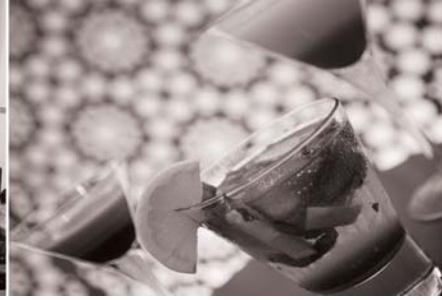




UNIVERSITY
HOUSE



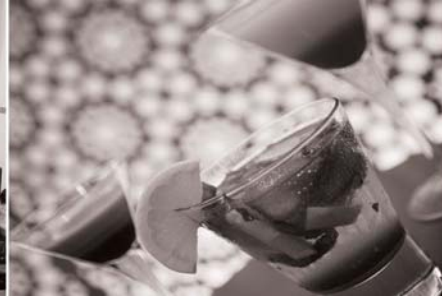
University House 2012



*Ceremonial heart of the Australian National University
where you can enjoy tranquil garden surroundings,
heritage architecture, charming accommodation,
exceptional dining & state of the art conference facilities....*



UNIVERSITY
HOUSE



University House Weddings 2012

*Congratulations on your engagement, and thank you for inquiring with
University House for your special day.*

*We are the ceremonial heart of The Australian National University
where you can enjoy tranquil garden surroundings, heritage architecture,
charming accommodation and exceptional dining.*

*However you picture your wedding day, we have everything at your disposal,
from an intimate gathering in the gardens to a spectacular gala in the Great
Hall. Our wedding packages have been designed by a team of specialists in the
industry from Australia and overseas.*

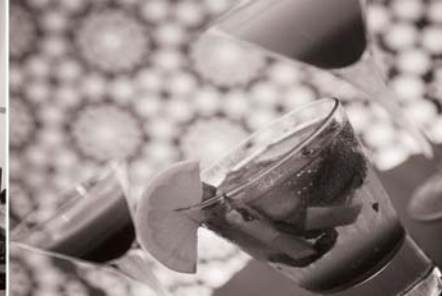
*See our House Wedding Package for all your wedding requirements in one easy
package to provide you with your perfect day.*

Your Day...

*Whatever your dreams and aspirations as to how you would
like your special day to turn out, by considering
University House you have made the first important step...*



UNIVERSITY
HOUSE



House Wedding Package

\$120.00 per person

\$130.00 (canapés optional) per person

Food & Beverage for a 4.5 hours duration

Arrival Reception

(based on half an hour duration)

Pre-drinks

Chefs choice of 3 assorted canapés

Menu

You can design both your own buffet or three course banquet meal from our wedding options.

Wine

University House Tyrell's Shiraz/Cabernet

University House Tyrell's Semillon/Chardonnay

Toast

Duchess Sparkling Wine

Other Beverages

Variety of Boag's Bottled Beer

Assorted Soft Drinks

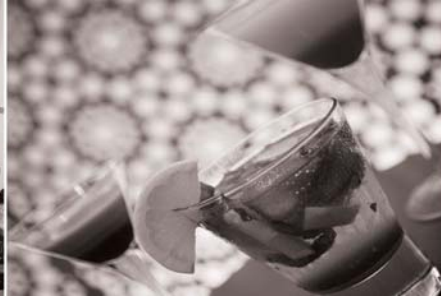
Orange Juice

Mineral Water

We look forward to being of service to you and making this a very special day.



