



# INCANTESIMO

ITALIAN centre



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## **ITALIAN CENTRE**

“Italians love to eat, and they have an innate sense of hospitality”.

The Italian Centre has succeeded in continuing their spontaneous warmth and passion in both the food and the service.

Ours is the skill to conjure every thing we need to transform a room into an alluring venue for your special event. We call it 'Incantesimo' ... your guests will call it *magic*.

## **MISSION STATEMENT**

Driven by a passion for the culinary art and a pride for professional service we aim to exceed all customer expectations.

## **BREAKFAST OR BRUNCH**

### **Breakfast Uno – individually served**

Poached eggs with smoked bacon, sautéed spinach and truffled hollandaise on sour dough

Seasonal fresh fruit platter

Orange juice, coffee and tea

**\$28.00 per person**

### **Breakfast Duo – design your own....**

**Choose 6 items as shared table platters includes tea, coffee and orange juice**

#### **Savoury**

Cheese and tomato muffin

Leg ham and vintage cheese toasted croissant

Baby spinach, mushroom and pine nut frittata

Pancetta and rocket quiche with tomato pesto

Creamy scrambled eggs on buttered brioche

White and wholemeal toast with preserves

#### **Sweet**

Strawberries with sweet balsamic and lemon mascarpone

Bruschetta with ricotta, pistachio and caramelized apple

Butter milk or fruit scones with preserves

Yoghurt, berry and muesli espresso cup

Apple and cinnamon friands

Tri-melon platter

Selection of danish pastries

Mixed berry and yoghurt muffins

**\$28.00 per person**

**Minimum 20 people**

## BREAKS

<b>Beverages</b>		<b>per person</b>
Coffee and tea		\$ 4.00
	- half day	\$ 7.00
	- full day	\$ 9.50
Orange Juice		\$ 3.50
	- half day	\$ 6.00
	- full day	\$ 10.00
Soft Drink		\$ 3.20
	- half day	\$ 6.50
	- full day	\$ 9.00
 <b>Morning and afternoon break</b>		
Shortbread		\$ 1.60
	- half day	\$ 2.80
	- full day	\$ 4.00
Vegetables crudités and dips		\$ 4.00
Italian pastries		\$ 3.50
Mini muffins		\$ 3.50
Sweet tarts and éclairs		\$ 4.00
Seasonal fresh fruit		\$ 4.00
Italian cheese, caramelised figs and lavosh		\$ 6.50
Chocolate fondue with fruit		\$ 6.00
 <b>Lunch</b>		
Pizza with various toppings		\$ 8.50
Closed sandwiches with meat and vegetarian fillings		\$ 6.50
Healthy wraps with meat and vegetarian fillings		\$ 8.50
Panini with meat and vegetarian fillings		\$10.00

## LIGHT BUFFET LUNCH

### Salad Lunch

Chicken caesar salad

Beef noodle salad

Platter of Italian cheese, caramelized figs and lavosh

Ciabatta bread

Seasonal fresh fruit platter

Orange juice

Coffee and tea

### Panini or Focaccia Lunch

Selection of meat and vegetarian fillings

Platter of Italian cheese, caramelised figs and lavosh

Seasonal fresh fruit platter

Orange juice

Coffee and tea

### Pasta or Casserole Lunch

Chef's choice of two - select from the list below

Mixed leaf salad with balsamic dressing

Ciabatta bread

Orange juice

Coffee and tea

### Pasta and Casserole Choices - choose two from the following

Penne with creamy chicken and broccoli

Orecchiette with a swiss mushroom and veal ragu

Fusilli with basil pesto sauce and prawns or chicken

Braised beef with mushrooms and gherkins in a sour cream sauce

Chicken in roasted tomato and capsicum sauce

\$30.00 per person

Choose one lunch menu option

## DAY PACKAGE

### Arrival

Coffee and Tea

### Morning Break

Italian pastries

Orange juice

Coffee and tea

### Lunch – choose one of the following

Panini lunch

Pasta lunch

Salad lunch

### Afternoon break

Mini muffins

Coffee and tea

### Other

Room hire

Room set up

AV equipment – screen, data projector and microphone

Presentation equipment – whiteboard and overhead projector

Water station

\$47.00 per person

Minimum of 50 people

9am – 5pm week days only

## HIRE

### Room hire

Hourly room hire	\$175.00
Half day room hire (8.00am – 12.00pm or 1.00pm – 5.00pm or 6.00pm – 10.00pm)	\$550.00
Full day room hire (8.00am – 10.00pm)	\$1100.00

