



# GATEWAY ON MONASH

## All Day Catering Packages

### EXPRESS Package @ \$39

### DELUXE Package @ \$45

**On Arrival** - Brewed Coffee & assorted Twinings Tea

**Morning Tea** - Brewed Coffee, assorted Twinings Tea & one item from the options listed below:

**Lunch** - Select one lunch option from either the Express or Deluxe options below:

**Afternoon Tea** - Brewed Coffee, assorted Teas & Gourmet Biscuits.

(All prices stated are per person, include GST and are valid until 31<sup>st</sup> January 2009)

#### MORNING TEA:

- Freshly baked cakes
- Chocolate Brownies & Lemon slice

- Scones, jam & cream
- Fresh baked fruit muffins

- Danish Pastries
- Mixed Whole Fruit

#### EXPRESS Lunch Options:

☞ All Lunch options listed below are served ☞ a **Seasonal Fruit Platter, Orange Juice, & Tea/Coffee.** Lunch may be served in your conference room, Verona Restaurant, or on the outdoor terrace.

##### EXPRESS Lunch 1:

House made Soup with a selection of Gourmet Sandwiches (6 points pp).

##### EXPRESS Lunch 2:

Gourmet Sandwiches (6 points pp) & a selection of Hot bite-sized Snacks.

##### EXPRESS Lunch 3:

Selection of Pizzas, including meat, chicken, & vegetarian options, served with garlic and herb bread and your choice of one salad.

##### EXPRESS Lunch 4:

1 Course from a limited Verona menu, served with a Garden Salad & bread.

#### DELUXE Lunch Options:

☞ All Lunch options listed below are served ☞ **Seasonal Fruit Skewers ☞ Yoghurt Dip, Orange Juice, & Tea/Coffee.** Lunch may be served in Verona Restaurant, or on the outdoor terrace.

##### DELUXE Lunch 4:

A *fast* Fine Dining option – Chef's selection of Soup plus deluxe 50/50 main course – you choose two from Beef, Chicken, Fish or leave it to the chef!

##### DELUXE Lunch 5:

2 Courses (entrée & main) from a limited Verona menu (can be pre-ordered at Morning Tea).

##### DELUXE Lunch 6:

BBQ - Lamb cutlets, marinated teriyaki chicken, sausages, & beef burgers served with baked potato, your choice of two salads & herb bread.

##### DELUXE Lunch 7:

Selection of breads, cold meats, antipasto, & dips. Served with your choice of two salads, a cheese platter & chef's choice of a pasta or risotto dish.

#### SALAD Choices:

- Potato
- Greek
- Pasta
- Garden
- Coleslaw
- Mediterranean Vegetable

Add an Extra Salad of your choice @ \$2.50/person

#### UPGRADE Options:

- + Mixed Whole Fruit Bowl (8 pieces) @ \$14/bowl
- + Bowl of Chunky Chips ☞ relish @ \$6.50/bowl
- + Cajun Wedges ☞ sour cream @ \$7.50/bowl
- + Cheese Platter (for 10 people) ☞ fruit & biscuits @ \$30

#### POST CONFERENCE Options:

- Chef's selection of hot & cold finger food, ☞ house beer, wine & soft drink, served at the conclusion of your Conference @ \$16.00 per person for ½ hour duration, or @ \$26.00 per person for 1 hour duration.
- Cheese & Wine Tasting, offering a selection of local & imported cheeses matched ☞ a selection of boutique wines & beers @ \$29.00 per person for 1 hour duration.



