



## Conference Catering

For all your conference requirements, Avocado Group has the expertise and experience to ensure your day is a great success.

The following menu and beverage selections, along with information regarding staff, are intended as a guide to the services we are able to offer you. Please remember we are more than happy to tailor these services to suit your specific requirements. We are also able to assist you in arranging a number of ancillary services, including catering equipment hire, floral arrangements, entertainment, decorations, all hiring and audio visual supply. All prices include GST.

### Staff

As a guide, we suggest a waiter: guest ratio of one waiter for every fifty guests including one supervisor to ensure your event runs smoothly and efficiently throughout.

## Conference Package

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### Service Period

### Menu

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On arrival

Freshly percolated coffee, selection of teas (including herbal options) and orange juice

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Morning tea

2 food choices from the morning tea menu served with freshly percolated coffee, leaf teas (including herbal options), orange juice and mineral water

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Lunch

Stand Up Working Lunch Menu 1 (served from a buffet) served with freshly percolated coffee, selection of teas (including herbal options), orange juice and mineral water

Please refer to the menu selection for Working Lunch Menu 2 and Working Lunch Menu 3

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Afternoon tea

2 food choices from the afternoon tea menu served with freshly percolated coffee, leaf teas (including herbal options), orange juice and mineral water

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*\*Morning and afternoon tea service periods are 30 minutes each. Lunch service period is 1 hour. Additional charges may apply if you wish to extend service periods.*

*\*Please note that our working lunches are designed to be served as stand up buffets.*

*\*Staff and equipment charges also apply.*

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## Morning / Afternoon Tea

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Please select 2 food items to be available for your guests.

### Sweet Selection

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**Frangipane tartlet with strawberries** (2 per person)

**Home baked scones** (2 per person)  
*with jam and whipped cream*

**Petit vanilla slice** (2 per person)

**Chocolate dipped profiteroles** (2 per person)

**Cappuccino custard éclairs** (2 per person)

**Miniature Swiss rolls** (2 per person)

**Selection of petit Danishes** (1 per person)

**Citrus curd tartlet** (1 per person)

### Savoury Selection

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**Miniature bacon and egg tarts** (1 per person)

**Crostini** (2 per person)  
*with antipasto vegetables*

**Smoked salmon and avocado sour dough rounds** (2 per person)

**Miniature corn muffins** (1 per person)  
*with goats cheese, olive and roasted cherry tomato*

**Potato rosemary and parmesan tartlets** (2 per person)

**Grissini** (2 per person)  
*with prosciutto and cream cheese*

**Black Rye** (2 per person)  
*with smoked ham, corn relish and coriander*

**Spiced pumpkin and pea fillos** (1 per person)  
*with lemon riata*

**Fresh seasonal fruit platter**

Additional lines can be selected at \$3.00 each

## Working Lunch Menu 1

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*A selection of open style cut baguettes (2 per person)*  
with premium toppings such as:

**Smoked salmon and herbed crème fraîche**  
**Roast beef, tomato and caramelised onion**  
**Shaved ham, corn relish and avocado**  
**Grilled zucchini, artichoke and roast tomato relish**

*2 choices from the 'sides' selection*

*Beverages*

**freshly plunged coffee**  
*leaf teas*  
*mineral water*  
*fresh orange juice*

## Working Lunch Menu 2

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**add \$4.00 per person to the Conference Package price**

*A selection of gourmet breads and rolls (2 per person)*  
Please choose 4 from the following selection

**Soft baps with avocado, tomato and alfalfa sprouts**  
**Damper rounds with roast vegetables and baba ghanoush**  
**Whole meal sour dough with shaved ham, mango relish and snow pea**  
**Hovis Rye with rare beef and English mustard**  
**Pumpkin seed and parmesan roll with balsamic chicken and avocado**  
**Toasted tortilla with BBQ chicken, smokey tomato relish and mesclun**  
**Olive focaccia with rocket, prosciutto and peppers**  
**White sour dough with tuna, mayonnaise and sprouts**  
**Soft turkish bread with pastrami, mustard, pickles and baby spinach**  
**Whole meal pistolet with smoked turkey, ginger and sesame seeds**

*2 choices from the 'sides' selection*

*Beverages*

*freshly plunged coffee*  
*leaf teas*  
*mineral water*  
*fresh orange juice*

## Working Lunch Menu 3

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**add \$6.50 per person to the Conference Package price**

### *Hot menu items*

Please choose 2 dishes from the following selection

*Buttered chicken with jasmine rice*  
*Southern fried chicken pieces with chilli dip*  
*Vegetarian pad Thai noodles with tofu and crispy onions*  
*Paprika beef strips with sour cream and cornichons*  
*Stir fried beef with ginger, cashews and steamed rice*  
*Fusilli pasta with tomato, olive, pesto and shaved grana parmesan*

