

# Function and Conference Information



Goulburn  
Workers

**Thank you for considering Goulburn Workers to help mark your special occasion.**

Our mission is to provide a superior catering & customer service experience to make your function truly memorable, which is why it's important that you entrust the arrangements to people who are not only experienced, but more importantly are passionate about making your event a success.

Every function is special and we pride ourselves on providing you with a variety of packages to suit every budget. Our aim is excellence in food, superiority in service whilst delivering creative and flexible solutions. The professionalism and dedication of our team will ensure your event is one to remember.

Our venue offers a variety of fantastic spaces with the ability to host from small to large groups. We cater for all occasions such as weddings, conferences, corporate meetings or that special anniversary or birthday and we can tailor room configurations to suit most circumstances and group sizes.

As Functions Manager, you can leave all the fine detail to me so I can assist in ensuring the smooth organisation & running of your special event.

Together with our team of talented Chefs, we can help you choose from an extensive range of affordable function packages. Or if you prefer, we can work with you to tailor a menu that reflects your personal taste and style. Special dietary requirements can also be catered for including gluten-free, diabetic, allergy and religious and lifestyle choices.

If you would personally like to inspect our facilities or discuss your special event, I would love to hear from you on [functions@goulburnworkers.com.au](mailto:functions@goulburnworkers.com.au) or call 4821 3355.

I look forward to speaking with you soon.

Best Regards,  
Keisha Northey

A handwritten signature in white ink, appearing to read 'Keisha Northey', with a stylized flourish at the end.

Functions Manager

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# Facilities

## **Auditorium**

Room only - \$350

320 person capacity long banquet style

220 person capacity round banquet style

420 person capacity theatre style

+ Add Audio Visual Package – see over page

## **Station Restaurant Room**

Room only - \$150

60 person capacity long banquet style

80 person capacity theatre style

+ Add Audio Visual Package – see over page

## **The Deck** (indoor)

Room only - \$100

40 person capacity long banquet style

*Equipment unable to be used in this room.*

## **Function Room**

Room only - \$100

30 person capacity classroom style

40 person capacity banquet style

50 person capacity theatre style

+ Add Audio Visual Package – see over page

## **Meeting Room #1**

Room only - \$70

14 person capacity boardroom style

+ Add Audio Visual Package – see over page

## **Meeting Room #2**

Room only - \$40

8 person capacity boardroom style

*Equipment unable to be used in this room.*

• Discounts may be applicable to catered functions

# Audio Visual Package

Auditorium - \$100

Inclusions: Data Projector & Screen - Presentation Pointer - Lectern - Audio System Access  
TV - DVD and CD Player.

Station Restaurant Room - \$100

Inclusions: Data Projector & Screen - Presentation Pointer - Lectern - White board & Markers  
Audio System Access - TV - DVD and VCR Player.

Function Room - \$50

Inclusions: - Presentation Pointer - Lectern - White board & Markers - Audio System Access  
TV incl HDMI laptop and USB connectivity - DVD and VCR Player.

Meeting Room #1 - \$30

Inclusions: Presentation Pointer - White board & Markers - TV incl HDMI laptop  
and USB connectivity.

## Equipment Hire

Data Projector & Screen - \$70

Portable speaker and microphone - \$50

Laptop - \$50

Large White Board + Markers - \$30

Medium White Board + Markers - \$20

Flip Chart - \$15

Lectern - \$20

iPod Speakers - \$20

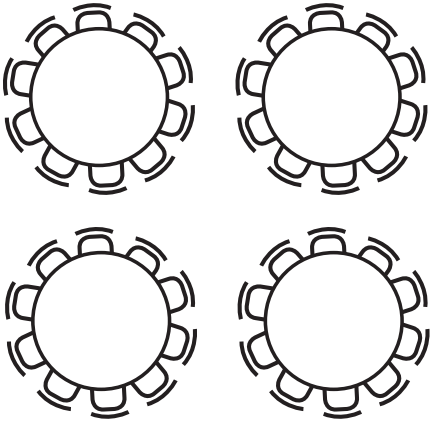
TV Facilities incl DVD/VCR - \$20

Presentation Pointer - \$20

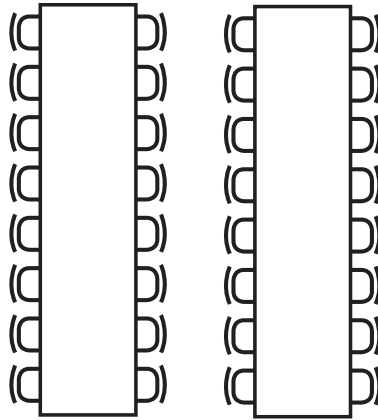
*Photocopying Facilities – charges may apply*