# GATEWAY ON MONASH

## Individual Catering Options

### MORNING, AFTERNOON & POST CONFERENCE REFRESHMENTS

(All prices stated are per person, include GST and are valid until 31<sup>st</sup> January 2009)

- |  |  |
|--|--|
| <input type="checkbox"/> Freshly Brewed Coffee & Twining's Tea @ \$3.50  | <input type="checkbox"/> Tea, Coffee & Homemade Cookies @ \$6          |
| <input type="checkbox"/> Tea, Coffee & Scones w/ Jam & Cream @ \$7.50    | <input type="checkbox"/> Tea, Coffee & Chocolate Brownies @ \$7.50     |
| <input type="checkbox"/> Tea, Coffee & home baked Fruit Muffins @ \$7.50 | <input type="checkbox"/> Tea, Coffee & Danish Pastries @ \$7.50        |
| <input type="checkbox"/> Tea, Coffee & Lemon Slice @ \$7.50              | <input type="checkbox"/> Tea & Coffee for the <u>entire day</u> @ \$10 |

### EXPRESS Lunch @ \$27 per person:

☞ All Lunch options listed below are served w/ a **Seasonal Fruit Platter, Orange Juice, & Tea/Coffee.** Lunch may be served in your conference room, Verona Restaurant, or on the outdoor terrace.

#### EXPRESS Lunch 1:

House made Soup with a selection of Gourmet Sandwiches (6 points pp).

#### EXPRESS Lunch 2:

Gourmet Sandwiches (6 points pp) & a selection of Hot bite-sized Snacks.

#### EXPRESS Lunch 3:

Selection of Pizzas, including meat, chicken, & vegetarian options, served with garlic and herb bread and your choice of one salad.

#### EXPRESS Lunch 4:

1 Course from a limited Verona menu, served with a Garden Salad & bread.

### DELUXE Lunch @ \$33 per person:

☞ All Lunch options listed below are served w/ **Seasonal Fruit Skewers w/ Yoghurt Dip, Orange Juice, & Tea/Coffee.** Lunch may be served in Verona Restaurant, or on the outdoor terrace.

#### DELUXE Lunch 4:

A *fast* Fine Dining option – Chef's selection of Soup plus deluxe 50/50 main course – you choose two from Beef, Chicken, Fish or leave it to the chef!

#### DELUXE Lunch 5:

2 Courses (entrée & main) from a limited Verona menu (can be pre-ordered at Morning Tea).

#### DELUXE Lunch 6:

BBQ - Lamb cutlets, marinated teriyaki chicken, sausages, & beef burgers served with baked potato, your choice of two salads & herb bread.

#### DELUXE Lunch 7:

Selection of breads, cold meats, antipasto, & dips. Served with your choice of two salads, a cheese platter & chef's choice of a pasta or risotto dish.

### SALAD Choices:

- |  |                                   |                                |
|--|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Potato                  | <input type="checkbox"/> Greek    | <input type="checkbox"/> Pasta |
| <input type="checkbox"/> Garden                  | <input type="checkbox"/> Coleslaw |                                |
| <input type="checkbox"/> Mediterranean Vegetable |                                   |                                |

Add an Extra Salad of your choice @ \$2.50/person

### UPGRADE Options:

- + Mixed Whole Fruit Bowl (8 pieces) @ \$14/bowl
- + Bowl of Chunky Chips w/ relish @ \$6.50/bowl
- + Cajun Wedges w/ sour cream @ \$7.50/bowl
- + Cheese Platter (for 10 people) w/ fruit & biscuits @ \$30

### POST CONFERENCE Options:

(Only available in addition to an Express or Deluxe Lunch)

