

# UNIVERSITY HOUSE

THE UNIVERSITY OF MELBOURNE

Catering Packages

Conferences – Spring/Summer 2018

University House Professors' Walk

University House at Woodward

UNIVERSITY CLUB INC.  
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## University House at Woodward

University House at Woodward, is ideally situated on the 10th floor of the Melbourne Law School in Carlton, close to Melbourne's CBD. University House at 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.

### The South Room

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

### The West 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 Rooms

The University House at Woodward Conference Rooms provide state of the art AV facilities and stunning views with flexible spaces that can be configured to suit all conference needs.

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

## University House Professors' Walk

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.

### 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 16th and 17th centuries. This room caters for up to 70 guests for dinners and 100 guests for cocktail parties and features access to the East Courtyard which features 'The Thing' and 'Small Girl' sculptures.

The Matthaei Room features built-in audio-visual equipment.

### The Upper East 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 in-built audio-visual equipment

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



## Conference Catering

Catering packages include room hire, staff for catering and basic AV requirements, room set up including whiteboard, flipchart and markers (paper excluded), data projector, retractable screens, lectern, microphones and PA system.

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 Woodward** (South, West, Boardroom Restaurant) require a minimum of **20 guests**.

**Buffet Continental Breakfast: \$33 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: \$44 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

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

Morning and Afternoon Tea events held at **University House at the Woodward** require a **minimum of 20 guests**.

Available between 9.00 – 11.00am OR 3.00 – 5.00pm - **\$38 per person**

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.

Please select three sweet or savoury items:

### Sweet

- Basket of seasonal whole fruit
- Freshly sliced seasonal fruit platter
- Homemade sweet mini muffins (gfo)
- Marble brownie (gf)
- Flourless pear cake (gf)
- Vanilla raspberry and almondine (gf)
- 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
- Vegan fruit loaf
- Brownie cake (gf)
- Coconut loaf

### Savoury

- Egg and mushroom breakfast tart
- 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)
- 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

Conferences at **University House Professors' Walk** require a **minimum of 15 guests**.

Conferences at **University House at Woodward** require a **minimum of 20 guests**

**Half Day** - 8am-1pm or 12noon-5pm

**Light Lunch:** \$69 per person (UH members) or \$74 per person (non-members)

**Buffet Lunch:** \$74 per person (UH members) or \$79 per person (non-members)

**Full Day** - 8am-5pm

**Light Lunch:** \$79 per person (UH members) or \$84 per person (non-members)

**Buffet Lunch:** \$84 per person (UH members) or \$89 per person (non-members)

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

### Sweet

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

Toasted muesli 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

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



## Light Lunch

### Finger Sandwiches 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 pumpkin Pide with yoghurt (v)
- Veal and chorizo sausage roll
- Spanish vegetarian tartlet (v)
- Smokey pulled pork slider with slaw
- Peking duck spring roll with sweet chilli sauce

### 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)
- Blue cheese and quince paste on fruit crostini (v)
- 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 filo pastry (v)
- Dips platter with crispy vegetables, grissini and toasted Turkish bread

### Sweet Finish - Select 1 item:

- Seasonal fresh fruit platter (gf) (vegan)
- Assorted petite gateaux
- Mini lemon cheesecake
- Mini macaroons
- Lamingtons
- Vanilla raspberry almondine (gf)
- Bush plum and coconut slice (gf)
- Flourless Pear cake (gf)
- Brownie cake (gf)
- Tiny taster (gf)

## Buffet lunch

Buffet lunch is accompanied with fresh bread rolls and tea and coffee.

### 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, pine nut salad

New potato salad with egg, cress and crispy bacon (gf) (df)

### To finish- Select 1 Item:

Assorted petite gateaux platter

Chocolate flourless brownie

Seasonal fresh fruit platter

Gourmet cheese selection served with nuts, dried fruit & crackers





# 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 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 from 7.30am

Morning tea from 9.00am

Lunch service from 11.30am

Afternoon tea from 2.00pm

Dinner service 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 allocated 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.

### Cancellation Policy

All cancellations must be advised in writing.

Cancellations made more than 30 days prior to the event will incur no penalty.

Cancellations 14-30 days prior to the event will incur a fee of 20% of the estimated event value/quote.

Cancellations made within 7-14 days prior to the event will incur a fee of 50% of the estimated event value/quote.

Cancellations 7 days - 48 hours prior to the event will incur a fee of 100% of estimated event value/quote. Additional charges for catering, decorating and equipment hire may apply.

### Final Attendance

A guaranteed minimum number of guests attending the function is required at least two (2) 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 selections. Should you be unable to submit your menu and beverage selections 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 Diners and 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 2018.**

**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 can assist with all 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 your display & signage requirements with the Functions department.

### Damages

The Member/Host responsible for the 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.

## **Terms and Conditions continued**

### **Musicians**

The Club can assist with booking musicians and entertainers. The Musicians Award stipulates that all entertainers must be provided with a meal. A two-course meal (with non-alcoholic beverages) provided at \$45.00 per person will be charged.

### **Late finishing charges**

Room hire and extra charge for labour may apply to events that continue past the 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. 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 our Functions Manager for specialist menu details and further information.

### **Car Parking**

Please enquire with our Functions Team for further information.