



## Queensland Museum

Combining breathtaking views of Brisbane city, first class catering and contemporary elegance, this iconic Museum showcases Queensland's natural and cultural heritage, and scientific and human achievements. It also incorporates Dandiiiri Maiwar, the Aboriginal & Torres Strait Islander Culture Centre, and the much-loved Sciencentre. Queensland Museum South Bank is a unique venue ideally suited to special events, from intimate seminars and cocktail parties to spectacular launches.

Offering many flexible options, Heritage Catering can create a tailor-made menu to suit your event needs. Our commitment to providing high quality food, service and exceeding expectation will ensure an impressive and memorable experience.

***Heritage Events' mission is to "Deliver superior quality food, beverages and service with innovation, and flexibility"***

## MAIN FOYER & LEVEL 2

As you enter the light and fresh main foyer you become enthralled as you are greeted by one of the great Dinosaurs from the past, making this an ideal space for networking cocktails and launches to sit-down dinners.



## CONFERENCE/MEETING ROOMS

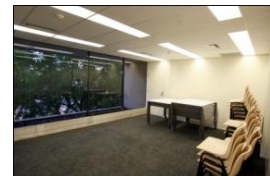
The Dinosaur, Redback and Butterfly Rooms offer boardroom and seminar style facilities ideal spaces for workshops and breakout rooms to the adjoining Theatre. With full audio-visual facilities including electronic whiteboards, these spaces are great for holding seminars, lectures and meetings as well.



**Redback**



**Dinosaur**



**Butterfly**

## THEATRE

124 Seat Theatre featuring a large stage area and tiered seating, this modern, comfortable auditorium features a range of audio/visual technology and is perfect for presentations, lectures, film screenings and product launches, perfect for formal education or corporate uses.



## COURTYARD CAFÉ & TERRACE

Contemporary and laid back spring to mind with this courtyard located in the heart of South Bank. With shade from the sun and a rotunda for a band or BBQ, this space is ideal for casual functions and Corporate family day BBQ's.

Beyond the Courtyard cafe is our open and spacious Terrace. Elevated to take in stunning views of the Brisbane River and Southbank, what better way to celebrate your event or see River Fire up close and in a private setting.



## WHALE MALL

With the sounds of the humpback echoing high above, the Whale Mall is truly a unique space for that memorable event! Be it a product launch or corporate dinner your guest will be left wanting more.



## SCIENCENTRE

For a hands on experience the Sciencentre offers hours of interactive, science-based fun for kids of all ages (including the 'big kids'!) in a premium location. Almost 100 interactive exhibits have been divided into three galleries; Body Zone, Earth Space and Action Stations. The Science Centre is great for interactive team building exercises.

### Room Capacities

Room	Cocktail	Banquet	Classroom / Theatre
Dinosaur Conference Room	40	30	30
Redback Conference Room	30	20	20
Butterfly Conference Room	20	-	10
Theatre	-	-	124
Main Foyer (dinosaur)	200	150	-
Main Foyer & Level 2	300	200	-
Sciencentre Show Zone	-	-	50
Sciencentre Foyer	140	40	-
Run of Sciencentre	100	60	-
Courtyard Café	200	120	-
Café Terrace	100	80	-
Whale Mall	900	400	-

### Audio Visual

Basic AV is available various rooms. If you require additional facilities or equipment, these can be arranged for a nominal charge.

### Visitor Service Officer

A museum staff member "Visitor Service Officer" (VSO) may be required to supervise the bump-in, event and bump out, and various activities at a cost the

### Access and Parking

Queensland Museum South Bank is close to Brisbane CBD. A public car park is conveniently located directly below the Museum. Parking spaces for visitors with disabilities have been reserved on the lower level of the car park adjacent to the lift. Pay on entry. Cash (\$50 and \$100 notes not accepted) and Credit Cards accepted. (No EFTPOS.)

Queensland Museum South Bank is in close proximity to South Brisbane railway station, the Cultural Centre Busway and South Bank CityCat and Ferry terminals.

### Venue Hire

Venue Hire charges are based on 4 hour duration and includes cleaning and set up charges.