# Set up styles

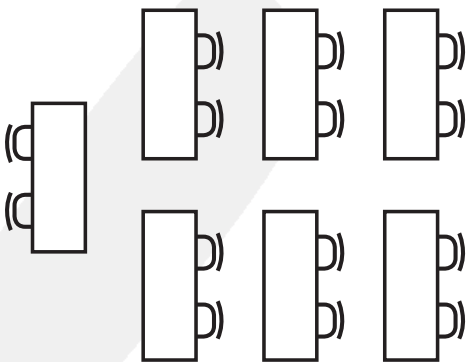
Banquet style round table  
*(Available in the Auditorium only)*



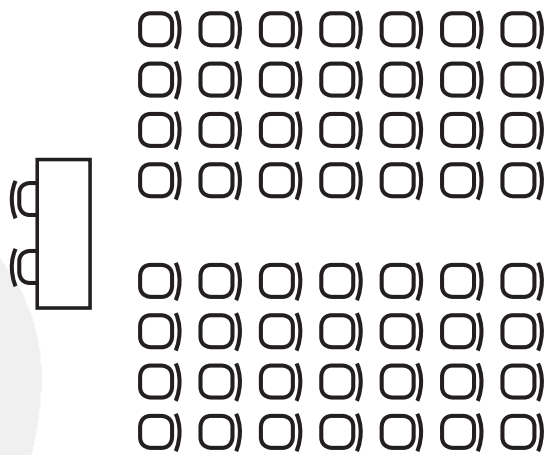
Banquet style long table



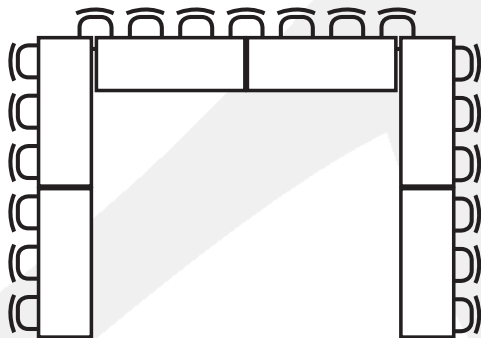
Classroom style



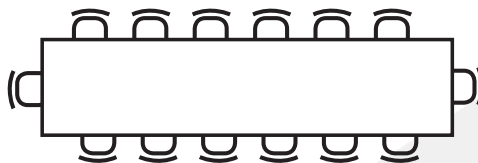
Theatre style



U-shaped



Boardroom style



# Corporate - Conference - Meetings

**Options are priced on a per piece basis - please select quantity of each item**

## **Refreshments**

|  |        |
|--|--------|
| Tea & Coffee – 1pp .....                 | \$2.50 |
| - add biscuits – 2pp.....                | \$1.50 |
| Continuous Tea / Coffee & Biscuits ..... | \$5.00 |
| Jug of Soft Drink (serves 5) .....       | \$9.90 |
| Jug of Juice (serves 5) .....            | \$9.90 |

## **Morning & Afternoon Tea**

|                                       |        |
|---------------------------------------|--------|
| Mini Muffins .....                    | \$2.00 |
| Assorted Slices.....                  | \$3.00 |
| Mini Croissants <i>w jam</i> .....    | \$4.00 |
| Scones <i>w jam &amp; cream</i> ..... | \$4.00 |
| Toasted Banana Bread .....            | \$6.00 |
| Mini Ham & Cheese Croissants.....     | \$6.00 |

## **Light Lunches**

|   |         |
|---|---------|
| Fresh Cut Gourmet Sandwiches .....  | \$7.00  |
| Gourmet Rolls .....   | \$8.00  |
| Gourmet Wraps.....  | \$9.00  |
| Ploughman's Platter – <i>variety of cold meats, salad selections, cheese &amp; condiments served w a choice of:</i> |         |
| <i>Fresh Bread Roll – 1pp</i> .....   | \$12.00 |
| <i>Fresh Wrap – 1pp</i> .....   | \$12.00 |

