



Events
@ KEDRON-WAVELL



CORPORATE EVENTS @ KEDRON-WAVELL

Events @ Kedron-Wavell provides a level of service and professionalism unprecedented in the Brisbane North region. The Events Centre offers a range of locations suitable for events of up to 500 guests, including seven air-conditioned event rooms. Featuring the latest technology and equipment, and first class catering, Events @ Kedron-Wavell can tailor a package to suit you.

Events @ Kedron-Wavell is a one-stop venue that can satisfy all of your event requirements. Our professional team will be with you every step of the way to ensure a seamless affair.

Whether it's an intimate board meeting or a large-scale seminar, Events @ Kedron-Wavell has the perfect space and menu to suit, and can cater to groups of any size. We look forward to working with you to create a successful day.

Amanda Grant

Events & Functions Manager

THE LIBRARY

EVENT LOCATIONS

BLUE
PACIFIC
BALLROOM

KITTYHAWK ROOM

THE
BOARDROOM

LON & TAN

THE
Sky Lounge

VC
VC SUITE

mCnamara
ROOM

Donaldson
ROOM



ROOM CAPACITIES & ROOM HIRE RATES

Events @ Kedron-Wavell offers a range of locations suitable for events for up to 500 guests.

	Round Tables	Open Ended	Theatre	U Shape	Board Room	Size m ²
Blue Pacific Ballroom	400	350	600			500
Kittyhawk Room	220	170	300			360
VC Suite	130	105	250			240
Donaldson Room	70	56	100			120
McNamara Room	60	49	100			112
Long Tan Room	64	45	70	24		120
Sky Lounge	48	36	50			110
The Library	30	24	30	15	14	48
Boardroom	30	30	40		18	60

ROOM	Up to 4 Hours [^]	Full day or Evening Hire
Blue Pacific Ballroom	from \$400*	from \$550*
Kittyhawk Room	\$400	\$500
VC Suite	\$350	\$450
Donaldson Room	\$250	\$300
McNamara Room	\$250	\$300
Long Tan Room	\$250	\$300
Sky Lounge	\$250	\$300
The Library	\$150	\$200
Boardroom	\$150	\$200

Bookings in the Blue Pacific Room require an Audio Visual Technician to operate sound and lighting. Price on application.
 *Set up fees may apply in the Blue Pacific Ballroom, please speak to Events @ Kedron-Wavell regarding your requirements.
[^] Four hour hire only available Monday - Friday prior to 5pm.

All prices listed are for catered events with a minimum \$10 spend per person. A \$100 surcharge applies should this criteria not be met.

Our conference packages include the following:

- A dedicated and experienced Events team
- Conference tables and chairs
- White linen table cloths
- Whiteboard and markers
- Projector Screen
- Lectern and microphone (no microphone in the Boardroom or the Library)
- Power boards and cords
- Iced water and mints
- High speed wifi



BREAKFAST PACKAGES (min 20 guests)

DELUXE BREAKFAST BUFFET \$29pp

Tea, coffee, juice

COLD SELECTION:

- Seasonal fruit platters (V,GF)
- Assorted fruit yoghurt with toasted muesli (V)
- Banana and walnut loaf with maple glaze (V)
- Assorted Danish pastries (V)

HOT SELECTION:

- Pork chipolatas
- Crispy bacon (GF)
- Mushrooms with butter and thyme (V,GF)
- Roasted Roma tomatoes with a cheese and herb crust (V)
- Golden hash browns
- Thick cut toast
- Scrambled egg
- And your choice of:
 - Corn and zucchini fritters
 - Poached eggs (V,GF)

OPTIONAL EXTRAS:

- Pancakes \$3
- House made baked beans \$3
- Croissants \$3

SERVED MEALS: \$27.50pp

Tea, coffee, juice

Big breakfast of crisp bacon, scrambled eggs, roasted tomato, pork kransky sausage, hash brown, toasted Turkish bread (GFo)

Poached eggs, pan fried mushrooms, asparagus and hollandaise on thick cut toast (V)

Eggs benedict with shaved leg ham, spinach, poached eggs, hollandaise on grilled sourdough

Toasted English muffin with avocado, shaved ham, spinach and cherry tomatoes

ADDED EXTRAS:

- House made baked beans \$3
- Hash browns \$3
- Pan fried mushrooms \$3
- Smoked salmon upgrade for eggs benedict \$4

TO THE TABLE:

- Fresh fruit platters \$50/table
- Sweet muffin selection \$50/table
- Croissants \$40/table

EARLY START BREAKFAST BUFFET \$22pp

Tea, coffee, juice

- Berry friands
- House made fresh savoury scrolls
- Fresh seasonal fruit platter
- Toasted warm bagels (build your own) with:
 - Chive cream cheese
 - Smoked salmon
 - Mashed avocado
 - Ham
 - Spinach
- Asparagus, broccoli, tomato and basil frittata wraps with rocket and relish