Queensland Museum South Bank	
Theatre (Level 2)	\$1100
Seminar Room (Red Back/Butterfly/Dinosaur)	\$660/day \$330(<4hrs)
Seminar Rooms – All 3 areas (inc use of Kitchenette)	\$1100/day \$660(<4hrs)
<b>ONLY AVAILABLE AFTER 6.00PM</b>	
Main Foyer (Level 2) -cocktail	\$1500
Main Foyer (Level 2)- Dinner	\$2000
<b>Courtyard</b>	
Courtyard Cafe	\$800
Dino Garden	\$800
<b>Sciencentre</b>	
Sciencentre – Show Zone	\$500
Sciencentre - Cocktail	\$1500
Sciencentre – Dinner	\$2000

### Security

A security guard may be required to supervise the bump-in, event and bump out.

### Theming

The sky is the limit as to how you can Theme and decorate your event! Our theming partner Mars Special Events are on hand to take care of your theming requirements.

### Entertainment

Outsourcing local entertainers and artists is all in a days work with such a cultural city. We can find you a ballet dancer, blues band, comedian or jazz band to entertain your guests.

## Morning & Afternoon Tea

### Tea & Coffee

Freshly brewed coffee & selected teas

**\$3.80 per guest**

### Option 1

Seasonal fruit skewers with Greek yoghurt

Selection of fresh mini muffins

Mixed slices including cherry ripe and chocolate brownie

Freshly made Scones with jam and cream

**Please choose 1 item**

**1.5 pieces guest**

**\$5.50 per guest**

### Option 2

Fresh scones with jam and cream

Mini Quiches

Mixed Lattice Danishes

Fruit Platter

Mixed slices including cherry ripe and chocolate brownie

Mini Ham and Cheese Croissants

**Please choose 2 items**

**1.5 pieces guest**

**\$8.00 per guest**

### Premium All Day Conference Package

Freshly brewed coffee & selected teas

Bottled Water

Morning Tea (Option 2)

Lunch (Sandwich Platter) served with Orange Juice

Afternoon Tea (Fruit Platter)

**\$22.00 per guest**

### Additional options

Fresh chilled orange juice

Bottled Water

Platter of local cheeses & dried fruits

**\$3.00 per guest**

**\$2.00 per guest**

**\$5.50 per guest**

Minimum 10 guests

## Lunch

### Working Lunch

**\$15.00 per guest**

Savoury filled mini baguettes

Delicate point sandwiches with selected fillings

Assorted Wraps

Seasonal fruit skewers with Greek yoghurt

Orange Juice and Bottled Water

### Assorted Sandwiches

**\$7.50 per guest**

1.5 rounds per guest

### Antipasto & Cold Cuts (Served Buffett Style)

**\$13 per guest**

### Assorted sandwiches, wraps and gourmet focaccia

**\$9.50 per guest**

1.5 rounds per guest



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Function Package current until June 30<sup>th</sup> 2012 P: (07) 3892 4788 E: [ammie@heritageevents.com.au](mailto:ammie@heritageevents.com.au)

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# Al a carte Menu

## Entree

### **Fresh Australian King Prawns**

Fresh Australian King Prawns in a Capsicum, Coriander and Lime Glaze served with a Mango Salsa

### **King Fish Carpaccio**

King Fish Carpaccio with blood orange, capers and watercress

### **Thai Beef Salad**

Tender strips of Beef lightly sautéed with Cashew Nuts, Shallots and fresh Fragrant Thai Herbs and Spices and served on a bed of Oriental Greens and Shoots

### **Teriyaki Chicken**

Skewers of tender Chicken marinated in a rich dark Japanese Teriyaki Sauce Sprinkled with Sesame Seeds and served with a miniature Rice Timbale

### **Wild Mushroom, Spinach and Parmesan Tartlet**

A short crust pastry tartlet filled with Wild Mushroom, Baby Spinach Leaves, freshly grated Parmesan and savoury Egg Custard, oven baked and served with a wilted Roquette Salad drizzled with a Grain Mustard Dressing

## Mains

### **Corn fed Chicken Breast**

A succulent Corn Fed Chicken Breast on a bed of truffled mash with a creamy leek and mustard sauce

### **Atlantic Salmon**

Fillet of Fresh Atlantic Salmon on a bed of chive mash with a warm bean and almond salad and drizzled with a Lemon Sabayon Sauce

### **Herb Crusted Rack of Lamb**

4 point Rack of Lamb oven baked with a fresh Herb crust served with Rosemary Roasted Vegetables and a local Red Wine Jus

### **Eye Fillet**

Prime Australian Rib Eye pan fried and finished with a Creamy Bourbon Maize and Green Peppercorns Sauce served on a potato Rosti

