

Po Box 4050 Nemingha NSW 2340  
Cnr Back Kootingal & Nundle Roads  
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[www.pavillion.com.au](http://www.pavillion.com.au)



*The ideal setting for your next Function*

## Group Events Morning / Afternoon Tea Lunch 2011

The *P*avillion Function Centre & Gardens is nestled amongst four acres of delightful scenery that creates an ideal setting for an elegant and exclusive event. Our fully licensed venue can cater for up to 160 guests for a seated meal, 250 in theatre seating or 350 for a standing affair.

Our catering selections that follow are suitable for **weekday group luncheons**. Price includes table linen and full table service.

Use of our standard AV equipment, including Sound System & microphone is also provided free-of-charge and on request.

*Prices valid from 1<sup>st</sup> January 2011 to 31 December 2011. Public Holiday surcharges may apply.*

*Please feel free to speak with us about your specific catering requirements and allow us to adjust or create a package to accommodate your needs.*



## *Group Lunches*

*Minimum 30 people unless otherwise stated*

Warm Fresh Baked Bread Rolls with butter

### **ENTRÉE**

A selection of hot and cold hors d'oeuvres  
and canapés served in the garden  
including

Sourdough Croutons topped with various tapenades

Asian Vegetarian Spring Rolls with a sweet chilli dipping sauce

Crisp Pita Chips with creamy hummus

Platters of fine Tasmanian cheeses, dips and fruit served with crackers & Lavish

### **MAINS**

Seasoned Roasted Chicken

Roast Pork with crackling and apple sauce

Slow Cooked Tender Roast Beef and Gravy

Vegetable Frittata (V)

Hot whole potatoes with herb butter

Roasted Pumpkin

Balsamic glazed carrot

Steamed juicy corn on the cob and green peas

### **DESSERT**

*Choose three of the following desserts*

Pavlova with macerated fruit & passion fruit coulis (Gluten Free)

Berry and White Chocolate Cheesecake

Dark Chocolate Pudding served with a butterscotch sauce

Traditional Chocolate Mud Cake

Crème patisserie stuffed profiteroles with caramel sauce

Apple & Rhubarb Crumble served with Custard

Chocolate on the Rocks (Gluten Free)

Sticky Date Pudding served with Caramel Sauce

Fresh Brewed Tea and Coffee

<b>BUFFET</b>	<b>BANQUET</b>
<b>\$32 per guest</b> <b>(\$28 per guest Main &amp; Dessert only)</b>	<b>\$35 per guest</b> <b>\$32 per guest Main &amp; Dessert only</b>

**Drinks** are designed to be added to this package.  
Your guests can buy individually, you can have one  
account at the end or choose a set price package.



## Morning / Afternoon Tea

\$55 per hour Venue Hire Payable on Booking  
*Minimum 10 people unless otherwise stated*

The *Pavillion* Function Centre & Gardens is nestled amongst four acres of delightful scenery that creates an ideal setting for an elegant or private Morning / Afternoon tea. Our fully licensed venue can cater for up to 160 guests for a seated meal, or 250 for a standing affair.

Our Morning / Afternoon Tea catering selections are as follows:

### **STANDARD SELECTION**

Freshly Brewed Coffee and Tea Selection  
Served with Assorted Home-made, Country Style Biscuits

**\$4.90 per person**

### **GARDEN SELECTION**

Freshly Brewed Coffee and Tea Selection  
Served with Assorted Cakes & Slices

**\$5.90 per person**

### **DELUXE SELECTION**

Freshly Brewed Coffee and Tea Selection  
Served with Chefs Selection of 2 from the following  
*Freshly Baked Muffins, Petite Danish Pastries, Freshly Baked Scones w/ fresh whipped cream and home-made jam, French-inspired croissants*

**\$7.90 per person**

### **PREMIUM SELECTION**

Freshly Brewed Coffee and Tea Selection  
Served with 3 selections of cakes, slices plus gourmet sandwiches  
*(allows each guest 2 points of sandwich and 2 pieces of cake each)*

Minimum 30 people

**\$11.80 per person**

### **PLATINUM SELECTION**

Freshly Brewed Coffee and Tea Selection  
Served with a selection of cakes & slices plus gourmet sandwiches, and hot fingerfood (assorted quiches, sausage rolls and gourmet pizza).

