

PRIVATE VENUES 2018



Hamilton Island Events



HAMILTON ISLAND
GREAT BARRIER REEF AUSTRALIA

INTRODUCTION

Thank you for considering Hamilton Island Events for your Function.

The menus in this private venue information kit are suitable for private houses and venues around Hamilton Island where you might hold your private function.

Written permission from the owners of the venue must firstly be gained before Hamilton Island Events will agree to cater in a private venue. Due to venue restrictions, the Hamilton Island Events team will also need to review the location and outline the setup of the reception before agreeing to cater. Once the set up is agreed upon, the Hamilton Island Events team will confirm the setup costs involved.

The events department may require to inspect the venue prior to providing a quote and catering options. Please advise the booking contact details, so that this appointment can be made.

Please read through the information on the following pages to assist you in choosing the appropriate package providing the venue, setup and food and beverage needs for your special occasion.

SETUP/SERVICE FEES

The below set up fees are a guideline of the basic costs associated with the set up and service fees of private venue catering. Please note that these are a guide only and every catering request will be quoted depending on venue, set up and menu requests.

COCKTAIL RECEPTION PACKAGE \$500 + MENU SELECTION

- All existing furniture and kitchen utilised
- Includes 1 service staff per 25 guests to roam around with canapés for up to 2 hours
- Additional time will incur staff hire fees for staff at \$45 per staff per hour
- Minimum menu selection spend of \$500 is required
- Prices are based on a cocktail party of up to a maximum of 50 guests. Base price will increase \$250 per 25 guests over 50 guests.

SIT DOWN DINNER PACKAGE \$750 + MENU SELECTION

- All existing furniture utilised
- Includes 1 service staff per 25 guests to service food for up to 2 hours
- Additional time will incur staff hire fees for staff at \$45 per staff per hour
- Minimum menu selection spend of \$1,000 is required
- Prices are based on a group of up to a maximum of 50 guests. Base price will increase \$250 per 25 guests over 50 guests.

BEVERAGE/BAR SERVICE

- Bar set up fee includes glassware, eskies with ice and 1 staff member for up to 2 hours \$300 (maximum 50 guests)
- \$100 set up is incurred for every 25 guests over 50 guests, inclusive of 1 additional staff for the 2 hours
- Beverages on consumption from this compendium are charged at an additional cost
- If events beverages are purchased, we will provide 1 staff member per 25 guests for beverage service
- If no bar set up is required and all own beverages, glassware and equipment is used staff hire only applies
- All staff will adhere to RSA and Hamilton Island policy while serving in a private residence
- Staff hire only is charged at \$45 per staff per hour for a minimum of 2 hours per staff member

Please note that any guest in breach of RSA will be asked to leave and may result in the staff members leaving the event and security being called.

Cook your own BBQ pack deliveries do not incur a set up/service fee. See page 7 for options.

CANAPE MENUS

Minimum 20 guests

4 Pieces per person \$20 per person

Select 2 cold and 2 hot: *Served over a 30 minute duration*

For pre-dinner drinks, we recommend allowing Chef to select to best accompany your chosen menu

8 Pieces per person \$30 per person

Select 4 cold and 4 hot: *Served over a 60 minute duration*

12 Pieces per person \$40 per person

Select 2 cold, 2 hot and 2 substantial: *Served over a 1 ½ hour duration*

16 Pieces per person \$60 per person

Select 4 cold, 4 hot canapés and 2 substantial: *Served over a 2 hour duration*

COOL CANAPÉS

- Rare roast beef, asparagus and horseradish (gf)
- Fresh oyster, tomato gel, finger lime (gf, df)
- Cured citrus scallop, fennel and orange salad (df, gf)
- Roast chipotle chicken, black sesame, mango salsa (df)
- Gorgonzola, roasted capsicum, onion jam and rosemary (v, gf)
- Lemon myrtle prawn tostada, avocado, coriander
- Confit red onion tart, thyme, garlic and whipped feta cheese (v)
- Smoked salmon and cream cheese pinwheel
- Tuna tartar, lemon caviar, cucumber (gf)
- Peking duck pancake, hoi sin sauce (df)
- Marinated baby bocconcini, jamon, basil (gf)
- Compressed watermelon, soft feta and apple balsamic (v, gf)
- Vietnamese vegetarian rice paper rolls (v, df, gf)