# Cocktail Finger Food

**Options are priced on a per piece basis - please select quantity of each item**

## **.50c per piece**

Golden Crumbed Calamari *w tartare sauce*  
Vegetarian Spring Roll  
Vegetarian Samosa

## **\$1.20 per piece**

Tempura Battered Fish Cocktail *w tartare sauce*  
BBQ Chicken Pieces  
Mini Tomato Bruschetta  
Spinach & Fetta Triangle

## **\$1.50 per piece**

Cocktail Sausage Roll  
Mini Beef Pies  
Spicy Meatballs *w tomato relish*

## **\$3.00 per piece**

Assorted Mini Quiche  
Assorted Mini Pizza  
Satay Chicken Skewer  
Cajun Spiced Chicken Skewer  
Chilli & Coconut Prawns

## **\$4.00 per piece**

Serve of Wedges *w sour cream*  
Smoked Salmon Roulade  
Pumpkin & Fetta Tartlets

## **\$5.00 per piece**

Chicken & Camembert Parcel  
Spicy Beef Skewers

## **\$7.00 per piece**

Gourmet Sandwich

## **Cakeage**

Cake cut and served on platters ..... \$40 one off  
add strawberries & cream..... \$1.50 pp

## **Optional Extras**

Tea & Coffee ..... \$2.50pp  
Table linen ..... \$9/cloth



# Appertisers

**Note: each item serves 10**

**Cheese Platter** – selected Australian Cheeses served w quince paste,  
dried fruit, crostini & water crackers ..... \$130.00

**Antipasto Platter** - Chefs selection of cured meats, kalamata  
olives, stuffed olives, feta cheese, pickled vegetables & crudités  
served w crostini..... \$80.00

**Seasonal Fresh Fruit Platter** – min 50 pieces ..... \$60.00

**Share Bowl of Potato Crisps** ..... \$8/bowl  
Flavours available: Chicken, Plain, Salt & Vinegar or Doritos

**Share Bowl of Mixed Lollies** ..... \$4.50/bowl

# Children's Parties

(12 years & under)

Options are priced on a per piece basis - *please select quantity of each item*

Party Pies ..... \$1.50

Mini Sausage Rolls..... \$1.50

Chicken Nuggets..... \$1.00

Cocktail Frankfurts ..... 50c

Fish Cocktails..... \$1.30

*All Served w Tomato Sauce*

# Carvery - Alternate Service

**2 Course \$30.00pp**

**3 Course \$37.00pp**

Select two from each category for alternate service - Minimum 20 persons

## **Starters**

Roast Pumpkin Soup *w sour cream*

Italian Style Minestrone Soup

Creamy Potato & Leek Soup

Roasted Tomato & Basil Soup

*All starters served w a fresh bread roll*

## **Main**

Roast Pork Leg *w apple sauce*

Roast Yearling Beef *w seeded mustard crust*

Herb Roast Chicken Maryland

Roast Silverside *w white sauce*

*All mains served w roasted potatoes & pumpkin, steamed seasonal vegetables & condiments*

## **Dessert**

Individual Pavlova *w fresh fruit & passionfruit coulis*

Seasonal Fruit Salad

Rich Chocolate Mudcake

Apple Pie *w warm custard*

*All desserts served w fresh cream*

## **Afters**

Tea and Coffee Station *w Dinner Mints*

## **Inclusions**

Linen Tablecloths

Choice of Serviette Colour

## **Cakeage**

Cake cut and served on platters .....\$40 one off

add strawberries & cream .....\$1.50 pp

Individually Plated *w strawberries & cream* .....\$3.00pp

# Menu One - Alternate Service

**2 course \$36.00pp**

**3 course \$42.00pp**

Please choose two options from each course for alternate service - Minimum 20 persons

## **Entrée**

Salt & Pepper Squid *w lemon & lime aioli*

Ravioli Filled *w Spinach & Ricotta, in a roast pumpkin sauce w aged parmesan*

Thai Beef Salad *marinated beef strips w crisp salad greens, coriander, chilli & thai style dressing*

Roasted Vegetable Salad *w roasted sweet potato, pumpkin, parsnip, feta, cherry tomatoes & baby spinach dressed w vinaigrette*

