

CONTACT US:
www.cateringhq.com.au
02 7253 0444



catering ^{HQ}
functions & events

WESTS ASHFIELD
WEDDING EVENTS



contents

| | |
|-------------------|---|
| CHOOSE YOUR SPACE | 3 |
|-------------------|---|

| | |
|------------------|---|
| CHOOSE YOUR MENU | 5 |
|------------------|---|

| | |
|--------------------|---|
| BOOKING YOUR EVENT | 8 |
|--------------------|---|

| | |
|---------------------|----|
| CONTACT CATERING HQ | 14 |
|---------------------|----|

01

choose
your space

C
—
H Q

West's Ashfield Leagues

West's Ashfield Leagues Club has steadily grown to become one of Sydney's premier Clubs. The club offers a variety of spaces to be able to suit all events.

THE LOUNGE



RATE

HALF DAY (4HRS) - \$500
FULL DAY - \$1000

CAPACITY

BANQUET - 250
COCKTAIL - 300
THEATRE - 300
CLASSROOM - 200

EXECUTIVE MEETING ROOM



RATE

HALF DAY (4HRS) - \$140
FULL DAY - \$280

CAPACITY

THEATRE - 25
BOARDROOM - 25
CLASSROOM - 20

SPORTS BAR



RATE

HALF DAY (4HRS)

MON-FRI ONLY
\$250 up to 4hrs (10am-6pm)

MON-FRI AFTER 6PM & WEEKENDS

\$500 Up to 4hrs peak time (6pm-11pm)
Require a minimum bar tab of \$500

FULL DAY - N/A

CAPACITY

COCKTAIL - 70

GARDEN ATRIUM



RATE

HALF DAY (4HRS) - N/A
FULL DAY - N/A

CAPACITY

BANQUET - 50
COCKTAIL - 50

02

choose
your menu

C
—
H Q

wedding menus

Please choose two from each course
to create your alternate menu selection



Entrées

Seared Australian scallops, mango and strawberry tartare topped with black caviar and crushed pistachio *GF*

Prawn cocktail, avocado cube, heart cos lettuce, papaya and heirloom tomatoes, cucumber sticks topped with lightly spiced thousand island sauce *GF, DF*

Slow cooked beef brisket marinated in homemade rib sauce, charred corn and asparagus spear *GF, DF*

Burrata served with golden beetroot, heirloom cherry tomato, red beetroot coulis and balsamic glaze *V, GF*

Wood smoked salmon and caper ravioli, lemon myrtle butter, watercress and chive oil

Chargrilled butterflied king prawns, finger lime and salsa verde *GF*

Roast beetroot tartare, goats cheese, horseradish crème fraîche, chives and walnuts *V, GF*

Sous vide tender lamb, caramelised eschalots, green peas and salt bush *GF*

Pressed pork belly, aniseed myrtle, fennel and apple remoulade *GF*

Chicken roulade, pancetta, Jerusalem artichoke purée, orange and rosemary crumb.

Mains

Charred tender lamb backstrap filled with spinach, raisin and pistachio served with baby carrot, trio root vegetable purée and topped with rosemary jus *GF*

Pan fried barramundi fillet with roasted pumpkin purée, sautéed potatoes, asparagus spears, thyme infused olive oil and lemon beurre blanc *GF*

Chicken ballotine wrapped in prosciutto filled with leek and chestnut served with herbed crusted potatoes, sauté baby leeks and topped with creamy garlic sauce *GF*

Slow cooked Black Angus beef served with Dutch carrot, sautéed pumpkin, grilled shitake mushroom, pea and spinach purée and topped with cabernet jus *GF*

Eggplant and caramelised onion ravioli, warrigal greens and miso burnt butter sauce *V*

Sous vide chicken breast, cauliflower purée, poached baby leek, tempura zucchini flower

Warrigal green and salt bush lamb, green peas, sweet potato purée and merlot jus *GF*

