

Kershaw House



Wedding Pack

All pricing valid for 3 months - prices subject to change

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Kershaw House: The Number One Function Venue in Rockhampton

Affordable Grace and Style

Congratulations on your engagement! Thank you for considering Kershaw House as the venue at which to hold your special day. When planning your wedding, 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, to stylish buffet dinners or delicious alternate menus, we cater for every occasion. Kershaw House as a venue is exclusive and lends itself to elegant formal or casual 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 wedding 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 Pack is really just a guide, so if you have any queries or ideas of your own, we'd love to hear from you.

Payment details and our Terms and Conditions of service are presented at the rear of this pack.

Feel free to drop in, phone for appointment or email us.

Marketing & Functions Manager:

Liz Taylor

Mobile:

0418 722 975

Phone:

(07) 4921 4395

Fax:

(07) 4922 0146

Email:

kershawhouse@anglicanrock.org.au

Web Site:

www.kershawhouse.com.au

Welcome to Kershaw House Wedding Pack

Services are provided under the following Terms & Conditions.

The Wentworth Room comfortably seats 120 people including a head table in a Formal setting. Seating is normally at round tables which seat eight (8) people and a head table of up to twelve (12) people. This room also has its own Band Stage and Dance Floor. Room Hire (6 hour duration) is \$500.00 for the Wentworth Room.

The Kershaw Room is slightly more casual and comfortably seats 85 people with a head table. This room also has access to an outdoor balcony and has a separate bar area. The seating layout in this room is the same as our larger room, with a smaller head table of up to ten (10) people. Room Hire (6 hour duration) is \$500.00 for the Kershaw Room.

The Basement Bar is perfect for those seeking a casual Cocktail style function. With its low ceiling, timber flooring, dry bars and outdoor courtyard, your guests will enjoy the mellow relaxed atmosphere. This room is also available for hire for pre-dinner dinks and hors d'ouvres.

The Garden is available for the Marriage Ceremony. You can bring in your own decorations and seating or you can choose to have Kershaw House do it for you or a combination of both. However the management of Kershaw House must be aware of all details.

Hire of the Garden is (2 hour duration) \$150.00.
Ceremony decoration package \$300.00 (seating up to 80 people.)

The entire building may be fully booked (6 hr duration) for \$1000.00.

Additional room hire time is \$150.00 per hour.

Functions must conclude at 12am. Last drinks will be called at 11:45pm, along with the last dance bracket (please notify your entertainer).



Kershaw House is a Fully Licensed Venue.

We will tailor your beverage and food requirements to suit you as well as your budget.

Catering: Full catering services available at Kershaw House.

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 and Waiting Service.

Inclusions that may be arranged on request are white boards & accessories, projector screens, electrical cords, in-house sound system, microphone, lectern & 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 four (4) weeks prior to an event after which it is not refundable.

Guaranteed final numbers for corporate functions 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

\$18.50 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 & whipped butter & fruit
- Creamy scrambled eggs with roasted tomato, shaved ham & toast
- Fried eggs with crispy bacon, buttered mushroom & hash brown and Toast

\$27.50 per person min of 10 people

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

Btl	Glz
\$21.00	\$7.00

Bubbles

Tyrell's Sparkling Brut

Reds

Tyrell's Pinot Noir

Tyrell's Shiraz

Tyrell's Cabernet Sauvignon

Merlot

Whites

Tyrell's Chardonnay

Tyrell's Sauvignon Blanc

Tyrell's Traminer Riesling

SPIRITS

BASICS	5.00
STANDARD	6.50
PREMIUM	8.50
Mixer	2.00

Starters/Platters

- assorted Breads & Dips
- mini Spring Rolls with a Sweet Chilli dipping sauce
- barbecued Chicken 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
- Brie & Quince Matchsticks
- Mediterranean Chicken skewers
- gourmet Cheese and 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 and 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 and 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 & Garden Salad

Standard:

- 250g Rib Fillet served with a Cajun buttered sauce & Roasted kipfler potatoes
- Chicken supreme on a sweet potato, fetta & herb smash
- Lamb fillet resting roasted kumara with an orange & mint sauce
- Grilled local reef with Beur Blanc & 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 & baked
- Prime rib fillet with a topping of scallops, fish and 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 potato's
- 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 & raspberry cream

Homemade cheesecake with berry compote & 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 & freshly whipped cream

