

EVENTS PACKAGE

MEETINGS, CONFERENCES & EVENTS





WELCOME

Charles Sturt University is committed to excellence in function and conference service. Situated on the banks of the Murrumbidgee River, Wagga Wagga – known simply as Wagga to locals – has a proud sporting history, a thriving cultural calendar including theatre, music, art and markets, and a growing restaurant and cafe scene.

CSU's campus at Wagga Wagga is the biggest, spanning more than 640 hectares and including a campus farm, equine centre and a huge range of technical and industry standard facilities. A central dining room provides for students who live on campus, and the campus offers a range of playing fields, netball, basketball, tennis and squash courts, a gymnasium and a swimming pool available for student use.

A delicious array of menu items to choose from using the freshest produce. We can design a menu to meet most culinary & dietary requirements. Our professional, qualified and experienced staff will ensure you and your guests enjoy every bite.

We offer impeccable service beginning at the first point of contact, We value your time and will return all electronic correspondence promptly. For booking information please contact us on one of the below.

Web: www.csu.edu.au/student-services/my-services/events
Email: eventsww@csu.edu.au
Telephone: (02) 6933 4974

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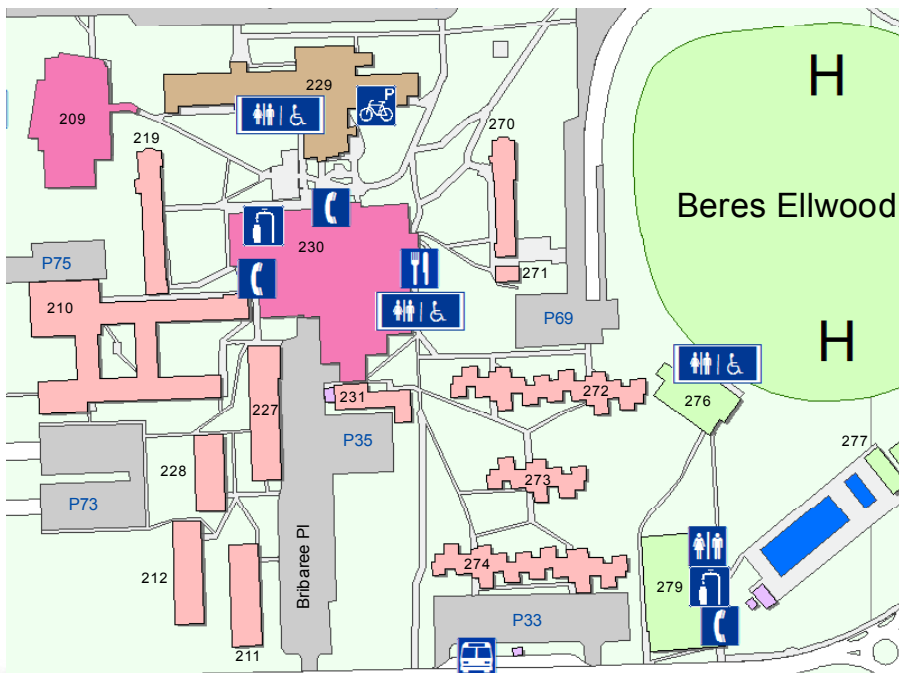
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ROOM INFO



Audio Visual Equipment Hire

Data projector.....	\$50.00	Microphone and Lectern	Complimentary
Laptop.....	\$50.00	White chair covers	\$3.50
Whiteboard.....	Complimentary	Linen table cloths.....	\$10.00



Room Options

	Complete Centre	Indyamarra Room A	Bangayarra Room B	Gulballanna Room C	Convention Centre Foyer	Foodbowl/ Student Dining Hall
Banquet Style	300	120	110	70		360
Buffet Style	240	80	80	50		320
Theatre Style	400	160	180	80		
U Shape	0	40	40	25		
Boardroom	0	48	48	30		
Classroom	180	70	70	45		
Hollow Square	0	45	45	30		
Coffee Station	470	150	220	100	50	
Cocktail Reception	380	150	150	80	60	

