



Mt Helen Campus External Catering Menu

About Us

Federation University Hospitality and Conferencing Services offers a wide range of innovative, modern and creative catering solutions to suit all requirements.

Breakfasts, morning or afternoon tea, light lunch, barbecues, buffets, formal dinners, cocktail events, finger food, meetings, conferences, seminars and more.

Our tailored and flexible approach will have an option to suit your requirements.

A diverse variety of venue options is available, including the Caro Convention Centre and the Albert Coates Complex, along with a large number of lecture theatres, classrooms and flexible spaces across the Mt Helen and SMB Campuses.

We look forward to supporting your next function.

Phone: 03 5327 9480

Web: federation.edu.au/conferences

Email: hospitalityandevents@federation.edu.au

Hot and Cold Beverages

1001	Freshly brewed coffee and a selection of tea	\$5.00 per person
1002	Instant coffee, teabags, hot urn and disposable foam cups	\$2.90 per person
1003	Fruit Juice Orange, Apple, Apple & Blackcurrant, Tropical	\$8.40 per 2 litres
1005	Sparkling Mineral Water	\$5.00 per litre
1054	Jugs of water and glasses	\$1 per person

Morning and Afternoon Tea

1006	Sweet Cream Biscuits	\$2.20 per person
1007	Gourmet Biscuits	\$5.00 per person
1008	Bite size Slices	\$4.75 per person
1009	Mini Muffins	\$5.00 per person
1010	Scones with Jam & Cream	\$4.75 per person
1011	Fresh Fruit Platter	from \$5.25 per person
	· Selection of seasonal fruit (price may be seasonally adjusted) (gf, v)	
1012	Fresh Fruit and Cheese Platter	from \$7.60 per person
	· Australian and Imported cheeses, crackers and fruit (gf, v)	

Sandwiches and Wraps

1013	Assorted Point Sandwich (6 points per serve)	\$14.25 per person
1013a	Assorted Club Sandwich (6 points per serve)	\$14.25 per person
1014	Petite Rolls (2 rolls per serve)	\$10.00 per person
1015	Wraps (1 wrap cut in ½ per serve)	\$10.00 per person
1016	Combination of Sandwiches, Petite Rolls and Wraps	\$17.00 per person
	· (4 sandwich points, 1 petite roll and ½ wrap per serve)	
1017	Combination of Sandwiches and Hot Finger food	\$23.00 per person
	· (4 sandwich points and 4 pieces of finger food per serve)	

Fillings may include a mixture of the following.

- Leg Ham
- Roast Beef
- Roast Chicken
- Smoked Salmon
- Turkey
- Fresh Egg
- Cheese
- Fresh Salad
- Sundried Tomato
- Or fillings of your design

Please advise of any dietary requirements on your catering request.

An Early Start

1011	Fresh Fruit Platter	from \$5.25 per person
	<ul style="list-style-type: none">· Selection of seasonal fruit (price may be seasonally adjusted)	
1039	Gourmet Filled Croissants (2 per serve)	\$10.20 per person
	<ul style="list-style-type: none">· Leg ham, roma tomato, avocado and swiss cheese· Smoked salmon, spanish onion and chive cream cheese· Roma tomato, spanish onion and feta (v)	
1040	Assorted Selection of sweet danishes (2 per serve)	\$10.20 per person
1041	Continental Breakfast	\$13.50 per person
	<ul style="list-style-type: none">· A selection of cereals, fresh fruit and toast with spreads served with percolated coffee, a selection of teas and orange juice. (Available in select locations) (gf, v)	
1042	Cooked Breakfast	\$23.25 per person
	<ul style="list-style-type: none">· A continental breakfast with the added selection of eggs, bacon, cooked tomato, mushrooms and pastries served with percolated coffee, a variety of teas and orange juice. (Available in select locations) (gf, v)	
1043	Continental Breakfast (In Room)	\$11.50 per person
	<ul style="list-style-type: none">· Available to groups staying in on-campus accommodation. Please enquire for further details.	