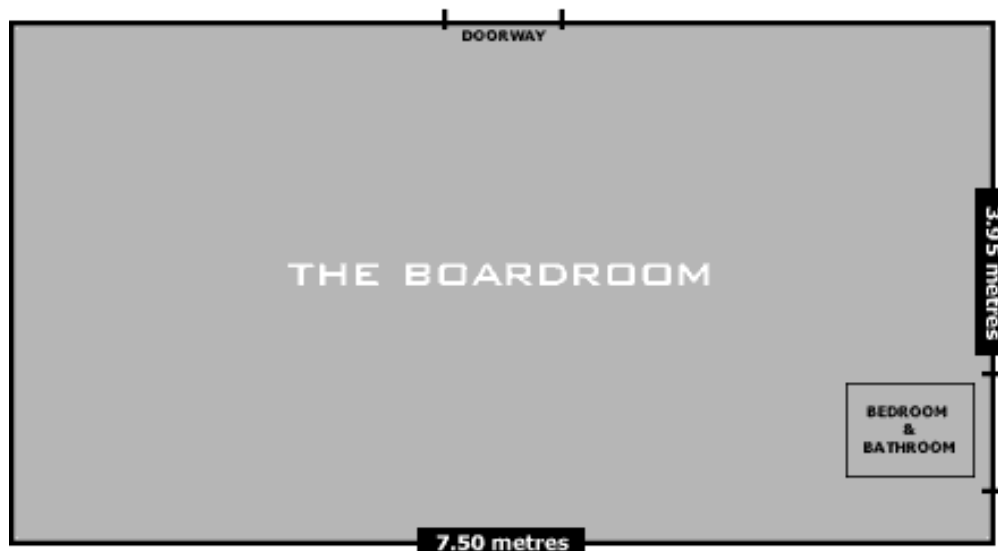
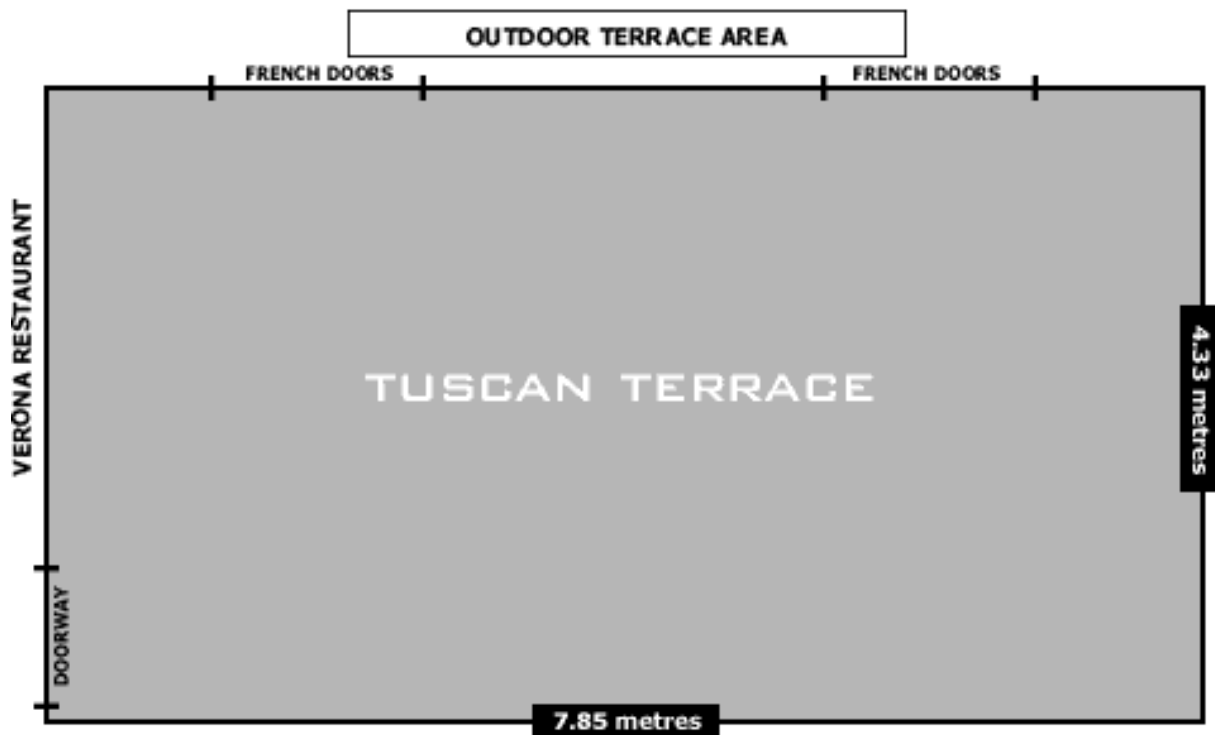
- Chef's selection of hot & cold finger food, w/ house beer, wine & soft drink, served at the conclusion of your Conference @ \$16.00 per person for ½ hour duration, or @ \$26.00 per person for 1 hour duration.
- Cheese & Wine Tasting, offering a selection of local & imported cheeses matched w/ a selection of boutique wines & beers @ \$29.00 per person for 1 hour duration.