Chicken & Leek Vol Au Vent

Soup Of the Day *w cheese croutons*

*All entrees served w fresh bread roll*

## **Main**

250g Sirloin Steak served med-well over roast pumpkin mash *w choice of mushroom, dianne, pepper or Jus sauce (select one sauce)*

Chicken Breast served on a bed of creamy herb mash *topped w boscaoila sauce*

Roasted Vegetable Lasagne *w béchamel cream sauce*

Oven Baked Perch Fillet served *w mash & lemon butter sauce*

Pork Fillet *topped w caramelised apples & red wine & honey glaze served over sweet potato mash*

*All mains served w steamed seasonal vegetables*

## **Dessert**

Moist Chocolate Cake *w chocolate sauce*

Hot Sticky Date Pudding *w butterscotch sauce*

Rich Chocolate Mousse *topped w chocolate glaze*

Vanilla Panna Cotta *w raspberry coulis*

Individual Pavlova *w fresh fruit & passionfruit coulis*

*All desserts served w fresh cream*

## **Afters**

Tea and Coffee Station w Dinner Mints

## **Inclusions**

Linen Tablecloths

Choice of Serviette Colour

## **Cakeage**

Cake cut and served on platters ..... \$40 one off

add strawberries & cream..... \$1.50 pp

Individually Plated *w strawberries & cream* ..... \$3.00pp

# Menu Two - Alternate Service

**2 course \$45.00pp**

**3 course \$50.00pp**

Please choose two options from each course for alternate service - Minimum 20 persons

## **Entrée**

Smoked Salmon Stack *w crispbreads & horse radish cream dressing*

Chicken Satay Skewers *w fragrant jasmine rice*

Vegetarian Frittata *w sweet potato puree*

Chicken & Camembert Filo *w our cheese sauce*

Chorizo & Fetta Rigatoni *w napolitana sauce*

*All entrees served w fresh bread roll*

## **Main**

Roast Mini Lamb Rumps served over sweet potato mash *w red wine & rosemary jus*

Atlantic Salmon Fillet oven baked *w dill sauce & garlic mash*

300g Char sealed Sirloin served med-well on herb smashed potato *w choice of mushroom, dianne, pepper or Jus sauce (select one sauce)*

Roasted Vegetable Stack *w rich tomato basil & feta cheese sauce*

Honey Glazed Pork Belly *w sweet potato mash & topped w seeded mustard sauce*

Chicken Supreme served *w herb mash filled w camembert & spinach finished w our creamy mustard sauce*

*All mains served w steamed seasonal vegetables*

## **Dessert**

Lemon Meringue Tart *w a sweet lemon sauce*

Tiramisu *w chocolate sauce*

Creamy Hazelnut Mousse *w honeycomb and chocolate*

Mixed Berry Tart *w macerated berries*

Baked New York Cheesecake *w vanilla custard sauce*

*All desserts served w fresh cream*

## **Afters**

Tea and Coffee Station w Dinner Mints

## **Inclusions**

Linen Tablecloths

Choice of Serviette Colour

## **Cakeage**

Cake cut and served on platters .....\$40 one off

add strawberries & cream.....\$1.50 pp

Individually Plated *w strawberries & cream* .....\$3.00pp

# Children's Menu

**(12 years & under) - \$15pp**

**Main – choose 1**

Minute Steak served w chips & steamed vegetables

Chicken Schnitzel served w chips, steamed vegetables & gravy

Chicken Nuggets served w chips & tomato sauce

Roast of the Day served w roast potato, steamed veg & gravy

*All mains served w fresh bread roll*

**Dessert – choose 1**

Chocolate cake

Apple pie

Fresh Seasonal Fruit Salad

*All desserts served w fresh cream*

# Build your own Buffet

## **Minimum 70 persons**

### **Cold Selections - \$6pp per option**

Sliced Champagne Ham off the bone  
Sliced Roast Beef  
Herb Seasoned Roast Chicken Pieces

### **Roast Meats w gravy- \$12pp per option**

Rolled Pork w *apple sauce*  
Silverside w *white sauce*  
Roast Beef w *horseradish*  
Cut Whole Roast Chicken Pieces

### **Soups - \$3.50pp per option**

Roast Sweet Potato and Pumpkin  
Potato and Leek  
Beef, Vegetable and Barley  
Chicken and Corn  
Tomato and Basil  
Pea and Ham

