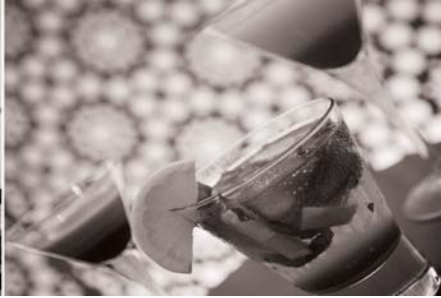




UNIVERSITY
HOUSE



University House Christmas Menus 2011



Buffet Menus

Christmas Ploughman's Platter

Daytime \$27.00 per person

Evening \$31.00 per person

Served with Pre-drinks:

Freshly Made Dips & Pizza Bread

On The Buffet:

Deli Style Selection of Cold Cuts including Roast Sirloin of Beef & Honey Glazed Ham
Cheddar Cheese & Marinated Vegetables

Freshly Made Tossed Green Salad
Tangy Relishes & Condiments

Christmas Pudding served with Warm Custard
Freshly Brewed Coffee & Tea





UNIVERSITY
HOUSE



Chilled Christmas Buffet

Daytime \$34.00 per person

Evening \$39.00 per person

Served with Pre-drinks:

Freshly Made Dips, Crackers & Pizza Bread

On The Buffet:

Antipasto Platters of Roasted Marinated Vegetables & Cheeses

Smoked Salmon, Marinated Baby Octopus & Calamari

Cold Meat Platters of Roast Turkey, Honey Glazed Ham

& Mustard Crusted Sirloin

A Freshly Made Tossed Salad

Assorted Condiments, Relishes & Pickles

Oven Baked Crusty Sour Dough Rolls & Butter

Sliced Seasonal Fruit Platters

Freshly Brewed Coffee & Tea



Garden Barbeque

- Cooked for you by our chef in the Fellows Garden -

Daytime \$34.00 per person

Evening \$38.00 per person

Char-grilled Sirloin of Beef

Crispy Skin Chicken Cutlets, Roasted with Lemon, Garlic & Thyme

Char-grilled Lamb, Honey & Rosemary Sausages with Rich Onion Gravy

Baked Salmon Fillets with a Butter & Chive Cream Sauce

Roast Chat Potatoes with Parsley Butter & Garlic

A Freshly Made Tossed Salad

Assorted Condiments, Relishes & Pickles

Oven Baked Crusty Sour Dough Rolls & Butter

Sliced Seasonal Fruit Platter

Freshly Brewed Coffee & Tea





UNIVERSITY
HOUSE



Festive Carvery Buffet

Evening Only \$39.00 per person

Roast Turkey Breast with Traditional Stuffing & Cranberry Jus
Baked Loin of Pork with Caramelised Pear & Brandy Jus
Mustard Crusted Sirloin of Beef with a Roast Jus

Roasted Chat Potatoes with Parsley Butter & Garlic
Honey Roast Root Vegetables
A Freshly Made Tossed Salad

Assorted Condiments, Relishes & Pickles
Oven Baked Crusty Sour Dough Rolls & Butter
Sliced Seasonal Fruit Platter

Sticky Date Pudding with Butterscotch Sauce & Fresh Cream

Freshly Brewed Coffee & Tea



Vegetarian Buffet Dishes

Vegetarian Platter of Stuffed Roast Peppers,
Homemade Vegetarian Mini Quiche,
Portobello Mushrooms with Blue Cheese,
Pumpkin & Spinach Tartlet with Goats Cheese & Caramelised Onion





UNIVERSITY
HOUSE



Christmas Banquet Menu

\$48.00 per person

-This menu to be served as an alternate serve-

Entrée

Smoked Salmon, Goats Fetta & Chive Roulade with Rocket & Dill Vinaigrette
&
House Cured & Smoked Chicken Breast served on Soba Noodles & Roquet with a
Lime, Chilli & Vodka Salsa

Main Course

Traditional Roast Turkey Fillet with Sage & Onion Stuffing, Roast Jus
Baked Carrots & Roast Garlic Mash
&
Roast Lamb Rump served on Parmesan Polenta Cake with Fresh Seasonal
Vegetables & Rosemary Jus

Dessert

Warm Christmas Pudding with Brandy Sauce
&
Apple & Blueberry Crumble with Hot Vanilla Custard