# GATEWAY on MONASH

## Conference Room Dimensions

<u>CONFERENCE ROOM</u>	<u>ROOM HIRE *</u>		<u>SET-UP STYLE – MAXIMUM NUMBERS</u>				
	Full Day Session	Half Day Session	U-Shape	Banquet Style	Boardroom Style	Theatre Style	Cocktail Style
TUSCAN TERRACE	\$300	\$250	24	32/80*	20	40	50/150*
THE BOARDROOM	\$250	\$200	n/a	14	10	n/a	n/a
All of the above rates include 10% GST.			*When using the adjoining Verona Restaurant and/or the Outdoor Terrace area (weather permitting).				
* Room Hire rates are indicative only and may vary for individual functions requirements, please request a quote.							





## **GATEWAY ON MONASH - CONFERENCE TERMS AND CONDITIONS**

**GATEWAY ON MONASH** is a 4½ Star Boutique style Hotel. We are renowned for our professionalism when catering to the needs of the Conference Organizer. We have, however, certain policies, which will enable us to ensure the success of every Event.

### **CONFIRMATION & DEPOSIT:**

A deposit of 25% of quoted costs is required for bookings over \$1,000. For bookings totaling less than \$1,000, a deposit equivalent to the cost of the Room Hire charge is required unless prior arrangements have been made with Management.

### **CANCELLATION POLICY:**

Cancellation of a confirmed booking must be received by us in writing. A cancellation between 1 – 7 days prior to your Conference will incur a cancellation fee equivalent to 40% of the anticipated total cost of the conference, or the Room Hire fee, whichever is greater. A cancellation between 8 – 14 days prior to your conference will be subject to forfeiture of the full deposit or payment of anticipated cost of the Room Hire charges for the duration of the Conference. If notice is received of a cancellation 15 days or more prior to a Conference and provided we are able to re-book the Conference Room, the deposit will be refunded. A booking fee will be retained to cover Administration costs.

### **QUOTATION COSTS:**

All prices are based on current costs and are subject to cost of living increases. Tariff changes will be advised two months prior to an increase in price. All quoted events are inclusive of the Government imposed 10% Goods and Services Tax. (GST)

### **CONFIRMED NUMBERS:**

Final menu selections and function details are required at least 7 days prior to your Conference. Guaranteed final numbers for catering purposes must be confirmed 24 hours prior to your Conference. Minimum per person charges will be based on the number of guests submitted at that time.

### **PAYMENT:**

Payment may be made by credit card on the day or if you have a Company Account with us, payment may be made within 14 days of the event.

### **ACCESS & VACATING OF ROOMS:**

Access to rooms will be provided within the agreed starting and finishing times. Organizers agree to vacate all personnel and equipment by the finishing time indicated. Conferences of more than 1 days' duration should not automatically presume use of the Conference room during the evening.

### **INSURANCE:**

GATEWAY ON MONASH will not be responsible for loss of, or damage to, merchandise left in our complex prior to, during or after a Conference. The Organizers are financially responsible for any damage caused to our Complex by their delegates, before, during or after a Conference.

### **CLEANING:**

General cleaning of Conference rooms is included in Room Hire charges, however additional cleaning charges may be incurred if a Conference has created conditions considered to be above normal.

### **FOOD & BEVERAGE POLICY:**

We regret that no Client is permitted to bring their own food or beverage onto our premises.

We look forward to a long and happy association and to being of service to you, your Delegates and Colleagues. We will be happy to answer your queries on any of our services or facilities.

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I/We hereby agree to all the above Terms and Conditions.

Signed on behalf of the Company: (Insert Co. Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Name: \_\_\_\_\_

Function date: \_\_\_\_\_