

# Catering Packages

Conferences



## UNIVERSITY HOUSE

THE UNIVERSITY CLUB OF THE UNIVERSITY OF MELBOURNE

**UNIVERSITY HOUSE PROFESSORS' WALK**

**UNIVERSITY HOUSE AT THE WOODWARD**

UNIVERSITY CLUB INC.  
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# Conference Catering Options

Our catering packages includes room hire, staff to service your event in catering and basic AV requirements, room set up of furniture layout including whiteboard, flipchart and markers (paper excluded), data projector, retractable screens, lectern, microphones and PA system, iced water and mints. All of our function rooms have natural daylight, black out blinds and air-conditioning/heating.

Additional items such as breakout rooms, laptops, Wi-Fi/internet access and additional AV equipment or technicians, can be arranged with prior notice but please note that surcharges may apply.

## Breakfast

Available between 7.00 – 9.30am

All breakfast events come with freshly brewed coffee, a selection of teas including herbal infusions and fresh orange juice.

Breakfast events held at **University House Professors' Walk** require a minimum of **10 guests**.

Breakfast events held in a Private Room at **University House at the Woodward** (South, West, Boardroom Restaurant) require a minimum of **20 guests**.

### **Buffet Continental Breakfast: \$30 per person**

Please select any four of the items below: -

Warm coconut bread served with whipped butter

Assorted mini yoghurt pots served with house made berry fruit coulis

A selection of freshly baked homemade mini muffins (mixed flavours)

Freshly baked croissants (ham/cheese or cheese/tomato)

Glazed Danish pastries with assorted fillings

Assorted cereals served with fresh berries and chilled milk

Seasonal sliced fresh fruit platter

Warm Lemon and Blueberry Bread with whipped butter

Sliced ham and cheese served with crusty bread

Fruit compote served with Greek yoghurt and muesli flakes or toasted nuts

### **Hot plated breakfast: \$40 per person**

Individually plated breakfast served hot that includes scrambled eggs with torn herbs, baked mushrooms, roasted tomatoes, crispy bacon and toasted Turkish bread\*.

Shared platters of seasonal fresh fruit slices and Danish pastries\* served to each table that is dressed formally for your guests.

*\*Gluten free options available*

## Morning and Afternoon Tea

Available between 9.00 – 11.00am OR 3.00 – 5.00pm

All events come with freshly brewed coffee, a selection of teas including herbal infusions and fresh, orange juice and a selection of **three (3) items** from our sweet or savoury menu listed below.

Morning and Afternoon Tea events held at **University House Professors' Walk** require a minimum of 15 guests.

Morning and Afternoon Tea events held in a Private Room at **University House at the Woodward** (South, West, Boardroom Restaurant) require a minimum of 20 guests.

**Morning Tea/Afternoon Tea Menus - \$35 per person** – please select three sweet or savoury items

### Sweet Items

Basket of seasonal whole fruit  
Freshly sliced seasonal fruit platter  
Homemade sweet mini muffins (gfo)  
Marble brownie (gfo)  
White chocolate slice (gfo)  
Vanilla raspberry and almond (gfo)  
Tiny taster (gf)  
Lemon and blueberry bread  
Coconut and plum slice (gf)  
Homemade scones served with conserves and cream  
Homemade muesli bar slice  
Assorted petit gourmet biscuits  
Danish pastries with assorted fillings  
Mini yoghurt pods (assorted flavours) accompanied with house made fruit coulis  
Vegan fruit loaf

