

# *Boronia Grove*

FUNCTION & CONFERENCE CENTRE

## Conference Packages

### Conference Package 1 \$29.00 per person

Arrival tea & coffee

Morning tea, coffee & orange juice, fruit muffins & Danish

Choice of working lunch menu 1

Afternoon tea, coffee, freshly baked scones & jam with fresh cream

### Conference Package 2 \$34.00 per person

Arrival tea & coffee

Morning tea, coffee & orange juice, fruit muffins & Danish

Choice of working lunch 2

Afternoon tea, coffee, freshly baked scones & jam with fresh cream

### Conference Package 3 \$39.00 per person

Arrival tea & coffee

Morning tea, coffee & orange juice, fruit muffins & Danish

Choice of working lunch menu 3

Afternoon tea, coffee, freshly baked scones jam with fresh cream

### All Conference Packages include full use of our Facilities

Microphone and Lectern

Flip Chart & Whiteboard

Overhead Projector & Screen

Data Projector

Mints, water & Notepads

A Minimum of 15 persons or a 20% surcharge will apply.

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## Buffet Working Lunch

**Menu 1 (Minimum of 15 people)**

**\$19.00 per person**

a) Selection of sandwiches served on white, whole meal and grain breads (2 per person) served with orange juice and mineral water a platter of freshly cut fruit

b) Selection of freshly filled bread rolls (1.5 per person) served with orange juice and mineral water.

Fresh fruit platter, Coffee and Tea

c) Selection of freshly filled mini baguettes served with orange juice and mineral water

Fresh fruit platter, Coffee and Tea

**Menu 2 (in room-stand up buffet) Minimum of 15 people**

**\$22.00 per person**

Buffet Menu- Choose 2 items from the selections below. All buffets served with coffee, tea and orange juice. Servings based on 50/50 food portions.

Thai chicken green curry with steamed jasmine rice

Beef stroganoff with steamed rice

Vegetarian lasagna

Stir fried vegetables with Hokkien noodles

Penne pasta with tomato, garlic and basil

**Menu 3 (in room- stand up buffet) Minimum of 15 people or a 20% surcharge will apply**

**\$24.00 per person**

### **Build your own buffet**

Choose 5 items from the selections. All buffets served with coffee, tea and orange juice.

Chicken satay, Spring rolls, Dim Sims

Curried vegetable samosas, with sweet chilli sauce

Tandoori chicken with raita dipping sauce pappadams

Potato & spinach sagaloo wrapped in pastry

Gourmet sausages, beef brochette

Grilled lamb cutlets

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## Corporate Functions – Room Rates

Room	Type of rate	Half Day 8am – 12 1pm – 5pm	Full Day 8am – 5pm	Evening 6pm – 10pm	Day & Evening 8am – 10pm
Ionic	Weekday	\$300.00	\$700.00	\$300.00	\$900.00
	Weekend/ public holiday	\$450.00	\$850.00	\$400.00	\$1100.00
Doric	Weekday	\$200.00	\$350.00	\$200.00	\$500.00
	Weekend/ public holiday	\$350.00	\$500.00	\$350.00	\$700.00
Solomon	Weekday	\$200.00	\$350.00	\$200.00	\$500.00
	Weekend/ public holiday	\$350.00	\$500.00	\$350.00	\$700.00
Tuscan	Weekday	\$200.00	\$350.00	\$200.00	\$500.00
	Weekend/ public holiday	\$350.00	\$500.00	\$350.00	\$700.00
Corinthian	Weekday	\$200.00	\$350.00	\$200.00	\$500.00
	Weekend/ public holiday	\$350.00	\$500.00	\$350.00	\$700.00
Composite	Weekday	\$200.00	\$350.00	\$200.00	\$500.00
	Weekend/ public holiday	\$350.00	\$500.00	\$350.00	\$700.00
Boardroom	Weekday	\$200.00	\$350.00	\$200.00	\$500.00
	Weekend/ public holiday	\$350.00	\$500.00	\$350.00	\$700.00