Deconstructed Lemon Meringues served with shortbread

Upside down continental cheesecake

NB: Wedding/birthday cake plated as a dessert is \$2.50 per person

Served with Ice-cream & garnished \$5.50per person

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

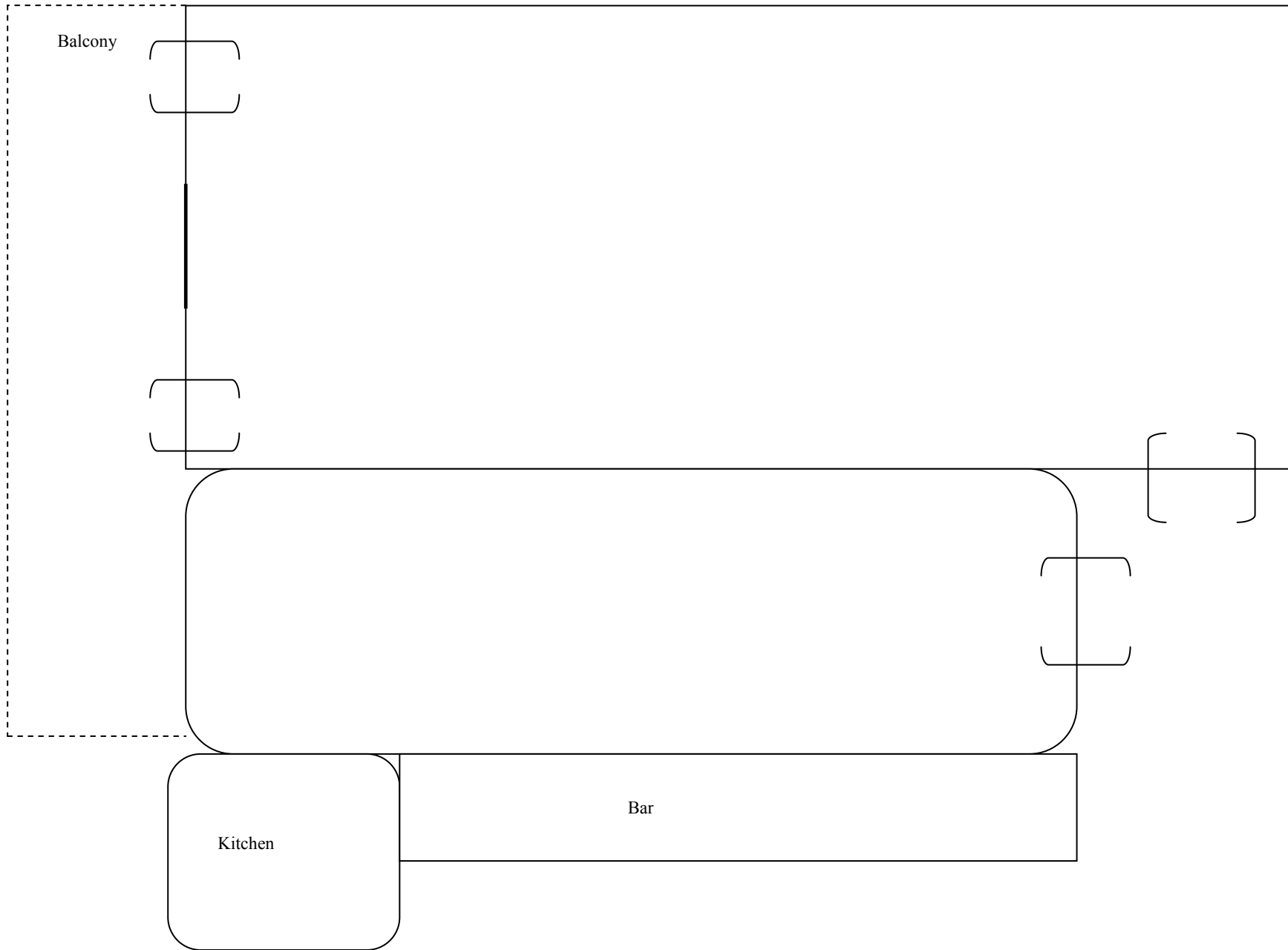
Minimum of 30

\$52.00 per person 3 course

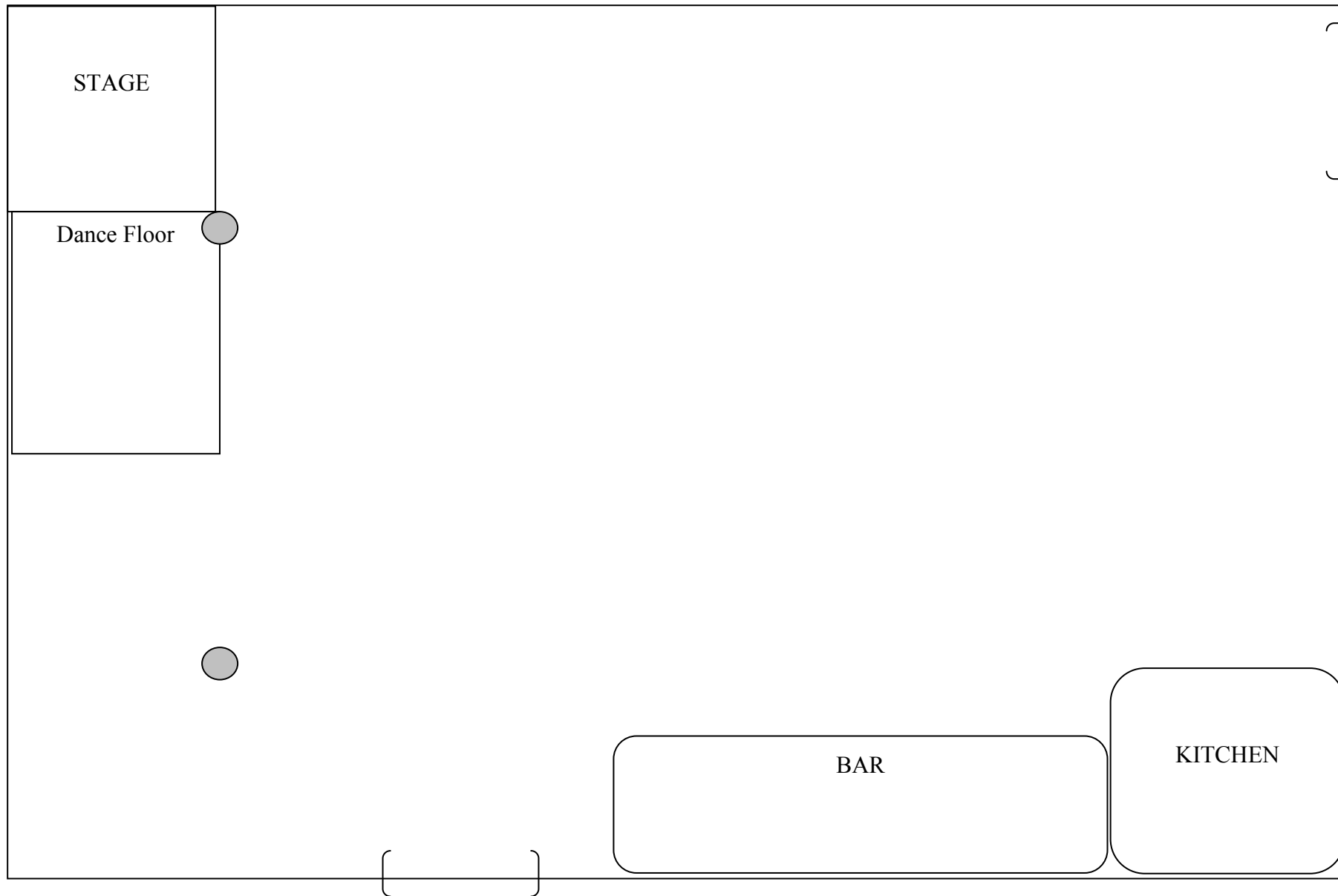
\$48.00 per person 2 course Main & Dessert