### **Pastas - \$10pp per option**

Spinach and Fetta Ravioli w *roast pumpkin sauce*  
Tortellini Boscaiola w *bacon, mushroom and cream sauce*  
Beef Ragu in a rich Tomato Sauce w *penne*

### **Chef's Selections - \$12pp per option**

Lamb Rumps w *red wine & rosemary jus*  
Chicken Pieces w *creamy mustard sauce*  
Beef Stroganoff  
Vegetarian Curry w *lentils*

### **Sides: (prices are per person)**

Roast Baby Chats \$2.50  
Creamy Mash \$1.00  
Steamed Rice .90c  
Steamed Veg \$1.00  
Cauliflower Gratin \$1.00  
Buttered Corn \$5.00  
Roast Pumpkin \$1.20  
Garden Salad \$2.50  
Coleslaw \$2.80  
Pasta Salad \$2.80  
Potato Salad \$2.50

### **Dessert: (prices are per person)**

Mini Tarts \$3.00  
Cake \$4.00  
Slice \$3.00  
Fruit Selection \$3.00  
Chantilly cream \$1.50

### **Additional**

Tea, Coffee and after dinner mints \$2.30pp  
Dinner roll .80c pp

*Minimum spend of \$25.00 per person applies*

# Continental Buffet Breakfast

**Minimum 40 persons - \$32.00pp**

## ***Includes***

Scrambled Eggs  
Bacon  
Grilled Tomato  
Sausages  
Hash Browns  
Sautéed Mushrooms  
Assorted Toasting Bread  
Bircher Muesli  
Natural Yoghurt  
Fresh Fruit Salad  
Mini Croissants  
Orange Juice  
Tea & Coffee Station

# Function & Event Hire Agreement – terms and conditions

## 1. Bookings

- 1.1 Bookings will only be accepted with a full deposit of \$200.00.
- 1.2 Room only bookings will require full payment of room hire to secure booking.
- 1.3 Completion of the function hire agreement form is required to confirm your booking, without receipt of your hire agreement, it will be assumed that upon payment of the deposit and/or room hire fees that you agree to all terms and conditions within this document.
- 1.4 Cancellations
  - Less than 3 weeks prior to function are subject to forfeiture of full deposit
  - Less than 5 weeks prior to function are subject to forfeiture of 50% of deposit
  - More than 6 weeks full deposit refund.

## 2. Account

- 2.1 **The number of guests attending your function is required 10 days prior to the event.**  
This number will become the minimum for billing purposes.
- 2.2 **All accounts must be paid for in full 3 days prior to your function.** We will accept cash, bank cheque, visa, mastercard or eftpos – personal cheques will not be accepted unless prior arrangement has been made with management.
- 2.3 If full payment for confirmed numbers is not received within the specified time (refer clause 2.2) the function may be cancelled at the discretion of management & any monies paid will be forfeited.
- 2.4 Prices & menus are GST inclusive & we reserve the right to alter pricing or menus without notice.

## 3. Confirmation details

- 3.1 All information relating to your function is to be confirmed with the Functions Manager, Functions Co-ordinator or Functions Assistant. No responsibility will be taken for an omission relayed to any other employee.
- 3.2 Bookings are made with minimum numbers taken into consideration, a function may be moved at the Clubs discretion to an area other than the room originally booked.

## 4. Food Health & Safety

- 4.1 **No food or beverages of any description may be brought into the club.** The organizer of each function will assume the responsibility of informing guests of the clubs food safety requirements. Celebration Cakes are the exception to this term.
- 4.2 Due to health legislation we do not allow leftover food cooked or uncooked to be taken home by the client, as we would be in breach of health & safety regulations
- 4.3 Due to health legislation, food items must be cleared by a staff member **within two hours** of the service time to comply with health and safety regulations.

## 5. Privately Booked Entertainment

- 5.1 Any form of privately booked entertainment ie band, DJ, jukebox etc, must be approved by the Functions Manager to ensure the room allocated is able to accommodate the service.
- 5.2 Bands, DJs, Jukeboxes etc, must be set up minimum 1 hour prior to your guest's arrival. Please ensure that you notify your entertainer of this requirement.
- 5.3 Setup and sound checks of bands/DJs etc must be completed minimum 1 hour prior to the commencement of your function. Please ensure that you notify your entertainer of this requirement.
- 5.4 Pack down of any equipment used in conjunction with privately booked entertainment must be completed at the conclusion of the function. Please ensure that you notify your entertainer of this requirement.

