

GEMA GROUP – MANUKA OVAL CANBERRA



CONFERENCE PACKAGES ^



Basic Package 8:30AM – 5:00PM	PP	Corporate Package 8:30AM – 5:00PM	PP	Executive Package 8:30AM – 5:00PM	PP
MORNING TEA	\$54.5	MORNING TEA	\$64.5	ARRIVAL	\$84.5
One chef's choice snack		Two chef's choice snacks		Farmers market fruit basket	
LUNCH		LUNCH		MORNING TEA	
A fresh selection of assorted sandwiches		A fresh selection of assorted		<i>Choice of 2 items for Morning Tea from selection below</i>	
Fresh fruit platter		Sandwiches		LUNCH	
AFTERNOON TEA		Wraps		Artisan antipasti platter	
One chef's choice snack		Paninis		Lemon + thyme marinated chicken pieces	
Espresso coffee* served continuously		Fresh fruit platter		Warm rosemary potatoes	
Herbal teas + infusions served continuously		AFTERNOON TEA		Fresh mixed leaf salad	
Iced water + mints served continuously		Two chef's choice snacks		Penne, sundried tomato + basil pesto salad	
Mixed soft drinks served at lunch break		Espresso coffee* served continuously		Crusty breads	
Juice served at lunch break		Herbal teas + infusions served continuously		Cheese platter with dried fruits	
Room set up + pack down as per your requirements		Iced water + mints served continuously		Cake selection	
		Mixed soft drinks served at lunch break		AFTERNOON TEA	
		Juice served at lunch break		<i>Choice of 2 items for Morning Tea from selection below</i>	
		Room set up + pack down as per your requirements		Espresso coffee* served continuously	
				Herbal teas + infusions served continuously	
				Iced water + mints served continuously	
				Mixed soft drinks served at lunch break	
				Juice served at lunch break	
				Room set up + pack down as per your requirements	

*Espresso coffee will either be a Bean to Cup Espresso Coffee Machine or a Nespresso Pod Coffee Machine

^ Minimum numbers for Basic and Conference Package are a minimum of 10 guests and Executive Package have a minimum of 20 guests

MEETINGS SNACKS + LUNCHES



Snack Items	PP*	Lunches	PP*	Extras	PP*
SWEET		Mixed sandwiches	\$15.0	Tea + coffee served for 30 minutes	\$4.9
Fresh fruit platter	\$3.0			Continuous tea + coffee	\$9.5
Caramel slice	\$3.6	LIGHT LUNCH	\$29.0	Soft drinks	\$5.0
Mini Muffins	\$3.6	A fresh selection of assorted		Juice	\$3.0
Assorted danishes	\$3.6	Sandwiches		Mints + chilled water	\$3.0
Frosted carrot cake	\$4.8	Wraps		Note pads + pens	\$2.5
Rich chocolate brownies	\$4.8	Paninis		Room set up + pack down	\$5.5
Raspberry + pear loaf	\$5.0	Fresh fruit platter			
Warm banana bread	\$5.0	Mixed soft drinks			
Cake selection	\$5.5	Juice			
Scones w preserves + cream	\$6.0				
Ricotta filled cannoli w a fruit twist	\$6.5	GOURMET BUFFET LUNCH	\$45.0		
Flame finished Portuguese tarts	\$6.5	Artisan antipasti platter			
		Lemon + thyme marinated chicken pieces			
		Warm rosemary potatoes			
SAVOURY		Fresh mixed leaf salad			
Spinach + feta triangles	\$6.0	Penne, sundried tomato + basil pesto salad			
Ham + cheese croissants	\$6.5	Crusty breads			
Mixed warm quiches	\$6.5	Cheese platter with dried fruits			
Cocktail pies w tomato sauce	\$6.5	Cake selection			
Cheese platter w dried fruits	\$9.5	Mixed soft drinks			
		Juice			



*Items on the Meeting snacks + Lunches Menu do not include a service attendant. Service charges are \$39 per hour for a week day, \$43 per hour for a Saturday, \$50 per hour for a Sunday and \$69 per hour for a public holiday. Staff charges need to be a minimum of two hours and is up to GEMA Group's discretion on the hours required.

