

Kershaw House



Function Pack

All pricing valid for 3 months - prices subject to change

Kershaw House: The Number One Function Venue in Rockhampton.

Affordable Grace and Style

When planning your next function, Kershaw House can cater to suit your every need.

Kershaw House managed functions are characterised by meticulous attention to detail and planning, experienced staff with a commitment to providing the highest levels of service, and, most of all, our passion for great food.

From simple lunches, stylish buffet dinners or delicious alternate menus, we cater for every occasion. Kershaw House as a venue is exclusive and lends itself to elegant Corporate Functions, Black Tie dinners; Formal Banquets, Conferences, Private Parties and BBQ styled events.

Kershaw House will take the trouble out of organising any event and tailor it to suit taste, budget and all requirements.

Our service levels are maintained at the highest standards - all our staff are constantly trained and kept up-to-date with the latest food trends. You can trust our Chefs and Function Coordinators to put together a contemporary, appetising menu, using only the best in fresh ingredients. We can provide a menu for every occasion, to both suit your palate and your budget.

So, for your next function, talk to our Kershaw House team and let us create a package that suits your needs and an event that surpasses your expectations.

This Function Pack is really just a guide, so if you have any queries or ideas, we'd love to hear from you.

Payment details and our Terms and Conditions of service are presented in this pack.

Marketing & Functions Coordinator: Liz Taylor

Mobile: 0418 722 975

Phone: (07) 4921 4395

Email: kershawhouse@anglicanrock.org.au

Website: www.kershawhouse.com.au

Corporate and Large Events

The Wentworth Room comfortably seats 150 people in a formal setting with seating at round tables of eight (8). This room also has its own Band Stage and Dance Floor. A private bar is located in this room, as well as access to in-house sound system.



The Kershaw Room has beautiful natural lighting and comfortably seats 104 people at round tables and 150 theatre style. This room also has access to an outdoor balcony and has a separate bar area – these spaces are wonderful for break - away areas. This room has full access to our in-house sound system in both the main room and bar area.

The Basement Bar is suited to intimate functions and seats up to 30 in a theatre style or 20 in board room style. This room has its own private bar and mobile kitchen also has a private courtyard area which is perfect as a casual break area or working break away area.

Room Charge: (6 hour period) Includes self serve tea and fresh coffee
Weekdays: min. \$200.00 per day or \$5.00 per person up to \$500.00
Saturdays: min \$500 per room or \$1000 exclusive
Sundays & Public Holidays: 25% surcharge on total account

Catering Kershaw House is a fully licensed venue and no BYO food or drink is permitted. Beer, wine and spirits are available, as well as softdrink, juice and non alcoholic punch.

Exclusions that may be arranged on request and will be quoted separately include: Special Theme Décor, Special Lighting (Fairy, Spots), Technical items (sound, audio visual), Entertainment, Extra Bar & Waiting Service.

Inclusions that may be arranged on request are white boards and accessories, projector screens, electrical cords, in-house sound system, microphone, lectern and registration table.

Entertainment Please advise if you have arranged entertainment to avoid any problems on the day.

Bookings Tentative bookings will only be held for a period of seven (7) days.

A \$500.00 deposit is required to secure your booking. This deposit is refundable up to (2) months prior to an event after which it is not refundable.

Guaranteed final numbers are required fourteen (14) working days prior to function. Should there be any changes to this, the number given plus any additional will be charged for.

Conduct of Guests Management reserves the right to remove any guest from the premises should we believe their behaviour is inappropriate.



**Important
Information
Before Reading
This Function Pack**

At Kershaw House we like to be different and innovative. When you read the following information, the menus are simply to be taken as a guide only. They will indicate to you the style and scope of our abilities.

Our aim is to listen and work with you so that you are totally satisfied and we completely understand your function, when you book. We look forward to your inquiry. Rest assured that all inquiries are obligation free.