UNIVERSITY
HOUSE



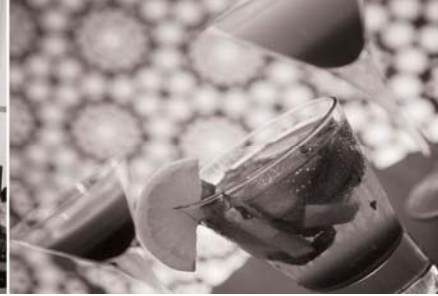
University House Weddings 2012

All our weddings include the following for your special day

- *Use of our picturesque gardens for your photographs*
- *Complimentary suite for the bride & groom with full cooked breakfast*
- *Complimentary bottle of champagne in the bridal suite on arrival*
- *Complimentary venue hire*
- *Candelabras for centre pieces*
- *Decorative Swags*
- *Complimentary Bridal, Gift & Cake Table with Knife set up in the room*
- *Guest Seating Easel*
- *Crisp white table cloths*
- *White linen napkins*
- *Complimentary use of our PA system, Lectern and Microphone for speeches*
- *Complimentary Car Parking*



UNIVERSITY
HOUSE



ROOMS FOR CONFERENCES & RECEPTIONS

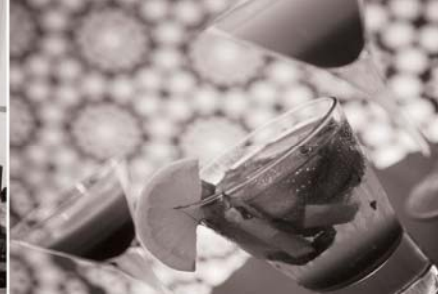
VENUE	SET UP					COSTS			
	Theatre	Class	Cocktail	Banquet/ Boardroom	U Shape	24hr	9am-5pm	Half Day	Cocktail
Hall {26 x 10 m (height 20m)}	275	120	350	220	40	\$580	\$530	\$410	\$200
Common Room {24 x 10 m (4m)}	160	60	200	90	40	\$580	\$530	\$410	\$200
Drawing Room {17 x 4.8 m (3.5m)}	80	35	100	50	30	\$480	\$440	\$300	\$200
Seminar Rooms - ABC {Total 5 x 3.8 m (3.5m)}	40	25	*	20	*	\$280	\$240	\$180	*
Meetings Room {9.3 x 7.8 m (3.5m)}	50	30	*	20	25	\$410	\$350	\$260	*
Stanner Room {9 x 5 m(3.5m)}	30	15	40	16	*	\$215	\$200	\$160	\$200
Scarth Room {18 x 5 m(3.5m)}	60	35	80	50	30	\$400	\$350	\$260	\$200
Fellows Room	25	*	25	20	*	\$290	\$270	\$180	\$200
Torrance Room	15	10	20	12	*	\$290	\$270	\$180	*
Joplin Room	*	*	*	10	*	\$290	\$180	\$100	*
Forrest Room	*	*	*	10	*	\$290	\$180	\$100	*

- Prices are valid to June 30th 2012 -

Please inform our reception staff when your event has concluded as all rooms must be locked upon departure.



UNIVERSITY
HOUSE



*There is NO surcharge on rooms at weekends or public holidays
(if no changes to set-up are required)*

The following facilities are available at no extra charge:

- **Microphones,**
- **Public Address Systems {Hall and Common Room},**
- **Overhead Projectors**

The following facilities are available at an **additional** cost:

- **Electronic Whiteboards** are available on request at \$90.00 hire per day,
- **Standard Whiteboards** \$30.00 per day,
- **Flip Charts** \$30.00 per day,
- **Data Projector** at \$250.00 per day
- **TV and DVD or VHS** \$85.00 per day.
- **Wireless Wifi** - **\$100.00** - group rate
\$15.00 - individual rate – to be paid at reception

The Functions Office can arrange the hire of Tape Recorders, Laptops, Data Projectors and additional Public-Address Equipment.

All Function Rooms have air-conditioning and heating.

Weekend penalty rate surcharge on food prices:

Saturday 15%, Sundays and Public Holidays 50%

Outside Catering surcharge is 10% per person.

Venue hire charges may apply if Food & Beverage consumption is below \$1000.00 per event.