Crispy skinned barramundi, kipfler potatoes, spinach, lemon, caper and samphire butter sauce *GF*

Twice cooked duck breast, confit potatoes, braised red cabbage, Davidson plum sauce *GF*

Desserts

Mango mousse with crushed white chocolate, passionfruit coulis, mango sorbet and crème quenelle *GF*

Chocolate Marquise with chocolate soil, vanilla mousse and chocolate wafer

Raspberry panna cotta with berry compote, shaved almond and berry agar *GF*

Opera cake with crushed dark chocolate, coffee infused crème quenelle and espresso gelato

Tiramisu with chocolate dipped strawberry, fig honey and pistachio gelato

Raspberry and pistachio mousse with crushed pistachio macaron and raspberry sorbet

Lemon passion tart with torched meringue, passionfruit coulis and lemon sorbet

Chocolate dome with dark chocolate and coconut truffle, chocolate soil and vanilla whipped cream

MINIMUM 80 GUESTS

We are happy to tailor packages to suit your requirements.

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

wedding packages

Please choose one



Canapés Package....\$110pp

A selection of six canapés

A choice of two dessert canapés

In-Room Espresso services, organic and herbal teas

Four hours unlimited beverage package including house, wine, local beers, soft drink and juice

Complimentary room hire

Dance floor

2 x floral pedestals

A disc jockey/ master of ceremonies

Lectern and microphone

Ample off street parking for all your guests

Classic Package....\$130pp

A superb three course meal

Half an hour of pre-dinner drinks

Three and a half hours of dinner beverages including house, wine, local beers, soft drink and juice

Complimentary room hire

Dance floor

Bridal table centrepiece with a selection of flowers

All guest tables decorated with a selection of centre pieces to choose from

A disc jockey / master of ceremonies

Lectern and microphone

Ample off street parking for all your guests

Grand Package....\$160pp

A superb three course meal

Half an hour of pre-dinner drinks accompanied by a selection of canapés

Four hours of dinner beverages including house, wine, local beers, soft drink and juice

Complimentary room hire

Dance floor

Bridal table centrepiece with a selection of flowers

All guest tables decorated with a selection of centre pieces to choose from

Chair covers with your choice of sash colour

A disc jockey / master of ceremonies

Lectern and microphone

Ample off street parking for all your guests

Overnight accommodation for the Bride & Groom

MINIMUM 80 GUESTS

We are happy to tailor packages to suit your requirements.

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,
VEG - VEGAN, DF - DAIRY FREE, PESC - PISCATARIAN
LF - LACTOSE FREE, EF - EGG FREE

canapés

MINIMUM 80 GUESTS
We are happy to tailor packages to suit your requirements.

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,
VEG - VEGAN, DF - DAIRY FREE, PESC - PESCATORIAN
LF - LACTOSE FREE, EF - EGG FREE

Please choose 6 canapés + 2 dessert



Substantial Canapé

Pulled pork taco, guacamole, pico de gallo and crema *GF*

Beer battered flathead fillet with shoestring fries and dill mayonnaise

Marinated lamb skewer with Greek salad and cucumber yoghurt *GF*

Aromatic butter chicken with steamed rice and cucumber raita *GF*

Singapore noodles stir fry tossed with Asian vegetable and tofu

Steamed fish on jasmine rice with soy, ginger and shallot sauce *GF, DF*

Thai curry chicken on fragrant coconut rice *GF, DF*

Italian style meatballs in spicy tomato sauce and casarecce pasta *DF*

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

Barbeque German sausage, mash potato and sauerkraut

Cheeseburger with tomato ketchup, pickles and French fries

Kale quinoa and baby beet salad with marinated fetta *GF, DF*

Middle Eastern barbeque chicken with flat bread, hummus, tabouleh and garlic

Vietnamese chicken salad with rice noodles, aromatic Asian herbs and nuc cham *GF, DF*