### Other charges

Lectern and Microphone	\$POA
Data Projector, Screen	\$POA
Whiteboard	\$POA
Other technical services e.g. stage wash, lighting, draping	\$POA

## CAPACITY

Banquet / Reception	300
Cabaret	250
Theatre	300
U Shaped *	40
Boardroom *	40
* Can be increased but table hire would be applicable	

## DIMENSION

	metres	L	W	H
Main Area - high		24	13	3.3
Bulkhead – low		9	11	2.76
Dance floor		9	14	
Stage		4.9	1.8	

# LUNCH AND DINNER MENU

## Entrée

Antipasto platter of cured meats, Italian cheese, arancini, oven roasted tomato, roasted capsicum, marinated olives, potato frittata and grissini

Marinated prawn tails in lime vinaigrette with potato and red onion salad and citrus aioli

Mushroom tart with caramelised onion (V)

Smoked salmon on fennel, radicchio and orange salad

Lentil tartlet with confit duck and duck glaze

Aubergine rolls filled with zucchini, carrot and olives (V)

Grilled chicken on a citrus and rocket salad served in a pastry basket

Tomato and mozzarella salad drizzled with extra virgin olive oil (V)

## Soup

Minestrone with garlic crouton and shaved parmesan (V)

Chicken and vegetable

Mushroom with mascarpone (V)

## Pasta

Cannelloni with ricotta and baby spinach served with a rosé sauce

Penne with char grilled vegetables, tomato and basil sauce

Veal and pork filled ravioli with napolitana sauce

Potato gnocchi with gorgonzola cream sauce

Your choice of: Fusilli, Penne, Orecchiette

Your choice of sauce: Napolitana sauce  
Veal ragu  
Sun dried tomato, chicken and basil  
Prawn and saffron cream sauce  
Pesto and mushroom (V)  
Char grilled vegetable, tomato and basil (V)

## Main

All meals include mixed leaf salad with balsamic dressing and ciabatta rolls

Atlantic salmon with soft pine nut polenta, salsa verde

Seared Kingfish with fennel, orange, hazelnut salad

Chicken breast fillet on crushed potato, diablo sauce

Chicken breast fillet, pumpkin and potato mash, basil cream sauce

Yearling Scotch fillet on crushed potato, wilted baby spinach, cabernet demi glaze

Roasted grain fed beef loin with swiss brown mushroom and beef glaze

Seared lamb rump with cannellini bean mash and capsicum sauce

Lamb loin with tomato and olives with polenta

Lemon, rosemary pork tenderloin and potato cake

## LUNCH AND DINNER MENU

### Dessert

Venetian flourless chocolate, hazelnut and almond torte with warm chocolate frangelico sauce

Tiramisu with espresso syrup and vanilla mascarpone

Trio of traditional crema, vanilla, chocolate, egg white with liqueur, mascarpone

Lemon and lime curd tart with berry compote and double cream

Vanilla panna cotta with braised raspberries, toasted pistachio and almond bread

Chocolate panettone pudding with orange salad and yoghurt dressing

Your celebration cake served with a trio of shooters of panna cotta, tiramisu and passionfruit sabayon

Selection of Italian cheeses, caramelized figs and lavosh platters per table

## SPECIAL DIETARY OPTIONS

### Dietary Meals

These are suggested meals that will be served for those guests that are vegetarian (v), vegan (vg), celiac (g), lactose intolerant (l)

### Cold

Oven roasted tomato, grilled eggplant, red capsicum, bocconcini with rocket and parmesan salad and basil pesto (v/vg/l/g)

Roast pumpkin salad with semi sun dried tomato, pine nuts and balsamic dressing (v/vg/l/g)

Grilled swiss brown mushroom, oven roasted tomato, fennel and green olive tapenade with caramelized balsamic (v/vg/l/g)

Tomato and caramelized onion tart with goats curd, balsamic and rocket salad (v/g)

### Hot

Zucchini flowers with ricotta, porcini mushrooms and pistachio nuts (v)

Vegetable milanzane with capsicum and basil sauce (v/vg/l/g)

Risotto with roast pumpkin, almonds and Italian cheese (v/g)

Char grilled eggplant, zucchini and capsicum stack with rocket and parmesan salad (v/g)

