

*Corporate Lines for Social Outcomes*

 **Event and Catering Form**

|  |  |
| --- | --- |
| Organisation |  |
| Event Title (For Signage) |  |
| Event Contact |  |
| Email  |  |
| Phone |  |
| Event date  |  |
| Event time |  |
| Number of people  |  |
| Room | Conference Room $250 full day [ ]  $135 half-day [ ] **Groups larger than 36 attendees will be Theatre Style** | Board Room $160 full day [ ]  $90 half-day [ ] **10 - 20 people max**  | Meeting Room $80 full day [ ] $50 half-day [ ] **2 - 8 people**  |
| External Catering | Pick-up [ ] Delivery [ ]  \*charges apply | 0 – 10km11 – 25km | $25.00$35.00  |  |  |
| Address |  |
| For the comfort & safety of attendees please see below for maximum seating capacity for each room configuration |
| Setup Style: **please select one layout below** **Conference Room**Theatre - 80paxClassroom - 36paxU Shape – 21paxCabaret (Double) 32paxCabaret (Single) 35paxBanquet – 54paxExhibition – 6 Tables**Board Room**Theatre – 24paxClassroom – 18paxU Shape – 15paxLuncheon – 16pax**Meeting Room**6-8pax*Tea & coffee is complimentary with room hire.*Classroom [ ]  Banquet [ ] Exhibition [ ] Cabaret [ ] U Shape [ ] Theatre [ ]  |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  | **Half Day Packages** **(Packages not available for external delivery)** | **Serving time** | **Number of people** |
|  | Inclusive of morning OR afternoon tea and a light lunch  |
|  | **YWCA Half Day Package** | **Morning OR Afternoon Tea:** (choose one item) | [ ]  | Scones |   |   |
|  | [ ]  | Mixed danish |
|  | [ ]  | Crudités |
|  |  **$15 pp** | **Lunch:** an assortment of cocktail sandwiches |  |  |
|  | **Corporate Half Day Package** | **Morning OR Afternoon Tea:** (choose one item) | [ ]  | Chocolate Glazed Profiteroles & Fresh Fruit Tarts |   |   |
|  | [ ]  | Vanilla Slice & Chocolate Tarts |
|  |   |   | [ ]  | Selection of cakes |
|  |  **$20 pp** | **Lunch:**  | Gourmet sandwiches and wraps |   |
|  |  | & Tropical fruit Platter |   |   |
|  |  |  |  |  |
|  | **All Day Packages** | **Serving time** | **Number of People** |
|  | Inclusive of morning AND afternoon tea and a light lunch  |
|  | **The Barbara James** | **Morning Tea:** | [ ]  | Scones |   |   |
|  | (choose one item) | [ ]  | Mixed danish |
|  | [ ]  | Crudités |
|  |  **$25 pp** | **Lunch:**  an assortment of cocktail sandwiches |   |
|  |  | **Afternoon Tea:** Tropical Fruit Platter |   |   |
|  |  |  |
|  | **The Helen Phillips** | **Morning Tea:** | [ ]  | Scones |   |   |
|  | (choose one item) | [ ]  | Mixed danish |
|  | [ ]  | Crudités |
|  | **Lunch:** | [ ]  | Gourmet sandwiches and wraps |   |
|  |  **$28 pp** | (choose one item) | [ ]  | Quiche |
|  | **Afternoon Tea:** Tropical Fruit Platter |   |
|  |
|  | **Gourmet Package 1** | **Morning Tea:** | [ ]  | Chocolate Glazed Profiteroles & Fresh Fruit Tarts |   |   |
|  | (choose one item) | [ ]  | Vanilla Slice & Chocolate Tarts |
|  |  **$30 pp** |   |   |  | Selection of cakes |
|  |  | **Lunch:** | Gourmet Sliders with Panko crumbed whiting  |   |
|  |  |  and Tandoori Chicken |   |
|  |  | **Afternoon Tea:** | [ ]  | Tropical Fruit Platter  |   |
|  |  | (choose one item) | [ ]  | Cheese Platter |
|  | **Gourmet Package 2** | **Morning Tea:** | [ ]  | Chocolate Glazed Profiteroles & Fresh Fruit Tarts |   |   |
|  | (choose one item) | [ ]  | Vanilla Slice & Chocolate Tarts |
|  |  **$33 pp** |   |   | [ ]  | Selection of cakes |
|  |  | **Lunch:** | Bao Gao Pork Buns & |   |
|  |  | Spinach, Cheese and Tomato Quiche |   |
|  |  | **Afternoon Tea:** | [ ]  | Tropical Fruit Platter  |   |
|  |  | (choose one item) | [ ]  | Cheese Platter |