Freshly Brewed Tea & Coffee

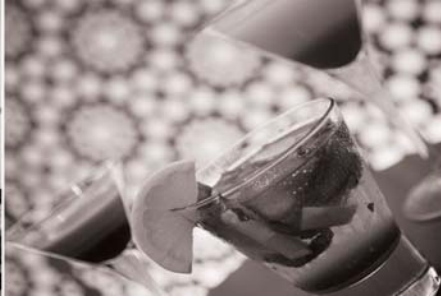
Vegetarian Banquet Options

Vegetable, Pumpkin and Pinenut Tarte Tartin
served on Preserved Lemon Polenta
Or
Roast Portobello Mushrooms with Thyme, Wilted Baby Spinach
and Tallegio served on Roast Garlic and Lime Couscous
Or
Oven Dried Tomato & Thyme Tart with Strezlechi Blue Cheese
served on Ratatouille with a Tomato Butter Coulis





UNIVERSITY
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Christmas Cocktail Menu

\$35.00 per person

- To be served between 5.30-7.30pm only-

Canapés per person:

Baked Pear, Ginger & Rare Duck Tarts

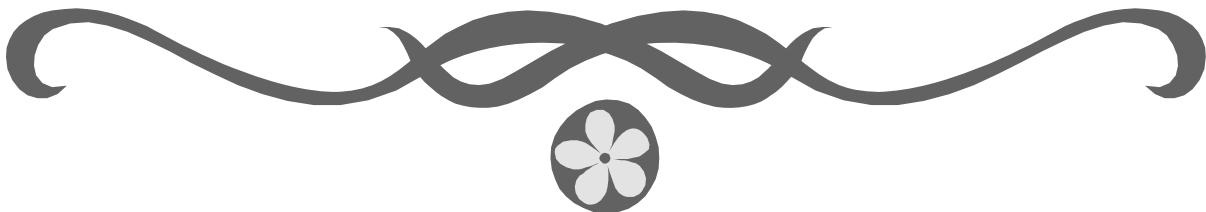
Blue Swimmer Crab Corn Cakes with Chilli Tomato Jam

Field Mushroom, Goats Fetta & Roast Capsicum Tartlets

*Freshly Baked Pizza Bread with
House-made Dips*

*Sparkling Wine, House Wine, Beer & Soft-drinks
for the 2 hour duration*

Complimentary Room-hire (Mon – Thurs only)





UNIVERSITY
HOUSE



THE AUSTRALIAN NATIONAL UNIVERSITY

FUNCTIONS DEPARTMENT

Terms and Conditions

Christmas Bookings:

- All Christmas bookings are to be confirmed within 1 week of booking. *If confirmation is not received during this time, the House reserves the right to release the venue to another client.*
 - Credit card details must be on file for payment of all bookings.
 - Departments will not be invoiced for payment, only as a receipt.

1. BOOKINGS:

- Tentative bookings* are held for two weeks. If confirmation is not received during this time, the House reserves the right to release the venue to another client.
- Guaranteed numbers* are to be advised two (2) working days before the function. Charges will be based upon this figure (or the actual number of attendees if higher than the guaranteed number).
- Catering requirements* will also be based on the guaranteed number provided.
- Special catering requirements* (eg. vegetarian, gluten-free, etc.) are to be advised two (2) working days prior to the event.

2. CANCELLATIONS & DEPOSITS:

- All cancellations must be made in writing and addressed to the Functions Office.
- Cancellation less than 10 working days* before the event attract a cancellation fee equivalent to 100% of the estimated room hire
- Cancellations less than 5 working days* before the event attract a fee equivalent to 100% of the estimated revenue for room hire and food costs
- A *deposit* of \$400.00 (for private functions) must be paid at the time of confirmation of the booking. Deposits will be credited towards the final account.
- Valid credit card details* are required for private functions to confirm the booking
- Government Departments* are required to provide a purchase order number or valid credit card details

3. OVERTIME & SURCHARGES:

- An *additional venue hire* charge of \$125.00 per hour, or part thereof, will apply to all functions continuing past their confirmed finishing time.
- An *additional labour charge* of \$75.00/hour for every staff member applies after midnight.
- A *surcharge of 15%* is added to food prices on Saturdays to offset labour cost.
- A *weekend & Public Holiday surcharge of 50%* is added to food prices on Sundays and Public Holidays to offset labour cost.



