CONFERENCE PACKAGE
Moore Street CANBERRA CITY
WELCOME TO HELLENIC PREMIUM CATERING

We would like to thank you for your enquiry with Hellenic Premium Catering and look forward to working with you to plan your next conference.

You will find a fantastic range of conference and catering options to follow, which rank among the best of Canberra meeting venues, and at exceptional value.

We take great pride in servicing our client’s needs. Our experienced staff are always on hand to assist with every detail required, from the preliminary site inspection and quotation, right through to your event day, ensuring your conference is a complete success.

We hope you find this information useful and if you have any queries or would like to discuss options for your event, please do not hesitate to contact us.

We look forward to hearing from you soon.

JO ASHCROFT
Conference & Events Coordinator

TABLE OF CONTENTS

Functions Spaces............................................................................................................................................................. 2

Conference Packages
Day Delegate Package......................................................................................................................................... 3
Corporate Package.................................................................................................................................................. 4
Executive Package................................................................................................................................................... 5
Business Lunch Package................................................................................................................................... 6
Function Room Hiring Fees..................................................................................................................................... 7
Build your Own Selection.......................................................................................................................................... 8
Terms and Conditions................................................................................................................................................... 9
## FUNCTION SPACES

### FUNCTION ROOMS CAPACITIES

<table>
<thead>
<tr>
<th>FUNCTION ROOM</th>
<th>BOARDROOM</th>
<th>THEATRE</th>
<th>CLASSROOM</th>
<th>U-SHAPE</th>
<th>CABARET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlas Room</td>
<td>24</td>
<td>85</td>
<td>32</td>
<td>30</td>
<td>48</td>
</tr>
<tr>
<td>Poseidon Room</td>
<td>40</td>
<td>200</td>
<td>50</td>
<td>35</td>
<td>96</td>
</tr>
</tbody>
</table>

### ROOM SET UP OPTIONS

The following room setup options are the more common styles. Conference rooms can and have been setup in a number of ways. Our conference facilities are flexible, so if there is a specific requirement or variation, our professional team are more than willing to accommodate.
CONFERENCE PACKAGES

DAY DELEGATE PACKAGE

$49 PER PERSON – MON-FRI
$56 PER PERSON – WEEKEND & PUBLIC HOLIDAYS
Includes room hire and standard audio visual
(Lectern and microphone, data projector and screen, flipchart or whiteboard with markers)

ON ARRIVAL
Continuous freshly brewed tea and coffee

MORNING TEA
SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS
Fresh baked scones with jam and cream
House baked biscuit selection
Assorted mini muffins
Greek style yoghurt topped with seasonal fruit and vanilla honey (GF)

LUNCH
Seasonal fresh fruit platter (GF)
Orange juice
Pointed sandwiches (4 pce)
SERVED WITH YOUR CHOICE OF THE FOLLOWING LUNCH OPTIONS
Open sandwiches (2 pce)
Gourmet wraps (2 pce)
Panini rolls (2 pce)

AFTERNOON TEA
SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS
Fresh baked scones with jam and cream
House baked biscuit selection
Assorted mini muffins
Chocolate brownie (GF)
CONFERENCE PACKAGES

CORPORATE PACKAGE

$55 PER PERSON – MON-FRI
$63 PER PERSON – WEEKEND & PUBLIC HOLIDAYS
Includes room hire and standard audio visual
(Lectern and microphone, data projector and screen, flipchart or whiteboard with markers)

ON ARRIVAL
Continuous freshly brewed tea and coffee

MORNING TEA
SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS
Mini Danish pastry selection
Mini croissants with butter and jams
Almond, oat and fruit bars

LUNCH
Seasonal fresh fruit platter (GF)
Orange juice
Tortilla wraps (1 pce)
SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS
Hand crafted artisan bread rolls with chef’s gourmet fillings (2 pce)
Chef’s house baked savoury tart selection (3 pce)
Half and half – artisan bread rolls with chef’s gourmet fillings and one of chef’s savoury tarts

AFTERNOON TEA
SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS
Fresh baked banana bread and whipped cinnamon butter
House baked chocolate éclairs
Mini meringues filled with cream and seasonal fruit (GF)
Mixed savoury mini croissants
CONFERENCE PACKAGES

EXECUTIVE PACKAGE

$60 PER PERSON – MON-FRI
$69 PER PERSON – WEEKEND & PUBLIC HOLIDAYS

Includes room hire and standard audio visual
(Lectern and microphone, data projector and screen, flipchart or whiteboard with markers)

ON ARRIVAL
Continuous freshly brewed tea and coffee
House baked biscuit selection

MORNING TEA

SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Fresh baked scones with jam and cream
Almond, oat and fruit bars
Mini Danish pastry selection
Mini croissants with butter and jams
Greek style yoghurt topped with seasonal fruit and vanilla honey (GF)

