



HELLENIC CLUB
Where Canberra Meets

Hellenic Club Woden

CONFERENCE
Package

Function

SPACES & HIRING FEES

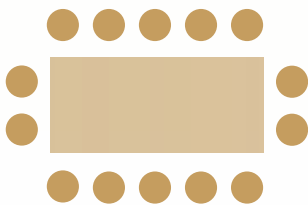
ROOM CAPACITIES & FEES

FUNCTION ROOM & HIRE COST	THEATRE	CABARET	CLASSROOM	U-SHAPE	BOARDROOM
Olympus Room - \$850 Non-Catered - \$1,500	700	280	175	60	80
Olympus/Apollo Rooms - \$1,250 Non-Catered - \$1,950	900	400	N/A	N/A	N/A
Apollo Room - \$400 Non-Catered - \$800	200	96	80	45	32
Delphi Room - \$150	N/A	N/A	N/A	N/A	10

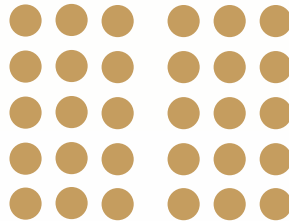
PLEASE NOTE - capacity of rooms may vary due to specific catering and set-up requirements etc.
Non-catered room hire fees will apply if not all participants are catered for.

ROOM SET-UP OPTIONS

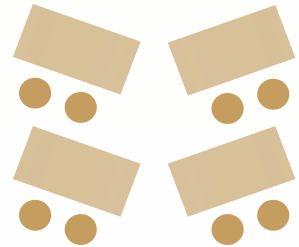
Boardroom



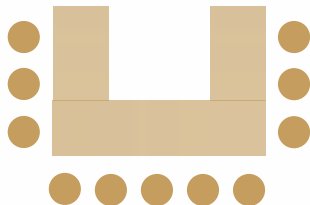
Theatre



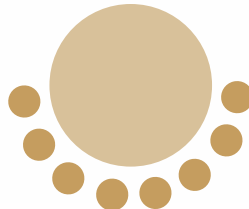
Classroom



U-shape



Cabaret



Equipment

HIRING FEES

EQUIPMENT HIRE

EQUIPMENT	HIRE FEE
Cordless Microphones	\$75
Data Projector & Screen	\$165
Easels (maximum 7)	\$20 each
Flip Chart & Markers	\$90
Lapel Microphones	\$250
Laptop	\$160
Power to Table	\$50 per table
Projector Screen	\$100
Stage Olympus - Extended - Small	\$150 each
Stage Olympus - Extended - Large	\$250 each
Whiteboard & Markers	\$50

WIFI

Complimentary WIFI is available at all conferences at the Hellenic Club.
Log in details are available on request.

Conference

PACKAGE ONE | \$45PP

on arrival

Continuous Tea & Coffee

morning tea

YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

House Baked Biscuit Selection
Fresh Baked Scones with Cream and Jam
Assorted Mini Muffins (2 pcs)
Assorted Danish Pastries

lunch

Seasonal Fresh Fruit Platter
Assorted Pointed Sandwiches (2pcs)

SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Marinated Chicken Skewers (2pcs) with Flat Bread
Marinated Beef Skewers (2pcs) with Flat Bread
Caramelised Onion with Goat's Cheese Tarts
Japanese Fried Rice with Bacon, Corn and Parsley
Keftedes (Pork and Beef Meatballs - 2pcs) with Flat Bread

afternoon tea

YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Assorted Donuts
Assorted Cupcakes
Friands (GF)
Carrot Cake

Conference

PACKAGE TWO | \$50PP

on arrival

Continuous Tea & Coffee

morning tea

YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Greek-Style Yoghurt, Fruit Compote, and Granola Pot (GF, Healthy)
Chocolate Brownie (GF)
Mini Profiterole
Mini Savoury Quiches
Fresh Fruit Salad in Jar (GF, Healthy)

lunch

Seasonal Fresh Fruit Platter
Assorted Tortilla Wraps (1 pc)
Chef's selection of one salad (Healthy)

SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Beef Sliders (2 pcs)
Savoury Frittata with Tomato Relish (GF)
Thai Beef & Noodle Salad (Healthy)
Steamed Pulled Pork Bao Buns with Asian Salad (2pcs)
Beef Bao Buns with Asian Salad (2pcs)
Penne Ragout with Braised Eggplant

afternoon tea

YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Apple Crumble
Assorted Lamingtons
Vegetable Crudités with Chef's Choice of Dips (Healthy)
Pumpkin and Chia Muffins (Healthy)



Conference

PACKAGE THREE | \$65PP BUFFET - MINIMUM 20 PEOPLE

on arrival

Continuous Tea & Coffee
House Baked Cookies

morning and afternoon tea

YOUR CHOICE OF ONE OF THE FOLLOWING OPTIONS

Greek-Style Yoghurt, Fruit Compote, and Granola Pot (GF)
Chocolate Brownie (GF)
Mini Profiterole
Mini Savoury Quiches
Fresh Fruit Salad in Jar (GF, healthy)
Homemade Scones with Cream and Jam (2 pcs)
Assorted Mini Muffins (2 pcs)
Assorted Danish Pastries

lunch

Fresh Fruit Platter
Selection of Fresh Baked Breads, Butter and Dips

WITH YOUR CHOICE OF THREE OF THE FOLLOWING SALADS

Roasted Chat Potatoes, Leek, and Grain Mustard Mayo (GF, V)
Smokey Beetroot, Kale, and Roasted Seeds (V)
Pumpkin, Feta, Quinoa, and Roasted Pepper Salad (V, GF)
Broccoli, Hokkien Noodles, Teriyaki, and Toasted Sesame Seeds (V, GF)
Penne Pasta, Basil Pesto, Cherry Tomato, and Rocket (V, GF)
Traditional Greek Salad (V, GF)
Chickpea, Couscous, Spinach Leaves, and Goat's Cheese (V)
Vermicelli Noodles, Bean Sprouts, Vietnamese Herbs, Wombok, Nam Jinh and Crispy Onion

AND YOUR CHOICE OF TWO OF THE FOLLOWING HOT SELECTIONS

Spinach Cheese Ravioli, Sundried Tomato, and Olives in Pumpkin Cream Sauce (V)
Slow-Cooked Beef Rump, Roasted Chat Potatoes, with Thyme Gravy
Crisp Pork Belly with Asian Greens, Ginger and Soy
Fried Rice with Shrimps, Shallots and Wombok
Roast Leg of Lamb with Rosemary Potatoes, Mint and Gravy
Chicken, Chickpea, and Prune Tagine with Cumin Rice
Thai Red Curry with Chicken Maryland, Peas, Bean Sprouts, Shallots and Jasmine Rice
Chef's Vegetable, Chicken, or Beef Curry with Steamed Rice with Crispy Shallots
Battered Fish, Creamy Green Pea and Potato Mash, with Homemade Tartare Sauce



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 & Delphi Rooms	CITY CLUB Poseidon & Atlas Rooms
Bank: ANZ BSB: 012 997 A/C: 8416 77606	Bank: ANZ BSB: 012 997 A/C: 8416 78086
Reference: 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.