*2 choices from the 'sides' selection*

### *Beverages*

*freshly plunged coffee*  
*leaf teas*  
*mineral water*  
*fresh orange juice*

## Sides Selection

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### **Baby potato salad**

*with spring onions and mustard seeds*

### **Mixed green leaf salad**

*with cold pressed olive oil*

### **Seared button mushrooms, pesto and parmesan salad**

### **Tomato salad**

*with Spanish onions, olives and feta*

### **Roast pumpkin, nutmeg and red pepper tartlet**

### **English spinach, blue cheese and pine nut frittata**

### **Antipasto**

*with roasted vegetables, Italian meats, olives, feta and toasted breads*

### **Selection of Australian cheese** (additional \$5.00 per person)

*with water crackers and dried fruit accompaniments*

### **Seasonal fruit on bamboo forks**

*with mango and mint*

### **Fresh seasonal fruit platter**

*Additional side dishes can be selected at \$3.50 each*

## TERMS AND CONDITIONS

### PRICING AND SUPPLY OF SERVICES

Prices quoted are valid for 3 months from the date of quotation.

Prices quoted include GST unless stated otherwise.

Minimum food charges for a function held:

Mon – Fri \$660.00 Saturday \$2,000.00 Sunday \$2,500.00 Public Holiday \$3,000.00

All beverage and menu selections are provided subject to market availability.

No packages available on Sundays or Public Holidays – all events are to be quoted individually

Weekend and Public Holiday Surcharge:

Sunday - 5% on all food and beverage prices Public Holiday - 15% on all food and beverage prices.

### BOOKINGS & CONFIRMATION OF BOOKINGS

Tentative bookings will be held until the date specified on the quotation, or until another booking wishes to confirm the same venue and/or services for the same date and time. Where the latter occurs, the prior booking will be given the option to confirm immediately to secure the booking. Bookings are confirmed upon receipt of the signed confirmation request and 20% deposit of the total estimated cost of the function.

### PAYMENT & MINIMUM AND FINAL NUMBER TO BE CATERED FOR

Full payment of the estimated cost of the function is required 7 days prior to the function, unless alternative arrangements have been made with The Avocado Group by way of a credit facility. Where applicable, estimation will include the estimated cost of beverages to be charged on a consumption basis. All approved credit arrangements require payment in full within 7 days of the date of the function. The final invoice will detail any additional charges. Credit card payments for functions valued at over \$1,000.00 are subject to a 3% service charge.

The confirmed minimum number of guests attending the function is required in writing 14 days prior to the function. This number will be regarded as the minimum number to be invoiced. The final number of guests attending the function is required in writing 7 days prior to function. If the final number increases by more than 30% less than 3 working days before the function, a surcharge of 15% will apply on the food charge for the additional guests. The Avocado Group cannot guarantee to provide for an increase in confirmed numbers once resources have been allocated.

### CANCELLATION

In the event that a confirmed booking is cancelled, the following cancellation charges will apply:

- Notice of 61 days or more Full deposit less \$100 booking fee will be refunded
- Notice of 31 to 60 days 50% of deposit will be refunded
- Notice of 30 – 8 days Full deposit will be retained
- Notice of 7 days or less Avocado Group reserves the right to full payment of the estimated cost of the function

## ADDITIONAL CHARGES

**Staffing:** Quotations clearly state whether staff are included in package or staff are to be charged as a separate item on an hourly basis. Where staff are included in a package or menu price the staffing component will include the set up and clearing away of the function. Please be aware that if your proceedings start earlier than scheduled or your event extends beyond the agreed service period, staff costs will be affected and you may incur a surcharge for staff.

**Breakages/loss of equipment:** The Avocado Group's staff take all due care with equipment, however, accidents do happen. Clients are not expected to pay for breakages or losses incurred by The Avocado Group's staff, however, any equipment that is supplied for the clients use (e.g. glassware/crockery/hired items) that is accidentally broken or lost will be charged at full replacement cost.

**Dietary Requirements:** Avocado Group will cater for all dietary requirements with prior consultation with our Executive Chef. Where a dietary requirements dictates a new menu to the one selected, surcharges will apply. Where more than 5% of the guests require special menus a chef's fee will apply for the labour required. Avocado Group is unable to cater for dietary requirements without prior notice.

**Waste removal:** It is the responsibility of the client to remove all waste from the event including general waste, cardboard and glass. Where rubbish removal facilities are not available and waste is to be removed by Avocado Group additional charges will apply.

## BEVERAGE SUPPLY

Responsible Service of Alcohol: Avocado Group holds Caterers Liquor Licence number R 288506. All beverages are supplied and served according to the requirements of *The Liquor Act*, including the requirement that alcohol be served responsibly. By law, The Avocado Group and any member of its staff are legally obliged to refuse to serve alcohol to anyone who appears to be under the age of 18 and/or intoxicated.

## SUPPLIED GOODS

Please note, Avocado Group do not take responsibility for any goods left at the venue by the client. This includes beverages, decorations, wedding cake, wedding gifts, personal items etc. It is the clients responsibility to remove goods at the end of the event.

## AVOCADO GROUP

- is a Restaurant and Catering NSW Gold Licence Caterer
- holds current public, product and workers compensation insurance
- operates from commercial kitchen premises that are inspected annually
- has fully trained, qualified and professional staff