FULL DAY CONFERENCE PACKAGES

All full day packages include use of data projector and screen, with remote control

CORPORATE

\$42pp

Continuous tea and coffee, mints

MORNING TEA

Freshly baked banana bread

or

House made apple and cinnamon scrolls

LUNCH

Assorted Sandwiches

Sliced seasonal fruit

Orange Juice

AFTERNOON TEA

A selection of sweet muffins

or

Roasted pumpkin scones with chive butter

EXECUTIVE

\$48pp

Note pads and pens for each delegate

Continuous tea and coffee, mints

Bite size cookies on arrival (2pp)

Red frogs on the tables

MORNING TEA

Freshly baked scones with chantilly cream and strawberry jam

or

House made apple and cinnamon scrolls

LUNCH

Assorted Fresh Wraps

Sliced seasonal fruit

Orange Juice

AFTERNOON TEA

A selection of sweet muffins

or

Roasted pumpkin scones with chive butter

ALL DAY CONFERENCE WITH OUTLET LUNCH

\$55pp

Notepads and pens for each delegate

Continuous tea and coffee, mints

Bite size cookies on arrival (2pp)

Red frogs on the tables

MORNING TEA

Freshly baked scones with chantilly cream and strawberry jam

LUNCH

Buffet lunch at Restaurant Thr3e, with bottomless soft drink

Or

A private Italian feast in Café HQ, including pizzas, lasagne and salads, with soft drinks and juice (max 50 delegates)

AFTERNOON TEA

Homemade cookies and an assortment of cheeses with crackers and fresh fruit

Surprise your delegates with a post-lunch energy hit - a can of red bull (or similar) will await their return

\$3



CONFERENCE PACKAGES

COFFEE BREAK OPTIONS

Tea and coffee on arrival only – 1 hour	\$5.00
Tea and coffee half day	\$6.00
Tea and coffee full day	\$7.50
Selection of sweet muffins	\$7.50
Selection of savoury muffins	\$7.50
Red velvet muffins (GF)	\$7.50
Savoury scrolls	\$7.50
Sweet scrolls	\$7.50
Blueberry friands (GF)	\$7.50
Freshly baked banana bread	\$6.50
Assorted home-style cookies	\$6.00
Warm Danish pastries	\$7.50
Fresh baked scones with Chantilly cream and strawberry jam	\$8.00
Pumpkin scones	\$7.50
Fresh sliced seasonal fruit	\$8.00
Assorted cheeses with crackers and fresh fruit	\$10.00
Jugs of orange juice and soft drinks	\$10.00/jug

LUNCH OPTIONS

SANDWICHES

\$12.50pp

Seasonal sliced fruit and a combination of

- sliced leg ham, tasty cheese and tomato
- shredded chicken, avocado, cheese
- roast beef, cheese, cucumber, Spanish onion and pickles
- fresh salad (lettuce, tomato, cucumber, Spanish onion, grated carrot, cheese) with balsamic glaze (V)
- egg and lettuce (V)

GOURMET SANDWICH OPTIONS

RIBBON SANDWICHES:

\$14.50pp

Seasonal sliced fruit and an assortment of (select 4)

- smoked salmon, caper cream cheese, rocket
- shredded chicken, avocado
- shaved leg ham, mesculin, tomato relish
- tuna, cucumber ribbons, rocket, citrus aioli
- turkey, cranberry, rocket
- curried egg, mesculin salad

WRAPS

\$14.50pp

Seasonal sliced fruit and an assortment of

- chicken caesar
- ham and salad
- turkey, cranberry and salad
- fresh salad with balsamic dressing (V)
- carrot, haloumi, pesto and spinach (V)

GOURMET SANDWICHES

\$16.50pp

Seasonal sliced fruit and an assortment of bakery fresh breads with

- roast beef, rocket, cucumber, horseradish cream mayonnaise on sourdough bun
- char grilled vegetable baguette
- smoked salmon, cream cheese, spanish onion, capers and rocket on a bagel
- shaved ham, avocado, sliced tomato and swiss cheese on sourdough
- chicken, pesto and sundried tomato on turkish bread

**Gluten free available upon request

SUSHI

\$55

Sushi Platter (GF) (50 pieces)



BUILD YOUR OWN (min 20 guests)

BUILD YOUR OWN BURGERS **\$16.50pp**

Fresh knot rolls
Angel bay burger patties
Caramelised onions
Crispy bacon
Lettuce
Sliced cheese
Tomato
Cucumber
Beetroot
Pineapple slices
Spanish onion
Accompanying sauces
Fresh seasonal sliced fruit

BUILD YOUR OWN BURRITO **\$17.00pp**

Chilli con carne with kidney beans
Mexican chicken strips
Assorted salads
Cheese
Sour cream
Guacamole
Mexican rice
Fresh seasonal sliced fruit

AUDIO VISUAL

Data projector and sound capabilities	\$80
Use of laptop (complimentary when hiring data projector)	
Sound hook up only	\$25
Lapel microphone	\$70
Flip chart	\$25
1.8m x 1.8m black screens	\$5

SPOIL YOUR DELEGATES

3PM PICK ME UP	
Red frogs delivered to your tables	\$1
Mini Movenpick Tubs	\$3
Red Bull	\$3
Focus food- a selection of mini chocolate bars	
One off	\$2
Throughout the day	\$5

TERMS & CONDITIONS

BOOKINGS

A booking form must be completed to make your booking. Contact Events @ Kedron-Wavell for this form.