\$45.00 per person 2 course Entrée & Main

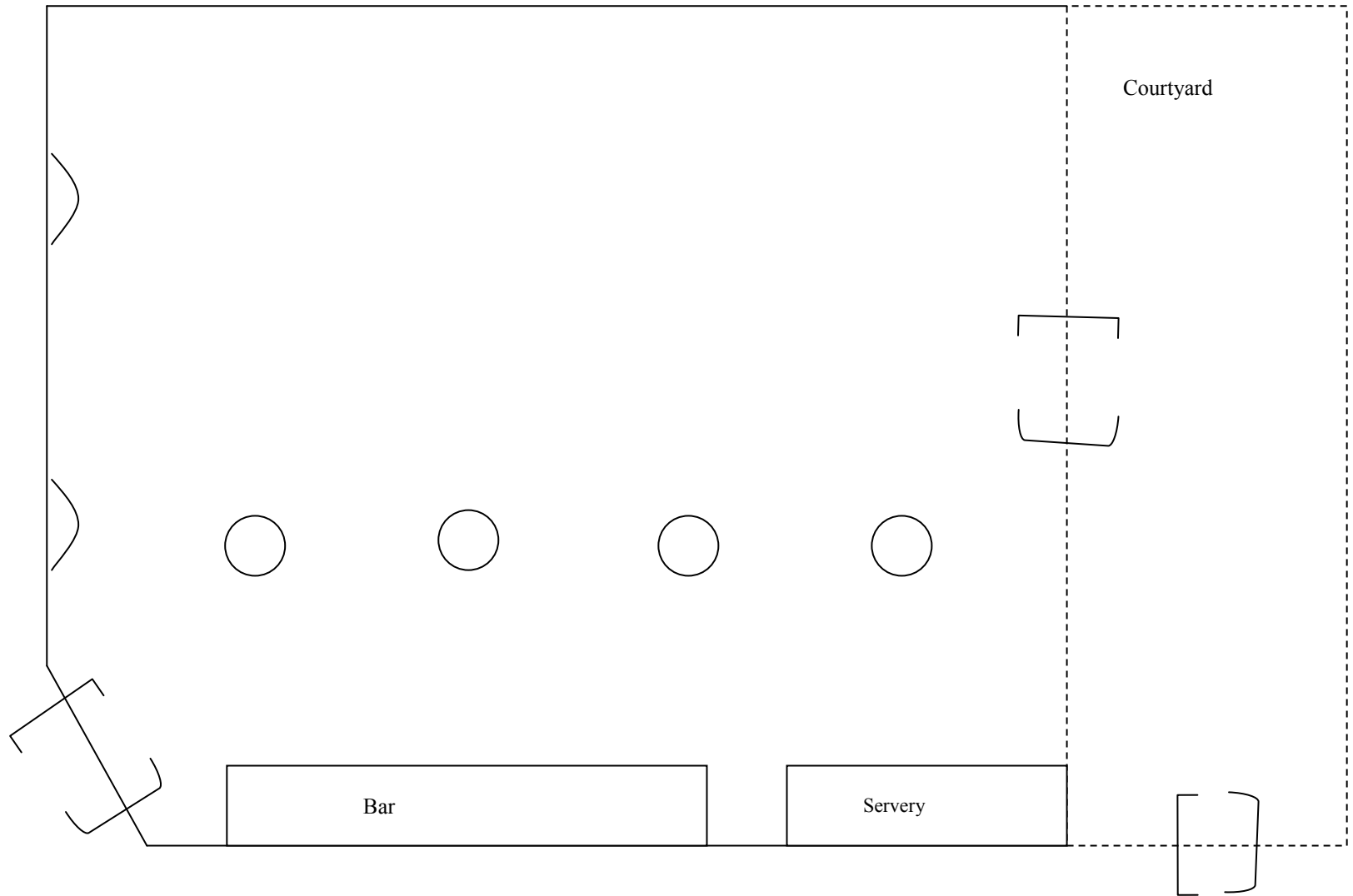
Kershaw Room (not to scale)



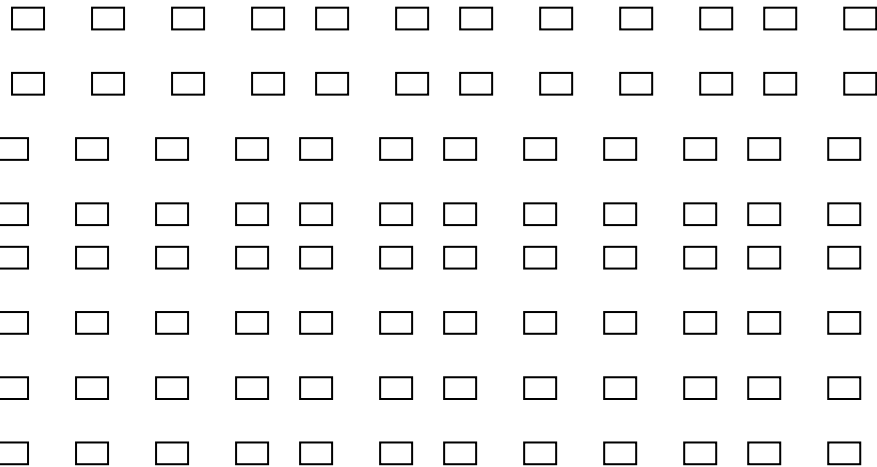
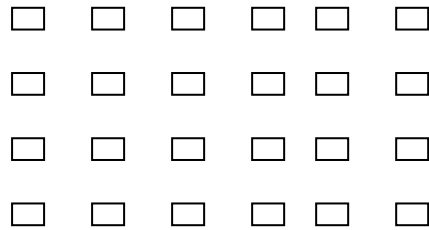
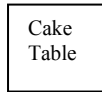
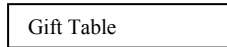
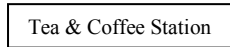
Wentworth Room (not to scale)



