



*The venue for
all seasons...*

High Tea
Engagement
Wedding
Baby Shower
Baby Naming
Birthday
Entertainment



Bookings (02) 4655 8681
Oxley Street, Camden NSW 2570
www.camdenciviccentre.com

Plated Dinner

Select an alternate menu to be served to your guests

Entrée

Lemon infused King Prawn Salad
Roast Pumpkin or Cheese Arancini
Melon, Prosciutto & Rocket Salad with Balsamic
Thai Rice Noodle Salad
Pork & Glazed Apple salad with Walnut Dressing
Smoked Salmon Blinis with Dill Crème Fraiche

Main

Slow Cooked Lamb Shank with Salsa di Pomodoro
Mignon of Chicken or Beef layered with Marinated Mushroom and Bacon
Roasted Rosemary Beef with delicate Jus
Baked Snapper with Spicy Sweet Corn Salsa
Eye Fillet of Beef with Garlic and Cracked Pepper
Ginger Honey Roasted Pork
Mains served with Seasonal Vegetables

Dessert

Baked Blueberry Cheesecake Decadent Red
Velvet
Baileys Mousse with Mixed Berries Lemon,
Lime Citrus tart
Sticky Date Pudding with Caramel Glaze Petite
Pavlova with Seasonal Fruit

Two Course \$45.00 per head
Three Course \$55.00 per head
Room Hire Fees Apply - 5 hours hire \$660

Rustic Banquet

On arrival

Lightly Marinated Chicken Skewers
Three Cheese Arancini
Tempura Prawns
Salt and Pepper Calamari

Banquet

Served to each table

Slow cooked lamb shoulder
Apple Glazed Pork Scotch
Rustic Roast Vegetable
Leafy Green Salad
&
Aussie Damper

Dessert

Chocolate Taste Plate with Macarons & Fresh Fruit

Three course \$55.00 per head

Children 3-12yrs per head

Two course meal \$25.00

Three course meal \$30.00

Room Hire Fees Apply - 5 hours hire \$660

Beverage List

House Red/White Wine

By the glass \$5.00

Bottle \$24.00

Bottled Beer

Hieneken

Hahn Supa Dry

150 Lashes

\$8.00

Corona

Crown Lager

\$10.00

Soft drink

Glass \$3.50

Jug \$15.00

Spirits

Standard spirits available from the bar POA

Camden Civic Centre staff and management completely support the principals of responsible service 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.

Camden Civic Centre COVID Safety Plan

This outlines our commitment to provide a safe environment for our guests, and ourselves, guided by the directives and advice from the NSW Government.

Camden Civic Centre is registered as a COVID Safe Business with the NSW Government. To ensure a safe and comfortable environment a range of risk management controls have been put in place. Should you have any questions or concerns please do not hesitate to discuss with our staff.

Wellbeing of Guests in our Venue

Guests are only be in attendance if they are feeling well and do not have any respiratory or COVID-19 symptoms. Venue Management reserves the right to refuse entry or request a guest to leave the premise, if symptoms of COVID-19 are displayed by an individual.

Staff will provide COVID touch point cleaning during events, and signage and hand sanitisation units will be in place for guest use.

Entrance and exit routes are sign posted and guests are reminded to social distance.

The venue capacities are calculated on the NSW Public Health Requirement of 4 square metre per guest. To ensure we are able to assist you with your requirements we ask that you complete a pre booking request to advise of your requirements.

Guest Registry

All guests and visitors are required to provide their name and contact details upon entry to the Venue for the purpose of contact tracing. A digital record will be held for a period of 48 days and destroyed once that period has lapsed.

Guests are required to remain in their allocated seating, with a maximum of 10 Guests per table. Guests from the same household may be seated next to each other. Tables will be a minimum of 1.5 metre apart to assist with management of unnecessary contact and mingling.

Food & Beverage Service

Service of Food and Beverage is to seated guests only, small share platters are permitted per table of 10 guests.

Beverage service is provided in single use portions or vessels to minimise any risk to customers. It is suggested that the movement of guests be restricted as such limited bar service.

Please refer below for table seating capacities.

Cleaning Regime

We have increased our cleaning and hygiene program to ensure our venues are safe for you. Extensive cleaning prior, during and at the completion of event will be undertaken.

All touch point surfaces, bathrooms, internal and external doors are wiped and sanitised.

Seating of guests

Guests who are from the same family, or in regular contact have the option of sitting together at tables of up to 10 people. We will be guided by clients for advice on how guests are to be seated.

In general, indicative capacities are estimated using social distanced capacity.

The current restrictions allow;

One person per four square metres:

120 people within the Macarthur Auditorium, on round tables of 10.

45 people within the Ferguson Gallery, on round tables of 10.

One person per two square metres:

240 people within the Macarthur Auditorium, on round tables of 10.

90 people within the Ferguson Gallery, on round tables of 10.

For events where guests are purchasing tickets to attend an event and are not in regular contact with others attending, seating will be socially distanced to 1.5mtrs where practicable and a maximum of 4 people seated at a 6ft round table.

Please discuss your seating requirements with our staff.

Booking Information:

Camden Civic Centre offers two banquet rooms for catered events.

- The Ferguson Gallery, is suitable for up to 100 guests, situated on the upper level adjacent to the memorial garden
- The Macarthur Room, is suitable for up to 350 guests, also located on the upper level

The Undercroft, suitable for up to 100 guests, is located on the lower level and available for self catered events.

We request that you nominate a suitable time to meet with the Coordinator during business hours to discuss all details of your function, roughly six weeks before your function, it is important that all special diets and requests be supplied at this time.

Final Numbers are required fourteen (14) days prior to the function, the final account will be drawn upon notification of final numbers, all monies payable four days prior to your function directly to the Camden Civic Centre. No adjustment to numbers will be accepted within 48 hours of the function.

Payment is to be made during business hours Monday to Friday 9am – 5pm via Cash or bank cheque, Credit Card or Eftpos.

Prices charged are those in effect three months prior to the event date and are subject to change at the discretion of management.

Note that seasonal availability of foodstuffs and package inclusions may influence the 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 and in accordance with the Harm Minimisation Act reserve the right to refuse service to anyone deemed intoxicated.

- Alcoholic beverages must not be brought onto or taken from the venue.
- A two-course meal or buffet is required for all weekend bookings
- Formalities will be scheduled after meal service, delays in meal service may result in additional charges being imposed.

Children over three years receive all package inclusions in the per head price.
Highchairs are available for under three years old on request

Confirmation

A 7-day hold period is available for all catered events.

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 non-refundable deposit of \$500 is paid and the signed hire agreement is returned to the centre.

Cancellation

Cancellation must be provided in writing by the hirer.

The confirmation deposit of \$500 is non-refundable.

In the event of change of date a second deposit of \$500 is required to confirm the date, in the event that the initial date is rebooked the original deposit of \$500 will be refunded.

If cancellation occurs within -

- 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 fourteen (14) 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.

The Camden Civic Centre offers a restricted beverage selection for functions, you are welcome to make a suggestion for purchase for your event.

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:

- Monday-Saturday 10am- midnight
- Sunday 10am- 10pm