Hot Finger Food

1018	Selection of 5 menu items	\$17.50 per person
	Meatballs	
1019	Mild Mexican Beef with Sweet chilli dipping sauce (gf)	
1020	Lemon Grass & Ginger Chicken, with Coconut cream (gf)	
1021	Asian lamb with Satay dipping sauce (gf)	
1022	Italian style Lamb with Tomato & Basil (gf)	
1023	Falafel balls with Tzatziki dipping sauce (gf)	
	Mini tarts	
1024	Spinach & Blue cheese (v)	
1025	Home style Egg, Spinach & Bacon	
1026	Caramelised sweet Red onion, Goats cheese (v)	
1027	Roasted red pepper, Bocconcini & Kalamatta olive (v)	
1028	Smoked Salmon & Green onion	
	Pizzettes	
1029	Seafood & Dill	
1030	Antipasto & Fetta (v)	
1031	BBQ chicken	
1032	Tomato, Basil, Mozzarella (v)	
	Pastry puffs	
1033	Topped with Rare Beef & Seeded Mustard Aioli	
1034	Goat's Cheese & Olive tapenade (v)	
	Additional Menu options	
1035	Zucchini fritters topped with Prosciutto & Crème Fraiche	
1036	Crispy Potato pancakes with Beetroot & Horseradish cream	
1037	Gourmet Mini Pies with Fruit chutney	
1038	Traditional House Sausage Rolls	

Packages

1043	Morning Tea 1	\$9.00 per person
	<ul style="list-style-type: none">· Gourmet biscuits· Freshly brewed coffee and selection of tea	
1044	Morning Tea 2	\$14.00 per person
	<ul style="list-style-type: none">· Bite size slices· Assorted sweet danishes· Fresh seasonal fruit platter· Fruit juice and sparkling mineral water· Freshly brewed coffee and selection of tea	
1045	Afternoon Tea 1	\$19.00 per person
	<ul style="list-style-type: none">· Mini gourmet quiches and pies· Fresh fruit and cheese platter· Scones with jam and cream· Orange or apple juice· Freshly brewed coffee and selection of tea	
1046	Afternoon Tea 2	\$17.60 per person
	<ul style="list-style-type: none">· Mini Muffins· Selection of gourmet dips and savoury crackers· Fruit juice and sparkling mineral water· Freshly brewed coffee and selection of tea	
1047	Lunch 1	\$32.50 per person
	<ul style="list-style-type: none">· Assorted selection of hot finger food· Assorted selection of sweets/bakery items· Dried fruit and cheese platter· Fruit juice and sparkling mineral water· Freshly brewed coffee and selection of tea	
1048	Lunch 2	\$26.00 per person
	<ul style="list-style-type: none">· Assorted selection of sandwiches, petite rolls and wraps· Fresh Fruit Platter· Fruit juice and sparkling mineral water· Freshly brewed coffee and selection of tea	
1049	Lunch 3	\$30.00 per person
	<ul style="list-style-type: none">· Assorted selection of sandwiches, petite rolls and wraps· Assorted selection of hot finger food· Fresh Fruit Platter· Fruit juice and sparkling mineral water· Freshly brewed coffee and selection of tea	
1050	Self-Cook BBQ	\$12.50 per person
	<ul style="list-style-type: none">· Selection of raw sausages and burgers· Selection of two salads· Bread· Sauce· Can of drink	
1051	The Lunchbox (Packed Lunch)	\$14.50 per person
	<ul style="list-style-type: none">· Gourmet salad roll/sandwich· Museli bar· Piece of fruit· Fruit juice	

All Day Packages

A diverse variety of venue options are available across the University, including the Caro Convention Centre, Albert Coates Complex and Ruby's Cafe, along with a large number of lecture theatres, classrooms and flexible spaces across the Mt Helen and SMB Campuses. Venues/locations are subject to availability.