### Savoury Items

Egg and mushroom breakfast tart  
Blue cheese and quince paste on fruit crostini (v)  
Homemade savoury mini muffins  
Potato pea croquette, olive aioli  
Mini ham/cheese and/or cheese/tomato croissants  
Assorted mini pies served with tomato chutney (vegetarian options available)  
Crispy baked spinach ricotta pastizzis (v)  
Red bean and fennel empanadas  
Ricotta, sautéed onion and kale filo roll (v)  
Antipasto platter with olives, deli meats and dolmades (gfo)  
Cheese platter of assorted cheeses served with dried fruits, nuts and crackers (gfo)  
Dips platter with crispy vegetables, grissini and toasted Turkish bread  
Taco bean salsa on quinoa pikelet (gf, vegan)  
Bruschetta of tomato cashew salsa and manchego (gfo)  
Provencale tartlet  
Chorizo and spinach tartlet

gf – gluten free, gfo – gluten free option available, v - vegetarian

# Full and Half-day conference Catering Packages

Room hire and set up of furniture to layout requirements  
Food and beverage service and basic AV support  
Data projector, screen, lectern with microphone, whiteboard, flipchart (if required)  
Freshly brewed coffee and tea on arrival  
Iced water and mints for tables  
Fully air-conditioned and heated rooms with blackout blinds and touch panel easy to use AV.

Conference events held at **University House Professors' Walk** require a minimum of 15 guests.  
Conference events held in a Private Room at **University House at the Woodward** (South, West, Boardroom Restaurant) require a minimum of 20 guests.

## **Full Day - 8am-5pm - \$70 per person (UH members) or \$75 per person (non-members)**

Morning tea and afternoon tea (select **two (2) items** from menu)  
Lunch (choice of Working, Networking Light Lunch or seated Hot Buffet)

## **Half Day - 8am-1pm or 12noon-5pm - \$65 per person (UH members) or \$70 per person (non-members)**

Morning tea or afternoon tea (select **two (2) items** from menu):

### **Sweet Items**

Basket of seasonal whole fruit  
Freshly sliced seasonal fruit platter  
Homemade sweet mini muffins (gfo)  
Marble brownie (gfo)  
White chocolate slice (gfo)  
Vanilla raspberry and almond (gfo)  
Tiny taster (gf)  
Lemon and blueberry bread  
Coconut and plum slice (gf)  
Homemade scones served with preserves and cream  
Homemade muesli bar slice  
Assorted petit gourmet biscuits  
Danish pastries with assorted fillings  
Mini yoghurt pods (assorted flavours) accompanied with house made fruit coulis  
Egg and mushroom breakfast tart  
Vegan fruit loaf

### **Savoury Items**

Blue cheese and quince paste on fruit crostini (v)  
Homemade savoury mini muffins  
Potato pea croquette, olive aioli  
Mini ham/cheese and/or cheese/tomato croissants  
Assorted mini pies served with tomato chutney (vegetarian options available)  
Crispy baked spinach ricotta pastizzis (v)  
Red bean and fennel empanadas  
Ricotta, sautéed onion and kale filo roll (v)  
Antipasto platter with olives, deli meats and dolmades (gfo)  
Cheese platter of assorted cheeses served with dried fruits, nuts and crackers (gfo)  
Dips platter with crispy vegetables, grissini and toasted Turkish bread  
Taco bean salsa on quinoa pikelet (gf, vegan)  
Bruschetta of tomato cashew salsa and manchego (gfo)  
Provencale tartlet  
Chorizo and spinach tartlet

gf – gluten free, gfo – gluten free option available, v - vegetarian

## Lunch Options

**Option 1: Working lunch** - Designed for meetings where there is little time to stop and a simple on-the-go lunch is required.

Served in takeaway biodegradable lunch bags with chopsticks or plastic cutlery and napkins:

### Individual Bento Box

With **Tonkatsu Chicken** or **Vegetarian Omelette**, Nori roll, Asian salad, jasmine rice along with fruit and a bottle of mineral water.

**OR:**

### Packed Sandwich/Roll Lunch – prepared on white or multigrain bread.

Gourmet sandwich or roll of your choice (meat or vegetarian), natural muesli bar, mini yoghurt pot, fruit and a bottle of mineral water.

**Option 2: Networking Light Lunch** - designed for stand-up/networking events with easy to eat finger-food lunch from the buffet.

