

# CONFERENCE PACKAGES

## CONFERENCE CATERING PACKAGES

Our conference packages are designed to be all inclusive, so you can relax and ensure that your guests are looked after. All conferences include room set-up, linen and waitstaff.

Minimum numbers of 30 guests for all catering orders.

## PRE-CONFERENCE BREAKFAST

Our breakfast menus are the perfect way for you and your guests to socialise and network prior to your conference, meeting or discussion forum.

### BUFFET BREAKFAST

Served on platters for delegates to help themselves on arrival  
\$40pp

Homemade egg & bacon filo pies  
Spinach, fetta & leek frittata w/ tomato chutney (v + gf)  
Selection of Danish pastries & petit croissants w/ jam  
Granola w/ berry compote & Greek yoghurt  
Platter of fresh seasonal fruit  
Percolated coffee & tea, including herbal alternatives  
Orange juice & iced water

### SEATED BREAKFAST

Single-serve plated breakfast  
\$55pp

Alternate-serve plated breakfast  
\$65pp

Smashed avocado on rye, poached eggs & dukkah (v)  
Maple baked pears, vanilla bean mascarpone & granola crumble (v, gf)  
Baked eggs, tomato & red peppers and pesto, sourdough toast (v)  
Portobello mushrooms, spinach & goat fetta on roast garlic toast (v)  
Egg, smoked trout & brie breakfast tart w/ chilli jam  
Poached eggs on English muffins, shaved leg ham & hollandaise w/ slow roasted tomato & mushrooms  
Toasted banana bread, poached rhubarb & whipped ricotta (v)  
  
On the tables – fresh seasonal fruit plate w/ honey yoghurt & bowls of warm Danish pastries  
Tea, coffee, orange juice & iced water served to each table.

## CONFERENCE COFFEE CART

Please ask our functions manager for pricing and hire availability.

Impress your guests and start your breakfast off in style with a coffee cart serving freshly brewed coffee and teas by our trained baristas.

## MORNING AND AFTERNOON TEA

Morning and afternoon teas are set up buffet style for guests to help themselves. If beverages are required on arrival or to continue throughout the event please see beverage options below.

### No.1 / \$19pp

Two sweet items per person; from a selection of freshly baked biscuits, cakes, slices, Danish pastries, muffins, or scones w/ jam & cream

Percolated coffee & tea, including herbal alternatives, iced water

### No.2 / \$19pp

One sweet item per person & platters of fresh seasonal fruit

Percolated coffee & tea, including herbal alternatives, iced water

### No.3 / \$19pp

Platters of small homemade sweets, allowing three per person

Percolated coffee & tea, including herbal alternatives, iced water

### No.4 / \$16pp

Selection of small homemade biscuits, allowing two per person

Percolated coffee & tea, including herbal alternatives, iced water

### No.5 / \$25pp

Selection of savoury & sweet finger food – gourmet ribbon sandwiches, roast pumpkin & goat cheese quiche, lime & raspberry friands, chocolate brownie.

Percolated coffee & tea, including herbal alternatives, iced water

## BEVERAGE OPTIONS

Tea and coffee is set up buffet style for guests to help themselves, and includes a selection of herbal teas.

### Arrival / \$6pp

Arrival tea, coffee, orange juice & iced water

### Continual / \$16pp

All day continuous tea, coffee, orange juice & iced water

## LUNCH OPTIONS

Lunch options are set up buffet style for guests to help themselves. If beverages are required on arrival or to continue throughout the event please see beverage options above.

### No.1 / \$43pp

A selection of triangle sandwiches & gourmet wraps  
Individual roast pumpkin & goat cheese quiche (v)  
Homemade sausage rolls w/ tomato sauce  
Platters of fresh seasonal fruit  
Percolated coffee & tea, including herbal alternatives, orange juice & iced water

### No.2 / \$50pp

Platters of cold sliced meats w/ assorted condiments including leg ham, marinated chicken breast & rare roast beef  
Chat potato salad w/ dill & mustard dressing  
Baby Cos, avocado & semi dried tomato dressing  
French beans, grilled sweetcorn w/ green chilli dressing  
Fresh baked bread rolls w/ butter  
Platters of fresh seasonal fruit  
Percolated coffee & tea, including herbal alternatives, orange juice & iced water