\$40.00 per person      2 course set menu

\$49.50 per person      3 course set menu

\$59.50 per person      4 course set menu

### Extra

\$6.00 per person      Guest choice of entrée (e.g. 2 choice entrée, 1 set main, 1 set dessert)

\$7.50 per person      Guest choice of main (e.g. 1 set entrée, 2 choice main, 1 set dessert)

\$14.00 per person      Seafood platter of oysters, prawns and pickled octopus

\$3.00 per person      Individual antipasto plate

## CANAPES

### Cold

Smoked salmon with dill sour cream, red onion and capers

Selection of sushi

Roma tomato, bocconcini and pesto bruschetta

Confit duck salad with fig preserves

Seared carpaccio of grain fed beef with roasted baby beetroot and creamed fresh horseradish

Pumpkin, spinach and goats curd on pumpernickel

Stuffed tomato with lemon scented tuna

Preserved lemon and lime, chicken tarts with black sesame seed crunch

Oyster shooter with gin and tomato

Marinated prawn tails with citrus aioli croutons

Chicken, mango, coriander and chilli pastry tartlet

Pear and celery leaf salad on cold roast shredded pork

### Hot

Caramelized onion and blue cheese tart

Grilled scallops with herbed breadcrumbs, lemon and olive oil

Asparagus, semi sun dried tomato wrapped in crisp pancetta

Chorizo and egg tartlet with capsicum salsa

Provençal chicken with spicy tomato salsa, polenta cake

Seared prawn tails marinated in lemon, chilli, garlic and parsley

Field mushroom filled with cream spinach and camembert

Fresh green lip chilli mussels

Italian cheese and herb arancini

Tortellini with rich roma sauce

### Desserts

Sicilian ricotta filled cannoli

Vanilla panna cotta with braised berries

Warm chocolate and frangelico shots

Tiramisu

Mini gelati cones

\$24.00 six canapés per person

\$ 5.00 each extra canapé per person

Based on a two hour cocktail event

## CANAPES cont'd

### Mini Dishes

Gnocchi with wild mushrooms, marsala, cream and lemon zest

Orrechiette pasta with chicken, broccoli and capsicum

Four cheese risotto with fresh herbs and tomato pesto

Mini fillet mignon with roasted capsicum and tomato salsa

\$ 6.50 each per person

## PLATTERS

Traditional antipasto with cured meats, selection of sliced cheeses and ciabatta bread

per person

\$ 6.00

Australian and Italian cheeses with caramelized figs lavosh

\$ 5.00

Pizza with meat and vegetarian toppings

\$ 8.50

Seasonal fresh fruit

\$ 4.00

Sweet tarts and éclairs

\$ 4.00

ITALIAN centre

## BEVERAGES

### Premium package

De Bortoli Willowglen Sparkling Brut

De Bortoli Willowglen Semillon Chardonnay and Cabernet Merlot

Coopers Pale Ale on tap

Bottled Pure Blonde

Soft drinks, orange juice and filtered water

\$15.00 per person      2 hours

\$27.00 per person      5 hours

\$ 4.00 per person      extra per hour

### Superior package - choose one white and red wine

Killawarra Sparkling Brut

Wolf Blass Bilyara Semillon Sauvignon Blanc and Shiraz

Coopers Pale Ale on tap, bottled Crown Lager, James Boags,

Pure Blonde and Cascade Light

Soft drinks, orange juice and filtered water

\$19.00 per person      2 hours

\$34.00 per person      5 hours

\$ 5.00 per person      extra per hour

### Deluxe package - choose one white and red wine

Yellowglen Vintage Cremant or Seppelt Fleur de Lys Chardonnay Pinot

Annie's Lane Semillon Sauvignon Blanc, Riesling and Shiraz

Coopers Pale Ale on tap, bottled Crown Lager, James Boags, Corona,

Stella Artois, Pure Blonde and Cascade Light

San Pellegrino Sparkling, Aqua Panna and filtered water

Soft drinks and orange juice

\$25.00 per person      2 hours

\$43.00 per person      5 hours

\$ 6.00 per person      extra per hour

### Soft drink package

Soft drinks, orange juice and filtered water

\$ 6.00 per person      2 hours

\$12.00 per person      5 hours

\$ 2.00 per person      extra per hour

# WEDDING PACKAGE ONE

## Pre dinner drinks

Sparkling, red and white wine, beer and soft drink

## Entrée – select one

Antipasto platter of cured meats, Italian cheese, arancini, oven roasted tomato, roasted capsicum, marinated olives, potato frittata and grissini

