



HELLENIC CLUB  
Where Canberra Meets

Hellenic Club in the City

CONFERENCE  
*Package*

13 Moore Street,  
Canberra City 2601

# Function

## SPACES & HIRING FEES

### ROOM CAPACITIES & FEES

FUNCTION ROOM	HIRE COST	THEATRE	CABARET	CLASSROOM	U-SHAPE	BOARDROOM
<b>Atlas Room</b> - Mon to Fri Weekend & Public Holidays	\$400 \$460	84	40	32	26	24
<b>Poseidon Room</b> - Mon to Fri Weekend & Public Holidays	\$500 \$575	150	88*	40	32	40

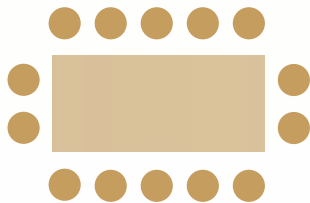
\*Uncatered. Up to 60 catered, if over 60 the Atlas Room will be required to serve catering.

### ROOM SET-UP OPTIONS

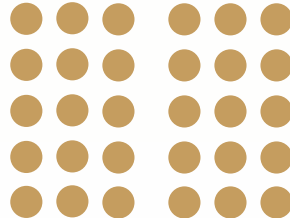
The following room set-up options are the more common styles. Our conference rooms have the flexibility to be set-up in a number of ways. Our professional team are able to accommodate any specific requirement or variation.

PLEASE NOTE - capacity of rooms may vary due to specific catering and set-up requirements etc.

*Boardroom*



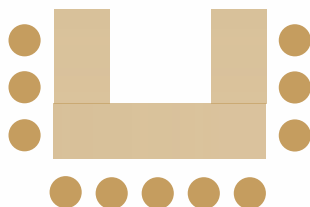
*Theatre*



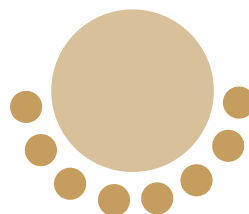
*Classroom*



*U-shape*



*Cabaret*



# Equipment

## HIRING FEES

### EQUIPMENT HIRE

EQUIPMENT	HIRE FEE
Cordless Microphone	\$75
Data Projector & Screen	\$165
Flip Chart & Markers	\$90
Lapel Microphone	\$250
Laptop	\$160
Projection Screen	\$100
Whiteboard & Markers	\$50
Power to Table	\$50 per table

### INCLUDED WITH ROOM HIRE

- Microphone & Lectern
- WIFI - network details are available on request

# Conference

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## DAY DELEGATE PACKAGE

MINIMUM 15 PEOPLE

**\$55 PER PERSON - MON-FRI**

**\$62 PER PERSON - WEEKEND & PH**

Package includes room hire, microphone and lectern, data projector and screen, and WIFI.

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### *on arrival*

Continuous freshly brewed Tea & Coffee

### *morning tea*

**YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS**

Fresh baked Scones with Jam and Cream

House baked Biscuit Selection

Assorted Mini Muffins

Chocolate Brownie (GF)

### *lunch*

Seasonal Fresh Fruit Platter (GF)

Orange Juice

Assorted Pointed Sandwiches (4 pcs)

**SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS**

Open Sandwiches (2 pcs)

Gourmet Wraps (2 pcs)

Panini Rolls (2 pcs)

### *afternoon tea*

**YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS**

Fresh baked Scones with Jam and Cream

House baked Biscuit Selection

Assorted Mini Muffins

Chocolate Brownie (GF)



# Conference

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## CORPORATE PACKAGE

MINIMUM 15 PEOPLE

**\$60 PER PERSON - MON-FRI**

**\$69 PER PERSON - WEEKEND & PH**

Package includes room hire, microphone and lectern, data projector and screen, and WIFI.