Joyes Hall

	Complete Centre	Main Floor	Upper Floor	Gallery
Total Seating	1000	580	337	0
Buffet Style	25 rows of 12 chairs each side			0
Theatre Style				80
U Shape				34
Boardroom				30
Classroom				30
Hollow Square				24
Coffee Station				300
Cocktail Reception				100



BREAKFAST



Continental



Price per person: \$15.00 – Minimum people: 20

- Selection of cereals
- Toast with butter (white, wholemeal and multi grain)
- Selection of muffins (sweet)
- Seasonal fresh fruit platter
- Assorted fruit yoghurts
- Chilled orange juice
- Coffee and selection of tea

Full Breakfast



Price per person: \$25.00 – Minimum people: 20

- Scrambled eggs, chipolatas, bacon, hash browns
- Grilled mushrooms and spinach, grilled tomato with fresh herbs
- Selection of cereals
- Breads & muffins + toast with butter
- Seasonal fresh fruit platter
- Assorted fruit yoghurts
- Chilled orange juice
- Coffee and selection of tea



COFFEE BREAKS



Snacks

Price per person: \$8.00 - Minimum people: 5

All food options include coffee and a selection of tea. Catering based on 2 pieces per person. Choose one of the following (Groups of 20 or more may choose 2)

- Assorted cakes/Danish
- Slices
- Scones with jam and cream
- Muffins
- Home baked cookies
- Filled croissant with ham & cheddar cheese
- Filled croissant with tomato & cheddar cheese
- Spinach and feta pastizzies

Beverages

Chilled orange juice

Price per person: \$4.50 - Minimum people: 5

Coffee and variety of teas

Price per person: \$4.50 - Minimum people: 5

All day tea and coffee (only available in our venues)

Price per person: \$8.50 - Minimum people: 20

Tea, coffee & juice (if food is ordered)


Price per person: \$1.50 - Minimum people: 5



LUNCH



Sandwiches

 Price per person: \$8.00 – Minimum people:10


Assorted sandwiches (1.5 sandwiches per person)
Served on a selection of white, wholemeal & multi grain bread with standard sandwich fillings

Wraps & Rolls

 Price per person: \$10.50 – Minimum people:10

Variety of rolls, wraps and baguettes (3 serves per person)

Upgrades

 Add \$6.00 per person – Minimum people:10

Upgrade to include hot cocktail food (3 pieces per person) + hot and cold beverages

Packed

 Price per person: \$12.50 – Minimum people: 20

Perfect for the meeting where your guests are out and about or spread over large areas. Lunch bags can be delivered or picked up from a location of your choice.

- Premium lunch bag
- A filled tortilla wrap or Baguette
- Plus a 600ml water, fruit and snack

Cold Stand Up Lunch



Price per person: \$15.40 – Minimum people: 10

This package is designed for those who like to choose their lunch to suit their needs. Choose 1 of the following (groups over 30 choose 2):

- Chicken caesar salad
- Southwest Chicken Salad with Creamy Corriander Dressing
- Marinated lamb greek salad
- Thai beef salad
- Roasted vegetable and fetta salad
- Honey, mustard, bacon pasta salad
- Includes a selection of fresh gourmet breads
- Coffee and a variety of tea
- Variety of Chilled Juices

Hot Stand Up Lunch



Price per person: \$18.70 – Minimum people: 10

This package is designed for meetings that require a delicious hot meal without all the fuss. Choose 1 of the following (groups over 30 choose 2):

- Thai green chicken curry with basmati rice
- Tender beef strips in a creamy mushroom and cognac sauce with buttered noodles
- Pumpkin raviolo served with pesto cream sauce
- Pad thai
- Butter chicken with steamed rice – All dishes are served in large noodle boxes accompanied with crispy toasted Turkish bread
- Coffee and a variety of teas
- Variety of chilled juices

Platters

Our platters are beautifully presented and delivered with cocktail napkins ready to serve. Prices don't include waiter service.

For any specialised items that are not available on the list and for pricing or further details please contact our events office.