Marinated prawn tails in lime vinaigrette with potato and red onion salad and citrus aioli

Mushroom tart with caramelised onion (V)

Smoked salmon on fennel, radicchio and orange salad

Lentil tartlet with confit duck and duck glaze

Aubergine rolls filled with zucchini, carrot, olives (V)

Grilled chicken on a citrus and rocket salad served in a pastry basket

Tomato and mozzarella salad drizzled with extra virgin olive oil (V)

## Main course – select two

All meals include mixed leaf salad with balsamic dressing and ciabatta rolls

Atlantic salmon with soft pine nut polenta, salsa verde

Seared Kingfish with fennel, orange, hazelnut salad

Chicken breast fillet on crushed potato, diablo sauce

Chicken breast fillet, pumpkin and potato mash, basil cream sauce

Yearling Scotch fillet on crushed potato, wilted baby spinach, cabernet demi glaze

Roasted grain fed beef loin with swiss brown mushroom and beef glaze

Seared lamb rump with cannellini bean mash and capsicum sauce

Lamb loin with tomato and olive, polenta

Lemon, rosemary pork tenderloin, potato cake

## Dessert – select one

Venetian flourless chocolate, hazelnut and almond torte with warm chocolate frangelico sauce

Tiramisu with espresso syrup and vanilla mascarpone

Trio of traditional crema, vanilla, chocolate, egg white with liqueur, mascarpone

Lemon and lime curd tart with berry compote and double cream

Vanilla panna cotta with braised raspberries, toasted pistachio and almond bread

Chocolate panettone pudding with orange salad & yoghurt dressing

Your celebration cake served with a trio of shooters of panna cotta, tiramisu and passionfruit sabayon

Coffee and tea with biscotti served after dessert

**WEDDING  
PACKAGE  
ONE  
cont'd**

**Beverages – 5 hours**

De Bortoli Willowglen Sparkling Brut, Semillon Chardonnay and Cabernet Merlot,  
Coopers Pale Ale on tap, bottled Pure Blonde and Cascade Light, soft drinks,  
orange juice and filtered water

**Package includes**

Complimentary proposed menu tasting for Bride and Groom

Complimentary half hour pre dinner drinks

Client supplied spirits after main course – no corkage

Room set with linen, crockery, glassware

Set up of client provided place cards and bomboniere

Individual guest menus

\$87.00 per person

Minimum of 100 people

6.30pm – 12.00pm

**WEDDING  
PACKAGE  
TWO**

**Pre dinner drinks**

Sparkling, red and white wine, beer and soft drink

**Entrée**

Antipasto platter of cured meats, Italian cheese, arancini, oven roasted tomato, roasted capsicum, marinated olives and potato frittata

**Pasta – select one**

Cannelloni with ricotta and baby spinach served with a rosé sauce

Penne with char grilled vegetables, tomato and basil sauce

Veal and pork filled ravioli with napolitana sauce

Potato gnocchi with gorgonzola cream sauce

Your choice of: Fusilli, Penne, Orecchiette

Your choice of sauce: Napolitana sauce  
Veal ragu  
Sun dried tomato, chicken and basil  
Prawn and saffron cream sauce  
Pesto and mushroom (V)  
Char grilled vegetable, tomato and basil (V)

**Main course – select two**

All meals include mixed leaf salad with balsamic dressing and ciabatta rolls

Atlantic salmon with soft pine nut polenta, salsa verde

Seared Kingfish with fennel, orange, hazelnut salad

Chicken breast fillet on crushed potato, diablo sauce

Chicken breast fillet, pumpkin and potato mash, basil cream sauce

Yearling Scotch fillet on crushed potato, wilted baby spinach, cabernet demi glaze

Roasted grain fed beef loin with swiss brown mushroom and beef glaze

Seared lamb rump with cannellini bean mash and capsicum sauce

Lamb loin with tomato and olive, polenta

Lemon, rosemary pork tenderloin, potato cake

**Dessert – select one**

Venetian flourless chocolate, hazelnut and almond torte with warm chocolate frangelico sauce

Tiramisu with espresso syrup and vanilla mascarpone

Trio of traditional crema, vanilla, chocolate, egg white with liqueur, mascarpone