### **Stuffed Peppers**

Stuffed Peppers with Polenta Chips

## Dessert

### **Sticky Date Pudding**

Warm, rich and moist Sticky Date Pudding served with homemade Honeycomb Caramel Sauce

### **Summer berry Tartlet**

A delicate shortbread base filled with custard and topped with mixed berries

### **Vanilla Bean Ice-cream**

Creamy Vanilla Bean Ice-cream served with a Berry Compote made with Pink Champagne served in a martini glass garnished with a White Chocolate chard

### **Pavlova**

Individual Pavlova layered with Tropical Fruit and Fresh Whipped Cream and finished with a Passion Fruit Coulis

### **Chocolate Mud Cake**

Rich dark Chocolate Cake layered with Chocolate Mousse served with Whipped Cream and garnished with fresh Raspberries

Minimum 50 guests

**2 course Alternate Drop \$55.00**

**3 course Alternate Drop \$68.00**



# Canapés Menu

## Cold

Assorted Sushi, Wasabi, Soy Sauce and Pickled Ginger  
Tomato & Brie Tart  
Peeking Duck Crepes with Hoi Sin  
Savoury Pumpkin and Parmesan muffins with cream fraiche and chives  
Blue Cheese and Caramelised onion tarts  
Smoked Salmon Crostini  
Smoked Salmon trout and caper mousse on zucchini

## Hot

Petite Lamb and Rosemary Pies with a homemade tomato relish  
Thai Fish Cakes  
Flame grilled Beef Meatballs  
Chicken and tarragon butter filo  
Crab Claws  
Vegetarian Spring Rolls  
Duck Sui Mai Dim Sims  
Barramundi Twists  
Salt and Pepper Squid  
Petite roasted duck shanks  
Scallop Skewer  
Vegetable Gyoza  
Spinach and fetta pastries  
Tandoori Chicken Skewers

## Dessert Options

Assorted crème profiteroles  
Chocolate brownie squares, vanilla bean crème  
Assorted Petite cheese cake  
Miniature tiramisu  
Assorted petite Cheesecake  
Cupcakes  
Mini Cappuccino Éclairs

**1 hour 5 pieces per guest      \$24.00**

**2 hours 9 pieces per guest      \$27.00**

**3 hours 12 pieces per guest      \$ 36.00**

Minimum 50 guests

## Starters and Snack Platters

**Turkish Bread and Trio of Gourmet Dips** \$4.00 per guest

**Assorted Sushi** \$5.50 per guest

**Tastes of Asia Platter** \$10 per guest

Spring rolls, Samosas, Prawn Cones & Dim Sims

**Mixed Platter** \$12.00 per guest

Flame Grilled Meatballs, Chicken Goujons, Spinach and Fetta Pattizi and Lamb and Rosemary pies

**Antipasto Platter** \$6.50 per guest

Combination of char grilled vegetables, Olives, Cured meats and Cheese

**Cheese Platter** \$7.00 per guest

Selection of local cheeses served with water crackers and lavish crisps

## Noodle Box and Fork Dish options

Australian Barramundi Cones \$18.00 per guest

Miniature Gourmet Waygu Beef Burgers \$8.50 per guest

Chicken, cashew Stir Fry \$18.00 per guest

Vegetable Singapore Noodles \$15.00 per guest

Minimum 20 guests

# Buffet Menu

## Main (choose 2)

Chicken Tika Masala

Roast Lamb stuffed Garlic and Rosemary

Hand carved Black Angus Roast Beef with Whole Grain Mustard crust

Honey Roast Leg of Pork with Cinnamon Apple Brandy Sauce

Chicken trussed with prosciutto in a basil pesto

Poached Atlantic salmon

## Sides

Roasted Lockyer valley potatoes

Asian Greens

Steamed Rice

## Salads (choose 2)

Potato and Chive Salad

Oven Roasted Mushrooms with Garlic and Red Onion

Mixed Garden Salad

Crisp Coleslaw

Beetroot and Fetta Salad

## Dessert (choose 2)

Fresh seasonal Fruit platter

Chocolate Ganache Cake served with Balsamic Strawberries and Cream

Pavlova smothered with Whipped Cream and Tropical Fruit

Caramel Banana Cheesecake

Chocolate Fountain

**\$65.00 per guest**

**Add Fresh Seafood to your Buffett**

**\$POA**

Minimum 50 guests

## Breakfast Menu

Fruit Salad with Greek yoghurt and muesli	\$9.00
Poached Eggs on Toast	\$10.50
Bacon, Eggs and Tomato	\$13.00
Big Breakfast	\$16.00
Eggs Benedict with leg Ham	\$15.00
Smoked Salmon	\$17.00

