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catering ^{HQ}
functions & events

GLADESVILLE
CORPORATE EVENTS



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01

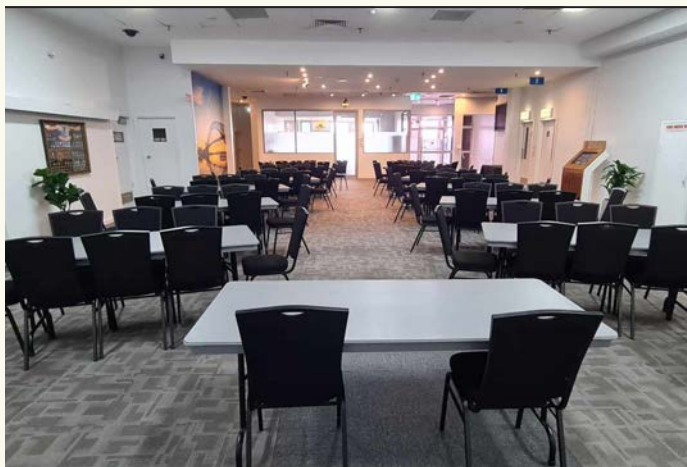
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choose
your space

Gladesville RSL

Our function rooms are ideal for corporate meetings, training sessions and special celebrations of all kinds. Hosting your event at Gladesville RSL also gives guests access to the Club's facilities, adding extra enjoyment to the experience.

SUNSET LOUNGE



RATE

FULL DAY - \$350

CAPACITY

SEATED - 100

THE FRONT ROW SPORTS BAR



RATE

HALF DAY (4HRS) - \$200
FULL DAY - \$350

CAPACITY

SEATED - 86

THE GLADES KITCHEN



RATE

HALF DAY (4HRS) - \$200
FULL DAY - \$350

CAPACITY

SEATED - 88

Gladesville RSL

Our function rooms are ideal for corporate meetings, training sessions and special celebrations of all kinds. Hosting your event at Gladesville RSL also gives guests access to the Club's facilities, adding extra enjoyment to the experience.

THE MEETING ROOM



RATE

HALF DAY (4HRS) - \$150
FULL DAY - \$250

CAPACITY

SEATED - 30

BUBBLES BAR



RATE

HALF DAY (4HRS) - \$150
FULL DAY - \$250

CAPACITY

SEATED - 54

THE ALFRESCO



RATE

HALF DAY (4HRS) - \$150
FULL DAY - \$250

CAPACITY

SEATED - 32

02

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choose
your menu

breakfast menu

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 - pescetarian, ef - egg free, nf - nut free

WHAT YOU GET



Continental Breakfast.....\$30pp

Includes espresso coffee and organic herbal teas
Selection of morning pastries and muffins
Seasonal sliced fruits
A selection of breakfast cheeses and cured meats
Coconut yoghurt with blueberries and toasted almonds

Rise and shine seated alternate serve breakfast.....\$38pp

Includes espresso coffee and organic herbal teas
Platters to the table of sliced fresh fruit and a warm mini croissant 1pp
Please choose two of the following:
Classic bacon and egg roll, smoked bacon and double fried egg brioche roll with bbq sauce and American cheese
Smashed avo, fresh avocado, Meredith goats curd, 62-degree egg, saltbush and kale seasoning and miche sourdough
Blueberry pancake stack, banana, vanilla ricotta, maple and toasted coconut
Australian spanner crab omelette, Meredith goats curd, leeks and chives gf
Eggs Florentine, two 62-degree eggs, braised greens, hollandaise, and avruga caviar on English muffin

Networking breakfast.....\$35pp

Includes espresso coffee and organic herbal teas
Platters of fresh sliced fruit and assorted pastries (1pp)
Please choose four of the following:
Croissant bites with ham and provolone cheese
Blinis with sweet ricotta, banana, maple and blueberry
Mini smoky bacon, fried egg slider, American cheese and bbq sauce
Selection of savoury tarts and quiches with tomato chutney
Seasonal fruit cups, coconut yoghurt, passionfruit syrup
Smashed avo crostini, ricotta, marinated tomatoes basil
Oat chia pudding, maple, coconut, fresh berries
Cream cheese, spinach and smoked salmon savoury scone

Coffee Breaks

In-Room Espresso coffee services and a selection of organic and herbal teas	\$4.50pp
Selection of chilled fruit juices	\$4.50pp
Continuous In-Room Espresso coffee services and a selection of organic and herbal teas	\$8.00pp

luncheon selection

MINIMUM 15 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 - pescetarian, ef - egg free, nf - nut free

On the Go.....\$28pp

Including the below:

An assortment of tortilla wraps with gourmet fillings (1 per person)

Garden salad dressed with Italian vinaigrette v, gf, df

Fresh seasonal fruits gf, v, df, ef

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Hunger Buster.....\$35pp

Including the below:

Garlic charcoal chicken, served with Lebanese bread

Chicken Caesar salad

Potato chips with sweet chilli sauce and sour cream v, gf

A selection of cakes and slices

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Health & Wellbeing.....\$35pp

Including the below:

Assortment of gourmet sandwiches and tortilla wraps (1/2 each per person)