COCKTAIL EVENTS



Canape Packages

PP*

1 HOUR CANAPES PACKAGE	\$27.9
<i>Choice of 4 items from the hot or cold canape selection</i>	
1 serve per item	
2 HOUR CANAPES PACKAGE	\$35.5
<i>Choice of 5 items from the hot or cold canape selection</i>	
1 serve per item	
3 HOUR CANAPES PACKAGE	\$44.5
<i>Choice of 6 items from the hot or cold canape selection</i>	
1 serve per item	
Additional hot or cold canape	\$5.6
Add a substantial canape	\$9.9

Hot Canapes

American cheese burger slider
Mini chicken, mushroom + bacon chimichangas w dipping sauce
Goats cheese + spinach pastry puffs
Zaatar lamb skewers + lemon yogurt
Mushroom arancini + truffle mayonnaise
Satay beef skewers
Red curry chicken slider
Spinach + cheese triangles w paprika yogurt
Salmon + wasabi arancini
Cocktail pies w tomato sauce
Handmade mixed flavour quiches
Cocktail sausage rolls w tomato sauce
Artisan board w meats, marinated vegetables + dips
Tandoori chicken slider
Bolognese, pea + parmesan arancini w herb mayonnaise
Teriyaki beef skewer
Yakatori chicken skewers
Pork hoisin sliders
Mac + cheese croquette w tomato preserve

Cold Canapes

Smoked salmon + lemon cream cheese blini
Duck, pumpkin cream + goat cheese tart
Rice paper rolls + sweet soy sauce
Caramelised onion + goat cheese tartlet
Salmon + beetroot gravlax, dill, cream cheese on a rye sour dough crouton
Pumpkin, eggplant + capsicum frittata
Smoked chicken ceaser tart
Tomato, caper + olive bruschetta
Tiramisu + chocolate shavings
New York baked cheese cake
Hazelnut brownie w chocolate mousse
Citrus tarts topped w vanilla cream
Mini pavlova w vanilla cream + fruits

Substantial Canapes

Roasted lamb rump, baba ganoush, roasted zucchini + blistered cherry tomatoes
Caribbean blackened chicken, smoked potato puree, fresh herb salad + spiced orange reduction
Roasted beef, rice pilaf + creamy mushroom sauce
Barramundi monqueca, scented rice, black beans + fresh coriander
Chargrilled chicken colcannon, steamed green beans + sauce poivrade

*All canape packages are based on a minimum of 20 guests and include room set up and pack down.



LIVE CATERING STATIONS*

Live Stations	PP*	Live Stations	PP*
CHURROS STAND	\$8.0	Oyster bar	\$12.0
Homemade churros with a variety of dipping sauces		Freshly shucked oysters with a variety of variations served with a smile	
CARVERY STATION	\$10.0	Ice Cream Bar	\$12.0
Slow cooked roast of the day carved and served in a selection of rolls with an assortment of condiments		All we can say is yum! Start with ice cream + add scrumptious toppings to make your own creation	
CHAMPAGNE BAR	\$12.0	Bao Bar	\$12.0
An adult treat. Start with sparkling wine + then add a variety of juices + other tantalizing treats		Soft bao buns with either pork belly or miso eggplant, finished with pickled ginger, crisp greens + hoisin	
MINI BURGER STAND	\$12.0		
Create your own mini slider with a variety of fillings, fresh ingredients + sauces in a mini bun			
TACO STAND	\$12.0		
Soft tortillas with a variety of authentic Mexican fillings, finished with guacamole, sour cream + homemade salsa			



*All Live Stations are based on a minimum of 20 people. Chef service charges for each station. Chef service charges are \$55 per hour for a week day, \$60 per hour for a Saturday, \$70 per hour for a Sunday and \$96 per hour for a public holiday. Staff charges need to be a minimum of two hours and is up to GEMA Group's discretion on the hours required.