## Room Breakdown

Ionic: Seated 170, Cocktail: 300, Theatre: 250, Banquet: 170

Doric: Theatre: 104,

Solomon: Theatre: 52

Corinthian: Seated: 50, Cocktail: 80, Theatre: 60

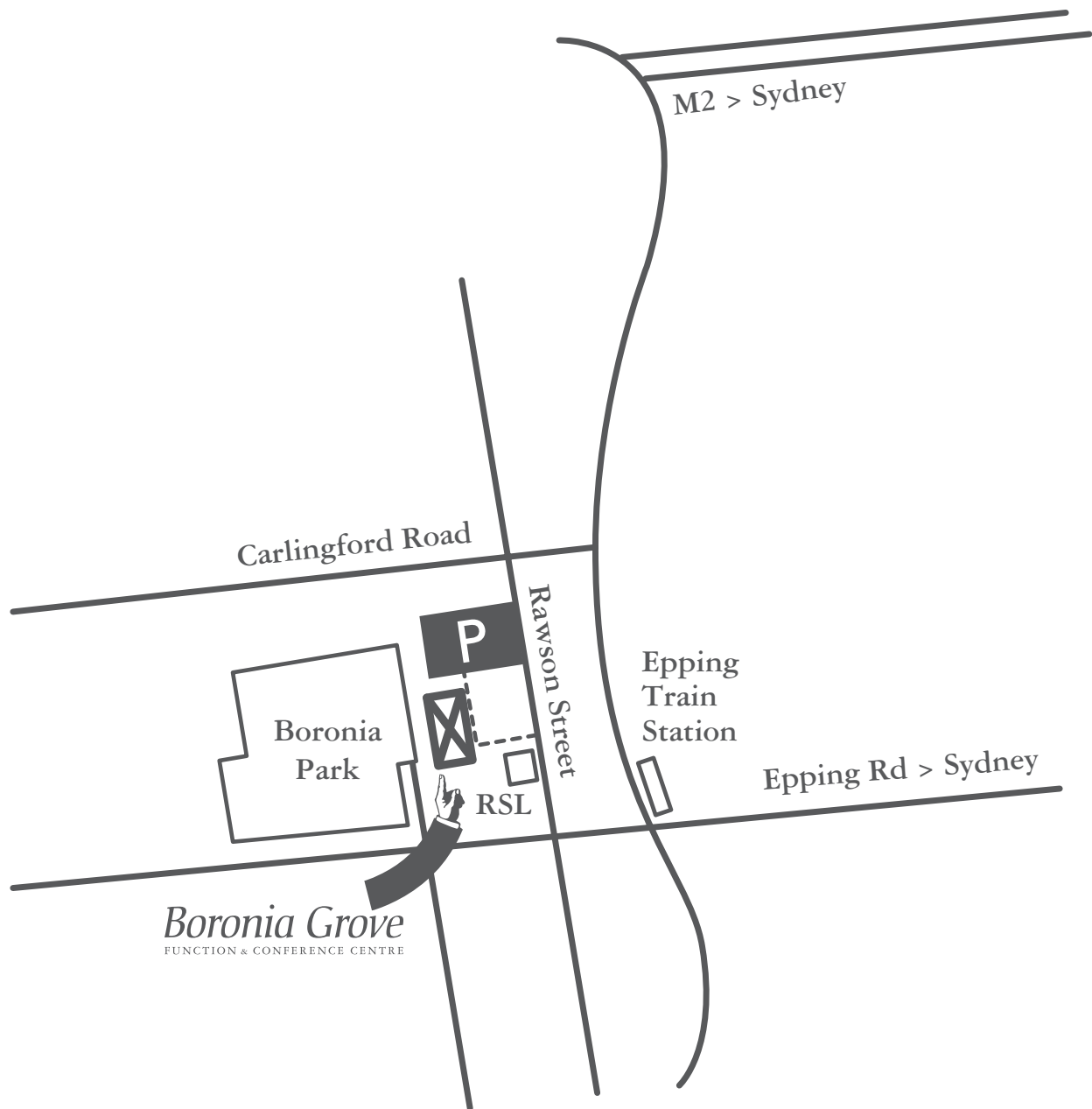
Composite: Classroom: 30, U-shaped: 24, Theatre: 70

Board Room: 18

Boronia Grove Function & Conference Centre 49 Rawson Street Epping NSW 2121  
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# Boronia Grove

FUNCTION & CONFERENCE CENTRE



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FUNCTION & CONFERENCE CENTRE

## Contact Details

Name:.....