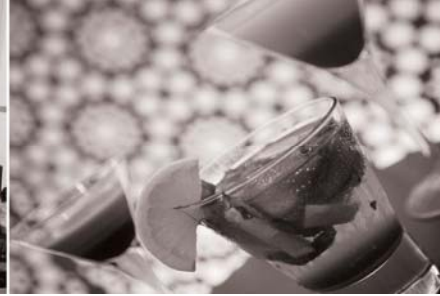
Functions & Catering Div. Manager: **Lyn North**
Telephone: (02) 6125 5270
Fax: (02) 6125 5252
Email: lyn.north@anu.edu.au

Asst. Functions Manager: **Audrey Clarke**
Telephone: (02) 6125 5271
Fax: (02) 6125 5252
Email: audrey.clarke@anu.edu.au

Events Coordinator: **Alexandra de Totth**
Telephone: (02) 6125 5269
Fax: (02) 6125 5252
Email: alex.detotth@anu.edu.au



UNIVERSITY
HOUSE



Hot Buffet Lunch & Dinner

(Minimum of 20 guests)

\$33.00 per person – Daytime

\$36.50 per person – Evening

Saturday

Daytime \$38.30pp

Evening \$41.95pp

Sunday

Daytime \$49.50pp

Evening \$54.75pp

Please select 3 dishes from the following page...

Lunch & Evening Buffets are accompanied by:

A Freshly Tossed Salad

Steamed Herb Scented Rice.

Oven Baked Sour Dough Rolls

Selection of Sliced Seasonal Fruits

Freshly Brewed Tea & Coffee



UNIVERSITY
HOUSE



Buffet Dishes

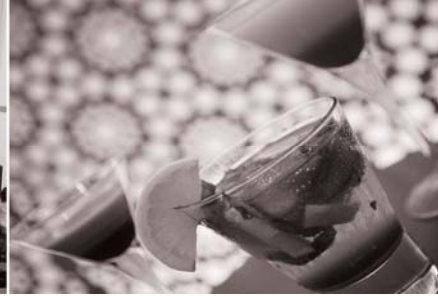
Baked Salmon Fillet topped with Tomato, Chilli, & Onion Compote
Beef Massaman Curry with Potato, Capsicum, Coconut Cream & Peanuts
Roast Chicken Fillet Cutlet with a Smokey Bacon, Mushroom & Cream Sauce
Roast Turkey Breast Fillet filled with Pinenut & Semi Dried Tomato with Thyme Jus
Lamb Shanks braised in Red Wine, Tomato & Vegetable Mirepoix
Beef & Ale Pie with Shallots, Field Mushrooms & Puff Pastry
Maple Glazed Leg of Ham
Beer Battered Flathead Fillets with House made Tartar Sauce
Chicken & Button Mushroom Cannelloni Baked with Cream & Parmesan
Pork & Black Eyed Bean Casserole with Fresh Tomato & Jalapeno Peppers

Vegetarian Buffet Dishes

Cheese & Spinach Tortellini with Chilli Napoli & Mediterranean Vegetables
Mediterranean Vegetable & Goats Fetta Filo Parcels with a Capsicum Tomato Napoli
Pumpkin, Rocket & Field Mushroom Cannelloni baked in a Cream Pesto & Parmesan Sauce
Vegetarian Bean Casserole with Fresh Coriander



UNIVERSITY
HOUSE



Buffet Add-Ons

	Mon-Fri	Sat	Sun
Chef's Selection of Fresh Cakes and Slices	\$4.25	\$5.15	\$7.60
Australian Cheese Platter, served with Macerated Fruit, Nuts & Selection of Crackers	\$6.50	\$7.40	\$9.50
Antipasto Platters, consisting of Smoked and Cured Meats, marinated Cheeses, Olives, Char-grilled & Slow Roasted Vegetables and Pizza Bread	\$6.50	\$7.40	\$9.40
Bread and Dips Platter, containing Three Freshly Made Dips, Char-grilled Pizza & Turkish bread and Crisp Lavosh	\$5.40	\$6.35	\$8.00
Crudités Platter of Fresh Cut Vegetables & Dips	\$5.50	\$6.35	\$8.00
Seafood Platter consisting of Smoked Salmon, Fresh Prawns, Natural Rock Oysters, Chilli Squid, Burnt Lime Aioli, House Made Marie Rose & Tartar Sauce	\$12.50	\$14.20	\$18.25
Sliced Seasonal Fruit	\$5.50	\$6.25	\$8.00
Buffet Display of Freshly Made Desserts served with Fresh Cream & Coulis	\$11.50	\$13.15	\$17.00