***Please be advised there is a surcharge for Gluten free and Vegan options. No extra charge for vegetarian.***

Catering – food for futures

|  |  |  |
| --- | --- | --- |
| **Platters**  | **Quantity:** |  |
| **Cocktail Platters:** |  | **Small** | **Large** |  **(Small)** |  **(Large)** | **Serving Time** |
|  | Tropical Fruit Platter | $120.00 | $160.00 |  |  |  |
|  | Cheese Platter | $120.00 | $160.00 |  |  |  |
|  | Crudités Platter  | $100.00 | $140.00 |  |  |  |
|  | Cocktail Sandwich Platter | $100.00 | $140.00 |  |  |  |
|  | Gourmet Sandwich & Wrap Platter | $135.00 | $190.00 |  |  |  |
|  | Quiche Platter | $135.00 | $180.00 |  |  |   |
|  | Antipasto Platter | $120.00 | $160.00 |  |  |  |
|  | Slider Platter  | $135.00 | $160.00 |  |  |  |
|  | Sticky Pork Bao Gao Platter | $135.00 | $180.00 |  |  |  |
|  | Party Platter | $135.00 | $180.00 |  |  |  |
|  | Gourmet Pie Platter | $135.00 | $190.00 |  |  |  |
| **Dessert Platters:** |  |  |  |  |  |  |
|  | Danish Platter | $65.00 | $80.00 |  |  |  |
|  | Scone Platter  | $80.00 | $105.00 |  |  |  |
|  | Cake Platter | $65.00 | $80.00 |  |  |  |
|  | Chocolate Glazed Profiteroles & Fresh Fruit Tart Platter | $95.00 | $140.00 |  |  |  |
|  | Vanilla Slice & Chocolate Tart Platter | $95.00 | $140.00 |  |  |  |
| **Total**  | **$** | **$** |  |
| **Food serving guidelines:**Our small platters serve 12- 15 people as light refreshments.Our large platters serve 20- 25 people as light refreshments. |

ROOM EQUIPMENT HIRE - FOOD FOR FUTURES

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment**  | **Cost** | **Quantity** | **Duration**  |
| Electronic whiteboard  | $75 per day  |  |  |
| Data projector  | $25 per day  |  |  |
| Speakers  | $25 per day  |  |  |
| Laptop  | $25 per day  |  |  |
| PA System  | $75 per day  |  |  |
| Teleconference  | $50 per day  |  |  |
| Whiteboard  | complimentary  |  |  |
| Lectern  | complimentary  |  |  |
| Butcher’s paper  | $30  |  |  |
| Photocopying  | $0.20c / page  |  |  |
| Total  |  |  |

 **Total Quote:**

|  |  |
| --- | --- |
| Room  |  |
| Catering  |  |
| Equipment  |  |
| Delivery Charge  |  |
|  |  |
| **Total**  |

**Notes/Remarks:**

**Payment Information:**

 

**CARDHOLDER NAME**

**CARD NUMBER**

**EXPIRY DATE**  **CVV**

**APPROVED AMOUNT FOR PAYMENT** $

XXX

 /

XXXX XXXX XXXX XXXX

**Terms and Conditions**

**Bookings are to be finalised seven (7) days in advance,** including final numbers, catering and dietary requirements.

**Deposits**

**A** **25% deposit is to be paid within seven (7) days of booking**. Payment can be made via Mastercard, Visa, and EFTPOS or by direct debit to the YWCA Darwin account.

