

GEMA GROUP – MANUKA OVAL CANBERRA



COVID SAFE 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		Individual fresh fruit salad	
LUNCH		LUNCH		MORNING TEA	
Individually packed mixed sandwiches 1 ½ pp		A fresh selection of assorted Individually packed Sandwiches		<i>Choice of 2 items for Morning Tea from snack selection below</i>	
Individual fresh fruit salad		Wraps		LUNCH	
AFTERNOON TEA		Paninis		Artisan antipasti pack	
One chef's choice snack		Individual fresh fruit salad		Lemon + thyme marinated chicken pieces	
Espresso coffee* served continuously		AFTERNOON TEA		Warm rosemary potatoes	
Herbal teas + infusions served continuously		Two chef's choice snacks		Fresh mixed leaf salad	
Iced water served continuously		Espresso coffee* served continuously		Crusty bread roll	
Mixed soft drinks served at lunch break		Herbal teas + infusions served continuously		Cake selection	
Individual Juices served at lunch break		Iced water served continuously		AFTERNOON TEA	
Room set up + pack down as per your requirements		Mixed soft drinks served at lunch break		<i>Choice of 2 items for Afternoon Tea from snack selection below</i>	
		Individual Juices served at lunch break		Espresso coffee* served continuously	
		Room set up + pack down as per your requirements		Herbal teas + infusions served continuously	
				Iced water served continuously	
				Mixed soft drinks served at lunch break	
				Juice served at lunch break	
				Room set up + pack down as per your requirements	

*All food & beverage served in disposable containers for Covid safe measures
 *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		LIGHT LUNCH	\$29.0	Tea + coffee served for 30 minutes	\$4.9
Fresh fruit platter	\$3.0	A fresh selection of individually packed		Continuous tea + coffee	\$9.5
Caramel slice	\$3.6	Sandwiches		Soft drinks	\$5.0
Mini Muffins	\$3.6	Wraps		Juice	\$3.0
Assorted danishes	\$3.6	Paninis		Bottled water	\$3.2
Frosted carrot cake	\$4.8	Fresh fruit salad		Note pads + pens	\$2.5
Rich chocolate brownies	\$4.8	Mixed soft drinks		Room set up + pack down	\$5.5
Raspberry + pear loaf	\$5.0	Juice			
Warm banana bread	\$5.0				
Cake selection	\$5.5	INDIVIDUAL PACKED GOURMET LUNCH	\$45.0		
Scones w preserves + cream	\$6.0	Artisan antipasti platter			
Ricotta filled cannoli w a fruit twist	\$6.5	Lemon + thyme marinated chicken pieces			
Flame finished Portuguese tarts	\$6.5	Warm rosemary potatoes			
		Fresh mixed leaf salad			
SAVOURY		Penne, sundried tomato + basil pesto salad			
Spinach + feta triangles	\$6.0	Crusty bread roll			
Ham + cheese croissants	\$6.5	Cake selection			
Mixed warm quiches	\$6.5	Mixed soft drinks			
Cocktail pies w tomato sauce	\$6.5	Juice			
Cheese platter w dried fruits	\$9.5				



*Items on the Meeting snacks + Lunches Menu do not include a service attendant. Service charges are \$41 per hour for a week day, \$45 per hour for a Saturday, \$52.50 per hour for a Sunday and \$71.50 per hour for a public holiday. Staff charges need to be a minimum of two hours and is up to GFMA Group's discretion on the hours required.



COCKTAIL EVENTS

Boxed Canape Packages

PP*

1 HOUR CANAPES PACKAGE

\$27.9

Choice of 4 items from the hot or cold canape selection

1 serve per item

2 HOUR CANAPES PACKAGE

\$35.5

Choice of 5 items from the hot or cold canape selection

1 serve per item

3 HOUR CANAPES PACKAGE

\$44.5

Choice of 6 items from the hot or cold canape selection

1 serve per item

Additional hot or cold canape

\$5.6

Add a substantial canape

\$9.9

Boxed Hot Canapes

Chicken skewers, Takoyaki sauce, kewpie, shallots, benito flakes

American cheeseburger sliders

Fried chicken, blue cheese, hot sauce

Spicy chicken wings, Korean bbq sauce, sesame

Chorizo dogs, chipotle jam, cheese sauce

Chimichangas, garlic and chive yogurt

Spanish meatballs, smoked tomato sauce, cheese

Cocktail pie and sausage roll "combo"

Mushroom arancini, truffle mayo (V)

Spinach and cheese triangles (V)

Vegetarian quiches (V)

Kale and onion pakora, cucumber yogurt (V)

Swiss brown mushrooms, blue cheese, walnuts (V)