1052	All Day Package 1	\$45.00 per person
	<ul style="list-style-type: none">· Freshly brewed coffee & selection of tea available at morning tea, lunch and afternoon tea	
	<i>Morning Tea</i>	
	<ul style="list-style-type: none">· Assorted selection of danishes and bite size slices	
	<i>Lunch</i>	
	<ul style="list-style-type: none">· Assortment of sandwiches, petite rolls and wraps· Seasonal Fresh Fruit Platter· Fruit Juice and Sparkling Mineral Water	
	<i>Afternoon Tea</i>	
	<ul style="list-style-type: none">· Selection of cheese and crackers	
1053	All Day Package 2	\$51.00 per person
	<ul style="list-style-type: none">· Freshly brewed coffee & selection of tea available at morning tea, lunch and afternoon tea	
	<i>Morning Tea</i>	
	<ul style="list-style-type: none">· Assorted selection of gourmet biscuits and mini muffins	
	<i>Lunch</i>	
	<ul style="list-style-type: none">· Assorted selection of hot and cold finger food· Assorted selection of sandwiches· Seasonal Fresh Fruit Platter· Fruit Juice and Sparkling Mineral Water	
	<i>Afternoon Tea</i>	
	<ul style="list-style-type: none">· Scones with jam and cream	

Waited Lunches and Dinners

Cocktail Party	from \$24.00 per person
BBQ	from \$26.00 per person
Buffet – 2 course	from \$35.00 per person
Waited	
· 1 course	from \$40.00 per person
· 2 course	from \$49.00 per person
· 3 course	from \$60.00 per person

Beverages

Light beer	\$5.00 each
Corona/James Boags Premium	\$7.00 each
Sparkling Wine (House Brut Sparkling)	\$28.00 per bottle
White Wine (House Chardonnay)	\$28.00 per bottle
Red Wine (House Shiraz Cabernet)	\$28.00 per bottle
Other wines and spirits are available on request	

Beverage Packages

4 hour beverage package (beer, wine and softdrink)	\$53.00 per person
2 hour beverage package (beer, wine and softdrink)	\$37.00 per person
Beverage packages may also be arranged on a consumption basis.	

A variety of venue options may be available, including the Alberts Coates Complex, Ruby's Cafe Mt Helen or Prospects Restaurant SMB. Alternative locations may be available by prior arrangement only. Please call to discuss.

Prices based on a minimum number of guests. Surcharge may apply to functions held after hours, weekends or public holidays. Please call us to discuss your requirements in detail.

Terms and Conditions

A separate order form is required for each catering request, location, or time of service. Please remember to include your complete menu selection and timeline for catering. A total minimum spend per delivery may be required.

It is a requirement that catering orders be received by no later than the scheduled times outlined below to allow for sufficient ordering and processing of your catering needs.

- Sandwich/finger food - 3 working days prior
- Dinner/cocktail event - 5 working days prior

Catering orders placed after the times outlined above, may not be guaranteed and items may be substituted if unavailable. Late catering requests, please contact (03) 5327 9480 prior to submitting request form to confirm availability.

Minimum numbers may apply to some packages.

Final attendee numbers and changes to orders

When placing a catering request, please realistically estimate the number of attendees you anticipate will attend your function. The minimum amount for invoicing/charging will be based on the number of attendees advised on the catering request. If numbers should increase, please advise as outlined below.

- Morning tea/lunch, confirmation of numbers required 24 hours prior
- Dinner/cocktail events, confirmation on numbers required 72 hours prior

Every effort will be made to facilitate any changes required to your catering order. Processing fees may be applied as appropriate.

Special Dietary requirements

We understand the importance of catering for specialised dietary needs. Our menu has options indicated for vegetarian and gluten free. We can tailor our menu to suit most dietary requirements.

Please advise of any special requirements on your catering request.

Cancellations

Catering requests cancelled with less than 24 hours notice may incur a cancellation fee of 50% of the order total.

Confirmation

Tentative bookings will be held until up to three full working days prior to a function, at which time your confirmation is required.

Room bookings

Hospitality and Conferencing is able to assist with venue hire and booking for rooms and venues within the Caro Convention Centre or Albert Coates Complex.