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### *on arrival*

Continuous freshly brewed Tea & Coffee

### *morning tea*

**YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS**

Mini Danish Pastry Selection

Mini Croissants with Butter and Jams

Almond, Oat and Fruit Bars

### *lunch*

Seasonal Fresh Fruit Platter (GF)

Orange Juice

Tortilla Wraps (1 pcs)

**SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS**

Hand crafted Artisan Bread Rolls with Chef's Gourmet Fillings (2 pcs)

Chef's house baked Savoury Tart Selection (3 pcs)

Half and half - Artisan Bread Rolls with Chef's Gourmet Fillings and one of Chef's Savoury Tarts

### *afternoon tea*

**YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS**

Fresh baked Banana Bread with Whipped Cinnamon Butter

House baked Chocolate Éclairs

Mini Meringues filled with Cream and Seasonal Fruit (GF)

Mixed Savoury Mini Croissants



# Conference

## EXECUTIVE PACKAGE

MINIMUM 30 PEOPLE

**\$70 PER PERSON - MON-FRI**

**\$79 PER PERSON - WEEKEND & PH**

Package includes room hire, microphone and lectern, data projector and screen, and WIFI.

### *on arrival*

Continuous freshly brewed Tea & Coffee

House baked Biscuit Selection

### *morning tea*

**YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS**

Fresh baked Scones with Jam and Cream

Almond, Oat and Fruit Bars

Mini Danish Pastry Selection

Mini Croissants with Butter and Jams

Chocolate Brownie (GF)

### *lunch*

Seasonal Fresh Fruit Platter (GF)

Orange Juice

Selection of fresh baked Artisan Breads, served with your choice of two dips: Beetroot, Eggplant, Tzatziki or Grilled Capsicum

#### **WITH THREE FROM OUR SALAD RANGE**

Roast Pumpkin and Capsicums with Focaccia Croutons and Fresh Garden Herbs (GF) (V)

Quinoa, Green Bean, Fetta and Mint Salad (GF) (V)

Chat Potato and Cherry Tomato Salad (GF) (V)

Grilled Vegetable, Seasonal Leave and Pasta Salad (V)

Pasta, Parmesan and Pesto Salad (V)

Asian Slaw with Toasted Sesame Seeds and Soy Dressing (GF) (V)

Asian style Salad with Rice Noodles and Sweet Chilli Dressing (GF) (V)

#### **AND ONE FROM OUR HOT RANGE**

Freshly baked Quiche, homemade Sausage Rolls, Spinach and Fetta Rolls and Savoury Tarts

Savoury Tarts, Pumpkin and Goats Cheese, Bacon and Leek with Mustard, and Roast Tomato and Basil

Lamb or Chicken Skewers with Grilled Pita Bread and Seasonal Salad (2 per person)

### *afternoon tea*

**YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS**

Assorted house baked Mini Muffins

Fresh baked Banana Bread with Whipped Cinnamon Butter

House baked Chocolate Éclairs

Chocolate Brownie (GF)

Mini Meringues filled with Cream and Seasonal Fruit (GF)





# Build your own

## SELECTION

### beverages

Continuous Tea & Coffee – full day	\$10.0 per person
Continuous Tea & Coffee – half day	\$8.0 per person
Tea & Coffee – per session	\$4.5 per person
Orange Juice	\$3.5 per person
Softdrink	\$3.5 per person

### morning and afternoon tea options

Apple Crumble	\$4.5 per person
Assorted Cupcakes	\$5.0 per person
Assorted Donuts	\$5.0 per person
Assorted Mini Muffins (2 per person)	\$4.5 per person
Carrot Cake	\$5.5 per person
Chocolate Brownie (GF)	\$5.5 per person
Friands (GF)	\$5.5 per person
Fresh baked Banana Bread with Whipped Cinnamon Butter	\$5.5 per person
Fresh baked Scones with Jam and Cream	\$4.5 per person
House baked Biscuit Selection	\$3.5 per person
House baked Chocolate Éclairs	\$5.5 per person
Lamingtons	\$5.5 per person
Mini Croissants with Butter and Jams	\$5.5 per person
Mini Danish Pastry Selection	\$5.5 per person
Mini Meringues filled with Cream and Seasonal Fruit (GF)	\$5.5 per person
Mixed Savoury Mini Croissants	\$6.5 per person

### healthy options

Almond, Oat and Fruit Bars	\$5.5 per person
Assorted Cheese Platter with Crackers	\$9.5 per person
Pumpkin and Chia Muffins	\$5.5 per person
Seasonal Fresh Fruit Platter (GF)	\$8.5 per person
Vegetable Crudités with Chef's Choice of Dips (GF, V)	\$5.0 per person