Antipasto



Price per platter: \$45.00 – Serves: 10

Sliced cured meats, marinated fetta, homemade dip, char grilled vegetables and marinated olives

Bruschetta



Price per platter: \$40.00 – Serves: 10

Crisp Turkish bread pieces accompanied with your selection of:
Tomato and basil salsa or pear, rocket, pancetta and parmesan

Cheese, Cabanossi & Dip



Price per platter: \$40.00 – Serves: 10

Cheddar cubes, cabanossi pieces, corn relish dip and Jatz

Cheese & Crackers



Price per platter: \$55.00 – Serves: 10

A selection of hard and soft cheeses accompanied with dried fruit and crackers

Sausage Rolls/Petite Pies



Price per platter: \$40.00 – Serves: 10

Traditional bite sized sausage rolls or petite pies served with tomato and BBQ dipping sauce

Dips & Bread



Price per platter: \$45.00 – Serves: 10

Crisp Turkish bread, toasted tortillas, mini toast served with three house made dips

Hot Cocktail Food



Price per platter: \$45.00 – Serves: 10

A selection of bite sized cocktail items served with dipping sauces

Cheese & Fresh Fruit



Price per platter: \$55.00 – Serves: 10

A selection of hard and soft cheeses accompanied with crackers and seasonal fruits

Seasonal Fresh Fruit



Price per platter: \$50.00 – Serves: 10

Rockmelon, honeydew, watermelon, strawberries, kiwifruit and grapes

Wedges



Price per platter: \$30.00 – Serves: 10

Seasoned wedges served with sour cream and sweet chilli sauce



DINNER

Alternate Serves

2 Course Alternate Serve Menu

Price per person: \$45.00 – Minimum people: 30

3 Course Alternate Serve Menu

Price per person: \$55.00 – Minimum people: 30

Entree

- Parmesan and porcini cannelloni
- Lamb and barley soup
- Roast pumpkin and garlic soup
- Breaded chicken tenders with homemade Buffalo sauce served on beer battered chips
- 5 spice salt & pepper squid on asian noodle stir-fry
- Minted chicken meat balls cooked in a fragrant yellow curry on jasmine rice

Main

- Eye fillet stuffed with blue cheese with a classic jus on crushed potato
- Lamb rump topped with fetta and sundried tomato and olive jus
- Portugese matinated chicken with peri peri sauce
- Crusted salmon fillet served in a laksa broth
- Slow cooked Middle Eastern beef cheek

Dessert

- Honey and white chocolate panna cotta with broken baklava
- Chocolate fudge brownie with chocolate jam
- Banana nut cake with chocolate espresso sauce
- Sticky toffee pudding with vanilla anglaise
- Homemade pecan pie with vanilla bean ice cream

Buffets

Price per person: \$38.50 – Minimum people: 30

Price also includes the appropriate sauces and condiments, seasonal vegetables, bread rolls and tea and coffee.

Main Choose three – Extra main per person \$3.00

- Vegetarian stir-fry noodles
- Honey chicken
- Butter chicken
- Smoky BBQ Pulled Pork
- Satay beef
- Beef lasagne
- Tuscan lamb
- Carvery roast – crisp crackling roast pork or roast beef or honey glazed leg ham or roast leg lamb

Sides

Choose one – Extra side per person \$2.20

- Bacon and cheese potato bake
- Roasted root vegetable medley
- Cold meat platter
- Steamed rice
- Fried rice

Salads

Choose two – Extra side per person \$2.20

- Asian noodle salad
- Garden salad
- Coleslaw
- Herbed dijon potato salad
- Greek salad
- Moroccan chickpea salad

Dessert Extra dessert per person \$4.95

- Cakes
- Pastries
- Fresh fruit salad



BBQ & BEVERAGE



We can provide all your BBQ foods for that informal occasion (BBQ's not provided). Catering is based on client to cook the bbq – utensils and apron provided.

Basic BBQ

Price per person: \$10.50 – Minimum people: 30

- Choose two:
 - Rump steak
 - Sausages (2)
 - Beef rissole (2)
 - Marinated chicken tender (2)
- Onions
- Chef's basic salad selection (2)
- Sliced bread and butter
- Condiments – Tomato and BBQ Sauce
- Disposable cutlery, serviettes and plates

* Vegetarian option is available on request

Beverages

All venues are fully licensed and we offer a wide variety of alcoholic beverages. For all beverage lists and further information please contact the Events office. If staff are required to serve, or set up an offsite venue, an additional cost per staff member per hour will be charged (minimum of 3 hours).