BEVERAGES



House Package	PP*	Deluxe Package	PP*	Premium Package	PP*
1 hour	\$25.0	1 hour	\$30.0	1 hour	\$46.0
2 hour	\$30.0	2 hour	\$38.0	2 hour	\$54.0
3 hour	\$35.0	3 hour	\$46.0	3 hour	\$62.0
4 hour	\$39.0	4 hour	\$50.0	4 hour	\$68.0
5 hour	\$43.0	5 hour	\$55.0	5 hour	\$72.0

This package includes

- House wines
- House beers
- Light beer
- Soft drinks
- Juice

This package includes

- Robert Oatley sauvignon blanc
- Robert Oatley shiraz
- Aurelia Sparkling
- Carlton Dry
- Great Northern Super Crisp
- Cascade Light
- Soft drinks
- Juice

This package includes

- Robert Oatley sauvignon blanc
- Robert Oatley chardonnay
- Robert Oatley shiraz
- Robert Oatley cabernet sauvignon
- Aurelia Sparkling
- Crown Larger
- Carlton Dry
- Great Northern Super Crisp
- Cascade Light
- Soft drinks
- Sparkling mineral water
- Juice

Other Options

We also offer a variety of beverage options including

Cash Bar – We will open a bar for you where guests can purchase beverages themselves

Bar Tab – set a bar tab limit and we will deduct drinks from the bar tab and when completed move to a Cash Bar

Consumption Bar – We will keep a tally of all the drinks and charge the master account for this amount

*All beverage packages are based on a minimum of 20 guests.

PLATED DINNER + LUNCH

Plated Meals

2 Course **PP*** \$69.5
 Alternate service of Entrée + Main or Main + Dessert

3 Course **\$79.5**
 Alternate service of Entrée, Main + Dessert

All plated meals come with

- Artisan bakers bread basket for each table
- Fresh salad served with mains for each table
- After meal tea + coffee
- Menu for each table
- Room set up + pack down

Entree

Chicken + brandy pate, orange gel, sourdough croutons + micro herb salad

Bresaola, black cherry, rocket + pecorino

Beetroot cured salmon, wasabi cream, radish, caperberry + hazelnut snow

Panzanella salad, chunky tomato, capsicum, buffalo mozzarella, olives, garlic, basil, balsamic vinegar + croutons (v)

Prawns, smoked tomato and chilli, migas + herb salad

Pumpkin soup, sour cream, coriander + croutons (v)

Main

200g eye fillet, spiced kipflers, spinach + chimmi churri

Slow cooked beef cheeks, mashed potato, brussel sprouts + red wine jus.

Caribbean barbequed chicken, almond skordahlia, mango + herb salad

Chicken breast, rustic mash potato, olive + bacon napoli sauce

Chicken breast, roast potato, broccoli + spicy lentil makhani sauce

Barramundi, black rice, blackbean and corn pico de gallo + moqueca baiana sauce

Lamb rump, blistered cherry tomatoes, dukkah roasted zucchini + baba ghanoush

Smoked cauliflower steak, beetroot hummus, asparagus, dukkah + herbs (v)

Dessert

White chocolate panna cotta, pistachio praline, candied citrus + mint

Crème brulee + spiced almond bread

Chocolate orange brownie, double cream + strawberries

Banana, caramel + pecan millefoglie

Chocolate sticky date pudding + vanilla bean ice cream

Gin and tonic cheesecake with lime syrup



*All plated meals are based on a minimum of 20 guests.



