

EVERYTHING YOU  
NEED TO KNOW

# SPRINGWOOD



# SPORTS CLUB

CATERING HQ  
[CATERINGHQ.COM.AU](http://CATERINGHQ.COM.AU)





# REMEMBRANCE PACKAGES

Springwood Sports Club is a unique venue featuring multiple beautiful function spaces and its five star catering.

We approach each and every function as a special event and will ensure that your function is memorable.

We can accommodate conferences, seated meals, cocktail events and buffets. Please see below for our packages.

Our professional event sales team and operational team will work closely with you to make sure your event runs smoothly.

## ROOM CAPACITY CHART

Room	Classroom	Theatre	U-Shape	Boardroom	Cocktail	Banquet	Cabaret
Function Room 1	30	50	16	16	60	40	32
Function Room 2	60	100	30	30	80	60	48
Function Room 1 & 2 combined	100	150	40	40	160	120	96
Macquarie Room	30	45	16	16	70	40	32

## ROOM HIRE RATES

Function Space	Half day	Full day
Function Room 1	\$240.00	\$320.00
Function Room 2	\$300.00	\$600.00
Function Room 1 & 2 combined	\$380.00	\$600.00
Macquarie Room	\$160.00	\$280.00





SPRINGWOOD SPORTS  
CLUB

YOUR OPTIONS

# COCKTAIL SELECTIONS

YOUR OPTIONS

SPRINGWOOD SPORTS  
CLUB



# CANAPE PACKAGES

## WHAT YOU GET

### CANAPE OPTIONS

CHOICE OF SIX (6) ITEMS	\$30 <sup>PP</sup>
CHOICE OF NINE (9) ITEMS	\$40 <sup>PP</sup>
CHOICE OF TWELVE (12) ITEMS	\$55 <sup>PP</sup>
ADDITIONAL ITEMS	\$4.50 <sup>PP</sup> EACH

### CANAPE HOT SELECTIONS

- Satay chicken skewers
- Beetroot, goats' cheese & chive arancini balls (V)
- Kale and Quinoa arancini(GF) (V)
- Chicken & prawn sui mai
- Wagyu beef slider, cheese & bush tomato relish in plain bun
- Chicken, cheese, tomato relish in charcoal bun - slider
- Salted cod croquette
- Macaroni, truffle & cheese croquette
- Beef brisket croquette
- Chicken, jalapeno & cilantro empanadas
- Spinach & feta filo pillows
- Tandoori chicken filo
- Kale & onion pakora (GF, DF, EF, V)
- Traditional thai fish cake (GF)
- Italian beef meatballs
- Salt and pepper calamari, lime coriander aioli

### CANAPE HOT SELECTIONS

- Lamb and fresh herb kibbi
- Traditional middle eastern falafel (GF, DF, EF, V)
- Quinoa falafel (GF, DF, EF, V)
- Ricotta, feta & chive pastizzi
- Spiced tomato, lentil & wild lime pithivier (V)
- Assorted gourmet mini pizza
- Assorted gourmet pie
- Assorted gourmet quiche
- Aussie beef pie (GF)
- Chicken & leek quiche (GF)
- Vegetarian pie
- Traditional vegetable samosa
- Chicken tikka samosa
- Aussie beef sausage roll with bush tomato in lemon myrtle pastry
- Assorted gourmet sausage roll
- Aussie beef sausage roll (GF)
- Spinach and Ricotta tart
- Tempura battered fish bites
- Teriyaki beef skewers
- Tandoori chicken skewers
- Arabic lamb kofta on skewer
- Asian vegetable spring rolls
- Peking duck spring rolls

### CANAPE COLD SELECTIONS

- Peking duck crepe with hoi sin sauce
- Anti-pesto vegetable skewers
- Prawns, wild lime chilli ginger on skewers
- Caramelised onion & goats cheese tartlet
- Vegetarian Vietnamese rice paper rolls (GF, V)
- Prawn Vietnamese rice paper rolls
- Chicken, mango, native mint Vietnamese rice paper roll
- Assorted Sushi and Nori