Lemon and lime curd tart with berry compote and double cream

Vanilla panna cotta with braised raspberries, toasted pistachio and almond bread

Chocolate panettone pudding with orange salad & yoghurt dressing

Your celebration cake served with a trio of shooters of panna cotta, tiramisu and passionfruit sabayon

Coffee and tea with biscotti served after dessert

**WEDDING  
PACKAGE  
TWO  
cont'd**

**Beverages – 5 hours**

Killawarra Sparkling Brut, Wolf Blass Bilyara Semillon Sauvignon Blanc and Shiraz  
Coopers Pale Ale on tap, bottled Crown Lager, James Boags, Pure Blonde, Cascade  
Light, orange juice, soft drinks, orange juice and filtered water

**Package includes**

Complimentary proposed menu tasting for Bride and Groom

Complimentary half hour pre dinner drinks

Client supplied spirits after main course – no corkage

Room set with linen, crockery, glassware

Set up of client provided place cards and bomboniere

Individual guest menus

\$101.00 per person      Minimum of 100 people 6.30pm – 12.00pm

**WEDDING  
PACKAGE  
THREE**

**Pre dinner drinks**

Sparkling, red and white wine, beer and soft drink

Chef's selection of canapes

**Entrée**

Seafood platter of oysters, prawns and marinated octopus

Antipasto platter of cured meats, Italian cheese, arancini, oven roasted tomato, roasted capsicum, marinated olives and potato frittata

**Pasta – select one**

Cannelloni with ricotta and baby spinach served with a rosé sauce

Penne with char grilled vegetables, tomato and basil sauce

Veal and pork filled ravioli with napolitana sauce

Potato gnocchi with gorgonzola cream sauce

Your choice of: Fusilli, Penne, Orecchiette

Your choice of sauce: Napolitana sauce

Veal ragu

Sun dried tomato, chicken and basil

Prawn and saffron cream sauce

Pesto and mushroom (V)

Char grilled vegetable, tomato and basil (V)

**Main course – select two**

All meals include mixed leaf salad with balsamic dressing and ciabatta rolls

Atlantic salmon with soft pine nut polenta, salsa verde

Seared Kingfish with fennel, orange, hazelnut salad

Chicken breast fillet on crushed potato, diablo sauce

Chicken breast fillet, pumpkin and potato mash, basil cream sauce

Yearling Scotch fillet on crushed potato, wilted baby spinach, cabernet demi glaze

Roasted grain fed beef loin with swiss brown mushroom and beef glaze

Seared lamb rump with cannellini bean mash and capsicum sauce

Lamb loin with tomato and olive, polenta

Lemon, rosemary pork tenderloin, potato cake

**Dessert – select one**

Venetian flourless chocolate, hazelnut and almond torte with warm chocolate frangelico sauce

Tiramisu with espresso syrup and vanilla mascarpone

Trio of traditional crema, vanilla, chocolate, egg white with liqueur, mascarpone

Lemon and lime curd tart with berry compote and double cream

Vanilla panna cotta with braised raspberries, toasted pistachio and almond bread

Chocolate panettone pudding with orange salad & yoghurt dressing

Your celebration cake served with a trio of shooters of panna cotta, tiramisu and passionfruit sabayon

**WEDDING  
PACKAGE  
THREE  
cont'd**

Coffee and tea with biscotti served after dessert

**Beverages – 5 hours**

Yellow Glen Cremant Sparkling, Annie's Lane Semillon Sauvignon Blanc and Shiraz

Coopers Pale Ale on tap, bottled Crown Lager, James Boags, Corona,

Pure Blonde and Cascade Light

San Pellegrino Sparkling, Aqua Panna and filtered water

Soft drinks and orange juice

**Package includes**

Complimentary proposed menu tasting for Bride and Groom

Complimentary half hour pre dinner drinks

Client supplied spirits after main course – no corkage

Room set with linen, crockery, glassware

Set up of client provided place cards and bomboniere

Individual guest menus

**\$116.00 per person      Minimum of 100 people**

## CHILDREN'S MENU

### Entrée

Fusilli with napolitana sauce

### Package

Grilled or crumbed chicken with chips and tomato sauce

### Dessert

Mini gelati

### Beverages

Soft Drinks

\$35.00 per child (aged 4 years to 12 years)

## THEMING

### Bellissimo Decoration Package

Chair cover and sash

Table runner (matched to chair sash)