LUNCH

Seasonal fresh fruit platter (GF)
Orange juice

Selection of fresh baked artisan breads, served with your choice of two dips: beetroot, eggplant, tzatziki, or grilled capsicum

CHOOSE THREE FROM OUR SALAD RANGE

Roast pumpkin and capsicums with focaccia croutons and fresh garden herbs (GF) (V)
Quinoa, green bean, fetta and mint salad (GF) (V)
Chat potato and cherry tomato salad (GF) (V)
Grilled vegetable, seasonal leaves and pasta salad (V)
Pasta, parmesan and pesto salad (V)
Asian slaw with toasted sesame seeds and soy dressing (GF) (V)
Asian style salad with rice noodles and sweet chill dressing (GF) (V)

CHOOSE ONE HOT RANGE FROM THE FOLLOWING

Freshly baked quiche, homemade sausage rolls, spinach and fetta rolls and savoury tarts
Savoury tarts, pumpkin and goats cheese, bacon and leek with mustard, roast tomato and basil
Lamb or Chicken skewers with grilled pitta bread and seasonal salad (2 per person) (GF)

AFTERNOON TEA

SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Assorted house baked mini muffins
Fresh baked banana bread and whipped cinnamon butter
House baked chocolate éclairs
Chocolate brownie (GF)
Mini meringues filled with cream and seasonal fruit (GF)
CONFERENCE PACKAGES

BUSINESS LUNCH PACKAGE

$69 PER PERSON – MON-FRI
$79 PER PERSON – WEEKEND & PUBLIC HOLIDAYS

Includes room hire and standard audio visual
(Lectern and microphone, data projector and screen, flipchart or whiteboard with markers)

ON ARRIVAL
Continuous freshly brewed tea and coffee
House baked biscuit selection

MORNING TEA
SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Fresh baked scones with jam and cream
Almond, oat and fruit bars
Mini Danish pastry selection
Mini croissants with butter and jams
Greek style yoghurt topped with seasonal fruit and vanilla honey (GF)

LUNCH
Seasonal fresh fruit platter (GF)
Assorted cheese & fruit platter with crackers (GF)
Orange juice
Selection of fresh baked artisan breads, served with beetroot and eggplant dips
Roast pumpkin and capsicum salad with focaccia croutons and fresh garden herbs (GF)
Quinoa, green bean, fetta and mint salad (GF)
Traditional Greek salad (GF)

CHOOSE 2 FROM OUR HOT SELECTION

Succulent roast chicken with roast vegetables (GF)
Roast leg of lamb with mint sauce and roast vegetables (GF)
Tender roast rump of beef served with mustard and horseradish, served with mashed potatoes (GF)
Braised navarin of lamb topped with seasonal vegetables and served with butter chat potatoes (GF)
Chicken slowly cooked in white wine and tomato, finished with fresh herbs, served with penne pasta
Classic ratatouille topped with crispy herb and cheese crumb, served with garden salad (V)
Chef's own curry with rice and accompaniments, choose from chicken, pork, lamb, beef or vegetable (GF)
Pasta bolognaise served with garden salad
Roast pumpkin lasagne with tomato sauce, served with garden salad (V)
Slow braised beef bourguignon served with rice (GF)

AFTERNOON TEA
SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Assorted house baked mini muffins
Fresh baked banana bread and whipped cinnamon butter
House baked chocolate éclairs
Chocolate brownie (GF)
Mini meringues filled with cream and seasonal fruit (GF)
FUNCTION ROOM HIRING FEES

Room Hire and standard audio visual are included in the day delegate packages above. Where a day delegate package is not chosen, or where additional rooms, audio visual or catering are required, the following charges apply.

<table>
<thead>
<tr>
<th>FUNCTION ROOM</th>
<th>MON TO FRI</th>
<th>WEEKEND &amp; PUBLIC HOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlas Room</td>
<td>$400</td>
<td>$460</td>
</tr>
<tr>
<td>Poseidon Room</td>
<td>$500</td>
<td>$575</td>
</tr>
</tbody>
</table>

EQUIPMENT INCLUDED WITH ROOM HIRE – MICROPHONE AND LECTERN

Additional equipment available for hire if required.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>WEEKEND &amp; PUBLIC HOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projection Screen</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>Data Projector and Screen</td>
<td>$165</td>
<td>$190</td>
</tr>
<tr>
<td>Flip Chart and Markers</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>Whiteboard and Markers</td>
<td>$35</td>
<td>$40</td>
</tr>
<tr>
<td>Electronic Whiteboard</td>
<td>$270</td>
<td>$310</td>
</tr>
<tr>
<td>Cordless Microphone</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>Lapel Microphone</td>
<td>$250</td>
<td>$288</td>
</tr>
<tr>
<td>Laptop</td>
<td>$160</td>
<td>$185</td>
</tr>
<tr>
<td>Conference Phone</td>
<td>$160</td>
<td>$185</td>
</tr>
<tr>
<td>Lectern</td>
<td>$30</td>
<td>$35</td>
</tr>
</tbody>
</table>
BUILD YOUR OWN SELECTION