*Buffet Lunch & Dinner include freshly brewed
Coffee & Tea*



UNIVERSITY
HOUSE



BANQUET LUNCH & DINNER MENU

\$55.50 – 2 Courses

Saturday \$63.80
Sunday \$83.25

\$66.50 – 3 Courses

Saturday \$76.45
Sunday \$99.75

House Made Soups

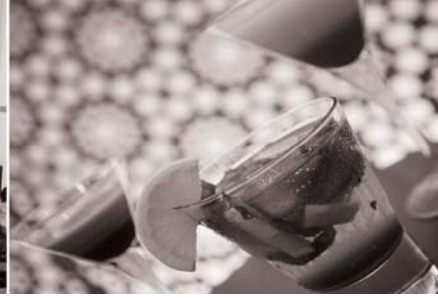
Zucchini, Parmesan & Thyme

Pumpkin, Thai Red Curry & Coconut

Cream of Leek & Potato with Fresh Chives



UNIVERSITY
HOUSE



Entrées

Smoked Salmon Roulade with Pumpkin & Ginger Mousseline, Saffron Aioli

House made Pate de Campagne, Apple Pickle & Garlic Crostini

Slow Roasted Tomato, Goats Cheese & Pesto Tart with Rocket & Walnut Salad

Yakajiri & Bush Pepper Spiced Lamb Loin with Shaved Vegetables & Tomato Coulis

Baby Spinach, Fetta & Shitake Mushroom Cigaro with Roast Leek & Rocket
finished with Roast Capsicum Aioli

Cardamom Spiced Rare Duck Breast with a Salad of Rocket, Roast Pear, Roast
Hazelnuts & a Pickled Sultana, Cumin & Honey Yoghurt

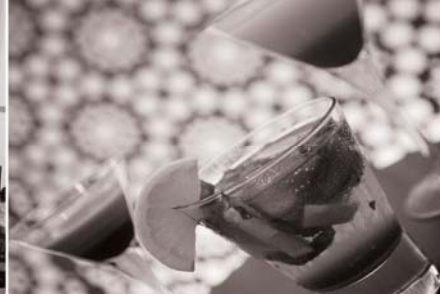
Crispy Honeyed Pepper Beef Strips served on Noodle Salad
with Sesame Coriander Dressing

Puff Pastry Pizza with Chicken, Goats Fetta, Cherry Tomatoes, Basil & Parsley

Prawn, Lemongrass & Shitake Mushroom Ravioli with Ginger Miso Broth



UNIVERSITY
HOUSE



Main Courses

Char-grilled Swordfish with a Cucumber, Lime & Chilli Gremolata
& a Parmesan Polenta Cake

Braised Rump of Lamb marinated in Red Wine & Garlic served on a
Thyme Risotto Cake with Red Wine Jus

Char-grilled Pork Cutlet served on Sweet Potato Mash & a Caramelised Apple Jus

Chicken Breast Fillet with Preserved Lemon & Thyme, Garlic Confit & Mashed Potato
with a Porcini Mushroom Jus

Field Mushroom Schnitzel layered with Tomato Caponata, Spicy Couscous & a
Grandfather Port Reduction

Char-grilled Salmon Fillet on Horseradish Mash with Dill Hollandaise

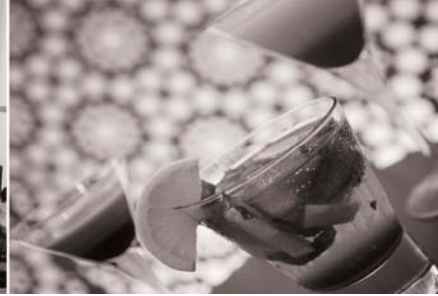
Pan seared Duck Breast, Pumpkin, Apple & Red Onion Hash
with a Raspberry Jus