Affordable Grace and Style



Breakfast

Continental Buffet

- Warm croissants
- Selection of spreads
- Fresh baked breakfast muffins
- Fresh fruit platter
- Fresh Coffee & Tea
- Chilled Juice

\$23.50 per person min of 10 people



Kershaw's Big Breakfast

Plated on each table on arrival

- Chilled 100% orange juice
- Fresh fruit platter
- Mini croissants & spreads

Served as alternate drop please choose two

- Short stack with syrup and whipped butter & fruit
- Creamy scrambled eggs with roasted tomato, shaved ham & toast
- Fried eggs with crispy bacon, buttered mushroom, hash brown & toast

\$27.50 per person min of 10 people

MORNING & AFTERNOON TEA + LUNCH

Morning & Afternoon Teas (2 pieces per person of each)

Selection of two: \$7.50 p/p

Selection of three: \$8.50 p/p

Sweet Selections

Assorted home style cookies

Apple crumble cake

Carrot cake

Date & walnut loaf

Coffee butter cake

Chocolate brownies

Chocolate coconut slice

Lemon & coconut Slice

Hazelnut-flavoured cream cup cakes

Lemonade scones jam & cream

Fresh fruit platter

\$20.00

Savoury Selections

Quiche bites

Savoury muffins

Pizza style loaf

Savoury crepes

Sausage Puff

Sweet corn fritters

Spinach & fetta triangles

Vegetable frittata bites

Pumpkin & pine nut tartlets

Savoury croissants

Hi-Tea Menu

Under 50 people

4-5 pieces per person

\$25.00 Max of four choices

\$30.00 Max of five choices

Sweet Things

Minted chocolate creams

Frozen Raspberry Truffles

Coconut Ice

Chocolate Brownies

Dark chocolate cups with mousse
& fruit

Date & plain Scones with jam &
sweetened cream

50 people and over

4-5 pieces per person

\$20.00pp Max of four choices

\$25.00pp Max of Five choices

Cocktail Sandwiches

Smoked salmon, cream cheese &
chives

Cucumber

Egg & lettuce

Tomato & cheese

Leg Ham & Tasty Cheese

Chicken & Avocado



Savoury Selections

Mini Quiche Squares

Roasted pumpkin & fetta tarts

Caramelised onion & Roasted
capsicum tarts

Tomato & baby mozzarella

Brochette

Baby prawns in blankets



Lunches

Option One (buffet)

Sandwiches & bread rolls (two points & one roll per person)
Assortment of seasonal fillings
Fresh Fruit Platter
Chilled Juice
Tea & Coffee

\$18.50 per person (min of 10 people)

Option Two (Buffet)

Triangle sandwiches (two points per person)
Assortment of seasonal fillings
Home style quiche
Chef's salad
Fresh fruit platter
Chilled juice
Tea & Coffee

\$20.00 per person (min of 10 people)

Option Three (Buffet)

Chicken & mushroom vol au vents
Beer battered fish
Seasoned fries
Chef's salad
Condiments
Fresh fruit platter
Chilled juice
Tea & Coffee

\$25.00 per person (min of 10 people)

Option Four (Buffet)

Cold meat platter
Salad
Chutney
Crusty Bread
Fresh fruit platter
Chilled juice
Tea & Coffee

\$23.50 per person (min of 10 people)

Option Five (Buffet)

Rib fillet 100g
Crispy bacon
Fried onion rings
Bread rolls
Salads
Condiments
Fresh fruit
Chilled juice
Tea & Coffee

\$29.00 per person (min of 10 people)

SAMPLE FULL & HALF DAY DELEGATE PACKAGE #1

On arrival:

Fresh coffee, tea, chilled water & mints

Morning Tea:

Lemonade scones jam & cream

Quiche bites

Lunch:

Sandwiches & bread rolls (two points & one roll per person)

Assortment of seasonal fillings

Fresh fruit platter

Chilled juice

Afternoon Tea:

Hazelnut-flavoured cream cup cakes

Chocolate brownie

Cost:

(Room hire additional)

All full & half day packages include tea & fresh coffee at each break

- Full Day per Delegate
\$33.50 (Morning Tea, Lunch & Afternoon Tea)
- Half Day per Delegate
\$26.00 p/p (Morning Tea & Lunch)



SAMPLE FULL & HALF DAY DELEGATE PACKAGE #2

On arrival:

Fresh coffee, tea, chilled water & mints

Morning Tea:

Sweet corn fritters

Spinach & fetta triangles

Pizza style loaf

Lunch:

Chicken & mushroom vol au vents

Beer battered fish

Seasoned fries

Chef's salad

Condiments

Fresh fruit platter

Chilled juice

Afternoon Tea:

Chocolate & coconut slice

Coffee butter cake

Home style cookies



Cost:

(Room hire additional)

All full & half day packages include Tea & fresh Coffee at each break

- Full Day per Delegate
\$42.00 (Morning Tea, Lunch & Afternoon Tea)
- Half Day per Delegate
\$33.50 (Lunch & Afternoon Tea)

Bar Prices

Kershaw House is a Fully Licensed Venue. We will tailor your beverage requirements to suit your function, your menu and your budget. You will find below a sample list of our Beverage choices.