HOT CANAPÉS

- Steamed bun with duck, lemongrass and lime
- Sticky braised lamb shank and rosemary pie
- Sumac spiced lamb skewer, pomegranate molasses dressing (df, gf)
- 42c olive oil salmon with artichoke, fennel, citrus mayonnaise and keta caviar (df, gf)
- Indian spiced sword fish lollypops, minted yoghurt dip (gf)
- Mini beef wellingtons
- Mini chicken parmesan bites
- Potato croquette, pea, parmesan and spiced mayonnaise (v)
- Mini quiches vegetarian and meat
- Blackened seafood cake, lime mayonnaise, kata row (df)
- Mini Wagyu burgers with Swiss cheese and tomato, beetroot and onion relish
- Jalapeno and cheese empanada (v)
- Vegetable spring roll, sweet chilli (v)
- Steamed bun with mushroom, ginger and teriyaki (v)

SUBSTANTIAL CANAPÉS

- Duck Thai red curry, pineapple, lychees over rice (gf)
- Roasted lamb rump, gremolata over garlic and parsley potato (gf)
- Smokey pulled beef ragout over rice and beans (gf)
- Chilli salt and pepper squid, crispy noodle, cucumber and coriander (df)
- Peking duck noodle bowl, egg noodle, shredded duck, duck broth
- Mexican chicken, rice and bean burrito
- Cajun spiced fish, spiced remoulade over creole rice
- Bratwurst hot dog, sauerkraut island made spicy tomato relish
- Spice chilli baked potato, avocado, sour cream and beans

(v) vegetarian (df) dairy free (gf) gluten free

Catering and menu options may be dependent on the venue or private residence.

BBQ BUFFET

\$65.00 per person

Minimum numbers 25 guests

Requires a large area to set up buffet

MAIN

- Scotch fillet of beef, green peppercorn sauce (gf)
- Fresh local fish fillets with tomato lemon and parsley salsa (gf, df)
- Honey and soy marinated chicken skewers (df)
- Mini baked potatoes with sour cream and chives (v, gf)
- Buttered corn on the cob (v, gf)
- Baked field mushroom topped with roasted chilli butter (v, gf)
- 2 x chef selections of salads

DESSERT

- Seasonal fruit salad and honey yoghurt (v, gf)
- Chef's selection of tarts and cakes

BBQ PACKS - DELIVERY ONLY

No set up or service fees apply

Packs are delivered with cold items ready to serve

Meats require to be "cooked yourself" on the existing BBQ/cooking facilities at the house

BBQ PACK 1 - \$45.00 per person

Minimum order 10 guests

- Island baked breads
- House made Wagyu burger with toppings
- Pork sausages
- Cajun roasted corn on the cob (v, gf)
- Honey and soy marinated chicken skewers (df)
- 2 x chef selections of salads

BBQ PACK 2 - \$65.00 per person

Minimum order 10 guests

- Island baked breads
- Marinated eye fillet of beef
- Thick cut gourmet sausages
- Swordfish steaks with chilli and herb marinade
- Whole butterflied baby chicken with lemon and thyme marinade (1 chicken 2 pax)
- Cajun roasted corn on the cob (v, gf)
- Roasted beetroot, truffle, rocket salad with sherry dressing (v, df, gf)
- Baby gem Caesar salad
- Chef's selection of cheese with dried fruits and quince paste and chocolates (v, gf)

(v) vegetarian (df) dairy free (gf) gluten free

GRAZING BOARDS

\$100 per platter

Each platter is designed to cater for 10 guests

Available for delivery

VEGETABLE CRUDITES - with chef's house made dips and pita (v,gf)