Contact Person: .....

Address:.....

Phone: ..... Fax: .....

Email:.....

Pax: ..... Mobile:.....

Function Type: .....

Date:.....

Requirements: .....

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Comments:.....

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# Boronia Grove

## FUNCTION & CONFERENCE CENTRE

### Terms & Conditions

1. Signed Terms and Conditions, together with a Deposit must be made within 7 days of your function reservation.
2. Guaranteed Numbers: The guaranteed, chargeable number of guests attending is required 1 week, (7 days) prior to the event. Numbers may increase in the last week, but cannot decrease. Food and beverage above this number will be charged additionally and must be paid for at the conclusion of your function.
3. Insurance: Boronia Grove will not accept responsibility for damage or loss of property left on the premises prior, during or after your event. The organiser should make arrangements for your own Insurance.
4. Damage to Boronia Grove's property: The organiser is financially responsible for any damage caused during their event.
5. Cancellation Policy:
  - Notice of 6 clear months will be subject to an administration fee of \$200.00
  - Under 2 months but more than 1 month 25% of estimate revenue is payable. Unless the venue is booked on similar terms an administration fee of \$200.00 will be payable.
  - Under 1 month but more than 4 days 50% of estimated revenue is payable. Unless the venue is booked on similar terms an administration fee of \$200.00 will be payable.
  - Under 4 days the total amount of estimated revenue will be payable.
6. Balance of payment: Final payment of any outstanding charges must be made within 7 days. Failure to do so will incur a late payment fee of \$300.00 plus 10% per week until the full amount is settled. Credit Card facilities are available for payment. Please ask for details. Company Cheques should be made payable to the Boronia Grove.
7. Additional Charges The client shall be responsible to pay for any additional charges incurred by the client or the clients guests not covered by this agreement
8. Indemnity: The client shall Indemnify Boronia Grove, it's officers & employees in respect to any liability, claim or proceeding arising in respect of personal injury or Death of any person or arising in respect to any loss or damage or loss of use of property in any way relating to the event except to the extent of contribution of any neglect or omission of Boronia Grove.
9. Unforeseen Circumstances: In the event Boronia Grove is unable to comply with any provision of this agreement by virtue of any cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of foodstuffs or other unforeseen contingency or accident, Boronia Grove reserves the right to cancel the reservation and refund any payments without notice at any time without Boronia Grove having any further liability to the client
10. Event Times: The client agrees to commence at the scheduled time and to vacate the room ½ an hour after the event finish time, otherwise an additional charge of \$250.00 per hour or part thereof will be payable.
11. Price Variation: Every endeavour is made to maintain published prices however prices are subject to change without notice
12. Taxes: In the event any new Government Taxes or charges are introduced, Boronia Grove reserves the right to vary the Terms of the Agreement
13. Boronia Grove has a full range of menus to suit any occasion and is fully licensed. Clients are not permitted to bring or provide their own food or beverage. Boronia Grove is able to provide a wide range of additional services, please ask your function coordinator. Menus are subject to change according to seasonal product availability.
14. An additional room charge applies on Public Holidays.
15. In accordance with Boronia Grove's responsible service of alcohol policy, we reserve the right to cease the supply of alcohol to any client or guest without explanation.
16. Security Policy: In the event that Boronia Grove requires the client to provide security for their function, a general guide is, 2 security guards per 100 guests. The Sales Manager will advise on charges.
17. Arrangements: The following arrangements are required 7 days prior to your event.
  - Menu, final numbers
  - Food & beverage requirements
  - Seating arrangements
  - Time schedule
  - Place cards and alphabetical guest list

Date of Function.....

Authorised Person (Name)..... (Block letters)

Signed .....

### Contact details:

Phone ..... Fax .....

Email .....

Signed on behalf of Boronia Grove

Signed ..... Date .....