BEER

TAP	Pot	Jug
XXXX Gold	4.00	9.50
Hahn Premium Lite	4.00	9.50
MID STRENGTH/LITE BEERS		5.00
HEAVY BEERS		6.00
PREMIUM BEERS		7.00
COCKTAILS		15.00
SOFTDRINKS/JUICE		3.50
PUNCH		52.00
Lemon, Lime & Bitters		3.50

SPECIALITY WINES AVAILABLE ON REQUEST

HOUSE WINES

Bubbles

Tyrell's Sparkling Brut

Reds

Tyrell's Pinot Noir

Tyrell's Cabernet Sauvignon

Tyrell's Shiraz

Merlot

Whites

Tyrell's Chardonnay

Tyrell's Sauvignon Blanc

Tyrell's Traminer Riesling

SPIRITS

BAISICS	5.00
STANDARD	6.50
PREMIUMS	8.50

Starters/Platters

- Assorted reads & dips
- Mini spring rolls with a sweet chilli dipping sauce
- Mini pizzas
- Crudities & dips
- Spicy buffalo wings with raita dipping sauce
- Pumpkin & fetta tartlets
- Bacon & chipolata wraps
- Lasagne squares
- Quiche squares
- Chicken goujons with a honey dijon mayo
- Cheese & chive blini with prosciutto
- Mango & chicken salad topped poppadums
- Beer battered prawns with dipping sauce
- Blue cheese & cherry tomato cups
- Mediterranean chicken skewers
- Gourmet cheese & fruit platter
- Satay chicken tasting spoons
- Smoked salmon blini
- Avocado & semi dried tomato wonton cups

Starter menu is allocated at 3-4 pieces per person

Selection of 3 choices	\$12.50 per person
Selection of 4 choices	\$15.00 per person

Cocktail menu is allocated at 5-6 pieces per person

Selection of 5 choices	\$18.50 per person
Selection of 6 choices	\$21.00 per person

Plated Alternate drop Menu (please choose two)

Entrée

Basic:

- Creamy pumpkin soup served with shallots
- Italian style tomato soup
- French onion soup with crusty parmesan bread
- Thai fish cakes with cucumber & red onion salsa

Standard :

- Chicken caesar salad
- Salt & pepper calamari – crispy calamari with a garden fresh salad
- Lamb cutlets with mint gremolata served on a creamy mash
- Smoked salmon blini's with a lemon cream cheese
- Three meat lasagne served with a rich sauce tomato

Premium:

- Baked field mushroom with roasted peppers, feta cheese & herb crust
- Seared salmon resting on a watercress salad with a salmon pearl aioli
- Thai beef salad in a crepe basket
- Oven roasted mediterranean vegetables topped with seared beef medallion
- Garlic cream prawns served with a lemon & herb scented jasmine rice

MAINS

Basic:

Roast of the day, with traditional roast vegetables

200g Rib Fillet with a mushroom red wine reduction

Crumbed fish served on freshly cut potato wedges with homemade tartare sauce

Satay chicken served on steamed rice

Lamb cutlet with mint aioli & served on scalloped potatoes

Chicken & herb parcels served with a garlic cream and garden salad

Standard:

1250g Rib Fillet served with a cajun buttered sauce & roasted kipfler potatoes

Chicken supreme on a sweet potato, fetta & herb smash

Lamb fillet resting on roasted kumara with an orange and mint sauce.

Grilled local reef with beur blanc and herb buttered chat potatoes

Roasted pork cutlet with a potato mash & an apple balsamic jus

Roasted sirloin with a mustard pepper crust & golden roasted potato's

Premium:

Beef wellington – beef tenderloin coated in pate & duxcelle, wrapped in puff pastry and baked

Prime rib fillet with a topping of scallops, fish & calamari in a creamy white wine sauce with a sweet potato fetta & herb smash

Chicken Breast filled with prosciutto; brie & basil topped with a semi dried tomato cream sauce

Rosemary lamb rump served with scalloped potatoes

Butterfly pork steaks with ginger & orange served with mash potato, shallots & butter

Grilled local reef fish with herbed rice served with a lemon thyme veloute sauce

All main meals served with seasonal vegetables

DESSERTS

Basic:

Chocolate brownies with hazelnut choc sauce
Homemade apple crumble served with sauce anglaise
Honeycombe chip vanilla mousse garnished with raspberry cream

Standard:

Individual pavlova stack served with Lemon curd & raspbery cream
Homemade cheesecake with berry compote and freshly whipped cream
Sticky date pudding & carmel sauce served with fresh pouring cream
Individual chocolate cake served with chocolate fudge sauce & fresh pouring cream
Almond cake served with a lime syrup

Premium:

New York baked cheesecake, berry sauce & chantilly cream
Death by chocolate mud cake served with freshly whipped cream
Vanilla crème brulee garnished with crostolli and freshly whipped cream
Deconstructed lemon meringues served with shortbread
Upside down continental cheesecake

Gluten & dairy free desserts available upon request

Prices will be determined by selections & combinations chosen



Kershaw Carvery

Warmed Bread rolls & butter served to the table

Soup

Creamy pumpkin served with crispy croutons & shallots

Or

Spicy Italian style Tomato Soup

Main

Seeded Mustard encrusted Roast Beef

Traditional Roasted Chicken

Rosemary scented Roast pork

With:

Hot Gravy

Apple Sauce

Roast Potato, Pumpkin, Sweet Potato

A medley of garden fresh vegetables,

Desserts – choose two

Homemade Apple Crumble with warm vanilla custard

Individual Pavlovas served with Fruit Salad & Chantilly Cream

Crème Brulee served with cream & Tuille Biscuit

Sticky Date pudding served with Carmel Sauce

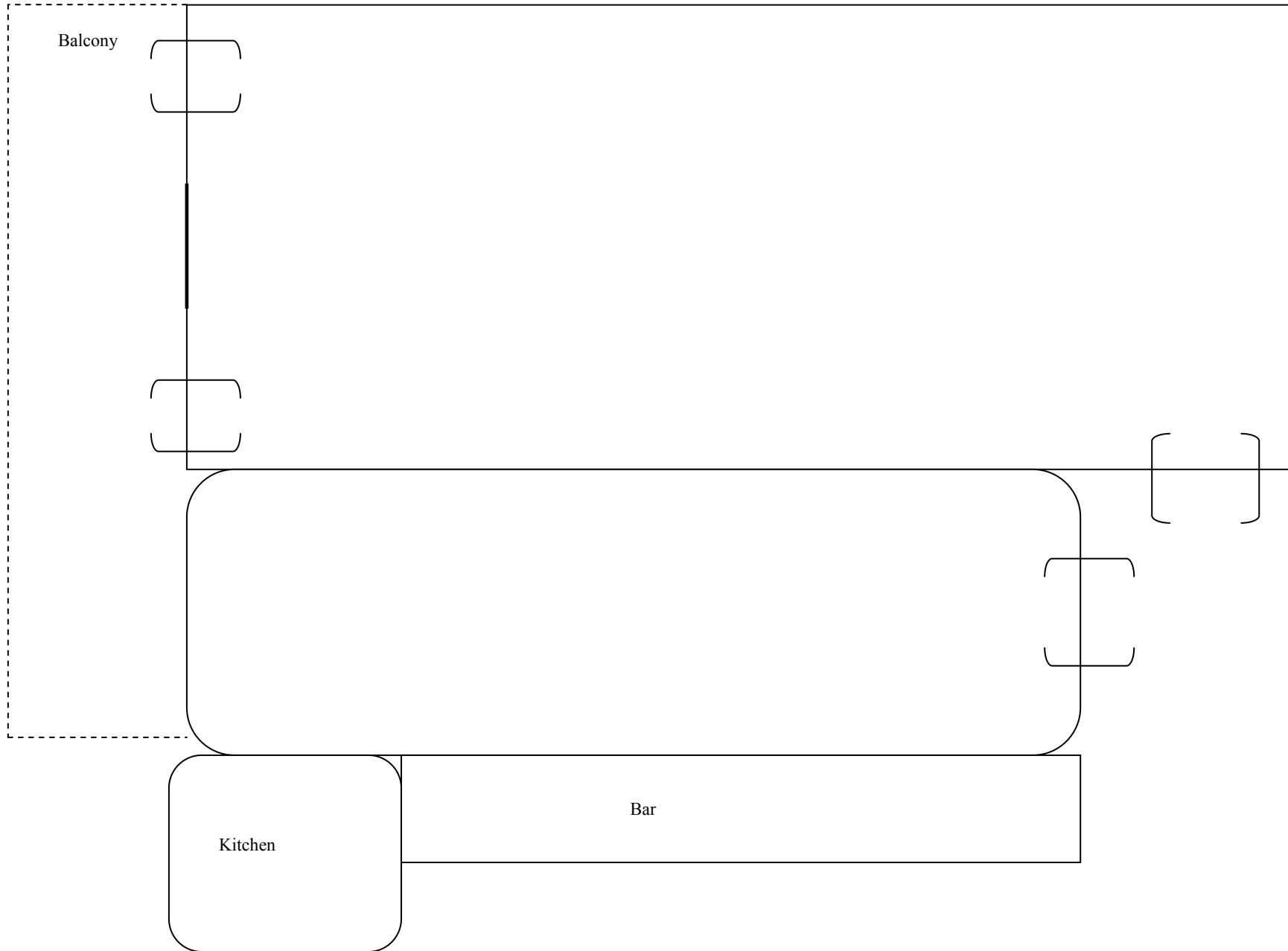
All buffets are for a minimum of 30 People