Boxed Dessert Canapes

Salted caramel cheesecake, popcorn, pretzels

Orange and cinnamon tarts, Sugar almonds, dark chocolate

Green tea and walnut ghriba, fig yogurt, spiced apricots

Boxed Cold Canapes

Beetroot and gin cured salmon, wasabi cream, hazelnut, baby coriander

Cured beef on potato rosti, rosemary gremolata, pistachio cream

Mushroom Kilpatrick tart, bacon, Worcestershire, parsley

Reuban sliders- corned beef, swiss cheese, sauerkraut, Russian dressing

Smoked salmon slider, cream cheese, dill, capers, onion

Rice paper rolls, nuoc mam cham (V)

Pumpkin and goats cheese tart, thyme (V)

Boxed Substantial Canapes

Ox cheek, paris mash, cavolo nero, jus

Jerk chicken, smokey potato, herb salad

Beef in wasabi sauce, capsicum, onion, rice

Yaki Soba, pork, shitake, shallots

Lamb rump, Zucchini, cherry tomato, baba ghanoush, dukkah

Handmade spinach and ricotta tortellini, semi dried tomato, basil, rose (rowsay) sauce (V)

Stir fried vegetables, egg, rice noodles (V)

Handmade gnocchi, pumpkin, sage, pecorino (V)

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



*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.



BAINE MARIE STYLE DINNER + LUNCH

Baine Marie	PP*	Main Dishes	Side Dishes
Baine Marie Package	\$65.5	HOT MAIN DISHES	German Potato salad, bacon, egg, chives, seeded mustard
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>		Jamaican Jerk chicken, smokey potato, herb salad	Garden salad + lemon dressing
<i>Choice of 3 items from the Side Dishes</i>		Ox cheek, roasted potatoes, cavolo nero, jus	Roasted rosemary potatoes
Crusty breads		Barramundi monqueca, scented rice, black beans + fresh corriander	Creamy celery + carrot pasta salad
Tea + coffee		Confit duck maryland, parsnip puree, roasted eschalots, port jus	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	Lentil stuffed eggplant, tomato, Moroccan spices, parsley, cheese (V)	Spinach, potatoes + corn salad with mustard dressing
Additional Side Dish	\$4.0		Bean sprouts, spring onions, shredded carrot coriander + chili
Cheese platter w dried fruits	\$9.5		Roast pumpkin, carrots and potatoes [warm]
Petit four bites	\$9.5		Rocket, quinoa, semi dried tomatoes, peas, fetta + basil dressing
Ice cream bar	\$12.0		Roasted pumpkin with sage butter + garlic [warm]
Seafood platters	\$POA		Black beans, chargrilled corn, fresh coriander + lime dressing
		COLD MAIN DISHES	
		Thai beef, Asian herbs, rice noodles, sweet soy + sesame seed dressing	
		Spicy chicken, green leaves cherry tomato, bean sprouts, macadamia nuts, mint + chili lime dressing	
		Sliced duck breast, green leaves, coriander, chilli lychee, bean sprouts + spiced cherry dressing	

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

*All Baine Marie meals are served by Gema staff into disposable packaging for your Covid safety.



BREAKFAST PACKAGES

Boxed Quick Bite Breakie	PP*	Baine Marie Style Buffet Breakfast	PP*	Morning & Afternoon Tea	PP*
Bacon + egg roll + hash brown <small>Served on fresh baked rolls with bbq sauce</small>	\$20.5	Scrambled free range eggs	\$42.5	Morning & Afternoon tea	\$19.0
Espresso coffee*		Streaky bacon		Select two items from the menu below. Includes freshly brewed coffee, tea and herbal infusions.	
Herbal teas + infusions		Oven roasted roma tomatoes with herb seasoning		SWEET	
Iced water		Cumberland baby pork sausages		Fresh fruit salad	
		Seasoned roasted field mushrooms		Caramel slice	
		Crisp potato hash browns		Mini Muffins	
		Toasted sourdough		Assorted danishes	
		Bakers box of danishes + muffins		Frosted carrot cake	
		Espresso coffee*		Rich chocolate brownies	
		Herbal teas + infusions		Warm banana bread	
		Iced water		Scones w preserves + cream	
		Chilled juice		SAVOURY	
				Spinach + feta triangle	
				Ham + cheese croissants	
				Mixed warm quiches	
				Mini pies w tomato sauce	

*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. \$41 per hour for a week day, \$45 per hour for a Saturday, \$52.50 per hour for a Sunday and \$71.50 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 \$41 per hour for a week day, \$45 per hour for a Saturday, \$52.50 per hour for a Sunday and \$71.50 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 15 days prior to the start of your function in addition to the deposit being forfeited, you must pay an additional 25% of the total estimated event charge.



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 wavier 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.