### Finger Sandwich selections – prepared on white or multigrain bread.

*Select 2 fillings:*

Turkey tamarind and cranberry

Chicken and guacamole

Double smoked ham, mustard, cheddar cheese

Pastrami, Dijon mustard, swiss cheese

Smoked salmon, cream cheese, gherkin, rocket

Tikka egg salad, cos (v)

Charred eggplant, tomato kasoundi (v)

Sopressa, tomato, tapenade mayo

Falafel, spinach, hommus, Spanish onion (v)

### Hot selection:

*Select 2 items*

Chicken on sugar cane with srirachanaise(gf)

Lamb, lemon and oregano koftas, tzatziki (gf)

Stir-fry vegetables and hoisin in lotus bun (vegan)

Two cheese arancini with pesto aioli (gf) (v)

Grilled vegetable and cheddar tartlets (v)

Mini lamb Pide with yoghurt

Veal and chorizo sausage roll

Spanish vegetarian tartlet (v)

Smokey pulled pork slider with slaw

Peking duck spring roll with sweet chilli sauce

Soup of the day

### Healthy Options:

*Select 1 item*

Vegetarian rice paper rolls served with sweet chilli and soy sauce (vegan)

Sushi selection with pickled ginger mayo and soy sauce (gf)

Herb roasted vegetable kebabs with yoghurt (v) (gf)

Roasted vegetable and mozzarella frittata (v, gf)

Roast salmon and caramelized onion frittata (gf)

Individual chermoula chickpea braise in

Tunisian brik pastry (v)

Dips platter with crispy vegetables, grissini and toasted Turkish bread or crudité

### Sweet Finish:

*Select 1 item*

Seasonal fresh fruit platter (gf) (vegan)

Assorted petite gateaux

Mini lemon cheesecake

Mini macarons

Lamingtons

Crudities and Dips

Vanilla raspberry almondine (gf)

Bush plum and coconut slice (gf)

Chocolate Mars Cake

Flourless Pear cake (gf)

### **Option 3: Buffet lunch**

**Minimum 20 guests - \$5 supplement per person**

All buffet lunches accompanied with fresh bread rolls and tea and coffee for your guests.

#### ***Mains - Select 2 items***

Thai green chicken curry with wombok and eggplant  
Malay spice chicken pieces, in a peanut sauce  
Soup of the day (vegetarian)  
Pasta of the day Veal tortellini with sauté mushrooms, spinach and basil cream OR  
Black olive tortellini pasta with spinach and grana padana  
Tikka curry lamb with potato, peas and yoghurt  
Roasted Maryland chicken with olives and mushrooms in a tomato pan jus  
Stir fry Szechuan beef with water chestnuts and broccoli  
Spanish paella of prawns, chicken & chorizo

#### ***Sides - select 2 items***

Fried rice with wok stir fried vegetables  
Jasmine rice with carrot and mustard seeds  
Roasted herbed baby potatoes with crispy nori flakes  
Cous cous with lemon, olive oil and dried fruit  
Buttered seasonal vegetable medley with garden herbs  
Mixed leaf with grana padana with balsamic glaze  
Roasted pumpkin, spinach, pinenut salad  
New potato salad with egg, cress and crispy bacon (gf) (df)

#### ***To finish- Select 1 Item***

Assorted petite gateaux platter  
Chocolate flourless brownies  
Seasonal fresh fruit platter  
Gourmet cheese selection served with nuts, dried fruit & crackers  
Assorted dips and crudités platter with wafer crackers and grissini  
Antipasto platter



City view from University House at the Woodward

# University House at The Woodward

## Function and Conference Rooms

University House at The Woodward, is ideally situated on the 10th floor of the Melbourne Law School in Carlton, close to Melbourne's CBD. University House at the Woodward offers lunch and dinner function catering to Melbourne's business and academic community and customers utilising the Woodward Centre's world class conference facilities. The stunning views over North, West and Southern Melbourne are matched by first-class cuisine, wines and service.

