



The Workshop Railway Museum

Have your next event at the birthplace of rail in Queensland. Only 40 minutes from Brisbane and central to South East Queensland Country region The Workshops Rail Museum offer a variety of unique spaces, galleries and hands on interactive experience.

From intimate gatherings, conferences and workshops to large corporate dinners and weddings The Workshops Rail Museum caters for all.

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"

Trackside Café

Fully air-conditioned, the original worker's dining hall is perfect for weddings, dinner, buffet breakfast and school formals. With the gracious heritage style of the early 1900's, including tongue and groove walls, the Trackside Café overlooks wide verandas and the Museum's spacious forecourt.



Moving Goods

Featuring an amazingly restored Moving Goods train and spilling out onto the spacious Museum Forecourt, Moving Goods provides room for functions with horsepower not just hors d'oeuvres.



Refreshment Room

A traditional setting complete with a cosy fireplace, the Refreshment Room has access to the veranda for pre-dinner drinks and hors d'oeuvres and is perfect for small weddings and functions. The Refreshment Room is fully air-conditioned.



Room

Room	Cocktail	Banquet	Classroom / Theatre
Moving Goods	450	350	550
Trackside Cafe	250	200	150
Refreshment Room	100	100	-
Commissioners Room	-	-	20

Capacities

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 to the client.

Venue Hire

Venue Hire charges are based on 4.5 hour duration and includes cleaning and set up charges.

The Workshop Railway Museum	
Moving Goods – 4.5 hours	\$1000
Refreshment Room	\$320/day \$250 4.5hrs
Trackside Cafe	\$1000 4.5hrs
Commissioners Room	\$150/day \$100 4.5hrs
Conference Room	\$220/day \$175 4.5hrs

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.

Conference & Meeting Menu

Tea & Coffee

Freshly brewed coffee & selected teas

\$3.80 per guest

Morning Tea

Seasonal fruit skewers with Greek yoghurt
Danish Pastries
Assorted cakes and Slices
Freshly made Scones with jam and cream
Mini Sausage Rolls

\$8.50 per guest

Please choose 2 items

1.5 pieces guest

Lunch

Assorted Sandwiches and Wraps

1 round per guest

\$8.00 per guest

Assorted Hot Finger food and dipping Sauces

\$9.50 per guest

Afternoon Tea

Selection of éclairs and mini muffins
Assorted cakes and slices

\$5.50 per guest

Please choose 1 item

Additional options

Fresh chilled orange juice
Fruit Platters (10-15 delegates)
Cheese Platter (10 – 15 delegates)

\$2.00 per guest

\$25.00 per platter

\$35.00 per platter

Minimum 10 guests

Roast Lunch

\$15.00 per guest

Roast meat of the day served with roasted vegetables

- Includes dessert and tea and coffee.

Minimum 20 guests

Al a carte Menu

Entree

Creamy chicken and Asparagus Vol au vent

Homemade Pumpkin Soup with Crusty Dinner Roll

Marinated Lamb Skewers served on a Greek Salad and topped with Raita

Heritage Style Chicken Caesar Salad

Mains

Tender Chicken Breast served with roasted potatoes and topped with a creamy Chive Sauce

Atlantic Salmon served on a bed of Asian Greens and topped with Béarnaise Sauce

Roasted Vegetable Stack

Rib Fillet Steak served on a bed of chive mash, topped with a creamy Mushroom Sauce

Dessert

Sticky Date Pudding served with Chantilly Cream

Baked Cheese Cake served with a Berry Coulis

Individual Pavlova served with seasonal fruit and Passionfruit Coulis

Chocolate Mud Cake served with whipped Cream

2 course Alternate Drop \$40.00

3 course Alternate Drop \$55.00

Minimum 50 guests

Canapés Menu

COLD

Assorted Sushi with Japanese Soy Sauce
Tomato and basil bruschetta with a garlic olive oil
Savoury pumpkin and parmesan muffins with crème fraiche and chives
Smoked salmon tartlet cream cheese and caviar

HOT

Chinese spring rolls with sweet chilli sauce
Petite lamb and rosemary pies with a spicy tomato relish
Tandoori chicken skewers with a cucumber and coriander yoghurt riata
Spinach and fetta filo pastries
Vegetable samosa with a sweet chilli sauce
Baramundi Twists
Vegetable Skewers
Chicken Goujons
Salt and Pepper Calamari
Prawn Cones

DESSERT

Assorted Petite cheese cake
Cupcakes
Mini Cappuccino Éclairs

1 hour 5 pieces per guest \$16.50

2 hours 9 pieces per guest \$23.50

3 hours 12 pieces per guest \$32.00

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 \$10.00 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 \$6.00 per guest

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

Noodle Box and Fork Dish options

Fish and Chips \$15.00 per guest

Miniature Gourmet Beef Burgers with chips \$12.00 per guest

Chicken and Vegetable Stir Fry \$12.00 per guest

Vegetable Singapore Noodles \$12.00 per guest

Minimum 20 guests

Buffet Menu

Main (choose 2)

Chicken Curry

Roast Lamb stuffed Garlic and Rosemary

Beef Sausages in Onion Gravy

Roast Leg of Pork

Chicken trussed with Bacon in a basil pesto

Grilled Fish

Salads (choose 2)

Potato and Chive Salad

Mixed Garden Salad

Crisp Coleslaw

Dessert (choose 2)

Fresh seasonal Fruit platter

Chocolate Mud Cake served with Whipped Cream

Pavlova smothered Cream and Tropical Fruit

Baked Cheesecake

Buffet Included Roast Potatoes, Fresh Baked Dinner Rolls, Condiments and Seasonal Vegetables

\$55.00 per guest

Add Fresh Seafood to your Buffett

\$POA

Minimum 50 guests

Function Package current until June 30th 2012 P: (07) 3892 4788 E: ammie@heritageevents.com.au

heritageevents

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

Sausage Sizzle

\$5.00 per guest

BBQ Sausages, Fried Onion, fresh rolls and selection of condiments

Minimum 20 guests



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

Function Package current until June 30th 2012 P: (07) 3892 4788 E: ammie@heritageevents.com.au

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 Workshop Railway 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 Workshop Railway 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:

--	--

Special Requests:

--

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