Roast sweet potato, fetta, spinach and walnut salad gf, v

Vegetarian frittata v

Fresh seasonal fruits gf, v, df, ef

Honeyed yoghurt with toasted granola v

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Add optional Boujee Upgrades\$12 each pp

To add to your luncheon selection for a more substantial offering

Café style sandwiches with gourmet fillings

Assortment of wraps with gourmet fillings

1 classic and 1 funky modern salad

Chefs creation hot dish with all the trimmings

Garlic charcoal chicken, served with Lebanese bread

Sliced seasonal tropical Australian fruit

Indulgent mini cakes and pastries

WHAT YOU GET

CHOOSE ONE OF THE FOLLOWING



day conference package

MINIMUM 15 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 - pescetarian, ef - egg free, nf - nut free

On Arrival

In-Room Espresso coffee services and a selection of organic and herbal teas

Cookie selection

Morning Tea

In-Room Espresso coffee services and a selection of organic and herbal teas

Chilled orange juice

An assortment of freshly baked muffins

Fresh seasonal fruits

Lunch

(Your choice from selections below)

On the Go Lunch

An assortment of tortilla wraps with gourmet fillings (1pp)

Garden salad dressed with Italian vinaigrette gf, v, df

Fresh seasonal fruits gf, v, df, ef

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Health & Wellbeing Lunch

Assortment of gourmet sandwiches and tortilla wraps (1/2 each per person)

Roast sweet potato, fetta, spinach and walnut salad gf

Vegetarian frittata v

Fresh seasonal fruits gf, v, df, ef

Honeyed yoghurt with toasted granola v

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

WHAT YOU GET.....\$60pp

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



day conference package

MINIMUM 15 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 - pescetarian, ef - egg free, nf - nut free

Lunch (Cont'd) (Your choice from selections below)

Hunger Buster Lunch

Garlic charcoal chicken, served with Lebanese bread

Chicken Caesar salad

Potato chips with sweet chilli sauce and sour cream gf

A selection of cakes and slices

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Add optional Boujee Upgrades.....\$12 each pp

To add to your luncheon selection for a more substantial offering

Café style sandwiches with gourmet fillings

Assortment of wraps with gourmet fillings

1 classic and 1 funky modern salad

Chefs creation hot dish with all the trimmings

Garlic charcoal chicken, served with Lebanese bread

Sliced seasonal tropical Australian fruit

Indulgent mini cakes and pastries

Afternoon Tea

In-Room Espresso coffee services and a selection of organic and herbal teas

Chilled orange juice

Cookie selection

Other Inclusions

Whiteboard, marking pens and eraser

Flipchart and paper

Data projector and screen

Lectern with fixed microphone

WHAT YOU GET

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



half-day conference package

MINIMUM 15 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 - pescetarian, ef - egg free, nf - nut free

On Arrival

In-Room Espresso coffee services and a selection of organic and herbal teas

Morning/Afternoon Tea

In-Room Espresso coffee services and a selection of organic and herbal teas

Chilled orange juice

An assortment of freshly baked muffins

Fresh seasonal fruits

Lunch

(Your choice from selections below)

On the Go Lunch

An assortment of tortilla wraps with gourmet fillings (1 pp)

Garden salad dressed with Italian vinaigrette gf, v, df

Fresh seasonal fruits gf, v, df, ef

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

Hunger Buster Lunch

Garlic charcoal chicken, served with Lebanese bread

Chicken Caesar salad

Potato chips with sweet chilli sauce and sour cream gf

A selection of cakes and slices

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

WHAT YOU GET.....\$55pp

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



half-day conference package

MINIMUM 15 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 - pescetarian, ef - egg free, nf - nut free

WHAT YOU GET

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



Lunch (Cont'd) (Your choice from selections below)

Health & Wellbeing Lunch

Assortment of gourmet sandwiches and tortilla wraps
(1/2 each per person)

Roast sweet potato, fetta, spinach and walnut salad gf, v

Vegetarian frittata v

Fresh seasonal fruits gf, v, df, ef

Honeyed yoghurt with toasted granola v

Chilled orange juice

In-Room Espresso coffee services and a selection
of organic and herbal teas

Add optional Boujee Upgrades.....\$12 each pp

To add to your luncheon selection for a more
substantial offering

Café style sandwiches with gourmet fillings

Assortment of wraps with gourmet fillings

1 classic and 1 funky modern salad

Chefs creation hot dish with all the trimmings

Garlic charcoal chicken, served with Lebanese bread

Sliced seasonal tropical Australian fruit

Indulgent mini cakes and pastries

Other Inclusions

Whiteboard, marking pens and eraser

Flipchart and paper

Data projector and screen

Lectern with fixed microphone

03

booking
your event

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HQ

booking your event

PRICE ON YOUR ENQUIRY.

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

ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU

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.

Staffing

A beverage attendant is required for all functions where drinks are served. Functions with over fifty (50) guests will require a second beverage attendant. Cost of hiring a beverage attendant is charged per hour required including a short pack-down time. Weekday Rate: \$33P/H Saturday Rate: \$39P/H Sunday Rate: \$46P/H.

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.

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 for any reason 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.

catering ^{HQ}

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

contact for
functions & events

formals



weddings



social



wakes



corporate