Tentative bookings will be held for seven (7) days only. If there is another party interested in the booked date & time, you will be contacted for a decision. Tentative bookings must be confirmed within seven (7) days, by way of a deposit, otherwise the booking will be cancelled & the room made available for re-hire. If contact cannot be made with the party, Events @ Kedron-Wavell has the right to terminate tentative bookings.

CONFIRMATION

A deposit is required to confirm your booking. A 10% surcharge applies to all room hire & catering fees for a function booked on a Sunday & a 20% surcharge applies to all bookings on a Public Holiday.

CANCELLATIONS

Notification of cancellation must be made via written letter, fax or email. As Events @ Kedron-Wavell may not be able to re-book the space after a cancellation, the following conditions apply.

- Notification of cancellation up until four (4) months of the scheduled date – full refund of deposit.
- Notification of cancellation between one (1) & four (4) months prior to the scheduled date – 50% refund of deposit.
- Notification of cancellation within one (1) month of the scheduled date – no refund of deposit.
- If a function is cancelled within seven (7) days of the scheduled event there will be a 50% fee charged on all catering ordered.

A month is based on four (4) calendar weeks. No transfers of deposits will be made.

FOOD & BEVERAGE CONDITIONS

Catering details & setup details are required one (1) month prior to the function.

All events booked on a Friday evening, Saturday or Sunday must include catering. A minimum \$25pp spend on catering is required on these bookings.

Events @ Kedron-Wavell reserves the right to re-allocate your event space should the need arise. The function organiser will be contacted in this instance.

MENU

Confirmed numbers & full payment of account for catering is required four (4) working days prior to your function. Charges will be based on this confirmed number. An increase in numbers will be allowed at the discretion of Events @ Kedron-Wavell.

Should you require special meals, please notify Events @ Kedron-Wavell prior to your function. As you can appreciate there are now several types of meal requirements & these cannot be produced on demand unless specifically ordered prior to your function. We require four (4) days notice for ALL special dietary requests.

Further members discount does not apply for functions, catering, bar or room hire.

Every effort is made by the venue to hold menu prices as printed, however menu prices may vary slightly on occasion at the discretion of management.

Costs of meals for DJs, bands, entertainers etc. will be added to the client's account & these are not automatically included in your function. Should you require meals for such, Events @ Kedron-Wavell requires four (4) days notice. These meals will not be produced on demand.

HACCP

Please be advised that due to our HACCP accreditation, no food or beverages are permitted to be brought onto Events @ Kedron-Wavell premises. Likewise, no food or beverages can be removed from the premises.

Celebration cakes are exempt from this rule. A "cakeage" charge of \$4.00 per person applies if you require staff to cut & serve your own cake as dessert.

FLOOR PLANS

Seating plans if applicable must be provided 72 hours prior to your function. Events @ Kedron-Wavell is more than happy to advise of function room specifications. No changes to the seating will be accepted 48 hours prior to your function, likewise changes cannot be made on the day.

Events @ Kedron-Wavell reserves the right to adjust specified room set-ups to ensure Workplace Health & Safety Regulations are adhered to.

LIQUOR

Events @ Kedron-Wavell does not permit alcohol to be brought in from outside of the venue.

Please advise your beverage requirements one (1) month prior to your function. A copy of the House Policy can be forwarded to you, if you require more information in relation to the service of liquor.

Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue & the minor. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who buy or supply minors with liquor. Management & Staff are required by law to refuse you liquor service if you are under 18 years of age or unduly intoxicated, &/or creating a disturbance.

All guests under the age of 18 years must have their legal guardian remain on the premises at all times during the visit to the Club.

For further information, please visit www.liquor.qld.gov.au

DAMAGE

Please note that the organisers are financially responsible for any damages to the property/equipment during the function. Events @ Kedron-Wavell will take all necessary care, but will not accept responsibility for damage or loss of any client's property in the function rooms before, during or after your function. Any breakages, loss or damage to equipment or facilities will be charged to the client responsible for the function.

CLEANING

General & normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above & beyond normal cleaning. A cleaning bond may be requested at the time of booking.

The client making the booking is responsible to conduct the event in an orderly manner. We reserve the right to intervene if an event's activities are considered illegal, noisy or offensive.

Likewise bookings may be denied or cancelled should the function cast Kedron-Wavell Services Club in a negative light.

FEEDBACK

We welcome any and all feedback regarding our offering and service throughout your event. Feedback can be sent to functions@kedron-wavell.com.au.