### No.3 / \$55pp

Balsamic & thyme roasted chicken w/ tomato jam  
Platter of smoked Tasmanian Salmon w/ capers & aioli  
Tomato, basil & buffalo mozzarella w/ balsamic reduction  
Chat salad w/ dill & mustard dressing  
Salad of shaved fennel, beetroot & citrus  
Fresh baked bread rolls w/ butter  
Platters of fresh seasonal fruit  
Percolated coffee & tea, including herbal alternatives, orange juice & iced water

### No.4 / \$58pp

Hot buffet lunch  
Wagyu beef bourguignon w/ rice pilaff  
Smoked paprika & herb marinated chicken w/ yoghurt dressing  
Eggplant & ricotta crepe w/ roasted tomato & basil sauce  
Green salad w/ avocado, cherry tomatoes & cucumber  
Fresh baked bread rolls w/ butter  
Platters of fresh seasonal fruit  
Percolated coffee & tea, including herbal alternatives, orange juice & iced water

## ALL DAY CONFERENCE PACKAGES

All day conference packages are a perfect choice for a stress free and cost effective way to ensure your guests are well looked after throughout the day. Our all-day conference packages are designed to be simple and all inclusive. Simply choose from one of the conference package options below and relax – we will take care of the rest.

All day conference packages include:

- Arrival tea, coffee, orange juice & chilled water
- All day tea, coffee & orange juice refreshed throughout the day
- Morning tea, lunch & afternoon tea
- Chilled water jugs & glasses for each table, refreshed throughout the day
- White linen table cloths
- Bowls of mint for each table
- Dedicated wait staff for your conference throughout the day

### Conference Package No.1 / \$68pp

#### Morning tea

A selection of fresh baked Danish pastries & raspberry white chocolate muffins

#### Lunch

A selection of triangle sandwiches & gourmet wraps

Individual roast pumpkin & goat cheese quiche (v)

Homemade sausage rolls w/ tomato sauce

Platters of fresh seasonal fruit

#### Afternoon tea

Platters of Gippsland cheeses w/ crackers, dried fruits & handmade lavosh

Platters of assorted dips w/ fresh Turkish bread

### Conference Package No.2 / \$75pp

#### Morning tea

A selection of homemade petit four sweets & platters of fresh seasonal fruit

#### Lunch

Platters of cold sliced meats w/ assorted condiments including leg ham, marinated chicken breast & rare roast beef

Chat potato salad w/ dill & mustard dressing

Baby Cos, avocado & semi dried tomato dressing

French beans, grilled sweetcorn w/ green chilli dressing

Fresh baked bread rolls w/ butter

Platters of fresh seasonal fruit

#### Afternoon tea

Platters of Gippsland cheeses w/ crackers, dried fruits & handmade lavosh

Platters of assorted dips w/ fresh Turkish bread

Conference Package No.3 / \$80pp

Morning tea

A selection of homemade biscuits, allowing 2pp

Platters of fresh seasonal fruit

Lunch

Balsamic & thyme roasted chicken w/ tomato jam

Platter of smoked Tasmanian Salmon w/ capers & aioli

Tomato, basil & buffalo mozzarella w/ balsamic reduction

Chat salad w/ dill & mustard dressing

Salad of shaved fennel, beetroot & citrus

Fresh baked bread rolls w/ butter

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses w/ crackers, dried fruits & handmade lavosh

Platters of assorted dips w/ fresh Turkish bread

Conference package No.4 / \$80pp

Morning tea

Freshly baked buttermilk scones topped jam & cream

Platters of fresh seasonal fruit

Hot buffet lunch (suitable for standing)

Wagyu beef bourguignon w/ rice pilaff

Smoked paprika & herb marinated chicken w/ yoghurt dressing

Eggplant & ricotta crepe w/ roasted tomato & basil sauce

Green salad w/ avocado, cherry tomatoes & cucumber

Fresh baked bread rolls w/ butter

Platters of fresh seasonal fruit

Afternoon tea

Platters of Gippsland cheeses w/ crackers, dried fruits & handmade lavosh

Platters of assorted dips w/ fresh Turkish bread

## POST CONFERENCE NETWORKING

Finish your conference day on a social note with drinks out on the Deck and a chef's selection of award winning elegant canapés.