T+C<sup>S</sup>/

**MINIMUM 30 GUESTS.**  
ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.

# COCKTAIL SELECTIONS

## SUBSTANTIAL CANAPE

\$15.00 EACH

MUST BE ON A CANAPE PARTY PACKAGE TO CHOOSE ADDITIONAL ITEMS FROM THIS MENU

Soup served with organic sourdough - (Spiced pumpkin, Creamy potato and leek, or Ham and pea)

Pulled pork taco, guacamole, pico de gallo and crema

Beer battered flathead fillet with shoestring fries and dill mayonnaise

Marinated lamb skewer with Greek salad and cucumber yoghurt

Wild mushroom risotto with shaved grana padano

Aromatic butter chicken with steamed rice and cucumber raita

Hokkein noodle stir fry tossed with Asian vegetable - choice of chicken or tofu

Steamed fish on jasmine rice with soy, ginger and shallot sauce

Thai green curry chicken on fragrant coconut rice

Italian style meatballs in spicy tomato sauce and casarecce

Fritto misto of crumbed calamari, tempura fish, salt & pepper prawn, with lemon

Barbeque German sausage, mash potato and sauerkraut

Cheese burger with tomato ketchup, pickles and French fries

Casarecce with Italian sausages and pork ragout

Shredded beef salad with baby cos lettuce, garlic croutons, tomato and cucumber

Kale quinoa and baby beef salad with marinated feta

Middle Eastern barbeque chicken with flat bread, hummus, tabouleh and garlic

Vietnamese chicken salad with rice noodles, aromatic Asian herbs and nuc cham

Falafel salad with cucumber, cherry tomato, cos lettuce and a Greek yoghurt dressing

## SWEET CANAPE

\$5.00 EACH

Chocolate and caramel tartlet

Fresh Strawberries with chocolate dipping sauce

Passionfruit curd tart

Lemon meringue pies

Mini bambino gelato cones

Individual decorated cupcake

Assorted Verrine desserts

Fresh Strawberry tart

Caramelised apple strudel

Pecan and caramel tart

Petite angel cake gateaux

Banoffee tart

Flourless chocolate gateaux

Double chocolate mousse

Hazelnut petite nougat

Red velvet with fresh cream

Chocolate sacher square

Petite strawberry, chocolate and cream profiterole



T+C<sup>S</sup> /

MINIMUM 30 GUESTS.

ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.



# GRAZING STATIONS

## WHAT YOU GET

SEAFOOD STATION	\$35 <sub>PP</sub>	SUPPLEMENTS AND ADDITIONAL ITEMS	
Prawns, oysters, smoked salmon, marinated mussels		Assorted potato chips (Price - per bowl)	\$8 <sub>PB</sub>
		Assortment of freshly cut sandwiches	\$10 <sub>PP</sub>
CHEESE STATION	\$20 <sub>PP</sub>	Double smoked leg ham and cheese croissants	\$8 <sub>PP</sub>
Selection of farmhouse cheese, breads, lavosh, dried fruit, quince paste and nuts		Smoked salmon and brie croissant	\$10 <sub>PP</sub>
		Assortment of gourmet tortilla wraps	\$10 <sub>PP</sub>
CHARCUTERIE STATION	\$25 <sub>PP</sub>		
Selection of cured meats, pastrami, prager ham, prosciutto, salami, breads, marinated olives, stuffed peppers and dips		PLATTERS : PRICE - PER PLATTER	
		Corn chips, crudités and trio of dips	\$35
		Seasoned potato wedges with sweet chilli sauce and sour cream	\$35
		Seasonal fresh fruit platter	\$95
		Chefs selection of cocktail food (5 varieties)	\$120
		Selection of farmhouse cheeses, dried fruits, nuts and lavosh	\$120
		Mezze platter Beetroot & fetta dip, fried chickpea hummus, marinated olives, falafel, dolmades and grilled sour-dough	\$120
		Charcuterie Board Fine selection of local and imported meats, paté and cheese balanced with sweet fruit and sour salty pickles and crusty bread	\$170

