



Camden Civic Centre

Oxley Street, Camden NSW 2570 | Ph. (02) 4655 8681 | Fax (02) 4655 3334
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School Formal Package

Package Inclusions:

| | |
|------------------------------|---|
| Room Hire | Macarthur Room or Ferguson Art Gallery for 5 hours |
| Complete with: | Red carpet entrance Guest use of entrance foyer & terrace areas Round tables draped with white linen cloths & serviette White flounced presentation table Lectern and microphone for speeches and dance floor |
| Professional Staff | Including event coordination, supervisor, tray stewards & waiters for duration of function |
| Catering | Two or three course meal |
| Beverage package | Jugs of soft drinks & iced water placed on tables for duration of meal service for up to three hours. *additional hours charged at \$4.00 per head |
| *** Two-course meal | \$44.00 per head |
| *** Three-course meal | \$52.00 per head |

Optional Extras:

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|--------------------------------|--|
| Canapés on arrival | \$4.00 per head |
| Tea and coffee buffet | \$3.30 per head |
| DJ/MC for duration of event | \$440.00 |
| Ceiling Draping Macarthur Room | \$600.00 |
| Ceiling Draping Art Gallery | Complimentary |
| Centre pieces | From \$30 per table |
| Chair cover & sash | \$5.50 per chair / note: variety of colours & fabrics available. |

Note: During speeches meal service will not stop

Dinner Menu

Select two items to be served alternatively to your guests.

Entrée

Chicken Caesar

King prawn cocktail

Spinach & ricotta ravioli

Thai beef & vegetables in Chinese paper

Main

Supreme of Chicken with white wine cream sauce

Scotch fillet with mild pepper or Dianne sauce

Apple glazed pork with red currant jus

Steamed perch with lime hollandaise

Meals served with fresh vegetables and bread roll

Dessert

Lemon, lime citrus tart

Baked Berry cheese cake

Chocolate mud cake

Profiteroles filled with warm chocolate ganash

Served with chantilly cream

Please discuss vegetarian options or variations to menu selections with your coordinator.

****prices may vary***

Booking Information

- The Camden Civic Centre offers two banquet rooms suitable for your special day.
 - The Ferguson Gallery, suitable for up to 100 guests, is situated on the upper level adjacent to the memorial garden
 - The Macarthur Room, suitable for up to 350 guests in formal layout, is also located on the upper level
- We request that you nominate a suitable time to meet with the Coordinator to discuss all details of your event; we will require a minimum of one hour to record all of your details.
- The interview is to take place a minimum of six weeks prior to your day; details of special diets and requests to be supplied at this time.
- Final Numbers must be provided seven days prior to the function, your final account will be drawn upon notification of final numbers, all monies payable prior to your function directly to the Camden Civic Centre.
- Payment is to be made during business hours Monday to Friday 9am – 5pm
- Payment Options
 - Cash or bank cheque, Personal Cheque
 - Credit Card or Estops during business hours only
- Business Hours Monday to Friday 9am – 5pm
- Prices are subject to change at the discretion of management.
- Note that seasonal availability of foodstuffs may influence the menu availability.
- Prices are inclusive of GST
- Camden Civic Centre staff and management completely support the principals of responsible of alcohol and the Camden Liquor Accord. In accordance with the Harm Minimisation Act the Centre staff reserve the right to refuse service to anyone deemed intoxicated. Alcoholic beverages must not be brought onto, or taken from the venue.
- Jugs of beer will not be available after main meal service.

Confirmation

- A 21-day hold period is available, in the event that the period lapses without a deposit paid the Centre reserves the right to cancel the hold without notification to the client.
- Confirmation of a booking will occur when the nominated deposit required to confirm the booking is paid and the signed hire agreement is returned to the centre.

Cancellation

- Cancellation must be in writing, if cancellation occurs within -
 - Three months of the function the deposit will not be refunded.
 - One month 50% of complete function costs will be imposed
 - Two weeks 100% of complete function costs will be imposed, calculated on the estimated attendance

Final Numbers

- Noted above final numbers are required seven days prior to your function; this is to be the minimum number for catering purposes. This number will be used as the minimum number charged to your account

Beverages

- Liquor must not be brought onto the premises at any time. We abide by the responsible service of alcohol principals.

Damage

- Although accidents may occur damage to the facility can be prevented. We ask that you respect our facility.
- The Centre will take all necessary care with client's property although will not accept responsibility for loss or damage.

Business Hours

Monday-Friday 9am-5pm. Licensed function operating hours:

Licensed Function Operating Hours

| | |
|-----------------|-----------------|
| Monday-Saturday | 10am-5pm |
| Sunday | 10am-12midnight |