\$52.00 per person 3 course

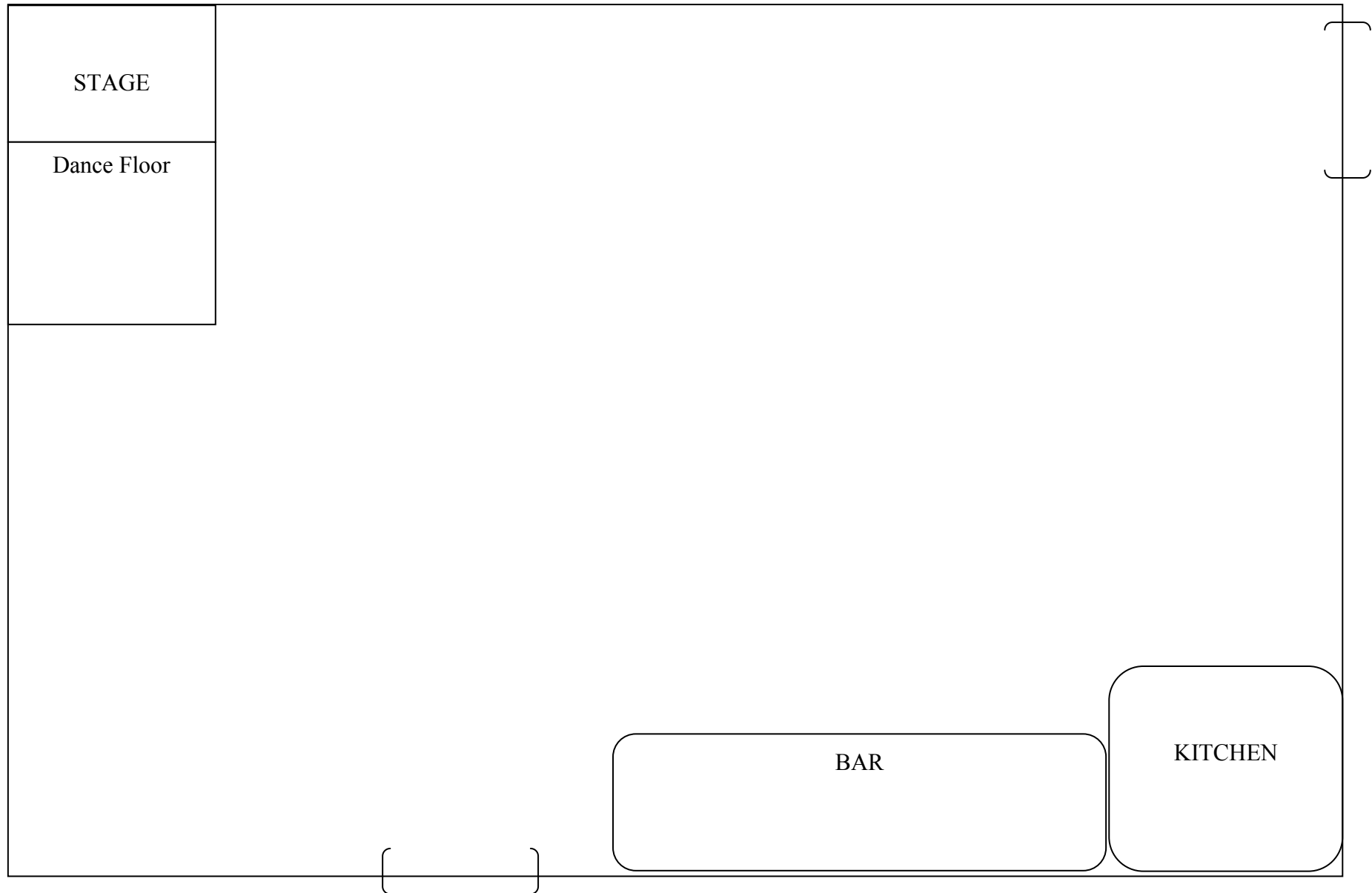
\$48.00 per person 2 course main & Dessert