T+C<sup>S</sup>/

**MINIMUM 30 GUESTS.**  
ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.





SPRINGWOOD SPORTS  
CLUB

YOUR OPTIONS

# BUFFET SELECTIONS

YOUR OPTIONS

SPRINGWOOD SPORTS  
CLUB



# BUFFET SELECTIONS

## SELECT YOUR PACKAGE

## ON THE MENU

BUFFET PACKAGE ONE	\$45 <sup>PP</sup>	BUFFET PACKAGE TWO	\$55 <sup>PP</sup>
Bread rolls and butter		Bread rolls and butter	
Salad - Hokkien noodle salad with sesame dressing		Salad - Traditional caesar salad with baby cos, bacon, cage free egg, garlic croutons and shaved parmesan	
Salad - Cous cous salad with mint, parsley, chopped tomatoes, shallots, lemon juice, olive oil and a hint of middle eastern spices		Salad - Mixed leaves, cherry tomatoes, cucumber, Spanish onion and shaved carrot	
Salad - Rocket, roasted Spanish onions, olives, shaved parmesan		Salad - French beans, red onion and vinaigrette dressing	
Cold - Charcuterie grazing board with cured meats, marinated vegetables, dips and bread		Cold - Marinated and chargrilled baby octopus	
Hot - Braised chicken supreme with tomato, olives and white wine jus		Hot - Baked snapper fillet with lemon and Spring onion dressing	
Hot - Pan seared salmon, pizzaiola sauce, olives, toma-to, capers and oregano		Hot - Mongolian lamb and vegetable stir fry	
Side - Steamed seasonal vegetables coated in butter and parsley		Hot - Asian greens	
Dessert - Chocolate éclair filled with cream		Side - Steamed jasmine rice	
Dessert - Seasonal fresh fruit platter		Side - Potatoes roasted with oregano garlic and lemon	
In-Room Espresso coffee service, organic and herbal teas		Dessert - Pavlova with fresh fruit and cream	
		Dessert - Fresh seasonal fruit	
		In-Room Espresso coffee service, organic and herbal teas	

BUFFET PACKAGE THREE	\$60 <sup>PP</sup>	BUFFET PACKAGE FOUR	\$75 <sup>PP</sup>
Charcuterie grazing board on arrival with cured meats, marinated olives, selection of breads, dips and stuffed peppers		Charcuterie grazing board on arrival with cured meats, marinated olives, selection of breads, dips and stuffed peppers	
Bread rolls and butter		Bread rolls and butter	
Salad - Thai style slaw, cabbage, carrot, green beans, crispy noodles, coriander with coconut and lemongrass dressing		Fresh king prawns, lemon and seafood sauce	
Salad - Baby spinach, roasted sweet potato, Spanish onions, creamy feta and crunchy toasted almonds		Marinated mussels, served with fresh lemon	
Salad - German potato salad with seeded mustard mayonnaise		Salad - Greek salad, marinated olives, feta and red onion	
Cold - Smoked glazed leg ham		Salad - Rocket, roasted Spanish onions, olives, shaved parmesan	
Hot - Slow roasted grass fed beef served with thyme and red wine glaze		Salad - Vietnamese chicken salad, crispy lettuce, Asian herbs and lime dressing	
Hot - Thai style chicken and cashew nut stir fry, coriander, onion, garlic, carrots and capsicum		Cold - Roast turkey breast, cranberry stuffing	
Side - Steamed seasonal vegetables coated in butter and parsley		Hot - Leg of lamb with rosemary and garlic	
Dessert - Farmhouse cheeses, quince paste, nuts and lavosh		Hot - Wok tossed marinated chicken breast fillets with traditional spicy satay sauce	
Desserts – selection of cakes and slices		Side - Vegetable fried rice	
In-Room Espresso coffee service, organic and herbal teas		Side - Pumpkin roasted with honey and paprika	
		Dessert - Farmhouse cheeses, quince paste, nuts and lavosh	
		Desserts – selection of cakes and slices	
		In-Room Espresso coffee service, organic and herbal teas	

T+C<sup>S</sup> /

MINIMUM 30 GUESTS.  
 ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.