BUFFET DINNER + LUNCH

Buffet	PP*	Main Dishes	Side Dishes
Buffet Package	\$65.5	HOT MAIN DISHES	Potatoes, spanish onions + fresh chives [warm]
Artisan antipasti platter		Roasted lamb rump, baba ganoush, roasted zucchini, + blistered cherry tomatoes	Mediterranean pesto penne salad
<i>Choice of 2 items from the Main Dishes</i>		Caribbean blackened chicken, smoked potato puree, fresh herb salad + spiced orange reduction	Garden salad + lemon dressing
<i>Choice of 3 items from the Side Dishes</i>		Roasted beef, rice pilaf+ creamy mushroom sauce	Roasted rosemary potatoes
Crusty breads		Barramundi monqueca, scented rice, black beans + fresh coriander	Creamy celery + carrot pasta salad
Tea + coffee		Chargrilled chicken, colcannon, steamed green beans + sauce poivrade	Rocket + parmesan salad with balsamic vinaigrette
Room set up + pack down		Roasted chicken supreme with mixed mushrooms, fried polenta + fresh herb velouté	Roasted carrots, orange, honey + cumin glaze
Additional Main Dish	\$18.0	COLD MAIN DISHES	Spinach, potatoes + corn salad with mustard dressing
Additional Side Dish	\$4.0	Prawn + scallop salad with watercress, rocket, cucumber, fennel + orange balsamic dressing	Bean sprouts, spring onions, shredded carrot coriander + chili
Cheese platter w dried fruits	\$9.5	Thai beef, Asian herbs, rice noodles, sweet soy + sesame seed dressing	Roast pumpkin, carrots and potatoes [warm]
Petit four bites	\$9.5	Spicy chicken, green leaves cherry tomato, bean sprouts, macadamia nuts, mint + chili lime dressing	Rocket, quinoa, semi dried tomatoes, peas, fetta + basil dressing
Ice cream bar	\$12.0	Sliced duck breast, green leaves, coriander, lychee, bean sprouts + spiced cherry dressing	Roasted pumpkin with sage butter + garlic [warm]
Seafood platters	\$POA	Roasted lamb, wild rice, quinoa, roasted peppers, baby spinach, hazelnuts + orange dressing	Black beans, chargrilled corn, fresh coriander + lime dressing

*All buffet meals are based on a minimum of 20 guests.

BREAKFAST PACKAGES



Quick Bite Breakie

PP*

Bacon + egg rolls

\$20.5

Served on fresh baked rolls with bbq sauce

Espresso coffee*

Herbal teas + infusions

Iced water

Standing Breakfast

PP*

Egg + bacon tartlets

\$40.5

Honey yogurt pots

mixed toppings including granola muesli + fresh fruits

Mini croissants with various fillings

Baby Turkish melts with roasted field mushrooms,
spinach + fetta

Fresh baked danishes

Espresso coffee*

Herbal teas + infusions

Iced water

Chilled juice

Buffet Breakfast

PP*

Free range eggs

\$42.5

Scrambled with double cream + chives

Thick cut streaky bacon

Oven roasted roma tomatoes with herb seasoning

Cumberland baby pork sausages

Chardonnay roasted field mushrooms

Crisp potato has browns

Toasted wood-fired bread

Bakers basket of danishes + muffins

Espresso coffee*

Herbal teas + infusions

Iced water

Chilled juice

Plated Breakfast

PP*

INDIVIDUALLY PLATED

\$44.5

Free range eggs

Scrambled with double cream + chives

Thick cut streaky bacon

Oven roasted roma tomatoes with herb seasoning

Cumberland baby pork sausages

Toasted wood-fired bread

FOR THE TABLE

Home baked pastries

Fresh fruit platter

Iced water

Chilled juice

COUNTER

Espresso coffee*

Herbal teas + infusions

*Espresso coffee will either be a Bean to Cup Espresso Coffee Machine or a Nespresso Pod Coffee Machine

^ Minimum numbers for Quick Bite Breakie are a minimum of 10 guests and all other Breakfast Packages have a minimum of 20 guests



TERMS AND CONDITIONS

Prices and GST

The catering prices will be based on the above prices in the Event Menus. Prices are subject to change at the discretion of GEMA Group. Clients will be informed of price changes prior to the event date.

