

Mary MacKillop Place
Event Packages & Dining

Gourmet Buffet - Lunch & Dinner

Please select from two main, two salads and two desserts.

Main

Moroccan lamb cutlets, vegetable cous cous

Lamb rack with herb crust, sweet potato mash, green bean, horseradish jus

Lamb roast, roast pumpkin and potato with wilted rocket

Greek lamb with crispy potato

Roasted beef sirloin, chunky fried potato, mushroom sauce

Scotch fillet steak with lemon-thyme butter and olive oil potato mash

Beef with spicy potatoes and horseradish & herb cream

Beef on potato rosti with red wine jus

Honey-soy beef with sweet potato & Asian greens

Sesame crusted beef, wasabi mash potato, and caramel soy sauce

Roasted barramundi with fennel and orange

Blackened lime snapper with white bean tabouleh

Barbecued fish of the day with chickpea puree & Sicilian tomato sauce

Lemongrass and shitake barramundi served with jasmine rice

Roasted filet of barramundi with steamed leeks & scampi and cauliflower puree

Barramundi with hot & sour mango relish, sweet potato mash

Scallops poached in a white wine cream sauce, steamed rice

Southern fried chicken with bourbon gravy

Tandoori chicken with tomato, avocado and cucumber salsa

Spinach and feta chicken breasts wrapped in prosciutto and served with mashed peas and potato

Baked lemon chicken with butter bean mash

Poached chicken breast with baked mushroom, and semi dried tomato pesto

Parpadella pasta with chicken and creamy bacon sauce

Vegan paella with tofu & green asparagus

Char grilled vegetable pasta with rich tomato sauce

Ginger tofu stir-fry with asparagus and snow peas

Chunky gazpacho with rice

Salads

Poached chicken, green bean and basil mayonnaise salad

Vietnamese green paw paw

Pumpkin and spinach

Garden

Greek

Mix bean and rocket

Potato broad bean and fetta

Butter bean and baby corn with grainy mustard dressing

Cannellini bean tomato and chorizo

Mexican potato and salsa salad

Cakes & Desserts

Seasonal fruit platter

Seasonal fruit salad

Chocolate hazelnut cake

Mixed berry tart

Pecan pie

Lemon lime tart

Jamacian cheese cake

Marble chocolate cheese cake

Baked berry cheese cake

Croquembouche

Gluten free choc mud cake

Gluten free orange and almond cake

Minimum 15 guests

Buffet Lunch & Dinner \$35.00 per guest

Beverage waiter \$175.00 per event

Corkage \$2.00 per guest

Weekend Surcharge \$2.50 per guest

Two and Three Course Plated - Lunch & Dinner

Entrée

Moroccan lamb cutlets
Greek lamb with crispy potato
Honey-soy beef with sweet potato & Asian greens
Blackened lime snapper with white bean tabouleh
Scallops poached in a white wine cream sauce, steamed rice
Tandoori chicken with tomato, avocado and cucumber salsa
Pappadella pasta with chicken and creamy bacon sauce
Vietnamese green paw paw
Cannellini bean tomato and chorizo
Ginger tofu stir-fry with asparagus and snow peas

Main

Lamb rack with herb crust, sweet potato mash, green bean, horseradish jus
Lamb roast, roast pumpkin and potato with wilted rocket
Scotch fillet steak with lemon-thyme butter and olive oil mash
Sesame crusted beef, wasabi mash potato, and caramel soy sauce
Barbecued crimson snapper with chickpea puree & Sicilian tomato sauce
Barramundi with hot & sour mango relish
Baked lemon chicken with butter bean mash
Poached chicken breast with baked mushroom, and semi dried tomato
Char grilled vegetable pasta with rich tomato sauce

Dessert

Strawberries and cream savarin
Lime panna cotta
Lemongrass and guava parfit
Passion fruit cake cone
White chocolate and berry charlotte
Lemon meringue pie
Mango and coconut gateaux
Chocolate brulee tart

Minimum 15 guests

2 Course Plated Lunch & Dinner	\$40.00 per guest
3 Course Plated Lunch & Dinner	\$47.00 per guest
Beverage waiter	\$175.00 per event
Corkage	\$2.00 per guest
Weekend Surcharge	\$2.50 per guest

Cocktail Canapé Menu – Lunch & Dinner

Spring roll
Vegetarian dim sim
Chicken skewer
Beef kofter
Mini pizza
Petit pies
Bruschetta
Chicken bites with tomato relish
Whiting fillet
Ginger and prawn dumplings
Prawns coated in coconut
Prawn cone
Samosa
Cucumber boats