**Final Tax Invoices**

**All other Tax Invoices are to be paid in full within thirty (30) days of issue**.

NAB: YWCA Australia

BSB: 082 057

Account: 835083684

When paying by direct debit, please ensure you quote the INVOICE NUMBER and send a copy of the remittance advice to: nt-foodforfutures@ywca.org.au

**Charges/Surcharges**

Please note that a **surcharge is applicable for weekend/public holidays as well as some early morning and evening bookings**. This is to cover the additional cost of labour at these times.

**Catering**

When booking with Food for Futures, **please note that no outside food is allowed**. Catering must be taken with Food for Futures as part of the booking.

YWCA Australia takes Food Safety seriously. In order to reduce our Food Safety Risk please be aware **we do not offer a takeaway option for leftover food served on premises.**

**Cancellations**

In the event of a cancellation, fees apply as follows;

* Cancellations 1 working day or less before the event incur a 100% charge of the total booking.
* Cancellations between 1 – 3 working days before the event incur a charge of 50% of the total booking.
* Cancellations between 3 – 7 working days before the event incur a charge of 25% of the total booking.
* Cancellations one week or more before the event incur no charge.

**Legalities**

All guests are expected to behave responsibly. Any damage to the rooms or their contents will be billed to the person booking the event. Barbara James House reserves the right to ask anyone not behaving in a manner considered responsible, to leave.

Barbara James House is a non-smoking property. Guests who wish to smoke may do so, off the property.

Alcohol and illicit drugs are not permitted on the premises and anyone under the influence may be asked to leave. It is the responsibility of guests to ensure they keep their belongings with them at all times. Any bags, mobile phones, wallets or other items lost or stolen should be reported to the police. YWCA Australia and Barbara James House take no responsibility for personal items.

Due to the Barbara James House Food Safety Risk Management Plan, YWCA Australia is unable to allow food to be taken off site by attending guests. Food taken outside of YWCA Australia’s knowledge, is taken at customers and guests own risk. Food for Futures and the YWCA is not liable for any food taken off site. All food left at the end of the event will be disposed of.

Please return this signed form to Zoe at nt-foodforfutures@ywca.org.au to confirm your booking. Please note that this will only be a tentative booking until deposit is made.

Thank you.

**I accept the above terms and conditions,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & Company Stamp**

**Name**

**Department**

**Organisation**

**About us**

**YWCA Australia** is a leading national feminist organisation working towards a future where all women, young women and girls are equal, safe and respected. We advocate for women leading change, and fight for gender equality and women’s rights.

As a national organisation, we have the expertise and experience to understand the systemic issues and barriers faced by women, young women and girls in Australia.

On a local level, we connect, consult with and support individuals and their communities to get a real, personal perspective on these systemic issues and barriers.

We offer a range of programs, services and support in areas such as leadership, housing, homelessness, safety and wellbeing.

Importantly, we advocate on behalf of women, young women and girls to make sure the issues they face are brought to the attention of decision makers.

**Food for Futures Conference and Catering Services**

**Meeting rooms and facilities**

There are a total of 3 meeting rooms available for use by groups, individuals and organisations. The rooms have varying capacity’s ranging from 6 to 80 people. Room layouts are shown above, any alternative requirements will need to be discussed. DVD and wide screen televisions are available and P.A. System, Data Projector and whiteboards can be supplied on request.

**Catering**

Barbara James House is fully equipped with a Commercial Kitchen and qualified chef, to cater for our food and beverage requirements. **No external catering is permitted to be brought on to property**. Booking forms must be submitted at least **three weeks prior** to the event for meals and/or a booking of 50 people. Seven (7) days is sufficient for smaller numbers. Please discuss your food and beverage requirements when booking as our prices are very reasonable.

**Barbara James House**

Named after Barbara James, a noted author and journalist whose work brought to life the colour and characters of the Northern Territory, Barbara James House opened in June, 2010 to provided high-standard, short term accommodation for clients accessing the Alan Walker Cancer Care Centre who come from regional Northern Territory locations.

***YWCA Australia and Food for Futures thank you for your support!***