### Buffet Breakfast

**\$22.50 per guest**

Scrambled eggs, Pork and Chive Chipolata sausages, Bacon, tomato, baked beans, fruit Danishes, seasonal fruit platter, Orange Juice and Tea and Coffee

### Traditional Australian BBQ

**\$25.00 per guest**

Rib Fillet BBQ steaks, BBQ Sausages, Fried Onions, Atlantic salmon, Cold Meat Platter, Marinated Chicken Kebabs, Coleslaw, Greek salad, Assorted Breads and condiments

### Courtyard Sausage Sizzle

**\$12.50 per guest**

Thin BBQ Sausages, Fried Onion, Coleslaw, BBQ Steaks, fresh rolls and selection of condiments

### Beverage Options

Bottled Water	\$2.00
Berri Juice	\$3.50
Bottled Soft Drink	\$2.50

### Dessert options

Chocolate Billabong Ice Cream	\$2.00
Cheese cake	\$4.00
Cupcakes	\$2.50

Minimum 20 guests

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## Beverages

### Sparkling

Taltarni T Series, VIC \$6.00 glass

### White

Fortunate Land Sauvignon Blanc, NZ \$6.00 glass

Moondah brook Chardonnay \$7.00 glass

### Red

De Bortoli Cabernet Merlot, SA \$6.00 glass

Stepping Stone Shiraz, \$7.00 glass

### Beer

XXXX Gold \$5.00

Pure Blonde \$6.00

Hahn Premium Light \$4.50

Heineken \$7.50

### Basic Sprints

Scotch, Bourbon, Rum and Vodka \$7.00

### Non Alcoholic

Soft drink \$3.50 glass

Sparkling mineral water \$4.00

Bottled still water \$3.00

Orange Juice \$3.50 glass

## Beverage Packages

### House

Fortunate Land Sauvignon Blanc, NZ  
Taltarni T Sparkling, VIC  
De Bortoli Cabernet Merlot, SA  
XXXX Gold  
Pure Blonde  
Hahn Premium Light

2 hours	\$18.00
3 hours	\$23.00
4 hours	\$29.50

### Classic

Fortunate Land Sauvignon Blanc, NZ  
Taltarni T Sparkling, VIC  
De Bortoli Cabernet Merlot, SA  
Pure Blonde  
Hahn Premium Light  
Choice of 1 Premium Beer  
Corona  
James Boags Premium Lager

2 hours	\$24.50
3 hours	\$31.50
4 hours	\$38.50

### Premium

Oyster Bay Sauvignon Blanc, NZ  
Moondah Brook Chardonnay  
Stepping Stone Shiraz  
Sandalford Cabernet Merlot  
Pure Blonde  
James Squire Amber Ale  
Hahn Premium light  
Corona  
Heineken

2 hours	\$38.00
3 hours	\$45.00
4 hours	\$52.00

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# Terms and Conditions

## Definitions

This form is an acceptance of agreement between the Client and Heritage Events. "Client" refers to the person, persons or organisation responsible for the booking and authorisation of the event or function. The Client is the signatory and is unconditionally liable for any monies owed under the terms of the agreement. "Company" refers to Heritage Events Services and its affiliated entities. "Event" refers to a booking that has been confirmed by a deposit.

## Booking Enquiry

Upon receiving a request for information on the Catering Products, Services and Venue availability, a Booking Form will be completed and the proposed "Event Date" will be tentatively booked. The relevant information will then be forwarded to the client for perusal.

## Confirmation and Payment of Venue Booking and Event Details

Upon receipt of a Booking Form, a request will be made to the Queensland Museum for approval to use the space. Upon confirmation the client will then be required to make a payment of 20% of the "Estimated Cost" of the event to confirm the booking within 5 working days of receipt of deposit invoice, charges must be paid in full in order to confirm the booking. The Company reserves the right to cancel a tentative booking if confirmation and payment are not received in accordance with the terms of the agreement. Confirmation of final "Event" numbers is required no later than 12 Noon 5 business days prior to the "Event" date. Payment of the total anticipated "Event" charges must be received no later than 3 working days prior to the "Event". The Company will not proceed with the "Event" until either payment in full or an authorised alternative has been arranged with the Event Manager.