## 6. Setup/Packdown of room decorations

- 6.1 Pending availability, access to the room prior to your function start time may be applicable for decorations
- 6.2 Any decorations outside of the menu inclusions listed in this pack may be arranged at the organisers expense.
- 6.3 A \$50 cleaning fee will be deducted from your deposit should you wish to use table confetti/scatters as part of your decorations
- 6.4 Any decorations provided by the organiser must be packed up and removed from the room at the conclusion of the function. Any items left in the room overnight will be disposed of.
- 6.5 A cleaning fee of \$200.00 will be charged for any room left in an unacceptable state

## 7. Damage and conduct

- 7.1 The club will not accept responsibility for the loss or damage of any personal property.
- 7.2 Organisers will be financially liable for any damage to the club or club equipment which is caused by the organiser or invited guests.
- 7.3 All guests must comply with any club regulation or rule.
- 7.4 Goulburn Workers Club abides by responsible service of alcohol, responsible gaming and harm minimisation principles. The club reserves the right to refuse service to any intoxicated or underage guest.
- 7.5 The organiser must not permit an unreasonable level of noise that would affect any other function or meeting in any adjoining room.
- 7.6 The club may terminate this agreement, cease the function and remove the members or invited guests that in the opinion of the duty manager, are conducting themselves in a manner that contravenes this agreement.



# Function & Event Hire Agreement – terms and conditions continued...

## **8. Minors**

- 8.1 A function may not be booked by someone under the age of eighteen without confirmation that a parent or guardian representative **over the age of twenty-five** will be present during all meetings and correspondence with the under-age organiser (s)
- 8.2 Minors are permitted to be present on club premises under the supervision of a parent or responsible guardian over the age of twenty-five at all times whilst your function is taking place. At the cessation of your function, club rules relating to minors come into effect.
- 8.3 For the duration of any underage based function ie school formal, 18th birthday, a ratio of 1 parent or guardian over the age of twenty-five to every twenty guests that are under age is required.**
- 8.4 For School formal and graduation events, providing the supervising parents or guardians attending the function are present at the club, under age guests may enter the club unaccompanied and proceed directly to the room booked.
- 8.5 Under age guests may not leave the premises at the conclusion of an event without the presence of a parent or guardian

## **9. Club Access**

- 9.1 Access to the club prior to 10am is available by prior arrangement only with the Functions Manager.
- 9.2 An early access fee of \$25 will apply to functions that require access before 8am.
- 9.3 Due to security reasons, guests attending a function may not use the clubs facilities until trade begins at 10am.

## **10. General Information**

- 10.1 All functions are non-smoking.
- 10.2 Fire regulations do not permit any fire escape/exit to be blocked at any time.

## **11. Advertising of function**

- 11.1 The organiser agrees that it is a term and condition of this booking that no advertising of a function will be permitted without the approval by the club management (approval may be refused at the club's discretion).

## **12. Catering Deliveries**

- 12.1 For external catering deliveries a \$10 fee will apply

## **13. Tray Service**

- 13.1 Tray service can be supplied at an additional \$2.00 per guest and a maximum of two hours

## **14. Bar Tabs**

- 14.1 Bar Tabs may be arranged prior to your function through the Functions Manager. A credit card or full cash payment for the monetary limit of the tab must be provided prior to the bar tab being opened
- 14.2 Full payment for any bar tab will be required before the cessation of your function

# Function hire agreement

Please sign and date below to acknowledge you have read and understood the Hire Agreement terms & conditions.

Function Name .....

Date of Function .....

Contact Name .....

Phone.....

Mailing / Billing Address .....

.....

Email Address .....

Room Booked .....

Start Time..... Finish Time.....

Signed.....

Function Manager / Representative .....

Deposit Invoice # .....



[www.goulburnworkers.com.au](http://www.goulburnworkers.com.au)



Free Courtesy Shuttle call (02) 4821 3355. McKell Place, Goulburn, 2580 [www.goulburnworkers.com.au](http://www.goulburnworkers.com.au)