Roast Rack of Veal on Crisp Bacon Roesti with a Merlot Jus

Wild Mushroom, Leek, Blue Cheese & Pine-nut Vol au Vent served on Beetroot
Risotto Cake with a Sauce Vierge



UNIVERSITY
HOUSE



House Made Desserts

Flourless Chocolate & Hazelnut Terrine with Chocolate Sauce & Fresh Cream

Baked Vanilla & Mixed Berry Cheesecake Drizzled with Raspberry Coulis

Mixed Berries baked in a Macadamia & Hazelnut Frangipani Tart
served with Chantilly Cream & Coulis

Flourless Orange Cake & Almond Candied Orange served with Berry Coulis

Classic Lemon Meringue Tart with Fresh Berry Sauce & Cream

Orange Crème Brulee Tart with White Chocolate Sauce

Bitter Chocolate & Raspberry Tart, Vanilla Cream & Berry Coulis

Baked Passionfruit & Mascarpone Custard Tart with a Caramel Glaze

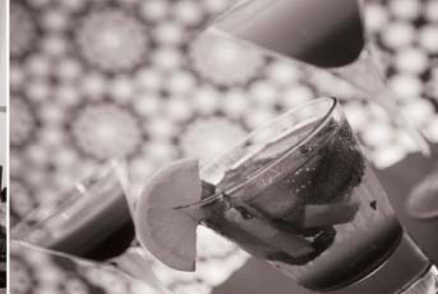
Trio Cake with Dark, Milk & White Chocolate Mousse

Choose 2 of each course for 50 / 50 service of either Entrée, Main or Dessert

*All Banquet Lunches & Dinners are served with
Tea or Freshly Brewed Coffee*



UNIVERSITY
HOUSE



COCKTAIL PARTIES

The Function Team at University House can tailor a cocktail party to suit all occasions.

University House at The Australian National University has numerous venues for cocktail parties, including two spectacular gardens.

Listed below are our cocktail canapés you can mix and match to suit your individual requirements.

Deluxe Canapés

\$3.50 per piece

Saturday \$4.00 per piece

Sunday \$5.25 per piece

Deluxe Served Cold

Smoked Tasmanian Salmon on Brioche Toast with Lime Mascarpone

Baked Apple, Brie & Chilli Jam Crostini

Egg Pancakes with Shredded Duck & Orange Jelly

Smoked Trout Wonton Cups with Lemon Aioli

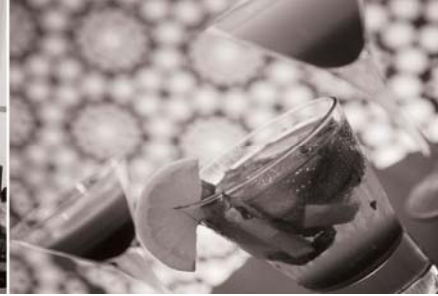
Beef Carpaccio with Rocket Pesto & Tomato Concasse, in Peppered Tartlets