\$45.00 per person 2 course entrée & Main

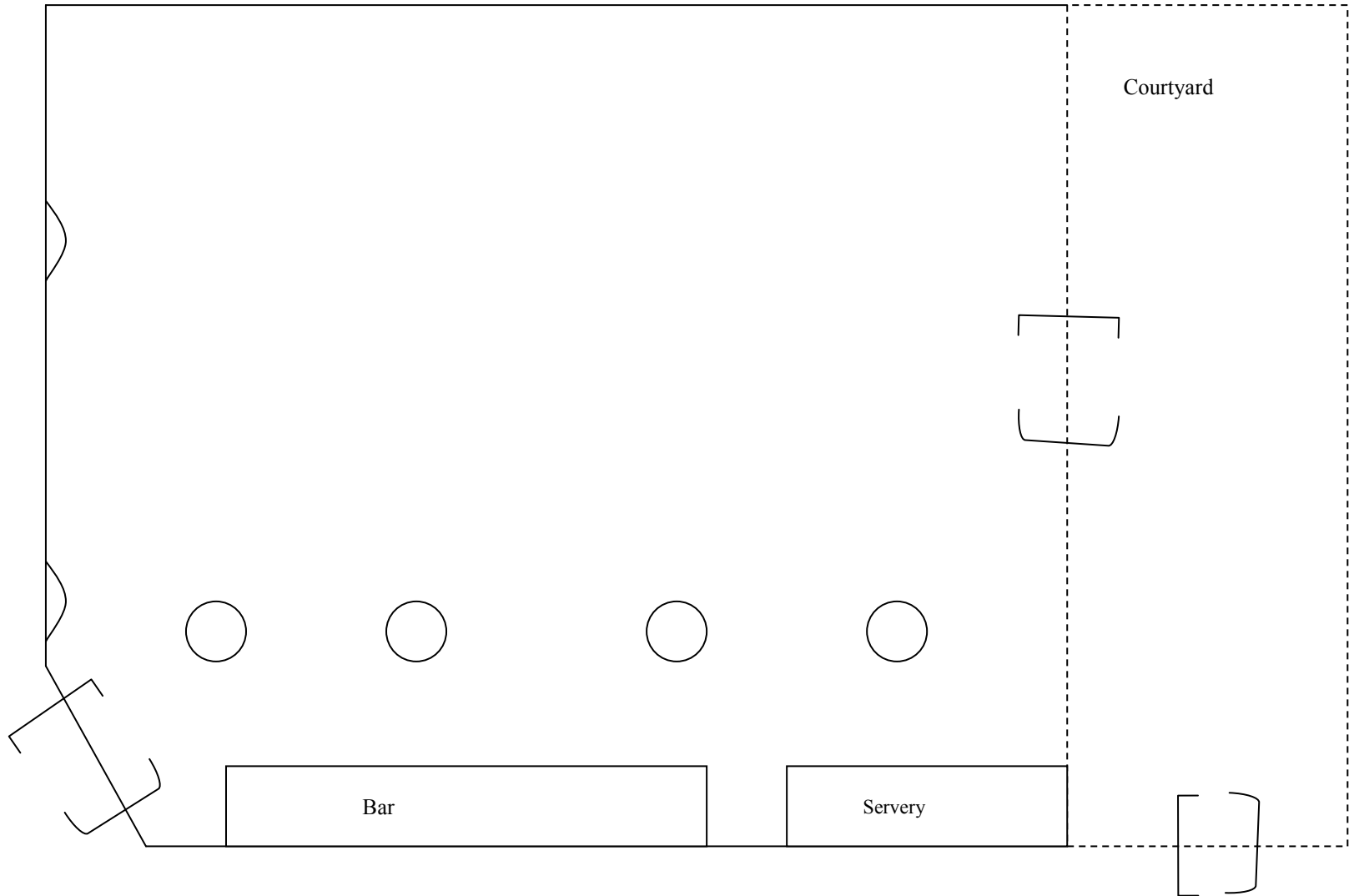
Kershaw Room (not to scale)