#### Centrepiece options

Black swan crystal (15 small and 15 large)

Small float bowl with 3 floating tea lights and natural or coloured resin rocks

Vogue candelabra (40 standard and 28 large)

Table lamps with silver stand and silver, bronze, gold or black shade

Tall cone vase with white or pink blossom and rocks, add silver stems or willow for extra height

\$8.00 per person

Minimum of 100 people

All items and colours subject to availability

### Incantesimo Decoration Package

Chair cover and sash

Table runner and/or mirror base

#### Centrepiece options

Black swan crystal (15 small and 15 large)

Small float bowl with 3 floating tea lights and natural or coloured resin rocks

Vogue candelabra (40 standard and 28 large)

Table lamps with silver stand and silver, bronze, gold or black shade

Tall cone vase with white or pink blossom and rocks, add silver stems or willow for extra height

Romance candelabra

Versailles candelabra with glass cups and tea lights

Uber glam crystal ball

Aspen tree with 6 hanging tea lights with 1 stem orchids (white or matched to sash)

Silver Titan torchier with 3 pillar candle

\$10.00 per person

Minimum of 100 people

All items and colours subject to availability

# TERMS AND CONDITIONS

## **Confirmation**

Confirmation of a booking and minimum number of guests must be signed off by the client within 14 days of the tentative reservation. The management of the centre reserves the right to cancel the booking and allocate the space to another client if confirmation is not received with out recourse by any person against The Italian Centre.

## **Deposit**

Tentative bookings cannot be secured until we have received written confirmation and a non-refundable/non-transferable \$1000 deposit.

## **Room Hire**

Functions for less than 100 people and cocktail receptions may incur a room hire charge. Clients may have access to the room prior to their function at a time arranged between The Italian Centre and the client.

## **Cancellation**

The Italian Centre requires six months notification of cancellation for deposits to be refunded in full. If a function is cancelled between three and six months prior to the date the deposit paid, minus \$100 to cover administration costs, will be refunded once The Italian Centre has secured another function on that date. If the function is cancelled within two months prior to the date all deposits shall be forfeited and the client shall pay a fee up to 50% of the estimated cost of the said function. Cancellations made within 72 hours of the date, all deposits shall be forfeited and the client shall pay a fee up to 100% of the estimated cost of the said function, one month of the date will forfeit all monies paid.

## **Final Details**

To ensure the smooth running of your function we request:

At time of booking, minimum number of guests.

21 days prior, running schedule and menu selections.

5 days prior, table allocations, final number of guests to be catered and charged for unless attendance is greater. This will be the minimum number of guests charged for.

## **Reduction in Guest Numbers**

In the event that within 60 days prior to the function the expected attendance figure is reduced by more than 20%, the client will be liable to pay for up to 50% of the resultant reduction in function cost (based only on the reduction in excess of 20%)

## **Labour Charges**

The client shall agree to function commencement and vacation times for any function. The centre must be cleared within 30 minutes of the agreed end time. Should the function run over time, a labour charge of \$250 per half hour will apply after midnight Monday to Friday. A \$500 per half hour labour charge will apply on Saturday nights after midnight.

All functions held on Sundays and Public Holidays will incur a negotiable surcharge per person on top of food and beverage costs. Minimum number of 100 people will apply.

## **Commencement and Vacating of Rooms**

The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond the agreed finish time and if the following client is inconvenienced, the centre reserves the right to charge whatever extra costs are reasonably incurred to ensure the smooth operation of that function.

## **Billing and Terms of Payment**

The Italian Centre accepts all major credit cards and cash payments or bank cheque, personal or company cheques only accepted by prior agreement, and must be presented five (5) working days prior to the function. The final payment must be made on the night of the function or, where previously arranged, within 7 days. When running the bar by consumption this account must be settled at the completion of the function. If full payment is not received prior to the event (unless otherwise arranged), the centre reserves the right to cancel your event.

## **Room Allocation**

The Centre reserves the right to assign another room for the organised function in the event the room originally designated for such function shall be unavailable, until the centre has been paid in full.

## **Menu Selection and Price Changes**

Prices and menu items are subject to change without notice. We are happy to help you design a menu for your function although any special dietary requirements for your guests must be specified at least one week prior to the event.

# TERMS AND CONDITIONS

## **Alcohol**

The client shall disclose to the centre all alcohol that is to be brought onto the premises for any function and its intended use. The client shall conform to the centre's rules as to the use of differing alcohol types within the centre. A wine service fee will apply.

