

# CAPRICORNIA COLLEGE CATERING GUIDE – 2011



## **WELCOME**

Thank you for considering Capricornia College for your catering requirements. The College prides itself upon the quality of its cuisine and service. We are well placed to meet all catering requirements from a simple morning tea or working lunch, to a formal evening reception or cocktail party.

We look forward to working with you to make your next function a success.

Please contact the Catering Manager on 4930 9587 or email [m.ness@cqu.edu.au](mailto:m.ness@cqu.edu.au).

**CAPRICORNIA COLLEGE**  
**CQUniversity Australia, Rockhampton**

## THE MENU

As well as the items listed in our catering guide, custom menus can be designed with our Catering Manager to meet any special requirements that your function may have. To discuss your specific needs please call our Catering Manager, Michael on 4930 9587. Michael will be pleased to assist you in planning your set menu dinner, buffet, carvery, cocktail party or other special function.

## THE VENUES

Catering services are available either within the College Dining Hall, Pilbeam Hall or delivery to your preferred choice of venue, either on or off campus, can be arranged\*.

The college is also an ideal venue to host your next conference.

The Senior Common Room will comfortably seat up to 65 people and can be made available for group discussions, activities and functions. Half day room hire for the Senior Common Room (four hours or part thereof) is \$150 and full day hire (eight hours) is \$200. Optional facilities including access to computer and audiovisual equipment, use of OHP, television, video, electronic whiteboard, data projector and laptop are included in the hire fee, with video conferencing facilities available. Complimentary tea and coffee are provided throughout the day, with a full catering service to the Senior Common Room also available upon request.

Pilbeam Hall is a larger venue that has seating for up to 350 people and can be made available to host conferences and functions as required.

Please discuss venue availability with the Catering Manager.

\*Delivery to CQUniversity Rockhampton is free; delivery to South Rockhampton is \$15. Delivery to other destinations is by arrangement for an additional fee.

## THE SERVICE

Catering and serving staff can be made available from the college to assist you during your function. Wait and Bar staff can be provided for a charge of \$33 per staff member per hour (minimum of two hours) weekdays between the hours of 6 am to 10 pm, and \$50 per hour (minimum of two hours) weekdays between 10 pm and 6 am, and all hours on weekends.

Please provide seven days notice if you require serving staff to be arranged for your function. (It is possible for the college to provide staff without seven days notice, however, an overtime premium charge will apply.)

## THE PROCESS

1. Choose the type of menu you require from our catering guide.
2. Fill out the details on the Catering Request Order Sheet if you are choosing directly from the listed menu OR
3. To discuss individual menu requirements outside the listed menu contact the Catering Manager on 4930 9587 or email [m.ness@cqu.edu.au](mailto:m.ness@cqu.edu.au).
4. Fax or email the **Catering Request Order Sheet** to the Catering Manager at least five days prior to your function on 4930 6397.
5. Receive your order confirmation notification from the college kitchen.

## JUST A FEW THINGS TO NOTE

- All functions must be booked and confirmed with final numbers within five working days of the function unless prior arrangements have been made with the Catering Manager.
- All cancellations must be advised at least two days in advance. Any functions cancelled less than two days prior to the function will incur a 50% penalty, and any cancellations on the day of the function will be charged for at full price.
- **The minimum order value is \$120 delivered.**
- Where crockery and glassware are requested, any missing items will be charged at replacement value.
- Smaller deliveries available pick-up only, minimum order value \$75. Enquiries to the Catering Manager.

## GST

All prices in our catering guide are exclusive of GST. All Clients external to CQUniversity will incur a 10% GST charge.

## *Morning and Afternoon Teas*

Make a choice from our delicious selection of morning and afternoon teas\*.

### **A**

*\$2.00 per person*

*Tea and coffee (including milk and sugar) for two hours only*

### **B**

*\$2.60 per person*

*Tea and coffee (including milk and sugar) for two hours only*

*Selection of plain biscuits*

### **C**

*\$3.20 per person*

*Tea and coffee (including milk and sugar) for two hours only*

*Selection of cream biscuits*

### **D**

*\$5.85 per person*

*Tea and coffee (including milk and sugar) for two hours only*

*Fresh scones served with jam and whipped cream*

### **E**

*\$5.40 per person*

*Tea and coffee (including milk and sugar) for two hours only*

*Fresh pikelets served with jam and whipped cream*

### **F**

*\$6.15 per person*

*Tea and coffee (including milk and sugar) for two hours only*

*Served with croissants and a selection of preserves*

### **G**

*\$6.15 per person*

*Tea and coffee (including milk and sugar) for two hours only*

*Served with a selection of assorted cakes*

\* For your convenience all morning and afternoon teas include disposable tableware.

# *Finger Food*

Capricornia College offers a variety of hot and cold platters with a choice of serving sizes available.

Select the platter and serving size that suits your next function.\*

## **Continental Cheese and Fruit Platter**

*Medium continental cheese and fruit platter (up to 30 persons)*

*\$120.00*

*Large continental cheese and fruit platter (up to 60 persons)*

*\$198.00*

*Selection of assorted Cheeses,  
Olives, nuts, finger vegetables, sun dried tomatoes, fresh and dried fruits,  
Jatz and water cracker biscuits.*

## **Hot Savoury Platter**

*Medium Hot Savoury Platter (up to 30 persons)*

*\$120.00*

*Large hot savoury platter (up to 60 persons)*

*\$185.00*

*Assortment of hot finger food may include  
Cocktail spring rolls, cocktail samosas, mini pies, sausage rolls, chicken wings,  
crumbed whiting fillets, battered fish cocktail, dim sims and potato wedges.*

## **Sandwich Platters**

*Medium sandwich platter (up to 20 persons)*

*\$93.00*

*Large sandwich platter (up to 40 persons)*

*\$158.00*

*Our sandwich platter comes with your choice of:  
white, wholemeal or multigrain bread  
assorted meats including ham, beef, salami and chicken  
salad fillings of tomato, cheese, carrot, lettuce, egg, cucumber and onion  
condiments including mayonnaise, pickles and chutney.*

*Please advise your combinations of fillings or any special requirements that you may have when ordering your sandwich platter.*

\* Platter services are priced to include disposable tableware.

