and vanilla ice cream

Chocolate fondant with warm chocolate sauce and whipped cream

Pear and frangipane tart caramel ice cream and toasted almond

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,  
VG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE,  
PESC - PESCIETARIAN, EF - EGG FREE, NF - NUT FREE



# buffet selections

## SELECT YOUR PACKAGE



### Buffet Package 1 \$55pp

- Assorted bread rolls and butter
- In-Room Espresso coffee service, organic and herbal teas
- Two salads fresh from the garden
- One refreshing cold dish
- Two delicious hot dishes
- Two perfectly paired sides
- Two sweet desserts

### Buffet Package 2 \$65pp

- Assorted bread rolls and butter
- In-Room Espresso coffee service, organic and herbal teas
- Three salads fresh from the garden
- Two refreshing cold dishes
- Two delicious hot dishes
- Two perfectly paired sides
- Two sweet desserts

### Buffet Package 3 \$80pp

- Assorted bread rolls and butter
- In-Room Espresso coffee service, organic and herbal teas
- Three salads fresh from the garden
- Three refreshing cold dishes
- Three delicious hot dishes
- Three perfectly paired sides
- Two sweet desserts

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

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

# buffet selections

## CHOOSE YOUR SALADS AND COLD DISHES



### Salads

Salad of cos lettuce, gorgonzola, apple, and walnuts  
V, GF, EF

Pumpkin, beetroot, spinach, quinoa and fetta salad  
V, GF, EF

Orzo, fried chorizo, olives, spinach, sun-dried  
tomato pesto df, ef

Burnt eggplant, tomato, fresh basil and vino cotto  
GF, DF, EF, V

Mixed leaves, cherry tomatoes, cucumber, Spanish  
onion and shaved carrot GF, V, EF, VG, DF

Ox heart tomato, bocconcini, strawberry vinaigrette,  
basil green oil, pine nuts V, GF, EF

Chat potato salad, lemon mustard vinaigrette,  
shallots, fresh herbs, lardons GF, DF, EF

Chinese style dressed cucumber salad DF, EF, GF, V

Japanese Style cucumber, edamame and radish  
salad with sesame dressing

Baingan curry salad, curry leaf, onion, coriander  
tomato cucumber and lemon juice

Greek salad, marinated olives, fetta and red onion  
GF, V, EF

Traditional Lebanese salad with selection of  
herbs, onion and tomato with fried bread and  
pomegranate dressing V, VG, DF, EF

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,  
VG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE,  
PESC - PESCIETARIAN, EF - EGG FREE, NF - NUT FREE

### Cold Dishes

Antipasto of grilled marinated vegetables and  
marinated olives, lavosh and grissini V, DF, EF

Charcuterie board, selection of smoked and cured  
meats, pickles, cheese and dried breads EF

Prosciutto de palma, smoked mortadella,  
parmigiano DF, EF, GF

Spice roasted cauliflower, sheep's milk ricotta, fresh  
herbs, honey, and macadamia crumb GF, V

Shaved serrano ham, lomo ibérico, chorizo,  
marinated olives and pickled onions GF, DF

House smoked chicken chaud-froid GF, DF, EF

Chilled prawns, lemon wedges and thousand island  
dressing GF, DF

# buffet selections

## CHOOSE YOUR HOT FOOD



### Hot Dishes

Roasted barramundi, saltbush and kale, lemon GF, DF, EF

Roast chicken breast on cavolo Nero, forest mushroom jus GF, DF, EF

Salmon ala gallega, on roasted potatoes, with parsley butter GF

Braised chicken supreme with tomato, olives and white wine jus GF

Potato gnocchi, charred zucchini, oyster mushrooms and sage cream EF

Mackerel backed with lemon, thyme and shallots in a baking paper envelope GF, EF

Spanish steak and onions with chimichurri GF, DF, EF

Roast lamb en herbs de provence with pan jus GF, DF, EF

Chicken thigh Tikka Masala GF

Vietnamese lemongrass braised beef with onions GF, DF, EF

Massaman lamb curry GF, DF, EF

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,  
VG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE,  
PESC - PESCIETARIAN, EF - EGG FREE, NF - NUT FREE

# buffet selections



## CHOOSE YOUR SIDES AND DESSERTS

### Sides

- Green beans, broccoli, and kale in lemon evo VG, GF
- Roast broccolini and pumpkin with garlic oil VG, GF
- Pomme purée, buttery French style mash potato GF, EF
- Des legumes rösti, roasted vegetables VG, GF
- Vegetarian samosa
- Vietnamese stir fried greens with shiitake mushrooms GF, DF, EF
- Steamed jasmine rice VG, GF
- Oiled Chinese greens with fried garlic VG, GF
- Roast vegetable pisto with olive oil VG, GF