SPRINGWOOD SPORTS  
CLUB

YOUR OPTIONS

# HIGH TEA & DRINKS OPTIONS

YOUR OPTIONS

SPRINGWOOD SPORTS  
CLUB



# HIGH TEA

HIGH TEA MENU - \$45<sup>PP</sup>

## ON THE MENU

### SELECTION OF FINGER SANDWICHES

Chicken, mayonnaise and rocket

Smoked salmon, cream cheese, capers and fresh dill

Roast beef, seeded mustard mayonnaise and tomato

Creamy egg & salad

### SELECTION OF SAVOURY

Mini savoury quiche

Truffle & mushroom arancini with saffron mayonnaise

### SELECTION OF SWEETS

Macarons

Profiteroles

Lemon meringue tart

Strawberry tart

### ADDITIONAL INCLUSIONS

Devonshire scones served with cream and jam

In-Room Espresso services, organic and herbal teas

T+C<sup>S</sup> /

**MINIMUM 30 GUESTS.**

ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.







# BEVERAGE OPTIONS

---

## WHAT YOU GET

There are multiple options available for beverage service.

Please enquire for a beverage package price.

Beverages on consumption/bar tab. This is where you advise a limit you wish to put on the bar. Our staff will advise you when you are close to reaching this limit and give you the option to increase the amount or for guests to now purchase their own beverages.

Cash bar is also available where guests purchase their own drinks throughout the event.

### DECORATIONS

---

We are happy to organise decorations on your behalf through our suppliers (additional charges to apply) or you are welcome to organise your own decorations. Please advise your event specialist if you are organising your own decorations.

### CAKES

---

You are welcome to provide your own cake for the event. We are happy to store this for you on the day until it is required. You have three options for the cutting of your cake:

1. Do it yourself, we will provide utensils and plates for you to cut and serve the cake yourself.
  2. Cake service, for our chef to cut and place on a shared platter a \$2.50 per person charge will apply.
  3. Cake service, for our chef to cut, individually plate and garnish a \$3.00 per person charge will apply.
-







# TERMS AND CONDITIONS

Terms and Conditions01

The Registered Clubs Act requires that any person holding an event with Springwood Sports Club must be a member of the Club. The member is then responsible for all non-members of the Club and anyone under the age of 18 years. Please contact the Club for membership information.

- Tentative booking dates are held for three (3) working days only.
- Confirmation of booking must be received by Catering HQ within three (3) working days of original reservation with the signed terms & conditions agreement. If confirmation is not received within this time, management reserves the right the release the space. The amount required for the deposit is the room hire fee. If the client fails to return the signed terms & conditions agreement with the payment of the deposit, then the company shall be entitled to allocate the event date and premises to another client.
- All prices are current at the time of quotation but may be subject to change based on rising costs. The quoted prices include GST and upon receipt of your confirmation and deposit, fixed prices will be confirmed in writing.

Finalising Event Details02

Catering HQ require all event details to be finalised seven (7) days prior to the event date.

At this time our Functions Team will discuss and confirm all Food & Beverage options, including: any specific dietary requirements, room setup, decorations, equipment hire, entertainment and any miscellaneous expenses or special instructions required.

Final Numbers & Payment03

Confirmation of the final numbers of guests must be made no less than seven (7) days prior to the event date. final numbers will be taken to be the minimum number of guests attending the event. Upon confirmation of final numbers a final invoice will be issued to the Event Organiser.

The final invoice payment is required seven (7) days prior to the event date. This payment can be made in Cash, Credit Card, EFTPOS or Bank Cheque only. Any additional guests in attendance on the event date, post Final payment, will require approval by the Event Organiser and will be charged accordingly. The resulting balance owing must be settled on

the day of the event. In default of such prompt payment, you undertake to pay late payment fees of 2.5% per month on any amount outstanding and to indemnify us and pay all costs and expenses on a solicitor and own client basis if legal action is necessary, and/or EC Credit Control Pty Ltd's fees, which we may incur in recovering from you any overdue amount.