Wentworth Room (not to scale)

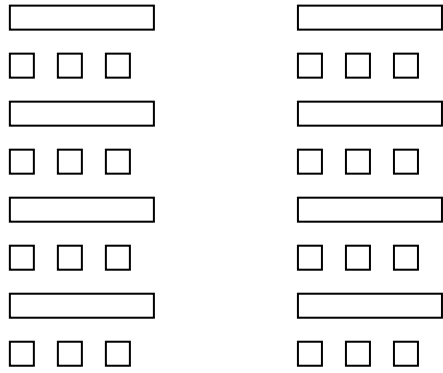


Basement Bar (not to scale)

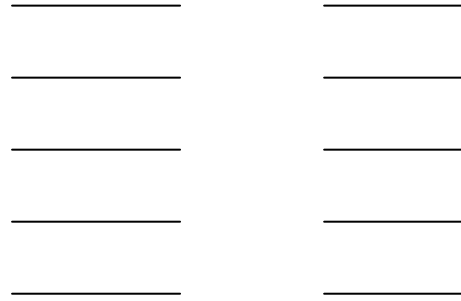


Room Layouts

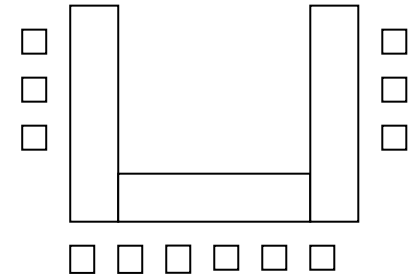
Class Room



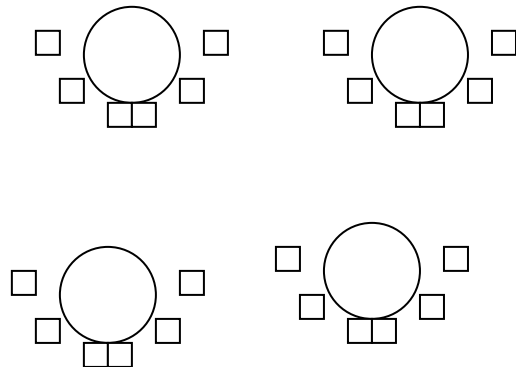
Theatre Style



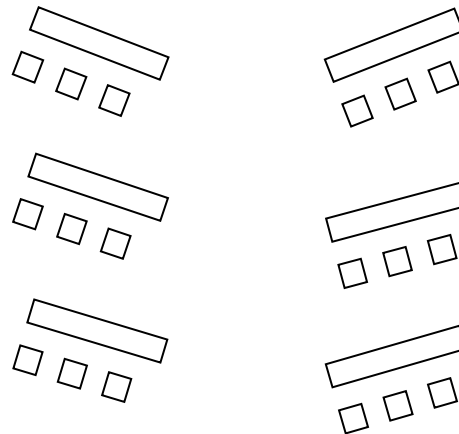
U-Shape



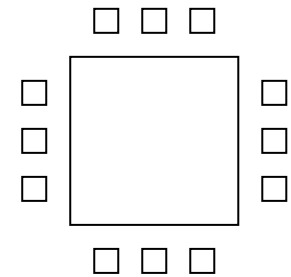
Cabaret Style



Fish Bone



Board Room



Terms and Conditions

Tentative Bookings: Tentative bookings will only be held for a period of seven (7) days.

Confirmation/deposit: A\$500.00 holding deposit must be paid in full to confirm each booking. This amount will be deducted from the final amount due. All payments can be made by Cash, Direct deposit or Cheque.

Our Bank details are:

ANZ
BSB: 014 690
Account Number: 478047262
Account Name: Kershaw House Trust

If you are paying by direct deposit, please forward a copy of the payment to us via email or fax.

If paying by cheque please send it to:
Kershaw House Trust Services
PO Box 6592
Red Hill, Q 4701

Cancellation of functions: Where notification is provided two (2) months prior to the date of the function, a full refund of the booking deposit will be made. Cancellations made in less than this time will forfeit all right to any refund.