Minimum 15 guests

1 hour package: 8 canapés	\$22.00 per guest
2 hour package: 12 canapés	\$33.00 per guest
3 hour package: 16 canapés	\$44.00 per guest
Beverage waiter	\$175.00 per event
Corkage	\$2.00 per guest
Weekend Surcharge	\$2.50 per guest

Sunrise Breakfast Options

Continental Breakfast Selection

Selection of cereals

Muffins, Danishes & Croissants

Yoghurts

Nuts & dried fruits

Fresh seasonal fruit

Toast (white, wholemeal, fruit)

Australian preserves, honey & butter

Beverages

Freshly brewed coffee & continuous tea

Fresh orange juice

Fresh apple juice

Iced Water

Hot Breakfast Selection (in addition to Continental Breakfast)

Scrambled Eggs

Crispy Bacon

Sausages

Grilled Mushrooms

Roasted Tomato

Crispy Hash Browns

Toast (white, wholemeal, fruit)

Beverages

Freshly brewed coffee & continuous tea

Fresh orange juice

Fresh apple juice

Iced Water

Minimum 15 guests

Continental Breakfast \$20.00 per guest

Hot Breakfast \$30.00 per guest

Weekend Surcharge \$2.50 per guest

Working Conference Package

Arrival Tea & Coffee

Freshly brewed coffee & selection of teas

Morning Tea

Selection of slices or Danish pastries

Fresh seasonal fruit

Freshly brewed coffee & selection of teas

Juices & Iced Water

Working Sandwich Lunch

Selection of wraps & sandwiches

One hot selection (e.g. Turkish melts)

Seasonal fresh fruit platter

Cake platter

Freshly brewed coffee & selection of teas

Juices & Iced Water

Afternoon Tea

Selection of slices or Danish pastries or Biscuits

Fresh seasonal fruit

Freshly brewed coffee & selection of teas

Juices & Iced Water

Equipment Essentials (inclusive with packages)

Flip Chart

Whiteboard & Markers

Iced Water & Mints

Minimum 15 guests

Full Day Conference \$65.00 per guest

Half Day Conference \$50.00 per guest

Out of the Ordinary

Mary MacKillop Place offers an extensive spirituality program. Participants may like to partake in a retreat, a prayer and reflection morning, a faith education session or pilgrimage.

Mary MacKillop Museum Tour

\$10.00 per guest

Since opening in 1995 the museum has been engaging visitors with the story of Australia's first Saint, Mary MacKillop and the co-founder of the Sisters of St Joseph. Follow Mary's life story from 1842 to 1909 and celebrate the legacy of this inspiring woman. Take the opportunity to make a pilgrimage to her tomb in the Mary MacKillop Memorial Chapel on site & visit Mary's home Alma Cottage during your next event at Mary MacKillop Place.

Residential Conference Package

\$170.00 per guest

Accommodation at Anderledy Lodge in single or twin share room.

Full Day Conference package inclusions.

Dinner options available at additional charge.

Extraordinary Extras

Platter Selections

Antipasto

\$10.00 per guest

Australian & European Cheese Board

\$10.00 per guest

Seasonal Fresh Fruit Platter

\$8.00 per guest

High Tea

\$30.00 per guest

Served in the Glen Roy Green Gardens. Minimum 15 guests.

Finger sandwiches

Scones with assorted jams & cream

Cucumber boats

Mini quiches

Gourmet petit pies.

Equipment Essentials

	\$
Data Projector	250
Electronic Smart Board (D'Arcy room only)	250
Laptop/Computer	180
DVD and Screen	150
Lectern with microphone	80
Lapel/Headset Microphone	75
Cordless Microphone	75
Internet Access (daily)	50
Conference Phone	50
Standard Technical Support (daily)	350
Standard Technical Support (hourly)	50
Specialized Technical Support (daily)	price on request
Television	100
Flip Chart & Whiteboard	50
CD Player	complimentary
Overhead Projector	complimentary
Facsimile (per sheet)	2.75
Photocopy (per sheet)	.40c
Stationery (notepad & pen)	5
Auditorium Staging (per piece - max 10 pieces)	50

Room Capacities & Rates

Room Name	Set-Up Examples (Capacity)	Full Day Rate \$	Half Day Rate \$	Evening Rate \$
Auditorium	Theatre (190)	1200	900	700
Tenison Woods	Theatre (100)	700	500	500
Lochaber	Classroom (40)	700	500	500
Old School House	Dining (80)	700	500	500
Branagan	Boardroom (20)	700	500	500
Mahony	Boardroom (20)	500	400	400
D'Arcy	Boardroom (14)	500	400	400
Gazebo & Gardens	Boardroom (14)	400	200	200

Full Day 7am to 5pm / Half Day 7am to 12pm or 12pm to 5pm / Evening 6pm to 11pm

Please note: no catering or equipment is included within the room only hire rates.