## Event Details and Running Schedule

If an event is to run according to a specific time and activity schedule, the client must provide the necessary information within the designated time frames. To ensure the availability of products, equipment and services for an "Event", food and beverage requirements and confirmation of anticipated numbers must be finalised no later than 10 business days prior to the "Event".

To ensure supply is available, equipment and infrastructure requirements must be confirmed no later than 28 business days prior to the "Event". All other "Event" details such as running schedules, coordinated activities etc are to be finalised no later than 5 business days prior to the Event. If this information is not received by this time, the Company will assume that the originally specified details are correct, and run the Event accordingly.

## Cancellation Policy

Should the client cancel the event, the following schedule of charges will apply:

- If the cancellation or postponement is notified more than three (3) months prior to the date of the function the deposit shall be refunded.
- If the cancellation or postponement is notified less than two (3) months prior to the date of the function the deposit will not be refunded

- If the cancellation or postponement is notified less than 10 working days prior to the date of the function, and the deposit and additional 10% of the projected costs shall be payable. Unless another event booking is made for the same date and no costs have been incurred by the caterer the client will not incur the charge.

- An event cancellation will only be accepted if received in writing.

Heritage Events or the Queensland Museum may terminate this Agreement immediately upon giving notice to the Customer if:

(a) The Customer breaches any material provision of this Agreement;

(b) The Customer alters the purpose of the function without the approval of the Caterer or Museum; or

(c) The Caterer or Museum become aware of conditions under which the holding of the function could jeopardise public safety or order or involve an unacceptable risk of personal injury or damage to property.

### **Methods of Payment**

The company is unable to provide customer account facilities unless a credit application has been completed and approved by the company. Therefore the final account is payable upon confirmation of event or function numbers. The client accepts full responsibility for payment of charges as invoiced. Failure to pay an invoice within the terms as noted on the invoice will imply that the client agrees to pay costs of a collection agency or a solicitor for recovery. Acceptable methods of payment are:

Cash, Direct Debit, EFTPOS, Visa Card, Bankcard, Master Card and Amex. All Credit Card payments will incur a surcharge of 2.5% of the total amount being processed. Payment by Bank Cheque will only be accepted.

### **Pricing**

Prices are maintained as printed wherever possible, however are subject to change without prior notice. Prices are inclusive of GST.

### **Additional Charges**

Additional charges that are incurred over and above the quotation must be paid for in full at the conclusion of the function. Such charges may include beverage tabs, surcharges and cleaning etc. If such charges are anticipated, a Credit Card Pre-Authorisation will be taken to cover the estimated amount and the final charges will be settled at the conclusion of the function/event. Should a Credit Card Pre-Authorisation not be available then a Cash Deposit to the same value must be provided. The following surcharges will be charged where applicable:

- Delivery and bump in/bump out charges will apply to where event numbers are less than 25. The amount will be determined by the specific requirements.

- 20% of the Food and Beverage component for Events held on Sunday

- 30% of the Food and Beverage component for events held on Public Holidays

- \$100.00 per hour for events continuing passed the scheduled conclusion time.

- Event numbers less than the minimum specified numbers may incur a surcharge.

- Additional personnel are available and will charged as follows:

- Certified personnel - \$35.00 per hour per person

Where the client wishes the company to contract and manage external contractors or suppliers, an administrative charge of \$55.00 per hour for all time incurred.

### **Band and Crew meals**

Meals and beverages for band members, production personnel etc must be prearranged if required and will be quoted according to your specific requirements.

### **Minimum Spend**

A venue reserves the right to impose a minimum spend policy to have exclusive use of a space for an agreed period. This means, if the venue or space is booked exclusively and numbers decrease, the client will be required to spend the minimum amount specified on the quotation. The minimum spend policy applies to food, beverage and venue hire costs only.

### **No Smoking**

In the interest of public health and in with Government Regulations the venues are smoke free. Designated smoking areas may be provided.

### **Venue or Space Bookings and Accessibility**

Any booking space reserved during the day/evening is subject to re-letting for other day/evening bookings unless alternative arrangements have been agreed upon in writing therefore, the booking of a venue or space will be limited to the time period as identified on the event order and extensions to this will be made at the absolute discretion of the company. Unless otherwise specified, a booking does not guarantee exclusivity of the venue or space. Accessibility to the venue for the purpose of bump in/bump out will be specified on the event order.