| Room Capacity             | Size (m)   | Area (m <sup>2</sup> ) | Theatre | Dinner | Cocktail |
|---------------------------|------------|------------------------|---------|--------|----------|
| South Dining Room         | 8.6 x 27.7 | 238                    | 120     | 80     | 150      |
| West Dining Room          | 22 x 7.3   | 161                    | 70      | 50     | 100      |
| Combined Dining Rooms     | 22 x 7.3   | 161                    | 150     | 140    | 250      |
| UH@W Boardroom            |            | 89                     | 50      | 40     | 80       |
| Conference Room 1019      |            |                        | 100     | 60     | 150      |
| Conference Room 2020      |            |                        | 70      | 40     | 100      |
| Conference Rooms Combined |            |                        | 170     | 100    | 250      |





### **The South Dining Room**

With stunning views of Melbourne's skyline, this room is ideal for fine dining with up to **80 guests**.



### **The West Dining Room**

Overlooking the Queen Victoria Market with the Bolte Bridge in the distance, this room accommodates **50 guests**.

The **South and West Dining Rooms** combine to accommodate **140 guests**.



### **The Boardroom**

Features gorgeous views of Melbourne's Inner north west, this room accommodates **40 guests**.



UH@W Conference Room 1019



UH@W Conference Rooms Combined – Theatre style



# University House Professors' Walk

## Function and Conference Rooms

University House Professors' Walk, is housed in a beautiful Victorian era home built in 1885, the sole survivor of the Victorian Professorial houses that once lined Professors' Walk. The historic building features gardens to its east and west, and a vine wreathed brick facade; in addition to its member exclusive lounges and dining areas. Professors Road offers both large and small private rooms to club members and the broader University Community for meetings, conferences, cocktail parties and dining functions and wedding receptions.

| Room Capacity                         | Size (m) | Area (sq. m) | Theatre | Dinner | Cocktail |
|---------------------------------------|----------|--------------|---------|--------|----------|
| Upper East                            | 22 x 7.3 | 161          | 100     | 70     | 100      |
| The Matthaei Room<br>(plus courtyard) | 22 x 7.3 | 161          | 100     | 70     | 100      |



### The Matthaei Room (Lower East)

The Matthaei Room has a picturesque garden outlook and is adorned with the Ernst Matthaei Glass Collection – some 287 pieces of early and rare glass including masterpieces dating from the 16<sup>th</sup> and 17<sup>th</sup> centuries. This room caters for up to **70 guests** for dinners and **150 guests** for cocktail parties.

The **Matthaei Room** features up-to-date audio-visual equipment.



The **Matthaei Room** has access to the East Courtyard which features 'The Thing' and 'Small Girl' sculptures.



### The Upper East Dining Room

Located on the first floor with a balcony overlooking the East garden, this room is available for up to **70 guests** for lunch and dinner functions and **150 guests** for cocktail parties.

The **Upper East Dining Room** features up-to-date audio-visual equipment.



# UNIVERSITY HOUSE

## UNIVERSITY OF MELBOURNE

University House is the home of The University Club at The University of Melbourne

## Terms and Conditions

### Room Hire

The Club provides complimentary room hire for members who order catering and beverages.

**University House Professors' Walk (UHPW) & University House at the Woodward (UH@W)** are for the exclusive use of University House members and their guests. **Room hire charges may apply when catering and beverage service is not required.**

### Times of operation

The Club offers a range of functions rooms at the following times:

- Breakfast: available from 7.30am
- Morning tea: available from 9.00am
- Lunch service: available from 11.30am
- Afternoon tea: available from 2.00pm
- Dinner service: available from 6.00pm
- Cocktail events: available anytime, subject to room availability

Weekend weddings and function bookings are also available (minimum 70 guests).

### Confirmation of Bookings

Confirmation of your booking will be forwarded within 7 days prior to the event. Your booking will remain tentative until the confirmation form is completed and received by The Club. Function Rooms may be re-booked to waiting members if tentative bookings cannot be confirmed.