Booking Terms & Conditions

Thank you for choosing to hold your event at Mary MacKillop Place.

We look forward to hosting you and your guests!

Confirmation

Written confirmation of your booking must be received within 24 hours of making the tentative booking. This must be followed by a 50% deposit representing the total function amount, including accommodation, and a signed copy of the MMP (Mary MacKillop Place) Terms and Conditions.

Final Attendance

The guaranteed minimum number of guests attending the event at MMP is required seven (7) working days prior to the event taking place. Charges will be based on these minimum numbers or the actual attendance, whichever is greater. All packages are based on minimum of 15 guests. Should the attendance drop below 15 guests, a room hire fee of \$150 will apply. Should your final attendance reduce by 20% or more from the original quoted attendance, additional charges may apply.

Event Schedule

To ensure your requirements are met, it is necessary for us to have fourteen (14) working days notice of your schedule and menu selection. This also includes floor plans and dietary requirements.

Room Hire

Room hire is subject to the period required, numbers of guests in attendance and overall catering requirements. Our event staff will discuss room hire along with your requirements.

Cancellation

In the case of an event being cancelled, or the date changed, the following terms are applicable;

- Over 60 days written notice: the deposit will be refunded in full
- 30 – 59 days written notice: the deposit will be forfeited
- 29 – 7 days written notice: the cancellation fee will be equivalent to 50 % of the estimated value of the event including the deposit
- Within 7 days written notice: 100% of the estimated value of the function will be charged

Bookings made within 7 days of date of event will be required to pre pay total estimated event value.

Commencement & Conclusion of the Event

The organiser agrees to begin the event and vacate the room at the scheduled times. Should the event continue beyond the agreed finishing time and the following client is inconvenienced, MMP reserved the right to charge whatever costs are incurred to ensure the smooth operation of that next booking.

Food & Beverage

No food and beverage is permitted to be brought onto the premises without the approval of MMP.

Insurance

MMP will take all reasonable care to protect the property of guests visiting the site, but will accept no responsibility or liability for the loss or damage of items left at MMP prior to, during or after the event. We suggest guests arrange their own insurance and/or security for valuable items.

Loss or Damage

Loss or damage to any part of MMP or its equipment will be the financial responsibility of the organiser.

Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or any part of the building. The hanging of banners must be approved by MMP prior to the event.

Advertising and Endorsement

The Client must first obtain written permission from MMP management before using the name or trademark of MMP in any manner.

Room Allocation

In the event of unforeseen circumstances or any alteration to numbers, MMP reserved the right to change the venue to another suitable room. Every effort will be made to discuss the changes with the organiser well in advance.

Other Events

MMP reserves the right to book other events in the same room up to one hour before the scheduled event commencement time and one hour after the scheduled event finishing time.

Menus and Prices

Every possible effort will be made to maintain menus and prices; however these are subject to change. Every effort will be made to contact the organiser if these changes occur.

Car Parking

Car parking is limited and only available on request. As an alternative we recommend car parks adjacent to MMP, Wilson Parking (entrance via Blue Street) or Greenwood Plaza (entrance via Pacific Highway). These car parks are managed independently.

Deliveries

MMP must be notified in advance of any deliveries to the property. All items should be marked for the attention of the Guest Services Manager with the event name, event date and number of items being delivered. MMP will not accept responsibility for items left at MMP for more than 48 hours prior to, or at the conclusion of, the event without prior arrangement.

Content of the Event

If MMP has reason to believe that an event will affect the smooth running of the business, security or reputation, the management reserves the right to cancel at its discretion, and without notice or liability.

Compliance

Clients will be responsible to ensure the orderly behaviour of their guests and MMP reserves the right to intervene where sees fit.

Responsible Service of Alcohol

Under the Liquor Licensing Laws our event staff are under an obligation to ensure your patrons do not become intoxicated. It is your responsibility to ensure all attendees behave in an orderly manner during the event and do not breach our obligations. Age restrictions may apply to certain areas.

Cleaning

General cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

Confirmation of Event at Mary MacKillop Place

I authorise this booking and I have read and understood the above Terms & Conditions.

Event Organiser Name

Company/Association

Date

Event Name

Event Date