Falafel salad with cucumber, cherry tomato, cos lettuce and Greek yoghurt dressing *V*

Sweet Canapé

Chocolate and caramel tartlet

Fresh strawberries with chocolate dipping sauce

Passionfruit curd tart

Lemon meringue pies

Mini bambino gelato cones

Individual decorated cupcake

Assorted verrine desserts

Fresh strawberry tart

Caramelised apple strudel

Pecan and caramel tart

Banoffee tart

Flourless chocolate gateaux *GF*

Double chocolate mousse

Red velvet with fresh cream

Chocolate sacher square

Chocolate and cream profiterole

beverage options

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

TAILORED TO YOU

PERFECT FOR ALL EVENTS



Options

There are multiple options available for beverage service.

We have our beverage package at \$40 per person for 4 hours including house wine, local beer, soft drink and juice.

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.

03

booking
your event

C
—
HQ

booking your event

THINGS YOU NEED TO KNOW



Deposit

Required to secure your booking.
Must be paid no later than 14 days prior to event. Final numbers must be confirmed 7 days prior to event.

Decorations

You are welcome to provide your own decorations however, the club will not be held responsible for looking after them.
A bump in /out time will be arranged at time of booking.

Dance Floor

Dance floors are available and the size of the dance floor is dependent on the number of guests. There is a flat fee of \$120 per dance floor.

Beverage Packages

You can choose to run a bar tab, a partial tab or have guests pay for their own drinks throughout the function. A minimum spend of \$1500 applies, however if this is not reached a fee of \$350 will be incurred.

Additional Hours

Hours per function are priced accordingly however, additional hours can be purchased at \$50/hr

Security Labour

Functions such as 21st birthdays may require security. This will incur additional fees starting at \$300 per event. Events with less than 30 guests will be charged an additional labour cost of \$200.

additional packages

TO MAKE YOUR EVENT
MORE SPECIAL



*WE ARE HAPPY TO TAILOR PACKAGES TO SUIT
YOUR REQUIREMENTS.

ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU,
PRICE ON YOUR ENQUIRY.

Standard Package (*\$100 PER TABLE*)

*10 PPL PER TABLE

Lycra chair covers
Simple centrepiece

Luxury Package (*\$110 PER TABLE*)

*10 PPL PER TABLE

Lycra chair covers with satin sash
(or band)
Standard centrepiece
Satin table runner

Deluxe Package (*\$135 PER TABLE*)

*10 PPL PER TABLE

Lycra chair covers with satin sash
(or band)
Deluxe centrepiece
Satin table runner
Coloured napkins

TERMS AND CONDITIONS | 01

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 | 02

Catering HQ require all event details to be finalised seven (7) 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 | 03

Confirmation of the final numbers of guests must be made no less than seven (7) 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 seven (7) 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 7 days prior to the event date. If the balance of the total estimated amount is not paid 7 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 seven (7) Days prior to the event date.

FOOD & BEVERAGE | 04

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 or 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 | 05

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 | 06

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 client.

If you require longer than the normal five (5) hours for your half-day function there will be an overtime charge of \$3.30 per confirmed guest per hour or part thereof.

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 for any reason whatsoever.

EVENT CANCELLATION | 07

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.

For an event in the Lyceum a Sound & lighting operator is required and this is supplied at an hourly rate of \$75.00 for a minimum of four hours. If the event is cancelled within 3 weeks from your event then a minimum 4 hour call out fee for the Audio Visual Technician will be charged.

I understand the Dance School and Performing Art schools have a different pricing structure to the standard event pricing. 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 | 08

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 | 09

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 | 10

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 | 11

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 | 12

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 | 13

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 | 14

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 | 15

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.



catering ^{HQ}

Post Office Box 2515
Taren Point NSW 2229

PHONE: 02 7253 0444

EMAIL: info@cateringhq.com.au
or events@cateringhq.com.au

contact for
functions & events

formals



weddings



social



wakes



corporate