### Deposit

A non-refundable deposit may be required at the time of confirmation for all function bookings. (This deposit is non-refundable when confirmed bookings are cancelled.) A cancelled function for which deposit has not been paid may incur a cancellation fee.

### Cancellation

Functions or events cancelled within 24 hours of the event may incur a cancellation charge.

### Final Attendance

A guaranteed minimum number of guests attending the function is required at least five (5) working days prior to the function and this number will form the basis for final charging. Attendance for short notice bookings (within 2 working days of the function) must be confirmed at time of booking and will form the basis for final charging.

### Function Room Reservation

While every effort will be made to hold your event in your preferred room choice, we reserve the right to change your function room to a comparable room.

### Menu and Beverage Selection

At least two weeks' notice is required of your confirmed menu and beverage selection. Should you be unable to submit your menu and beverage selection by the requested date, a menu may be selected on your behalf. Short notice bookings (within 2 working days of the function) can be accommodated, please ask our Functions Department for further information.

### Payment

Payment is required after your function. University House accepts credit cards (except AMEX), EFTPOS, cash, cheques and the University of Melbourne Visa purchase cards. Payments in advance can also be accommodated.

### Prices

All prices are current at the time of the quotation and are subject to revision by University House prior to confirmation. All prices are inclusive of GST. Prices valid until 31 December 2017.

### Sparklers, candles & other smoke making devices

Under NO circumstances are sparklers or smoke devices to be used anywhere in University House. The member/host will be responsible and liable for any damage and charges incurred by the attendance of the Fire Brigade if this rule is not strictly adhered to.

**Birthday candles** may ONLY be used with express permission by the manager on duty and only lit by the manager in charge.

**Audio Visual Equipment and Hire** University House will assist you with all your AV requirements.

### Delivery of Goods

Organisers should advise the Functions Department prior to the function of any goods or equipment to be delivered, together with the time and date of delivery.

### Displays and Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or any other surface or part of the building. Please discuss all of your display & signage requirements with the Functions Department. Approval of all signage and display equipment including decorations is also to be authorised by the Functions Manager.

## Terms and Conditions continued

### **Damages**

The Member/Host responsible for booking is financially responsible for any damage to The Club and its contents and property owned or in the care or custody of The Club by the Member/Host, guests, invitees or other persons attending the function.

### **Musicians**

The Club can assist with the booking of musicians and entertainers. The Musicians Award stipulates that all entertainers must be provided with a meal. A two-course meal provided at \$35.00 per person will be charged.

### **Late finishing charges**

Room hire and extra charge for labour may apply to events that continue past scheduled finishing time. Prior arrangement for time extensions is required.

### **Responsibility**

The Club will not accept any responsibility for damages or loss of merchandise left at The Club prior to or after the function. Member/Hosts should arrange their own insurance and/or security.

### **Security**

The Club reserves the right without liability to exclude or eject any or all-objectionable persons from the premises. The Club reserves the right to request the Member/Host to have mandatory security for any function it deems necessary.

### **Laws & Regulations**

At no time will the Member/Host commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome or offensive, or is in breach of University House rules or any statutes, by laws, orders, regulations, or other provisions having the force of the law including but not limited to The Club liquor licence and fire regulations.

### **Member Host Responsibility**

The Member/Host is required to inform all relevant persons involved in the organising of the function, whether colleagues or contractors, of these Terms and Conditions.

### **Weekend Weddings and Functions**

A minimum number of 70 guests is required for all weekend weddings and functions at The Club. A non-refundable deposit will be required at the time of confirmation for all weekend bookings. This deposit is required no later than thirty (30) days prior to the function date. (This deposit is not refundable when confirmed bookings are cancelled.) Please contact The Club Functions Manager for specialist menu details and further information.

### **Car Parking**

Please enquire with the functions team for further information.

## **University Club Inc.**

University House & University House at the Woodward  
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