* Please note: Delivery (and pick up afterwards) on campus is free of charge, however the BBQ's/gas are not provided.

TERMS & CONDITIONS

Tentative Bookings:

Tentative bookings will not be taken without a booking form. Charles Sturt University will only secure bookings on receipt of paperwork, including signed terms & conditions as below and a 20% deposit. If a confirmation is not received within 14 days, we reserve the right to automatically release the booking.

Deposit:

Full payment for a function is required within (30) days of the event. Beverage consumption will be settled at the event or through prior arrangement with the Events Coordinator. Bookings made by organisations require an official order number and written order with deposit payment information. The order information should show an Accounts Contact including full name, street address (Summonses cannot be sent to PO Boxes) and phone number. Accepted payment methods are Visa, MasterCard, Bank Card, Cheque (received and cleared prior to function) and Cash.

Cancellation:

Deposit is fully refundable if the function is cancelled three (3) months before the function date. Deposit will be forfeited if the function is cancelled within three months of the function date. Notice of cancellation must be in writing.

Terms & Conditions:

Menu selections and event programs/timelines are to be confirmed fourteen (14) working days prior to function. Final numbers need to be given to Events 5 business days prior to the function. We will cater and charge for the maximum confirmed number of guests.

Catering:

Charles Sturt University reserves the right to supply all catering and beverage requirements. No external catering is permitted.

Surcharge:

A surcharge will apply to functions held on weekends or Public Holidays. Weekends incur 10% and Public Holidays incur 15% surcharges on the total regular function price.

Non-Smoking Venue:

The Management of Charles Sturt University wish to advise all patrons that we are a 'non smoking' venue.

Price Change:

Prices are subject to change without notice

Insurance/Public Liability:

Charles Sturt University accepts no responsibility for damage or loss of merchandise or personal articles left in any function room before, during or after a function.

Expected Conduct:

Bookings are taken on the understanding that patrons will conduct their function in an orderly manner and in full compliance with Charles Sturt University Management direction and all applicable laws. Charles Sturt University reserves the right, to exclude or eject any person or persons from a function or premises without liability. If your function is considered to be at risk of disruption, security may be recommended to and quoted for you by Event Coordination Staff, at cost to you the client.

Damage & Cleaning:

The organiser is liable financially for any damage to function room property, fixtures or fittings whether sustained by their own actions, or through the actions of their guests. Please note nothing is to be nailed, screwed, stapled or adhered to the walls, doors or other surfaces, which are part of the function room. A discretionary cleaning fee may be applied to your account if the rooms are left in an unsatisfactory state.

Accommodation Bookings:

Accommodation booking may be made through Reception or your Event Co-ordinator. Charles Sturt University will hold a tentative number of rooms for a period no longer than three (3) months, por an otherwise discretionary period, prior to an events' scheduled date. Any unallocated rooms from this tentative booking will be automatically released without notice.

Accommodation Cancellation:

Individual Bookings: In the event of cancellation of your accommodation booking, 24 hours' notice is required prior to guest's arrival. In the event of a failure to notify Motel Reception, the full room hire charge will be incurred.

Group Bookings: Where group or multiple Motel room bookings have been made, notice of cancellation must be received at least three (3) months prior to the event. Clients who fail to provide sufficient notice will be subject to a cancellation fee equivalent to 50% of the total room hire cost, or charges at the discretion of booking staff.

Please read, sign and return this form along with your deposit as acceptance of our Terms & Conditions DEPOSITS WILL NOT BE BANKED UNLESS ACCOMPANIED BY THIS SIGNED TERMS & CONDITIONS FORM

I, the undersigned, understand and agree to the terms and conditions outlined above.

Organiser/ Client Name (please print)

Organiser/ Client Signature Date

_____ / /

Organiser/ Client Street Address State

Organiser/ Client Phone Number

Landline: Mobile:

If organising an event for a company or organisation Indemnity Insurance must be held by that company or organisation. Please provide details:

Insurance Company Name

Policy Number Expiry Date

_____ / /



Questions?

CONTACT US!

Phone: 02 6933 4974

Email: eventsww@csu.edu.au

Web: www.csu.edu.au/student-services/my-services/events