### **Cleaning**

General cleaning is included in the room hire. Additional cleaning charges may be incurred where an event has created cleaning requirements to be over and above general cleaning.

### **Decorations and Signage**

Should the client wish to decorate the event or function space, the client must specify in writing the specific details of the decorations, their fixing mechanism and the proposed removal. The company reserves the right to prohibit the use of such decorations as streamers, confetti, paper glitter and rice. Signage provided by the client is restricted to the booked space and cannot be displayed in any public area without prior consent of Management. Use of fixings such as adhesives, nails, and screws on any venue property is prohibited without prior consent of Management.

### **BYO Products**

Heritage Events strictly prohibits BYO products unless expressly authorised in writing by the Managing Director. The company reserves the right to apply a surcharge to such BYO products.

### **External Supply of Goods and Services**

Heritage Events retains the right to provide all catering services and other services where an agreement is in place between the company and the venue. If the client wishes to exhibit or distribute externally supplied goods or services during an event, written permission must be sought by the company at the time of confirming the event details.

## **Security**

Heritage Events requires that Registered Security Guards be employed at all events where live entertainment is present and in the ratio as determined under the relevant legislation.

Some Venues may require Security personnel to be present during Events that occur outside of regular business hours. If any attendee of an event or function breaches the venues' house policy on bad behaviour, aggression or intoxication, they will be ejected from the venue and may be reported to the police if the situation requires such action. The client is responsible for any cost incurred by the company. Should the Company determine that security will be required for an event, guards will be available and charged to the client at a rate of \$55.00 per hour per guard (minimum 3 hours).

## **Workplace Health and Safety**

- A Heritage Events representative may inspect all equipment, fittings or materials brought into an event. If any such equipment, fittings or materials are deemed not to be safe, they shall be removed from the event immediately at the expense of the person who brought them in. The Company reserves the right to refuse entry to the agent or contractor if these conditions are not fully complied with.

## **Insurance**

Each venue maintains public liability and property damage policies. However, it is necessary for the client to arrange their own insurance cover for property damage and public liability, where it could be considered their liability. Heritage Events will NOT accept any responsibility for any damage or loss of materials left on the property prior to, during or after an event. The client is financially responsible for any damage sustained to fittings, property or equipment, guests or contractors, prior to, during or after any event. Organiser's are advised to provide their own insurance cover.

## **Liability**

Where Management has any reason to believe an event will affect the Integrity of the business or the safety of patrons, it reserves the right to cancel the event without notice or liability. Where facilities booked are unavailable due to causes beyond control of Management, Management reserves the right to substitute similar facilities.

## **Responsible Service of Alcohol**

The Company promotes and enforces a stringent Responsible Service of Alcohol Policy and reserves the right to refuse service to any person or persons, or cancel an event or function in accordance with that policy. The company is licensed to sell Liquor until 12.00am midnight after which time no alcohol will be served. All guests will be checked on arrival for proof of age where alcohol is being consumed.

## **Code of Conduct**

The Company and/or the Venue Manager reserve the right to refuse entry to or eject any individual/s from an event if it is deemed that the person/s is in breach:

- The Venues Code of Conduct Policy
- The Company's Responsible Service of Alcohol Policy

## **Delivery of Goods**

If you require goods to be delivered to a venue, the Event Manager must be notified in writing at least 2 working days prior to the scheduled delivery time. Whilst all care will be taken in receiving the goods, the company will not accept responsibility for damaged or lost goods.

# Function Booking Form

**Company:** \_\_\_\_\_ **Organiser:** \_\_\_\_\_

**Date of Function:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_ **Approx Numbers:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **Conclusion:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Equipment Required

Stage	<input type="checkbox"/>	Lectern	<input type="checkbox"/>
Data Projector	<input type="checkbox"/>	Flip chart	<input type="checkbox"/>
DVD	<input type="checkbox"/>	Microphone	<input type="checkbox"/>

Other \_\_\_\_\_

**Please note additional charges will apply for these items**

## Menu Selection:

## Beverage Selection:

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## Special Requests:

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## Deposit

A deposit of 20% of the projected event cost is required to confirm booking. The deposit secures both the Venue and the proposed catering. This amount will be deducted from Heritage Catering final tax invoice.

**I have read and agree the terms and conditions:**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Terms and conditions must be signed to confirm your booking*