GOURMET MINI PIES - chef's selection with mushy peas and sauce

MINI DOGS - pork sausages, sides of sauerkraut, caramelised onions, mustards and sauce

MINI WAGYU BURGERS - with Swiss cheese and tomato, beetroot and onion relish

ANTIPASTO - selection of deli meats and antipasto with grissini

AUSTRALIAN CHEESE PLATTER - three Australian cheeses, quince paste, crackers and dried fruits

MINI DESSERTS - Chef's selection of mini desserts

SLICED SEASONAL FRUITS - selected from market fresh seasonal availability (v,df,gf)

BREAKFAST PACK 2

\$65.00 per person (delivery the day before)

Minimum order 10 guests

No set up or service fees apply

Packs are delivered with cold items ready to serve

Meats require to be "cooked yourself" on the existing BBQ/cooking facilities at the house

- Sliced seasonal fruit
- Fruit Danish pastries
- Pain au chocolat
- Granola, Greek yoghurt, fruit compote cups
- Double smoked bacon (2 rashers per person)
- Free range eggs (2 per person)
- Thick cut toast (what would you like white, multigrain, brown)
- Pork breakfast sausage (1 per person)

(v) vegetarian (df) dairy free (gf) gluten free

Grazing Platters

\$90.00 per person

Designed to share, dishes are served Family style plattered to the table

To facilitate a share style menu please choose 2 entrées and 3 mains. Your selections will also be accompanied with chef's selection of warm breads, side dishes, cheese and chocolates

ENTRÉE PLATTERS

- Roasted beetroot, truffle, rocket, sherry dressing (v, df, gf)
- Charred octopus, confit garlic and parsnip ravioli, roasted tomato sauce, caper and tomato salsa
- Scallop fritters, maple syrup and black garlic aioli
- Spiced crisp cauliflower, broccolini cream, pomegranate, toasted pistachios (v, gf)
- Heirloom tomatoes, micro basil, mozzarella, olives, ciabatta (v, gf)
- Yellowfin tuna tataki, miso glaze, Asian sesame salad, crispy shallots (df, gf)
- Warm salad of pancetta, asparagus, pumpkin and Persian feta dressed with mustard vinaigrette (df, gf)
- Spiced duck with compressed watermelon, lychee, rocket pesto, baby salad (gf)
- Warm spiced bug salad, cauliflower, garlic, mizuna and nuoc cham
- Hot smoked salmon, beetroot, watercress, hazelnut salad and horseradish crème fraiche (gf)
- Roasted tomato, feta and pine nut tart with baby cos and sherry vinaigrette (v)
- Dukkah crusted kangaroo, shallot puree, onion rings, roasted vine tomatoes and herb salad
- Ceviche of scallop, avocado, chilli, tomato salad with taro chips (gf)
- Pumpkin, goats cheese and leek tart with roasted tomato salad (v)

MAIN PLATTERS

- Butter and thyme poached free range chicken, white bean pure, roasted cherry tomatoes (gf)
- Roasted lamb rump, asparagus, broad beans, peas, snow peas and apple jus (gf)
- Roasted fillet of snapper, bok choy, shitake mushroom and soy emulsion (df)
- Barramundi en papillote, olive, caper, tomato, capsicum and white wine (gf)
- Slow cooked king salmon, scallop and salmon pithivier, cauliflower and fennel
- Roasted fillet of beef, wild mushroom, spinach, asparagus, cabernet jus
- Dry rubbed sirloin of beef, oxtail filled pasta, baby artichokes, king brown mushroom and watercress
- Slow cooked pork cutlet, roasted vegetables, pulled pork and manchego croquets, apple and calvados sauce
- Red quinoa salad, charred asparagus, peppers, honey cashews and labneh (v, gf)
- Char-grilled baby chicken, chorizo, lentils and red pepper (df)
- Drunken tofu noodles, corn, broccoli, bean sprouts, udon noodles and spicy sauce (v)
- Sweet soy braised duck, ginger, bok choy, roasted pear and shitake (df)
- Char-grilled vegetable rotolo, baby spinach, parmesan, sauce napolitaine (v)