Pickled Beetroot & Goats Cheese Sandwich

Parmesan Crumbed Mushroom with Pimento Persian Fetta



UNIVERSITY
HOUSE



Deluxe Served Hot

Baked Button Mushrooms with Chorizo, Leek and Tallegio

Miso Broth Shots with Scallop, Ginger & Lemongrass

Moroccan Spiced Swordfish Brochettes with Lime Aioli

Ginger & Chilli Prawn Skewer

Beef Tenderloin Involtoni on Horseradish Blini

Smoked Salmon, Dill, Double Cream & Camembert Puff Pastry Quiche

Chorizo, Pimento & Goats Cheese Tarte Tatin

Cocktail Finger Food

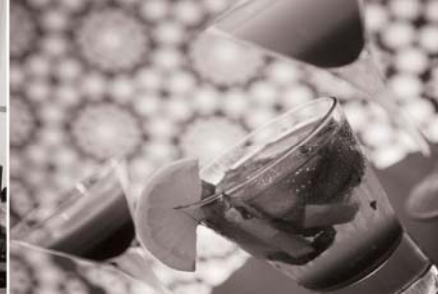
Priced Per Piece

All Served Hot

	Mon-Fri	Sat	Sun
Panko Prawns with Chilli Dipping Sauce	\$2.80	\$3.20	\$4.20
Steamed Prawn & Vegetable Gyoza with Dipping Sauce	\$1.40	\$1.60	\$2.10
Vegetable Spring Rolls with Dipping Sauce	\$1.00	\$1.10	\$1.50
Spinach & Ricotta Pastry Rolls with Chilli Tomato Sauce	\$2.80	\$3.20	\$4.20
Premium Party Pies with Dipping Sauce	\$2.80	\$3.20	\$4.20
Vegetable Curry Samosas with Yoghurt	\$1.00	\$1.10	\$1.50
Honey & Soy Chicken Skewers with Aioli	\$2.80	\$3.20	\$4.20
Chicken & Mushroom Filo Parcels with Sour Cream	\$2.80	\$3.20	\$4.20
Thai Green Curry Chicken Puffs	\$2.80	\$3.20	\$4.20
Herb & Garlic Lamb Skewers with Aioli	\$2.80	\$3.20	\$4.20
Hot & Spicy Chicken Wings with Coriander Yoghurt	\$2.00	\$2.30	\$3.00



UNIVERSITY
HOUSE



Beverage Packages

Standard Beverage Package for **3 Hours** : \$29.00 per person

Standard Beverage Package for **4 Hours** : \$35.00 per person

Beverages Include:

- University House Tyrrells Shiraz/Cabernet
- University House Semillon/Chardonnay
- Boags Draught 375ml Bottles
- Boags Premium Light 375ml Bottles
- Assorted Soft Drinks
- Orange Juice
- Mineral Water
- Iced Water

Premium Beverage Package for **3 Hours**: \$40.00

Premium Beverage Package for **4 Hours**: \$46.00

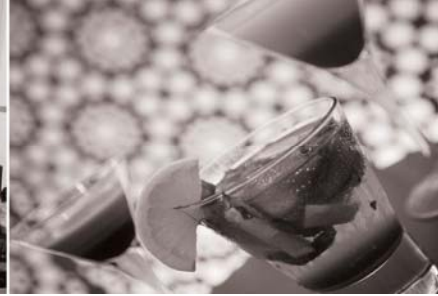
Beverages Include:

- Geoff Merrill Cabernet Sauvignon
- Geoff Merrill Semillon Sauvignon Blanc
- Boags Premium 375ml Bottles
- Boags Premium Light 375ml Bottles
- Assorted Soft Drinks
- Orange Juice
- Mineral Water
- Iced Water

We also offer the option of a Dry Till where all beverages are charged on a consumption basis or a Cash Bar for an additional surcharge of \$120.00



UNIVERSITY
HOUSE



FUNCTIONS SELECTED WINE LIST

White Wines

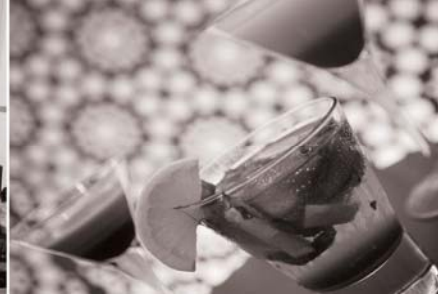
University House Semillon/Chardonnay (Tyrrells) <i>Hunter Valley, New South Wales</i>	\$21.00
Sticks Chardonnay <i>Yarra Vally, Victoria</i>	\$22.50
D'Arenberg "The Dry Dam Riesling" <i>McLaren Vale, South Australia</i>	\$23.00
Brindabella Hills Pinot Gris <i>Canberra District</i>	\$23.00
Baby Doll Sauvignon Blanc <i>Marlborough, New Zealand</i>	\$24.00
Geoff Merrill Semillion Sauvignon Blanc <i>McLaren Vale, South Australia</i>	\$26.00

