

The Monastery

2024 SPECIAL OCCASION PACKAGE

Whether it is at the conclusion of a conference or a special celebration, The Monastery Function Centre can host your next event. Have a look below at what we can offer and let us know what interests you so our friendly team can prepare a proposal.

We are committed to providing you with a highly memorable experience.

GENERAL FUNCTION COSTS

COVER CHARGE FOR COCKTAIL EVENTS INDEPENDENT OF A CONFERENCE (MINIMUM 20 PEOPLE)

Includes foods & drinks service staff, room hire of dining room and facilities, continuous tea and coffee and fresh juice

\$440.00 flat rate

BEVERAGE PACKAGES

Includes a selection of sparkling, red & white wine, beer and soft drinks

1 Hour Package: \$22.60 per person

2 Hour Package: \$36.00 per person

3 Hour Package: \$53.80 per person

CORKAGE

Includes glasses & wine ice buckets

\$240.00 flat rate

CAKEAGE

Includes Cutting and serving of cake

\$4.50 per person



MENU PACKAGES

Cover charge applies for events independent of a Conference.

GOURMET BREAKFAST

Includes 2 savoury, 1 sweet and served with fresh cut fruit

\$27.50 Per Person

High Tea

Includes 2 savoury & 3 sweet canapés, scones with jam & cream and Ribbon sandwiches

\$60.00 per person

Canapés

1 Hour Package (includes 5 canapés)

\$29.00 per person

Sit down lunch or Dinner

2 course meal of main and dessert – served on buffet

\$44.30 per person

3 course meal with three choices for entrée, main & dessert – plated

\$132.00 per person

**Menu available upon request as it is seasonal and based on individual needs*

Platters

If you require more informal catering, we have a selection of platters to choose from.

PLATTERS

Each platter serves 20 people

CHEESE

\$198.00

ANTIPASTO

\$198.00

FRUIT

\$108.00

RIBBON SANDWICHES

\$108.00

MINI MEAT PIES

\$108.00

MINI QUICHES

\$108.00

MINI SAUSAGE ROLLS

\$108.00

SPINACH & FETA TRIANGLES

\$108.00

DESSERT – SELECTION OF BABY SWEETS

\$108.00



ADDITIONAL INFORMATION & TERMS AND CONDITIONS

SPECIAL DIETARY NEEDS

At the Monastery we understand and appreciate various dietary requirements and are happy to cater to the needs of your group. Dietary needs other than Vegetarian will incur a surcharge per person, per day. Please consider your groups' dietary requirements when making menu selections.

ACCOMMODATION

Are your conference facilitators or country participants in need of accommodation? Perhaps you would like to arrange a full retreat conference event. The Monastery offers a range of accommodation options.

Travers Den – 3-bedroom, self-contained unit. Price on application.

Retreat Centre – 6 ensuited rooms, 4 single rooms and 20 twin share rooms.

TERMS & CONDITIONS

Payment Terms: Accounts must be settled within seven days of receipt of invoice.

Quote: Your quote will be valid for a maximum of 30 days.

Deposit required: \$250 + GST for one day, \$500 + GST for 1–2 days, \$1000 + GST for more than two days. The deposit will be deducted from your final invoice. Your booking will be confirmed in our system once your deposit is received.

Cancellations: If the booking is cancelled, deposits will not be refunded. However, if the Monastery are able to rebook your original date, and your event is rescheduled within 12 months, the deposit will be transferred. All Conference and Accommodation registrations are to be coordinated by your events coordinator. The Monastery will not be responsible for any individual bookings or the issuing of any individual invoices.

CONFERENCE ROOM SUBSTITUTES

We understand your preference for a particular conference room; however, we cannot guarantee your choice of room will be available on your chosen day. Conference rooms are allocated according to group size, taking into consideration any requests. We, of course, endeavour to meet any special requests where possible.

SELF-CATERING & CATERING REQUIREMENTS

Due to licensing restrictions, we are unable to permit self-catering at The Monastery. Please note that all events require catering and all guests must be catered for. No food is allowed to be removed from the premises following an event.

OFFICE & RECEPTION HOURS

8.00am – 4.00pm Monday to Friday.

Phone: 8338 8700

Email: conference@themonastery.net.au