Chef's simple menu

Entrée served with Island baked breads

- Yellow fin tuna tataki, miso glaze, Asian sesame salad, crispy shallots (GF, DF)
- spiced duck with compressed watermelon, lychee, rocket pesto, baby salad (GF)

Main

- Roasted fillet of beef, wild mushroom, spinach, asparagus, cabernet jus
- Barramundi en papillote, olive, caper, tomato, capsicum & white wine (GF)
- Red quinoa salad, charred asparagus, peppers, honey cashews & labneh (V, GF)

Sides

- Chef's selection of sides

Dessert

- Chef's selection of cheese with dried fruits and quince paste & chocolates plattered to the centre of table (v, gf)
(v) vegetarian (df) dairy free (gf) gluten free

BEVERAGE LIST

Beverages availability and cost may change without notice. Beverage selections are required by your event representative no later than 21 days prior to your event to ensure stock availability on island. Please select 1 sparkling wine, 2 white wines, 2 red wines and 2 beer options to make up you beverages on consumption

SPARKLING WINES

Craigmoor Pinot Noir Chardonnay (Aus)	\$33.00
La Gioiosa Prosecco Superiore DOCG NV	\$45.00
Clover Hill Tasmanian Cuvee (Piper River)	\$66.00

CHAMPAGNE

Piper Heidsieck Brut NV (France)	\$95.00
Charles Heidsieck Brut Reserve (France)	\$140.00

WHITE WINES

pocketwatch Sauvignon Blanc (WA)	\$30.00
pocketwatch Chardonnay (WA)	\$30.00
Wild Oats Pinot Grigio (SA)	\$34.00
Wild Oats Sauvignon Blanc (WA)	\$34.00
Fiore Moscato (Mudgee, NSW)	\$35.00
Pikorua Sauvignon Blanc (NZ)	\$35.00
The Yard Channybearup Sauvignon Blanc (WA)	\$55.00
Robert Oatley Signature Series Chardonnay (WA)	\$55.00
Robert Oatley Signature Series Riesling (WA)	\$55.00
Robert Oatley Signature Sauvignon Blanc (WA)	\$55.00

RED WINES

pocketwatch Shiraz (NSW)	\$30.00
pocketwatch Cabernet Sauvignon (NSW)	\$30.00
Wild Oats Shiraz (SA)	\$34.00
Wild Oats Sangiovese Rose (NSW)	\$34.00
Argento Classic Malbec (ARG)	\$45.00
Giesen Estate Pinot Noir (NZ)	\$50.00
Robert Oatley Signature Series Pinot Noir (Yarra Valley)	\$55.00
Robert Oatley Signature Series Cabernet Sauvignon (Margaret River)	\$55.00
Robert Oatley Signature Series Shiraz (McLaren Vale)	\$55.00
Four in Hand Shiraz (Barossa Valley)	\$60.00

(Any wines unavailable at the time of the event may be substituted with a wine to the same or greater value)

STANDARD AUSTRALIAN BEERS

Hahn Premium Light	\$6.00
XXXX Gold	\$6.50
XXXX Summer Bright	\$7.00
Tooheys New	\$7.00
Hahn Superdry	\$7.50
Tooheys Extra Dry	\$7.50

PREMIUM /IMPORTED BEERS

Heineken, Corona, James Squires Pale Ale,	\$8.50
Little Creatures Bright Ale	

CIDER

Tooheys 5 Seeds Crisp Cider	\$7.00
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OTHER

Soft drinks	\$4.00 each
Bottled water	\$4.00 each
Juice	\$4.50 each

BASIC SPIRITS

Smirnoff Vodka, Gordon's Gin, George Dickel Bourbon, Johnnie Walker Red Scotch, Bundaberg Rum, Pampero Blanco Rum - \$8 per nip with mixer

PREMIUM SPIRITS

Bacardi Rum, Tanqueray Gin, Mount Gay Rum, Canadian Club Whiskey, Jack Daniels Bourbon, Jim Beam Bourbon, Captain Morgan's Spiced Rum - \$8.50 per nip, with mixer

Chivas Regal	\$9.50 per nip with mixer
Johnnie Walker Black	\$9.50 per nip with mixer
Grey Goose Vodka	\$10.50 per nip with mixer

Hamilton Island house policy is that no shots or doubles are to be served under any circumstances.