Red Wines

University House Shiraz/Cabernet (Tyrrells) <i>Hunter Valley, New South Wales</i>	\$21.00
Dunsborough Cabernet Merlot <i>Margaret River, Western Australia</i>	\$22.00
Bourke St Pinot Noir <i>Canberra District</i>	\$23.00
D'Arenberg "The Foot Bolt" Shiraz <i>McLaren Vale, South Australia</i>	\$25.00
Majella Musician Cabernet Shiraz <i>Coonawarra, South Australia</i>	\$25.00
Grant Burge 'Hillcot' Merlot <i>Barossa Valley, South Australia</i>	\$29.00
Geoff Merrill Cabernet Sauvignon <i>McLaren Vale, South Australia</i>	\$29.50



UNIVERSITY
HOUSE



Australian Sparkling Champagne

Duchess Sparkling Non-Vintage Cuvee White Wine <i>Hunter Valley, NSW</i>	\$21.00
Taltarni Cuvee Brut <i>Victoria</i>	\$28.00

Standard Beverages

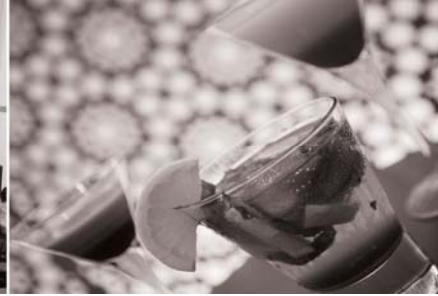
Boag's Premium Beer 375ml	\$6.50
Boag's Premium Light Beer 375ml	\$6.00
Boag's Draught Beer 375ml	\$6.00
Assorted Soft Drinks \$2.50GI or	\$7.00 1.25l Bottle

***Please be advised that a \$120.00 surcharge
is applied for a Cash Bar***

University House does not permit BYO



UNIVERSITY
HOUSE



THE AUSTRALIAN NATIONAL UNIVERSITY

FUNCTIONS DEPARTMENT

Terms and Conditions

1. BOOKINGS:

- a) **Tentative bookings are held for two weeks.** If confirmation is not received during this time, the House reserves the right to release the venue to another client.
- b) *Guaranteed numbers* are to be advised three (3) working days before the function. Charges will be based upon this figure (or the actual number of attendees if higher than the guaranteed number).
- c) *Catering requirements* will also be based on the guaranteed number provided.
- d) *Special catering requirements* (eg. vegetarian, gluten-free, etc.) are to be advised two (2) working days prior to the event.

2. CANCELLATIONS & DEPOSITS:

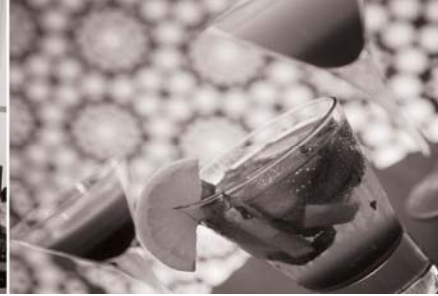
- a) All cancellations must be made in writing and addressed to the Functions Office.
- b) *Cancellation less than 10 working days* before the event attracts a cancellation fee equivalent to 100% of the estimated room hire
- c) *Cancellations less than 5 working days* before the event attract a fee equivalent to 100% of the estimated revenue for room hire and food costs
- d) A *deposit* of \$400.00 (for private functions) must be paid at the time of confirmation of the booking. Deposits will be credited towards the final account.
- e) *Valid credit card details* are required for private functions to confirm the booking
- f) *Government Departments* are required to provide a purchase order number or valid credit card details

3. OVERTIME & SURCHARGES:

- a) An *additional venue hire* charge of \$125.00 per hour, or part thereof, will apply to all functions continuing past their confirmed finishing time.
- b) A *surcharge of 15%* is added to food prices on Saturdays to offset labour cost.
- c) A *weekend & Public Holiday surcharge of 50%* is added to food prices on Sundays and Public Holidays to offset labour cost.