4. PAYMENT:

- a) *Payment* of estimated charges for private functions is due two (2) days prior to the event
- b) *Final payment* of any outstanding amount (i.e.. beverages on consumption) will be processed to the credit card provided and a tax invoice sent to the organiser
- c) *ANU departments* are required to provide a Journal entry budget code (in the space shown at the end of this form) at the time of booking.
- d) *Government Departments* will be invoiced against the purchase order

5. EQUIPMENT AND SECURITY:

- a) University House ("House") or the Australian National University ("ANU") will not accept responsibility or liability for equipment or other items of property brought onto ANU land or into the House for a function by those holding, arranging or servicing conferences, seminars, concerts or any other function at the House.
- b) Responsibility for insuring equipment or property for a function, and arranging for its security, remains with the organiser, hirer, owner, lessee or other persons bringing the items of property or equipment onto the ANU's premises.
- c) ANU or University House will not accept or will they assume liability or responsibility for injuries caused to persons attending, organising or servicing any function or event at the House.

6. DAMAGE AND DISORDER:

- a) Organisers of functions are financially responsible for any damage or loss sustained to the House or ANU premises or to any attachment, fitting or fixture by any person attending the function, whether in the room reserved or any other part of the House and its grounds or ANU premises. The organiser or hirer must reimburse the House for making such repairs to damage or making good such loss upon receipt of notice from the House.
- b) The House reserves the right, without liability, to ask persons to leave the premises of the House or to exclude any or all persons from any function on House premises if there is objectionable, loud or unruly behaviour.
- c) The House reserves the right to levy any additional cost, expense or charge with respect to extraordinary and unreasonable cleaning if required after an event.
- d) Should a supervising staff member of the House have reason to believe or receives a complaint that any function has become unruly, uncontrollable or excessively loud, and after the giving of a warning to the organiser, the supervising staff person may give notice to the organiser to stop the function and for the attendees to vacate the premises of the House (and ANU, if applicable). Such notice, when given, will be without liability on the House or ANU to reimburse the organiser for a function cancelled due to the unruly, uncontrollable or excessively loud event.

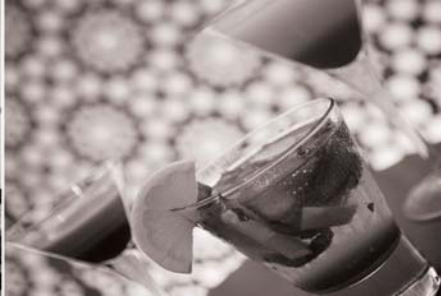
7. GENERAL:

University House, similar to a club, has rules and conditions that casual users (including function participants, visitors and invited guests) of the House are asked to accept:

- a) the Library is available only to University House members and residents;
- b) When moving from one end of a House building to the other, visitors are asked to use the appropriate walkpath or use the covered terrace beside the fishpond in the quadrangle;
- c) Smoking is not permitted within the building or various rooms of the House at any time;
- d) Clients are not permitted to fix signs, notices or similar material to any part of the building or furnishings of the House. The Functions Department can provide display boards or stands where necessary;
- e) The House has a relaxed attitude to dress but expects a minimum standard of neat casual wear. In particular, jeans and T-shirts are not accepted at lunch or dinner in Boffins and thongs are not permitted in the public rooms at any time;



UNIVERSITY HOUSE



- f) Noise. All visitors are asked to co-operate in maintaining the reputation of the House as a tranquil place, particularly at night. Please be aware that sound carries across the quadrangle, especially across the fishpond. Bands or other forms of musical entertainment are required to cease playing by 11.00pm (or earlier subject to complaints from residents). Further, attendees, visitors or invited guests at your event may be asked and are required to return to the venue room if creating noise;
- g) Guests at weddings are asked not to throw confetti. The House will levy a cleaning charge if it is used; and
- h) No food or beverages of any kind may be brought into the House for any function by the organiser, invitees, guests or by anyone else.

8. PARKING:

- a) The ANU's land is subject to parking controls from 9.00am to 5.00pm, Monday to Friday.
- b) Parking permits are required for functions held at the House during these hours.
- c) House Parking Permits are obtainable from the Functions Office (free of charge) in advance, or on the day of the function. These permits authorise parking in the courtyard carpark at the rear of University House. Car parking, whether free or paid, is subject to availability of parking spaces.
- d) For large functions during the working week it may be possible for special arrangements to be made to provide extra parking for those attending. Please consult the Functions Office in advance. The ANU or House does not guarantee availability of parking for functions.

I have read and understand the terms and conditions stated above and agree to accept them on behalf of the organisers of the function. I am authorised to sign on behalf of the hirer/organiser/my organisation.

Signed for and on behalf of

Name ANU budget code

Signed Date