EQUIPMENT HIRE

Hamilton Island Events can assist with the hire of the following products.

Please discuss all equipment hire with your consultant for a quote. Equipment hire can be bundled in with a service package at a reduced rate.

Basic centrepiece
Clothed trestle tables
Clothed round or oval dinner table
White tablecloths
Chairs
High bar tables
BBQ with gas bottle
Esky with ice
Outdoor heaters
Table skirting
Beer/highball glasses
Wine glasses
Old-fashioned tumblers
Champagne glasses
Main plates
Entrée plates
Side plates
Cups and saucers
Cutlery
Service tongs
Silver food platters
Silver ice buckets
Linen napkins - folded
Staff hire
Marquee

Gas flares via AV Partners.

A minimum spend of \$300.00 applies to all equipment hire.

HAMILTON ISLAND TERMS AND CONDITIONS

EXCESS NOISE

A noise curfew of 10:00pm applies to most areas of Hamilton Island. All amplified noise must be reduced at this time. Staff service is available up until 11:00pm at most private venues.

BOOKING AND CONFIRMATION

Tentative bookings will be held for a period of 2 weeks. Within this time a deposit is required to secure your booking. Confirmation of the reservation is made upon receipt of the deposit. Payment of the deposit acknowledges the terms and conditions of the booking. If the deposit is not received within the allocated time, Hamilton Island Events reserve the right to cancel the tentative booking.

DEPOSIT

A non-refundable deposit of \$50 must be received within 14 days of booking to secure the service package from the events team. Deposits are not required for BBQ pack deliveries, however, must be paid in full 21 days prior to the event. Deposits are not transferrable to any other venue. Deposits can be made by using major credit cards, eftpos, cheque, cash or direct deposit. A surcharge will be applicable for all payments made by credit card. Visa Card, Master Card and Bank Card incur a 1.25% charge and Diners Card and Amex Card incur a 3.36% charge (please note credit card fees are subject to change without notice). Eftpos transactions do not attract a surcharge. See final Payment details below.

NUMBERS

There is a maximum of 100 guests applied to this portfolio; a larger number of guests can be catered, however, prices are on application only. Please note children under 14 years of age are counted in the guest's numbers. Infants under the age of 3 are not.

FINAL NUMBERS

Guaranteed minimum final numbers and a signed event order will be required 21 days prior to the function. If this day is a weekend, then the previous working day is the requirement. This minimum final number will form the basis of the charging.

VENUE

All applicants must provide permission in writing from the owner of the property for events to cater in the property. A pre inspection may be required for the events department to be able to provide a service and catering quote.

Hamilton Island Events also reserve the right to change, amend, and cancel any services, should other extenuating circumstances occur.

EVENT ORDERS

First draft banquet event orders must be received by Hamilton Island Events at least 30 days prior to the event and final banquet event orders must be received no less than 21 days prior to the event. Any amendments received to food requests less than 21 days prior for the event will not be guaranteed. Any reception banquet event order not received at least 21 days prior to the event will be catered by chef selection only for food options.

All final event orders must be issued to the events department with the client's signature attached. The signature must be that of the person authorising credit card charges.

Full payment of all event costs must be received no later than 21 days prior to the event. Should the beverages be on a bar tab, then full credit card details must be supplied no later than 24 hours prior to the event, to ensure beverage service.

All equipment hire event orders must be received by Hamilton Island Events no later than 48 hours prior to any event. All equipment hire requests are subject to availability.

Any/all amendments and/or special requirements must be listed in full upon the banquet event order to enable Hamilton Island Events to be aware of any/all client changes and requests.