*Allows each guest 2 pieces of cake, 2 points of sandwich and 3 pieces of hot fingerfood each.  
This package can also be used as a light lunch.*

Minimum 20 people

**\$15.50 per person**

### **EXTRAS**

Fruit Juices —\$3.50 per person

Fresh Seasonal Fruit, Nut and Cracker Platter - \$5.50 per person



## Refreshments

### ARRIVAL TEA AND COFFEE

Freshly brewed coffee and selection of teas

**\$3.50 per person**

### NON-ALCOHOLIC BEVERAGES

Selection of orange, apple, pineapple, tomato or guava juice on tables  
Each caraffe of juice holds 1 litre and serves between 4-6 people

**\$3.50 per person OR \$12.50 per caraffe**

Soft Drinks from **\$3.00/glass**

*Pavillion* Signature Punch from **\$3.80/glass OR \$14.50 per caraffe**

### ALCOHOLIC BEVERAGES

#### PACKAGES

One hour	\$12.50 p/p
Two hours	\$18.00 p/p
Three hours	\$24.50 p/p
Four hours	\$32.00 p/p
Five Hours	\$42.00 p/p

Includes - Standard Beers, House and Rosemount Estate Wines, Champagne and *Pavillion* Signature Champagne Cocktails, *Pavillion* Signature Punch (non- alcoholic), and soft drinks. A full range of spirits and premium beers are available for purchase or on account. Cash bar or account is available outside of package.

**OR**

### DRINKS CHARGED ON CONSUMPTION

*Guests can buy individually, or you can have one account at the end*

#### Wine

House White or House Red (Rosemount Estate) - \$4.90/glass or \$19.75/bottle

House Champagne or champagne cocktail - \$4.90/glass or \$20.50/bottle

Other Wines from our Wine & Beverage List may be available by pre-arrangement.

Please speak to your Functions Coordinator

#### Beer

Hahn Premium Light - \$4.50

Tooheys New, Old, Extra Dry, XXXX Gold - \$4.80

Corona, Crown Lager, Five Seeds - \$6.50

#### Spirits

From \$6.00 (includes mixer)

Cnr Back Kootingal & Nundle Roads Nemingha Tamworth NSW 2340  
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## Function Booking Agreement

**Confirmation of Bookings:** Your booking is not confirmed until a deposit is received. We hold tentative bookings for 7 days only, and if we do not receive confirmation and a deposit we will release the date without further notice.

**Confirmation:** To confirm your booking we require a signed copy of this **Function Booking Agreement** to be returned to us with the requested deposit (room hire or \$100 for non-for-profit organizations).

**Payment:** The contract signatory is liable to pay all money due under this agreement. We do not provide credit. All function accounts must be paid with Electronic Funds Transfer, Cash or Bank Cheque at least 3 working days before the date of the function. Personal or Company cheques are only accepted with prior approval.

**Final Numbers:** The final numbers are to be confirmed at or before midday at least one week before the event. This will be the Guaranteed Number. Increases up to 10% are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. Charges will be based on the Guaranteed Number or the actual number attending whichever is greater.

**CANCELLATIONS:** In the event of cancellation the following terms will apply:

1. All cancellations must be made in writing.
2. If the booking is cancelled more than 3 months from the function date, the deposit will be refunded in full.
3. If the booking is cancelled less than 3 months from the booked date, the deposit will only be refunded if the function is resold for a function of a similar size.
6. For functions cancelled 1 month or less before the function date, the cancellation fee will be equal to the full deposit price.

**Venue Hire Charges:** If the minimum number of 60 guests is not met, the following room hire fees will apply:

- \$55 per hour
- \$75 per half-day (4-hours maximum)
- \$155 per full business day (8.00am to 5.30pm)
- \$200 per evening, or weekend day (5.30pm to 11.30pm)
- \$500 per day/evening, or where set-up requires full day block

*Room Hire is provided free-of-charge for all non-for-profit organisations*

**Time Extensions:** A labour surcharge will be payable for any function that continues beyond the agreed time and must be by arrangement with Management.

**Equipment Hire Charges:** Charges apply for all special equipment or facilities provided for each function – please discuss costs and needs with management.

**Additional meals** for musicians, video people and photographers can be provided upon request at the appropriate cost.

**Consumption of Outside Food and Beverage:** Function organizers are not permitted to supply their own food or beverages without the prior approval of management.

**Delivery and Pickup of Equipment:** The Pavillion must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance



## Function Booking Agreement

### Responsibility:

1. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the grounds.
2. General and normal cleaning is included in the cost of the venue hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
3. The Pavillion will take all necessary care but will not accept responsibility for damage or loss of any client's property in the centre before, during or after a function.
4. The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the The Pavillion management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. The Pavillion reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

Please read the above agreement carefully, sign it below and return it to The Pavillion Function Centre:

### Postal Address:

The Pavillion Function Centre

PO Box 4050

Nemingha NSW 2340

Fax: 02 6760 9346

E-Mail: [functions@pavillion.com.au](mailto:functions@pavillion.com.au)

I have read and accept the conditions stated in this Agreement,

Date of Function \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Name/s in Full: \_\_\_\_\_

Address: \_\_\_\_\_

Email / Ph: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Deposit enclosed: \$ \_\_\_\_\_

### Payment Method

Cash    Bank Cheque    Personal / Company Cheque    EFT (see eft information below)

Cheque No \_\_\_\_\_ Date of deposit \_\_\_\_\_

### **PAYMENT ADVICE**

*Cheque, Money Orders or Eft payable to:*

The Pavillion Function Centre

### **EFT Information**

Commonwealth Bank

BSB: 062 602

Acct: 1046 3063