External Clients may also contact hospitality and conferencing to discuss alternative venues and availability.

Product availability and prices

Due to product availability, quality and unforeseen market price fluctuations, prices are subject to change without notice. However, once an order has been confirmed by the Hospitality and Conferencing office pricing is guaranteed.

We will make every effort to provide the exact product ordered, however, product availability and/or product quality may affect this at times.

Where possible our sales staff will notify the client in advance of any necessary menu substitutions.

Delivery charges

Delivery is included for catering orders between the hours of 8am and 5pm for all requested orders.

Delivery charges may be applicable on the basis of minimum attendee numbers or order value.

Please contact (03) 5327 9480 to discuss further.

Additional or non-prearranged deliveries to on-campus functions may incur additional delivery charges.

Charges for deliveries out of hours or to offcampus addresses will be determined on the individual catering order and also dependant on the location and parking access.

On consumption

On consumption beverage services may require a minimum number of 25 attendees and these functions must also be staffed. All other functions must specify their exact requirements when placing a catering request.

Commitment to food safety

The management and staff of Campus Life as well as Hospitality and Conferencing are committed to food safety and hygiene practices. All reasonable precautions are taken to fulfil our 'due diligence' responsibilities of providing safe food to our customers.

Hospitality and Conferencing operates under a Food Safety Program, which ensures that each process step is systematically analysed. Potential problems are identified and sufficient controls are put in place to reduce or eliminate risks.

Hospitality and Conferencing will not be held liable for the health and safety of our customers for any food removed from the venue or consumed more than sixty minutes after the specified service time.

Breakages and loss

Clients are responsible for any costs associated with loss, theft, damage or breakages of Hospitality and Conferencing venues or equipment on loan and in use at functions. This includes the removal of catering equipment from the event room.

Loss, theft, damages and breakages will be chargeable to the client for full replacement value.

Equipment

Please discuss with our staff any of your equipment requirements, eg; tables, tablecloths, napkins etc; and they will do their best to accommodate your needs.

It is the clients responsibility to ensure sufficient tables etc are available at the venue. Additional costs may be applied for set-up requirements for venues other than the Albert Coates Complex or Caro Convention Centre.

Staffing

Staffing will be arranged as per the requirements of your function.

A surcharge may be applicable for weekends, out of hours or public holiday functions.

Please contact (03) 5327 9480 to discuss your requirements in detail.

Packages

Minimum number of attendees required for booking packages is 15 unless otherwise stated.

GST

All prices included in our menu are GST exclusive.

Internal functions attract no GST.

External functions will be charged an additional 10% of the menu price.

Payment of accounts

Internal clients | Please ensure all relevant account codes are completed on the catering request form when placing order as well as authorising name.

External clients | Invoices will be issued, with payment details outlined. Please note that GST applies to external clientele. (Menu prices are GST exclusive).

We reserve the right to request a deposit.

Phone: (03) 5327 9480

Email: hospitalityandevents@federation.edu.au

External Catering Request

Contact Details

Company / Club / Organisation Name _____

Name _____

Address _____

Phone _____ Mobile _____

Email _____ Please note confirmations and invoice will be sent to this email address

Catering Details

Function Name _____

Date _____ / _____ / _____ Number of attendees _____

Function Start Time _____ AM / PM Estimated Finish Time _____ AM / PM

Venue _____

Campus
Building
Room

Food/Beverages Required - Please refer to menu

Menu Item Number	Menu Item Selection	Number of serves	Serving Time	Clearing Time
1019	Selection of 5 hot finger food – 1021, 1027, 1039, 1024, 1032 (Example Only)	25	12pm	3pm

Comments and other information (dietary requirements etc)

Contact us to discuss your requirements;

Hospitality and Conferencing, Campus Life, Federation University
 Mail | PO Box 663, Ballarat, Victoria, 3353 Australia
 Telephone | (03) 5327 9480
 Email | hospitalityandevents@federation.edu.au
 Web | federation.edu.au/conferences