### Silver package

Tatachilla NV Sparkling, McLaren Vale SA  
Chain of Fire Shiraz Cabernet, Central Ranges NSW 2016  
Tatachilla Sauvignon Semillon Blanc, McLaren Vale SA 2016  
James Boags Draught & Hahn Premium Light  
Orange Juice & Sparkling Mineral Water

### Gold package

The Duchess NV Sparkling Cuvee, Southern Highlands NSW  
Miritu Bay Sauvignon Blanc, Marlborough NZ 2016  
D'Arenburg Footbolt Shiraz, McLaren Vale SA 2015  
James Boags Draught & Hahn Premium Light  
Orange Juice & Sparkling Mineral Water

### Platinum package

Giesen Sparkling Cuvee, Marlborough NZ  
Mount Majura Pinot Gris, Mount Majura ACT 2016  
Mount Majura Pinot Noir, Mount Majura ACT 2015  
Pact Beer Co. Mt Tennant Pale Ale & Hahn Premium Light  
Orange Juice & Sparkling Mineral Water

	Silver	Gold	Platinum
1hr – 4 canapés pp	\$38pp	\$42pp	\$46pp
1hr – 6 canapés pp	\$44pp	\$48pp	\$52pp

## **BROADBEAN CATERING TERMS AND CONDITIONS**

All clients must agree to the following terms and conditions.

### **BOOKINGS AND PAYMENT TERMS**

A \$1,000 deposit (GST Inclusive) is required within ten (10) business days from date of signing Event Booking Form to confirm your booking. The deposit will be subtracted from the final invoice. A tax invoice will be issued after each payment is made. Overdue accounts will incur interest charges at a rate of two and a half per cent (2.5%) per week. All credit card payments will incur a two percent (2%) surcharge.

The agreed costs of your function are to be paid within the specified payment periods as follows:

#### **Corporate and Government Clients**

Ten (10) business days from invoice date

#### **Private Functions**

Five (5) business days prior to function

### **CHANGES AND CANCELLATIONS**

In the event of substantial changes to your event (i.e. a change in date) or the cancellation of your event you agree to be bound by the following cancellation fees.

Any notice of date change or cancellation must be provided in writing. Cancellation fees incorporate the following

#### **Greater than 90 days**

100% Deposit refundable

#### **30 – 90 days**

50% deposit non refundable or transferable to an alternate event date

#### **7 – 29 days**

50% charges payable

#### **Less than 7 days**

100% charges payable

### **MINIMUM SPEND**

The following minimum spend amounts relate to all functions held at the National Portrait Gallery. The prices are based on length of room hire and calculated on a per person basis.

**All-day conference / \$50pp**  
(from 8.30am until 4.30pm)

**Half-day / short conference / \$25pp**  
(prior to 5pm)

**Function \$59pp**  
(after 5pm)

The following minimum numbers relate to all functions held at the National Portrait Gallery.

**Conference / dinner / cocktail / 30pax**

**Breakfast / 50pax**

**Wedding / 60pax**

### **GUARANTEED NUMBERS, MENU SELECTION & DIETARY REQUIREMENTS**

Final menu selection and/or beverage package selection must be made 4 weeks prior to the function.

A minimum guaranteed number of guests and any dietary requirements must be provided no later than five (5) business days prior to the function. This will be the minimum number billed, final numbers may be increased up to three (3) business days prior and this increase will be charged on the final invoice. A decrease in numbers will not affect the final invoice.

Any additional dietary requirements requested on the night will be charged at \$18 for each entrée, \$32 for each main and \$16 for each dessert.

### **PRICING, MENUS & RESPONSIBLE SERVICE OF ALCOHOL**

Prices quoted are current and GST inclusive. Prices may be subject to change without notice. Menus may be seasonally adjusted to reflect local produce and freshness of the season.

We encourage the responsible service of alcohol and reserve the right to refuse service to, and remove from the premises, any guests who are intoxicated at the sole discretion of catering staff and/or National Portrait Gallery of Australia security staff.