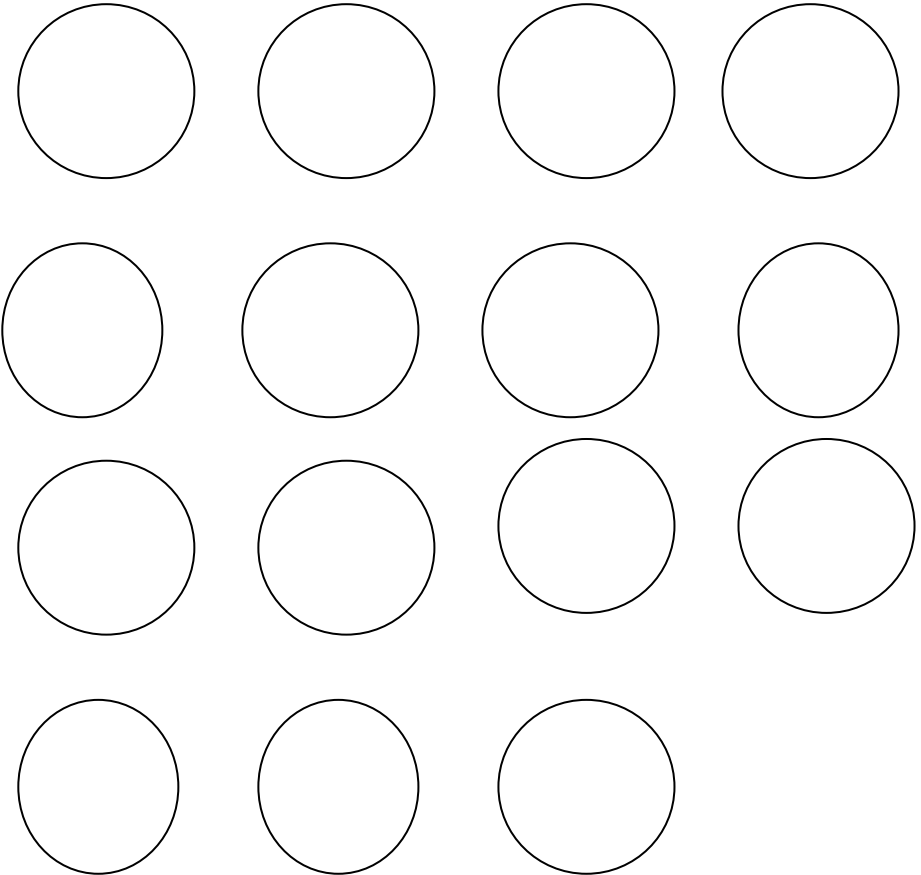
Basement Bar (not to scale)



Please use this page to cut & paste for your floor plan



Round tables seating up to 8 at each



Chairs

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Check List

- Visit Kershaw House, check available dates and make a temporary booking
- Choose the wedding official – celebrant, priest
- Choose your wedding party – groomsmen, bridesmaids etc.
- Draw up a guest list and approximate numbers for reception
- Book Kershaw House
- Begin looking at menu's
- Determine if a wedding decorator is required and contact
- Begin shopping for your Wedding dress or dress maker and accessories
- Select suits and dresses for the rest of the wedding party and arrange fittings
- Plan and book the honeymoon
- Book the wedding transportation – cars, horse & carriage, limousine etc
- Select a photographer and videographer
- Select a florist
- Select a Cake maker
- Select wedding and reception entertainment
- Do you want your own cake knife or will you use Kershaw's
- Special Pen to sign Documents on the day

3 Months Before

- Order invitation cards and stationery
- Arrange Master of Ceremonies

2 Months Before

- Compile gift list and consult a gift registry if necessary
- Give notice of intent to marry to wedding official
- Select wedding rings
- Collect and write invitations (let Kershaw House know your RSVP date)
- Confirm & finalise menus
- Maintain a record of acceptance and declines
- Update Kershaw House with guest numbers