Prices in the Event Menu are given in Australian Dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods and Services) Tax Act 1999. If any additional or increased taxes or levies are introduced, GEMA Group reserves the right to require payment of the relevant additional amount.

GEMA Group reserves the right to charge for additional extras ordered by the facilitator (whom has been advised by the organiser) on the day of the event.

Minimum Numbers

All conference packages have a minimum number of 10 people. All other menus have a minimum number of 20 people. If minimum numbers are not reached an additional staffing charges will apply for the duration on the event. \$39 per hour for a week day, \$43 per hour for a Saturday, \$50 per hour for a Sunday and \$69 for a public holiday. Staff charges need to be a minimum of two hours and is up to GEMA Group's discretion on the hours required.

Staff Charges

All prices include standard staffing levels to deliver your event unless otherwise stated. If additional staff are requested a charge of \$39 per hour for a week day, \$43 per hour for a Saturday, \$50 per hour for a Sunday and \$69 for a public holiday. Staff charges need to be a minimum of two hours and is up to GEMA Group's discretion on the hours required.

All bookings on Public Holidays or Sundays will attract a \$5.00 per person surcharge on the total amount.

If your event runs over the allocated time, additional staff charges will apply of \$70 per hour or part thereof.

Function Cancellation and Change of Date

We would be disappointed if your event cancelled. However we realise that circumstances occasionally make it necessary. If your event is cancelled your confirmation deposit is forfeited to cover administration costs and any potential loss of business. If your event is cancelled less than 7 days but more than 48 hours prior to the start of your function in addition to the deposit being forfeited you must pay an additional 50% of the total estimated event charge. If the event is cancelled less than 48 hours before the start time of your function, in addition to the deposit being forfeited you must pay the total full balance of the estimated event charge.

If you require to change your date, where the room is available with the new date within 15 days of your original booking date, GEMA Group will do so without any extra charges applying. Where the rooms is not available the original booking will be treated as a cancellation.



Final Details

Confirmation of Final Numbers must be provided no later than 7 days prior to your event day. If Final Numbers are not received 7 days prior no catering can be guaranteed for your event. In the event of minimal orders (One or two orders) being received within the 7 days leading into your event day GEMA Group will do its best to provide food, beverage and service to the set agreement but cannot guarantee the exact items or choice if it had being ordered the 7 days prior to your event day.

If the number decrease after the Final Numbers are provided this will be treated as a cancellation.

Charges will be based on the final head count or guaranteed numbers whichever is greater.

All final details, menus, beverages, room set ups, dietary requirements and starting and finishing times must be confirmed in writing at least 7 days prior to the function.

Food and Beverage

No food or beverage may be brought on to the premises for consumption before during or after the event without prior approval. Specialty cakes may be exempt (ie wedding cake). A waiver must be supplied with item delivery.

No food or beverage is permitted to leave the corporate facility. Liquor licence restrictions prevents alcohol purchased as part of a package from being consumed outside of your corporate facility.

Responsible service of alcohol applies at all times.

All beverages in outside areas will be served in plastic or a can, no glass bottles to be served to guests going outside.

It is an offence for a person under the age of 18 years to purchase, possess or consume liquor in a public place or on licensed premises. It is an offence to sell or supply liquor to a person who is intoxicated. It is an offence to abuse, threaten or intimidate a staff member because you or another person have been refused service due to intoxication

Special Dietary Requirements

Please feel free to discuss any special dietary requirements with Gema Group event sales team. We can cater to any and all special dietary requirements when notified pre event. We cannot guarantee it to be free of common allergens such as nuts, egg and egg products, gluten, seeds, or milk and milk products as we are a commercial kitchen, but we will do our best to minimise any cross contamination.

It is crucial that all special dietaries are communicated to the Gema Group a minimum of 14 days prior to the commencement of the event. Unfortunately, we cannot guarantee that we will be able to accommodate any late requests, made within 14 days of the commencement of the event. Please note that certain dietary requirements may incur additional charges.