Guaranteed Final Numbers: A guaranteed final number of guests attending a corporate function are required fourteen (14) working days prior to the commencement of the function. Numbers charged will be on the confirmed number plus any additional, whether or not they attend the function.

Loss or Damage: Loss or damage to the property fixtures or fittings caused by the client, guests or contractors before, during or after the function, will be the financial responsibility of the organiser and the appropriate charge will apply.

Entertainment: Please advise if you have arranged entertainment to avoid any problems on the day. The management reserves the right to control the quality, style and volume of the entertainment booked.

Insurance: Management will take care to protect the property of its guests but accepts no responsibility for the loss or damage to merchandise or other property on the premises prior to, during or after the function.

Menu Variations/Price Variations: Whilst every effort is taken to maintain menus and prices, these are subject to change at management discretion up to one month prior to your function. A 20% surcharge will apply to food and beverages on any function conducted on a Sunday or public holiday. All prices quoted include GST.

Alcohol: No alcohol is permitted to be brought into the function room. Where your guests do not abide by this condition, we reserve the right to confiscate this alcohol. Drinking of alcohol in any outside area is not permitted. Kershaw House supports patron care. It is illegal to serve alcohol to:-

Unduly intoxicated patrons,

Disorderly patrons,

Persons under 18 years of age.

Due to licensing regulations BYO food or drink is not permitted.

Décor: The use of candles, incense or strobe lighting and bubble machines can only be used with the prior consent of management. If the alarms are activated from any improper use of the above mentioned a fee will apply. The use of smoke machines is not allowed under any circumstances. Organisers are requested to advise third parties of this procedure. Confetti, rice, glitter & flower petals are not permitted to be used in or around the complex. (An additional \$50 cleaning fee will apply if this is not adhered to.) Table sprinkles are allowed in moderation.

Conduct of Guests: Management reserves the right to remove any guests from the premises should we believe they are behaving in an unreasonable manner. Organisers must ensure their guests conduct themselves in an orderly manner. Disorderly patrons must not be sold or supplied liquor. Should any damage be done to any property of Kershaw House due to inappropriate behaviour of invited guests, a fee will be charged to the organiser for repairs.

Smoking Policy: As per Queensland Government legislation effective 1 July 2006, Kershaw House and the area near the front door is strictly non-smoking. Organisers will be notified of the approved smoking areas. Should you require any further information please contact the Tobacco Hotline on 1800 005 998 or www.health.qld.gov.au.

Room Hire Charges: Should your function continue past the (six) hours hire duration, a room hire charge of \$150.00 per hour will apply.

Accounts: Our policy requires full payment of all food, room hire and sundry charges (14) fourteen days prior to your event. Payment for your beverages and any increase in numbers will be required at the conclusion of your function.

Payment options can be discussed including part payments or a credit card swipe. A service agreement must be signed before any function will be accepted.

Noise Regulations: It is the responsibility of the licensee to ensure that noise emanating from this establishment does not cause a disturbance in the locality. This includes noise from entertainment or patrons entering or leaving the premises. In accordance with the Liquor Act 1992, provision of amplified entertainment is conditional at this venue. Your contracted DJ, musician or band is to comply with our noise limits and should contact the Management, Kershaw House to discuss these matters prior to the event. Kershaw House is within a built up residential area and has a duty of care to the residents. No entertainment is permitted outside of the Kershaw House building. Noise levels are required to stay within a reasonable level.



Catering Services Agreement

1. The Client has agreed to contract Kershaw House for the provision of services.
2. The Client must pay Kershaw House amounts due no later than 14 days prior to the event, with any remaining amounts payable on the day of the event.
3. The Client must notify Kershaw House no later than fourteen (14) working days prior to the event, final numbers for the function. Those final numbers plus any additions are then the charge out number for that function
4. Upon acceptance and booking of Kershaw House services, the Client must pay a deposit of \$500.00 which will be deducted from the total bill.
5. The Client must, if necessary, cancel any booking made with Kershaw House for provision of services no later than four (4) weeks prior to the agreed date of the event or forfeit repayment of deposit.
6. The Client will agree that upon cancellation of the contract, Kershaw House will be paid all amounts owing under the agreement at the time including a proportionate payment for services, which are partially completed.

I clearly understand all charges and conditions.

This Contract was signed on/...../.....

Signed by the Client
Print full name
.....

Signed by, for and on behalf, of Kershaw House
Print full name
.....