### sandwich options

Assorted Open Sandwiches (2 pcs)	\$8.0 per person
Assorted Pointed Sandwiches (4 points)	\$8.0 per person
Gourmet Wraps (2 pcs)	\$9.5 per person
Panini Roll (1 roll)	\$9.5 per person

### hot options (MINIMUM 20 PEOPLE)

Chef's Chicken or Beef Curry with Steamed Rice	\$14.5 per person
Chicken Skewers with Flat Bread and Tabouleh Salad	\$14.5 per person
Spinach and Cheese Ravioli	\$12.5 per person

# Terms and

## CONDITIONS

1. **TENTATIVE BOOKING:** A deposit of the relevant room hire costs, plus a signed copy of the terms and conditions is required within seven (7) days of placing the initial booking in order to secure the respective event date. No deposit is required for Government Departments. The Hellenic Club reserves the right to cancel a booking if confirmation is not received.

2. **PRICES:** Once a booking arrangement has been reached, the price will be honoured for a fixed three (3) month period, after which time the Hellenic Club reserves the right to alter the prices in line with the Club's normal annual price increases.

3. **CANCELLATION:** If a booking is cancelled within 14 days prior to the event, the respective room hire charge still applies: within seven (7) days room hire plus 50% of the overall associated costs still apply; within two (2) days 100% of the charges will apply. Written confirmation of the cancellation is required.

4. **DATE CHANGES:** Any event date changes will be treated as a cancellation.

5. **FINAL DETAILS:** Menus must be finalised three (3) weeks prior to event.

6. **FINAL NUMBERS:** The client is required to confirm final numbers at least five (5) working days prior to the event by 10am. No reduction in cost will apply if the actual attendance is lower than advised; however the client will be charged for any additional attendees.

7. **DAMAGES:** The client is liable for any damage and extra cleaning costs which may be required. The Hellenic Club is not responsible for any damage caused to personal property brought onto the premises by clients or patrons.

8. **PRIOR AND POST EVENT ACCESS:** The client is required to commence and conclude the event in accordance with the agreed scheduled times noted on the function confirmation sheet. If an event exceeds the booking time frame, additional charges will apply. Access time at the Woden Club is 8am, an earlier time than this will incur a fee of \$200 per hour.

9. **ROOM ALLOCATION:** The Hellenic Club reserves the right to assign an alternative room if the originally assigned room becomes unavailable or inappropriate.

10. **SETUP, BREAKDOWN AND DELIVERIES:** Clients are responsible for all costs associated with the setup and breakdown of display equipment. The Hellenic Club must be advised of all deliveries and pickups prior to their arrival and collection. All items must be delivered with the client's name and date of the event.

11. **CONSUMPTION:** No food or beverages of any description may be brought onto the premises without the prior permission of the Events Manager.

12. **DISPLAY AND SIGNAGE:** Signage is only to be displayed in the designated areas of the function rooms.

13. **PARKING:** On site complimentary parking for all participants attending the event is available at the Woden Club (subject to availability), attendees must validate ticket at Reception when leaving. City parking is within easy walking distance of the City Club at City West & London Circuit.

14. **PAYMENT:** Full settlement of the account is required within seven (7) days of receipt of invoice. Deposit or final payments may be made by the following methods:

**CASH:** Hellenic Club Reception

**CREDIT CARD:** (02) 6162 6624 during business hours

**ELECTRONIC FUNDS TRANSFER:**

WODEN CLUB Olympus, Apollo, Aegean, Orpheus & Delphi Rooms	CITY CLUB Poseidon & Atlas Rooms
<b>Bank:</b> ANZ <b>BSB:</b> 012 997 <b>A/C:</b> 8416 77606	<b>Bank:</b> ANZ <b>BSB:</b> 012 997 <b>A/C:</b> 8416 78086
<b>Reference:</b> Invoice or Booking Number	

I have read and agree to comply with the above terms and conditions:

Clients name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Function name: \_\_\_\_\_

Function date: \_\_\_\_\_

Please Circle:                    WODEN                    CITY

Booking number: \_\_\_\_\_

Thank you for choosing the Hellenic Club for your event.