Non-refundable prepayment of the balance of the total estimated amount is payable 7 days prior to the event date. If the balance of the total estimated amount is not paid 7 days prior to the event date, the client will be deemed to have cancelled the event at that time.

The payment by any person of any fees & charges for such facilities, and the issue to any such person of any receipt for such sum and/or confirmation of the event shall be deemed to be an acknowledgement and acceptance by such person of the conditions contained herein.

The Client agrees that beverages will be charged according to Springwood Sports Club records of consumption, or at the agreed amount in the case of a beverage package option being confirmed by the client. Any variations in beverage consumption, any increase in confirmed numbers, extension of the event time and any other agreed additional costs incurred are payable via credit card on the day of the event.

The client must provide Catering HQ final menu choices and numbers of guests attending the event in writing no later than seven (7) Days prior to the event date.

Food & Beverage04

Catering HQ offers clients an exquisite range of menus to accompany any occasion. The Club does not permit clients to provide external food and beverage on the premises. Clients are also advised that due to food safety liability standards, surplus food and beverage not consumed during the event is unable to be removed from the premises. Prior arrangements for celebration cakes must be made with the Functions Team. When providing your own cake, we offer two plating options as follows:

1. Do it yourself, we will provide utensils and plates for you to cut and serve the cake yourself.
2. Cake service, for our chef to cut and place on a shared platter a \$2.50 per person charge will apply.

3. Cake service, for our chef to cut, individually plate and garnish a \$3.00 per person charge will apply.

Children aged between five (5) and twelve (12) years will be charged at half the adult rate. Children below the age of five (5) years are free of charge (when choosing from a buffet menu). Where events require the use of external contractors not employed by Catering HQ or Springwood Sports Club the client will provide the Functions Team with a copy of the external contractors Public Liability Insurance when finalising the event details, twenty eight (28) days prior to the Event Date. All external contractors must liaise with the Functions Team in regards to delivery, setup and break down of equipment.

Delivery & Collection of Goods05

All deliveries and collections of goods to or from Springwood Sports Club on the client's behalf can only be made by prior arrangement with the Functions Team. All deliveries must be clearly marked with the name of the event. Catering HQ will take all reasonable care but accept no responsibility for items delivered or left for collection.

Security Personnel06

Our Functions Manager will provide advice to the extent considered necessary for the provision of security, crowd control or emergency requirements that need to be arranged for the event. Any costs associated with the requirement will be payable by the Client / Event Organiser. All security service arrangements are booked directly through Springwood Sports Club and charged back to the client / Event Organiser at cost. All 18th and 21st birthday parties are required to have security. The club reserve the right to request security, for any function and to be charged to client.

If you require longer than the normal five (5) hours for your half-day function there will be an overtime charge of \$3.30 per confirmed guest per hour or part thereof.

Catering HQ will take no responsibility or liability for damage or loss of merchandise, goods or property of the client or their guest left at Springwood Sports Club prior, during or after functions/exhibitions. The client and client contractors/suppliers must remove from Springwood Sports Club immediately after the conclusion on the event all gifts, equipment and other items they may have brought onto or had delivered to the Club. Catering HQ shall not be liable in any way to the client or client contractors/suppliers for any loss or damage to such gifts, equipment and items whilst they are on Springwood Sports Club property. Catering HQ may dispose (as it deems fit) of any gifts, equipment or items that are left behind at WSpringwood Sports Club without being liable for consequential damages of any nature for any reason whatsoever.

Event Cancellation07

For cancellations or postponement of confirmed bookings the following conditions apply:

1. Written notice is required for all booking cancellations.
2. Any confirmed booking cancelled or postponed more than sixty one (61) days prior to the event date, the client will be refunded the full amount of the deposit payment.
3. Any confirmed booking cancelled or postponed thirty one (31) to sixty (60) days prior to the event date, the client will forfeit 50% of the estimated cost of the event (including the deposit payment amount).
4. If cancellation or postponement of the confirmed booking occurs less than thirty (30) days prior to the event date, the Cancellation Fee will consist of the total estimated cost of the event and the deposit payment amount.
5. If cancellation or postponement of the confirmed booking occurs less than seven (7) days prior to the event date the cancellation fee will consist of the total estimated cost including the food and beverage component.