### Dessert

- Brownie
- Carrot cake
- Vegan Lemon cake
- Hazelnut brownie GF
- Opera slice
- Tiramisu
- White chocolate and pistachio cake
- Fresh seasonal fruit
- Selection of farmhouse cheeses, quince paste and lavosh

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,  
VG - VEGAN, LF - LACTOSE FREE, DF - DAIRY FREE,  
PESC - PESCIETARIAN, EF - EGG FREE, NF - NUT FREE

# high tea menu

**\$55 PER PERSON**



## Finger Sandwiches

Traditional cucumber sandwiches with mint  
Coronation chicken  
Smoked salmon with lemon butter  
Egg salad with watercress on wholemeal bread  
Cured ham with mustard pickles

## Savoury

Mini savoury quiche  
Mini beef sausage roll with tomato relish

## Sweet

Warm scones jam and cream  
Petite tarts  
Selection of tea cakes

## Beverages

In room espresso coffee services, and a selection of organic and herbal teas

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

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

# school formal packages

## \$55PP MENU OPTIONS

- + Two course alternate seated dinner menu
- + Unlimited soft drink
- + Disc jockey included



### Main Course (Choose 2 - Alternate serve)

Beef tortellini in tomato ragù with shaved parmesan

American style beef cheeseburger with crispy fries

Rump steak with potato chips and gravy GF, DF, EF, NF

Chicken schnitzel with wedges

Grilled chicken salad GF, DF, NF, EF

Vegetarian spaghetti napolitana with roast capsicum and vegan parmesan VG, NF, GF OPTION AVAILABLE

### Dessert (Choose 2 - Alternate serve)

Chocolate fondant with warm chocolate sauce and whipped cream

Baked Raspberry cheesecake with fresh raspberry and whipped cream

Sticky date pudding with butter scotch sauce and vanilla ice cream

Fresh seasonal fruits

**MINIMUM 70 GUESTS**  
We are happy to tailor packages to suit your requirements.

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

# school formal packages

## SELECT YOUR PACKAGE AND MENU

Year 10 & 12



### Package A (\$80 PP)

- Mocktail on arrival
- Continuous soft drinks and juice
- Two course dinner
- DJ
- Chair covers

### Package B (\$90 PP)

- Mocktail on arrival
- Continuous soft drinks and juice
- Three course dinner
- DJ
- Chair covers

### Package C (\$105 PP)

- Mocktail on arrival
- Chefs selection of canapés
- Continuous soft drinks and juice
- Three course dinner
- DJ
- Chair covers and sash
- Balloons

### Entrée (Choose 2 - Alternate Serve)

- Salt and pepper squid with lemon aioli GF
- Poached chicken salad with slaw vermicelli noodle salad GF, DF, NF, EF
- Bolognaise arancini with tomato sugo and shaved parmesan
- Tagliatelle carbonara
- Roast zucchini and fetta tart, rocket, parmesan, and lemon dressing GF, V

### Main (Choose 2 - Alternate Serve)

- Chicken schnitzel, potato purée, sprouting broccoli, rich roast chicken gravy
- Roast market fish, potato lyonnaise, baby carrots, lemon dill cream sauce GF, NF, EF
- Herb roasted chicken breast, sweet potato purée, cavolo nero, jus GF, NF, EF
- Rump steak, with garlic roast chat potatoes, broccolini and chimichurri GF, DF, NF, EF

### Dessert (Choose 2 - Alternate Serve)

- Chocolate fondant with warm chocolate sauce and whipped cream
- Baked Raspberry cheesecake with fresh raspberry and whipped cream
- Sticky date pudding with butter scotch sauce and vanilla ice cream
- Fresh seasonal fruits

**MINIMUM 70 GUESTS**  
We are happy to tailor packages to suit your requirements.

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

03



booking  
your event

# booking your event

## THINGS YOU NEED TO KNOW



### Beverage Options

There are multiple options available for beverage service.

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.

PRICE ON YOUR ENQUIRY.

<sup>1</sup>WE ARE HAPPY TO TAILOR PACKAGES TO SUIT YOUR REQUIREMENTS.

ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU

## TERMS AND CONDITIONS

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

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

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

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

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

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.

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 whatsoever.

## EVENT CANCELLATION

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.

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

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

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

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

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

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

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

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

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.



# Events at Eight

Post Office Box 2515  
Taren Point NSW 2229

PHONE: 02 7253 0444

EMAIL: [events\\_penrith@cateringhq.com.au](mailto:events_penrith@cateringhq.com.au)

FORMALS



WEDDINGS



SOCIAL



WAKES



CORPORATE