BEVERAGE
Continuous tea and coffee – full day $9 per person
Continuous tea and coffee – half day $7 per person
Tea and coffee (per session) $4 per person
Orange juice $3 per person
Soft drink $3 per person
Fruit smoothies – choice of one flavour $5 per person
(mixed berry and apple, strawberry, vanilla and yoghurt, banana and chocolate)

BISCUIT AND SLICES
House baked biscuit selection $3 per person
Chocolate chip oat slice $4 per person
Rocky road bar $4 per person
Chocolate brownie (GF) $5 per person
Caramel and date slice $5 per person
Lemon ricotta square $5 per person

PÂTISSERIES
Assorted mini muffins (2 per person) $4 per person
Fresh baked scones with jam and cream $4 per person
Mini meringues filled with cream and seasonal fruit $5 per person
House baked chocolate éclairs $5 per person
Mini Danish pastry selection $5 per person
Fresh baked banana bread and whipped cinnamon butter $5 per person
Mini croissants with butter and jams $5 per person
Mixed savoury mini croissants $6 per person

HEALTHY OPTIONS
Greek style yoghurt topped with seasonal fruit and vanilla honey $5 per person
Almond, oat and fruit bars $5 per person
Dark chocolate and almond biscotti with natural yoghurt and fruit dip $9 per person
Assorted cheese & fresh fruit platter with crackers $8 per person
Seasonal fresh fruit platter $8 per person
Fruit basket $2 per piece

SANDWICHES
Assorted open sandwiches (3 pcs) $8 per person
Assorted pointed sandwiches (6 points) $8 per person
Assorted tortilla wraps (2 pcs) $9 per person
Panini roll (1 roll) $9 per person
Bruschetta (2 Pcs) $9 per person
TERMS AND CONDITIONS

TENTATIVE BOOKING: A deposit of the relevant room hire cost, plus a signed copy of the terms and conditions is required within seven (7) days of placing initial booking in order to secure the respective event date. Government departments require only a signed copy of the terms and conditions to confirm a tentative booking. The Hellenic Club reserves the right to cancel a booking if confirmation is not received.

PRICES: Once a booking arrangement has been reached, the price will be honoured for a fixed three (3) month period, after which time the Hellenic Club reserves the right to alter the price in line with the Club's normal annual price increases.

CANCELLATION: If a booking is cancelled within fourteen (14) days prior to the event, the respective room hire charge still applies; within seven (7) days the respective room hire charge and 50% of the overall association costs still apply; within two (2) days all charges will apply. Written confirmation of the cancellation is required.

FINAL NUMBERS: The client is required to confirm final numbers at least four (4) working days prior to the event. No reduction in cost will be applied if the actual attendance is lower than advised; however the client will be charged for any additional attendees.

DAMAGES: The client is liable for any damage and extra cleaning costs which may be required. The Hellenic Club is not responsible for any damage caused to personal property brought on to the premises by clients or patrons.

PRIOR AND POST EVENT ACCESS: The client is required to commence and conclude the event in accordance with the agreed scheduled time. If an event exceeds the booking time frame, additional charges will apply.

ROOM ALLOCATION: The Hellenic Club reserves the right to assign an alternative room if the originally assigned room becomes unavailable or inappropriate.

SETUP, BREAKDOWN AND DELIVERIES: Clients are responsible for all costs associated with the setup and breakdown of display equipment. The Hellenic Club must be advised of all deliveries and pickups prior to their arrival and collection. All items must be delivered and marked with the client's name and date of event.

CONSUMPTION: No food or drink, including liquor, of any description may be brought onto the premises of the Hellenic Club without the prior permission of the Events Manager.

DISPLAY AND SIGNAGE: Signage is only to be displayed in the designated areas of the function rooms.

PARKING: Parking within easy walking distance of the Hellenic Club in the City is available at City West and London Circuit.

PAYMENT: Full settlement of the account is required within seven (7) days of receipt of invoice.

PAYMENT METHODS: Deposit or final payments may be made by the following methods:

CITY: Poseidon and Atlas Room events

CASH: Hellenic Club reception

CREDIT CARD: (02) 6162 6777

AMEX: Payments occur a 2.5% administration fee

CHEQUE: Payable to the “Hellenic Club in the City”, PO Box 263, Woden ACT 2606

ELECTRONIC FUNDS TRANSFER:

Account Name: Hellenic Club in the City
Bank: ANZ BSB: 012997 Account No: 841678086
Description Invoice Number or Booking Number

I have read and agree to comply with the above terms and conditions.

Client's Name:________________________________________

Signed:______________________________________________

Date:________________________________________________

Function Name:_______________________________________

Function Date:________________________________________

Room:_______________________________________________

Venue: CITY CLUB

Booking Number:_______________________________________