FOOD AND BEVERAGE SERVICE POLICY

Spirits will be served by the nip only. No doubles or shots are permitted to be served by Hamilton Island staff.

When requesting spirits please specify otherwise our 'basic spirits' range will be provided. Special beverage requests will be on a 'request only' basis, which must comply with our 21 days' final banquet event order time frame, to ensure quantities are ordered accordingly. Please note due to contractual agreements between the island and our supplier/brands our beverages cannot be changed.

RSA will be strictly adhered to in accordance with house policy. All receptions will be limited to a time frame of 5 hours service of alcohol by any staff member. When the events department have beverage staff serving alcohol at private venues, no service of alcohol by other guests is permitted. If for any reason guests will not adhere to these conditions the events department will pack up immediately and depart the residence. Additional fees will be incurred for the remaining equipment to be collected the following morning and any missing or damaged equipment will be charged for. If at any time our services are cut off due to RSA not being complied with security will be called to attend and cease the party.

Any menu items may be substituted at anytime by chef due to market availability.

BBQ DELIVERY PACKS

All BBQ packs are delivered with salad and cold items plattered and ready to serve. You will be required to utilise the venues own service utensils, crockery and cutlery. The meats are delivered raw and ready for you to cook on the venues existing cooking equipment. You are responsible to ensure that the venue has ample cooking equipment and utensils for your BBQ. We advise that you arrange the delivery to be at the time of cooking/service as the venue may not have ample refrigeration space. All food must be refrigerated if not served/cooked immediately. Your credit card details will be retained as a \$200 charge will apply for any missing equipment/platters on the day of collection. Some items and produce may need to be substituted if for any reason unavailable at the time of preparation.

CAKES

Cakes are your responsibility. Hamilton Island Events will not accept responsibility of cakes which includes storing, setting up or transporting. It is your responsibility to remove or collect your cake at the conclusion of the function. All cakes including cake stands, decorations and storage containers remain the responsibility of you and/or your event consultant (by prior arrangement). Hamilton Island Events will serve your cake if requested, however, a charge may be applicable to this.

PERSONAL ITEMS

Any personal items which include, but are not limited to, decorations, bonbonniere and personal effects remain your responsibility. Items left behind at the end of a function are not the responsibility of Hamilton Island Events.

CANCELLATION POLICY

Clients are permitted one postponement (minimum notice for postponement is 60 days) of their booking with the deposit being transferred to the revised date. An administration fee of \$50 will be charged. Deposits may not be transferred to another venue. If your function is cancelled less than 21 days prior to your function date – the full amount of function will be charged including menu (excludes beverage charges). Cancellation of BBQ packs within 21 days will be charged 50% of the total amount. The remaining 50% of the pre payment will be refunded.

PRICES

Please note that prices may change at any time without notice. Please check the current pricing on your function before confirmation.

FINAL PAYMENT

Final full payment based on guaranteed minimum numbers will be required 21 working days prior to the function date, unless by prior arrangement. If payment is not received 21 days prior to the function, we reserve the right to release the venue. Any charges incurred on the day of the function must be paid at the conclusion of the function or by arrangement with Hamilton Island Events. Payment can be made by credit card, direct deposit, cheque, cash or room charge (only available for guests staying in a property managed by Hamilton Island). Any charges on the day including bar tabs/consumption or bar consumptions must provide Hamilton Island Events signed authority and credit card details 21 days prior to the event.

DAMAGES/CLEANING

Clients are financially responsible for any damages sustained to the venue and its contents and property, prior to, during and after the event by the client, guests or contractors engaged by the client. Clients are responsible for costs incurred due to excessive cleaning required of the venue by the client, guests or contractors engaged by the client. Hamilton Island Events will take no responsibility for any damage to any private property and damages will be at the cost of the client. A \$200.00 fee will be charged for any Items not returned.

PUBLIC LIABILITY

The client needs to determine its public liability responsibilities for activities undertaken by the client, guests or contractors engaged by the client.

AGREEMENT

Payment of the deposit is acknowledgment of these conditions.