Where circumstances beyond Catering HQ control prevent Springwood Sports Club from fulfilling any obligations under this contract, Catering HQ will be released from this contract without penalty. Organisers are financially responsible for any damage sustained to their property or that of Springwood Sports Club that is caused by the client or their guests prior, during or after functions/exhibitions. The use of drawing pins, staple guns or any fastening material on walls is strictly prohibited. Repair and replacement costs will be passed on to the client. Public Holidays – 15% overall surcharge.

I understand that a cleaning fee of \$500.00 can be charged to the client after the events finalization, as per the manager on the days discretion. Springwood Sports Club reserves the right to adjust any set-up to ensure fire, life and safety codes are met.

Springwood Sports Club reserves the right to charge for security on events as it deems necessary.

Room Access08

Access to the room is 2 hours prior to your start time. If you wish to have access earlier a room hire fee will be charged.

Compliance09

All guests must comply with The Registered Clubs Association Laws which govern Springwood Sports Club license conditions. Guests will be bound by Club entry requirements. Guests must either be a member of the Club, reside outside the five (5) kilometre radius from Club premises or be signed in by a member. All persons under the age of eighteen (18) years are prohibited from entering gaming and areas adjacent to licensed bar areas and must always be accompanied by and in the immediate presence of a responsible adult.



# TERMS AND CONDITIONS

<b>Dress Regulations &amp; Conduct</b>	<b>10</b>	<b>Responsible Service of Alcohol</b>	<b>15</b>
<p>The appearance of all members and guests must be neat and tidy at all times. The following dress is not permitted at any time; thongs, bare feet, singlets, swimwear, offensive t-shirts and caps. The Management's decision will be final.</p>		<p>Springwood Sports Club is committed to the Responsible Service of Alcohol. Club management will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the event areas inside or adjacent to the event area or within its confines.</p>	
<b>Smoking at Springwood Sports Club</b>	<b>11</b>	<p>Any person believed to be approaching intoxication or involved in any riotous, disorderly, offensive or improper conduct will be escorted off the premises.</p>	
<p>All Event rooms are 'Smoke Free' in accordance with the Smoke Free Environment Act. Clients, their guests and staff may use the designated smoking areas which are easily accessible from all Event areas.</p>		<p>Springwood Sports Club has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverage to any person in a state of intoxication and as such Springwood Sports Club reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverage to any person under eighteen years of age &amp; WSpringwood Sports Club reserves the right to request suitable identification to this end.</p>	
<b>Indemnity</b>	<b>12</b>	<p>If a guest or organiser is asked to leave no monetary compensation will be given and the client will be charged the full amount for the event</p>	
<p>The Client uses and occupies the Event Area, including but not limited to the area of the Event Venue in which the event is conducted, at their own risk. The Client hereby indemnifies Springwood Sports Club and agrees to keep Springwood Sports Club indemnified, against all actions, suits, proceedings, claims and demands, damages, costs and expenses whatsoever which may be taken or made against Springwood Sports Club and/or incurred arising out of injury or damage to any person or property from or during the use of Springwood Sports Club facilities referred to in this agreement and the Event Confirmation.</p>			
<b>Emergencies &amp; Industrial Action</b>	<b>13</b>		
<p>Springwood Sports Club may cancel this agreement at any time if there exists an emergency or threat of danger to any person or of damage to property (or as a result of such damage or danger).</p>			
<p>Similarly this agreement may be cancelled at any time by Springwood Sports Club if the use of the Event Venue is prohibited or hindered by cessation or interruption of utility supplies (electricity or gas), failure of plant or equipment, unavailability of food items, any industrial action or other unforeseeable event or incident. Deposits paid by the client would be refunded or such proportion as is appropriate within seven (7) working days of the event date.</p>			
<b>Government By-laws</b>	<b>14</b>		
<p>The Client shall conform to the requirements of the Local Government Act and any other relevant act, by-laws, rules or regulations and shall be liable for any breach of any such act, by-laws, rules or regulations.</p>			