4 Weeks Before

- Confirm arrangements for hired goods
- Confirm arrangements for wedding official
- Have a hair and makeup rehearsal
- Final Wedding dress fittings with accessories and shoes
- Finalise arrangements with photographer
- Finalise attendants outfits

2 Weeks Before

- Final fittings for all wedding attire
- Make sure wedding party is fully aware of all arrangements and what is required of them
- Finalise guest numbers and payments with Kershaw House
- Finalise seating arrangements, place cards and seating plan
- Make wedding day appointments – hairdresser, beautician etc
- Start wearing your shoes in
- Finish on the day run sheet for a smooth running, give a copy to the Master of ceremonies

1 Week Before

- Finalise all arrangements – Kershaw House, Officials, Cake, Florist & Photography
- Pack an emergency kit for the day which the bride's mother can carry - ie sewing kit, bandaids, tissues, makeup, flat shoes etc.
- Give gifts to attendants

Night before

- Drink lots of water, eat some yoghurt (some say it gives you a healthy glow to your skin), relax and try and have an early night
- Lay out your gown, jewellery, shoes, accessories and undergarments and remove all tags. Pack your bag for the wedding night; including Panadol, a change of clothes, some makeup wipes and a good moisturiser
- Layout all clothes for the wedding day
- RELAX and get ready to smile (a lot)

Example of Wedding Day Run Sheet

You need some sort of agenda or wedding run sheet order to make sure that the party runs as smoothly as possible. Kershaw House's function co-ordinator will work with you to tailor one to suit you. This sample run sheet is just a guideline to help you create your own reception timeline.

10:00AM	All Hire Equipment to be dropped off by whom
11:00AM	Wedding Decorator arrives to set up decorations
12:00 PM	Flowers arrive to be put on tables by venue or stylist
12:00 PM	Cake arrives delivered by whom and contact details
02:00 PM	Band arrives to set up
03:00 PM	Arrival of Guests
03:30 PM	Ceremony in the Garden
04:00 PM	Drinks and canapés in the Kershaw Room
04:00 PM	Bridal Party depart for photography
06:00 PM	Guests move to the Wentworth Room
06:15 PM	Introduction of bridal party, bride and groom
06:30 PM	Entrée are served
07:00 PM	Toast (1 to 2)
07:30 PM	Mains are served
08:00 PM	Toasts (remainder)
08:20 PM	Cake cutting
08:30 PM	Dessert are served
08:45 PM	Bridal waltz
09:00 PM	Music and entertainment begins
09:00 PM	Dance floor is open
09:30 PM	Garter and bouquet toss
11:45 PM	Last Call/Exit

You may choose to have a grand exit from the reception before the party ends with some type of transportation, or something huge like a favourite song or human arch. If so, you'll want to do it before all the guests leave. You may also choose to stay at the reception until it ends; it's all a matter of choice.

When you are creating the wedding reception order and timeline, you'll want to allow time for lateness since some weddings and receptions don't start on time. You may also choose to add other elements to your schedule that you either think of or find in other sections of this pack. Make sure to break up the time in your event so that guests aren't just sitting with nothing to do. Also take a look at the wedding and wedding reception lists of things to do to help you with your wedding reception planning.

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

Reception Package Inclusions: White Linen Tablecloths for all tables, White linen Napkins, Cutlery, Crockery, Glassware and Cake Knife. Cake table, Gift table and Bridal table will be provided with white skirting.

Ceremony Kershaw House can set up your ceremony with our decorating package. This will include red carpet and archway, white chairs with Ivory sashes for up to 80 people, signing table with white cloth, skirting and one or two chairs

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 is required fourteen (14) working days prior to the commencement of the function. Numbers charged will be 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 night. 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:-

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 Confetti & 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.

Accounts: Our policy requires full payment of all food, room hire and sundry charges 14 days prior to your event. Payment for your beverages and 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 at 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

Special Dietary Requirements: If you or any of your guests have any special health or dietary requirements, or may be allergic to any food of any description, the onus is upon you to inform us in writing in that regard and to especially introduce that guest or guests to us on the day of the function. Kershaw House will, where notified, endeavour to cater to all requirements at no additional charge. Please see the Function Pack for suggestions. Failure to notify or so introduce such guest/s shall be deemed to be notice to Kershaw House that no such requirement exists. The numbers and type of requirement must be notified as soon as possible prior to the function. We recommend including this request as part of your invitations so you are informed at the point of RSPV.

Photographer and Entertainers Meals: \$30 per person – includes a main meal from your menu and one soft drink.