**If your function requires crockery and cutlery please allow an extra \$3.00 perperson.**

# *Breakfast Time*

Full Buffet Breakfast is available either served to you in the beautifully appointed Senior Common Room, or, you may prefer to choose the self serve option through the Kitchen Servery in Pilbeam Hall.

## **Buffet Breakfast – Full Service, Senior Common Room**

*\$28.00 per person*

*Items may include a choice of six of the following:*

*assorted cereals, toast, condiments, fruit, bacon, sausages, scrambled eggs,  
grilled tomato, baked beans, spaghetti, mushrooms, hash browns,  
tea, coffee and orange juice.*

*\*full Service is provided to groups of 30 or more.*

## **Buffet Breakfast – Self Service, Pilbeam Hall**

*\$13.00 per person*

*Items may include a variety of the following:*

*assorted cereals, toast, condiments, fruit compote, fresh fruit, bacon, sausages,  
savory mince, grilled tomato, fish fingers, baked beans, spaghetti,  
eggs, mushrooms, hash browns,  
tea, coffee and orange juice*

## ***BBQ Lunch or Dinner***

Our famous BBQ for a minimum of 30 people is available for either Lunch or Dinner, and can be enjoyed in 2 different ways.

### **BBQ Ready to Go**

*\$23.00 per person*

*Barbecue is delivered to you already fully cooked*

### **BBQ DIY**

*\$18.00 per person*

*Barbecue meat is provided ready for you to cook*

*(no bbq or gas bottle is supplied)*

*Your BBQ lunch or dinner includes a selection of:*

*barbecue meats (choice of two) from rib fillet steak, sausages, hamburger mince  
salads including tomato, lettuce, cucumber, pineapple, beetroot, coleslaw, potato salad  
breads (choice of) hamburger buns, hot dog buns, dinner rolls  
sauces including tomato, bbq, sweet chilli, mayonnaise*

Plastic Cutlery (knife and fork) and tableware, salt and pepper, and serviettes are included.

**If your function requires crockery and cutlery please add an additional \$3.00 per person.**

# *Beverages*

A range of both alcoholic and non-alcoholic beverages are available to complete your catering requirements.

## **Hot**

*\$2.00 per person*

*Tea and coffee (including milk and sugar) for two hours only*

## **Cold**

*\$3.75 per Litre*

*Orange juice (2l or 5l bottles available)*

*\$1.50 per can soft drink (assorted)*

*\$1.50 bottled water*

## **Special**

*From \$14.00 per bottle*

*Still Wine – red and white*

*sparkling wine*

*\$3.50 per can*

*Assorted variety of mid strength beers available*

*Please discuss your choice of beer and wine with our Catering Manager.*

Eskies and ice are available at an additional cost.

Please discuss with the Catering Manager.

**Glassware can be provided upon request for \$0.50 per item.**

# CAPRICORNIA COLLEGE CATERING REQUEST ORDER SHEET

(Please refer to the catering guide for details)

## CLIENT DETAILS

Requested by							(internal/external)	
Phone no								
Email address								
Department/faculty								
Postal address (if different)								
Financial delegation (name and signature)								
<b>Internal Costings</b>	Account	Fund	Dept ID	LOC	Prog	Class	Project	
External invoice to								
External address								
Date required			/	Time required		am/pm		
Delivery required		<input type="checkbox"/> Yes		<input type="checkbox"/> No				
Delivery address								

## CATERING REQUIREMENTS

				Office Use \$
<b>Morning and afternoon teas</b>	Quantity required	Selection		
Selection (A to G)				
<b>Finger food</b>	Quantity required	Medium	Large	
Continental cheese and fruit platter				
Hot savoury platter				
Sandwich platter				
Additional cutlery/crockery				
<b>Breakfast time</b>	Quantity required			
Buffet breakfast – full service				
Buffet breakfast – self service				
<b>BBQ lunch or dinner</b>	Quantity required			
BBQ ready to go				
BBQ DIY				

# CAPRICORNIA COLLEGE CATERING REQUEST ORDER SHEET

(Please refer to the catering guide for details)

			Office Use \$
<b>Beverages</b>	Quantity required	Red or white	
Tea and coffee			
Orange juice per litre			
Still wine per bottle			
Sparkling wine per bottle			
Mid-strength beer per can			
Soft drink per can			
Bottled water (600 ml)			
Additional glassware			
Esky (Including ice)			

## ADDITIONAL ITEMS

			Office Use \$
<b>Venue hire</b>	Half day	Full day	
Hire of Senior Common Room			
Hire of Pilbeam Hall			
<b>Serving/wait staff functions</b>			
Starting time		am/pm	
Finishing time		am/pm	
Number of staff required			
Delivery fee (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Extra items as discussed with the Catering Manager			
Total cost (excluding GST)			
GST applicable (note: GST is not payable on internal CQUniversity transactions)			
Total amount payable			

**Please note – All functions must be booked and confirmed with final numbers five working days before the event unless prior arrangements have been made with the Catering Manager.**

**Prices are subject to change without notice, please confirm with the Catering Manger.**

Contact details: Catering Manager  
 Phone: 4930 9587  
 Fax: 4930 6397  
 Email: m.ness@cqu.edu.au

### Office use only

Confirmation of order receipt sent

<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>
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