Responsible service of alcohol: The Italian Centre reserves the right (under the liquor Licensing Act, 1997 – section 125) to refuse service of alcohol to intoxicated or disorderly patrons. These patrons may also be asked to leave the premises. Through the liquor-licensing Act, the Italian Centre has a duty of care for staff and patrons and we therefore act accordingly.

## **Damages**

Clients are financially responsible for any damages sustained to the centre and its contents and property owned or in the care or custody of the centre by the client, client's guests, invitees or other persons attending the function. This liability will hold whether the damage sustained is in the area reserved or any area or part of the centre.

## **Exhibition Set-up, Display and Signage**

Any exhibits to be positioned in the function centre require two weeks notification. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or any part of the building.

## **Client Responsibility**

The Centre will not accept any responsibility for damages or loss of merchandise left in the centre of function area prior to or after the function. Clients should arrange their own insurance and or security. All client goods must be removed from the centre premises after the function. The client is required to inform all relevant persons involved in the organising of the function, whether colleagues or contractors, of the Centre's Terms and Conditions.

## **Compliance**

It is understood that the client will conduct their function in an orderly manner in full compliance with the centre management and with all applicable laws. The Centre reserves the right to exclude or eject any and all objectionable persons from the function or the centre premises without liability.

## **Audio Visual Equipment**

The Centre can cater for most AV needs and costs of usage are available upon request. Any equipment that we do not have on hand can be arranged and on costed to the client.

## **Sound Levels and Music**

The Centre reserves the right to lower the levels of music if it deemed to be disturbing any guests. Noise levels must not exceed 100dba. We are licensed for live entertainment until 1.00 a.m., but any function running past 12.00am must be approved at least 21 days prior to the function.

## **Set Up and Delivery of Equipment**

Clients are responsible for the costs involved in ensuring set up and break down time on all function space. All deliveries to the centre must be prior advised to the centre and must be marked with the name and date of the function. Whilst every effort will be made to assist in movement of goods from loading bay to the function room assistance will be offered on the basis of staff availability. The centre does not have storage facilities other than rooms booked by client. Goods left in the centre without prior arrangement will be deemed abandoned.

## **Liability**

If the centre has reason to believe that a banquet will effect the smooth running of the centre, it's security or reputation, it reserves the right to cancel the banquet without liability.

## **Laws and Regulations**

At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome or offensive or is breach of the centre's rules. Nor can any such act breach any statutes, by laws, orders, regulations or other provisions having the force of the law including but not limited to the centre liquor licence and fire obligations.

## **Fire Obligations**

The client must ensure that displays, equipment, goods or material in conjunction with their function do not obstruct the fire exits of the centre. Statutory signage that is lit must remain on at all times.

## **Non-Smoking Venue**

The Italian Centre is a non-smoking environment. It is the client's responsibility to communicate this fact to the guests attending the function.

## **Public Areas**

Confetti, rice and glitter are not permitted in or on the grounds of The Italian Centre. If they are used a clean-up fee of \$350 will be charged to the client for cleaning.

# TERMS AND CONDITIONS

## **Car Parking**

Our car park is situated at the eastern side of The Centre off Cardwell St. Patrons are also able to use the adjacent car park of the Betania Christian Centre in Hume Lane after hours Monday to Friday and weekends, excluding Wednesday.

## **Medical Service**

In the event of a medical emergency please notify any of our staff members and they will contact the necessary personnel. Any expenses will be the responsibility of the client.

## **Occupational Health, Safety and Welfare**

It is the responsibility of the client to conform to all related sections of the South Australian Occupational Health, Safety and Welfare Act, 1986.

## **Fire and Safety**

All exit doors must not be locked or secured and must be free of any screens or displays etc. Any flammable materials that readily release toxic gases are not permitted on the property. If smoke machines are to be used, The Italian Centre must be notified.

## **Care of Venue**

Clients are not permitted to attach any items to the walls of The Italian Centre, including the foyer. Clients will be responsible for any damage sustained by the venue.

## **Insurance**

The Italian Centre cannot accept any responsibility for any loss or damage prior, during or after a function. Clients are advised to insure any items of value brought into the venue.

I understand and agree to the information outlined in the function package and the enclosed terms and conditions:

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Date of Event \_\_\_\_\_