4. PAYMENT:

- a) *Payment* of estimated charges for private functions is due two (2) days prior to the event
- b) *Final payment* of any outstanding amount (i.e. beverages on consumption) will be processed to the credit card provided and a tax invoice sent to the organiser
- c) *ANU departments* are required to provide a Journal entry budget code (in the space shown at the end of this form) at the time of booking.
- d) *Government Departments* will be invoiced against the purchase order



5. EQUIPMENT AND SECURITY:

- a) University House ("House") or the Australian National University ("ANU") will not accept responsibility or liability for equipment or other items of property brought onto ANU land or into the House for a function by those holding, arranging or servicing conferences, seminars, concerts or any other function at the House.
- b) Responsibility for insuring equipment or property for a function, and arranging for its security, remains with the organiser, hirer, owner, lessee or other persons bringing the items of property or equipment onto the ANU's premises.
- c) ANU or University House will not accept or will they assume liability or responsibility for injuries caused to persons attending, organising or servicing any function or event at the House.

6. DAMAGE AND DISORDER:

- a) Organisers of functions are financially responsible for any damage or loss sustained to the House or ANU premises or to any attachment, fitting or fixture by any person attending the function, whether in the room reserved or any other part of the House and its grounds or ANU premises. The organiser or hirer must reimburse the House for making such repairs to damage or making good such loss upon receipt of notice from the House.
- b) The House reserves the right, without liability, to ask persons to leave the premises of the House or to exclude any or all persons from any function on House premises if there is objectionable, loud or unruly behaviour.
- c) The House reserves the right to levy any additional cost, expense or charge with respect to extraordinary and unreasonable cleaning if required after an event.
- d) Should a supervising staff member of the House have reason to believe or receives a complaint that any function has become unruly, uncontrollable or excessively loud, and after the giving of a warning to the organiser, the supervising staff person may give notice to the organiser to stop the function and for the attendees to vacate the premises of the House (and ANU, if applicable). Such notice, when given, will be without liability on the House or ANU to reimburse the organiser for a function cancelled due to the unruly, uncontrollable or excessively loud event.

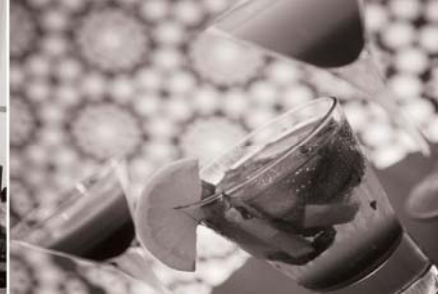
7. GENERAL:

University House, similar to a club, has rules and conditions that casual users (including function participants, visitors and invited guests) of the House are asked to accept:

- a) The Library is available only to University House members and residents;
- b) When moving from one end of a House building to the other, visitors are asked to use the appropriate walkpath or use the covered terrace beside the fishpond in the quadrangle;
- c) Smoking is not permitted within the building or various rooms of the House at any time;
- d) Clients are not permitted to fix signs, notices or similar material to any part of the building or furnishings of the House. The Functions Department can provide display boards or stands where necessary;
- e) The House has a relaxed attitude to dress but expects a minimum standard of neat casual wear. In particular, jeans and T-shirts are not accepted at lunch or dinner in Boffins and thongs are not permitted in the public rooms at any time;
- f) Noise. All visitors are asked to co-operate in maintaining the reputation of the House as a tranquil place, particularly at night. Please be aware that sound carries across the quadrangle, especially across the fishpond. Bands or other forms of musical entertainment are required to cease playing by 11.00pm (or earlier subject to complaints from residents). Further, attendees, visitors or invited guests at your event may be asked and are required to return to the venue room if creating noise;
- g) Guests at weddings are asked not to throw confetti. The House will levy a cleaning charge if it is used; and
- h) **No food or beverages of any kind may be brought into the House for any function by the organiser, invitees, guests or by anyone else.**



UNIVERSITY
HOUSE



8. PARKING:

- a) The ANU's land is subject to parking controls from 9.00am to 5.00pm, Monday to Friday.
- b) Parking permits are required for functions held at the House during these hours.
- c) House Parking Permits are obtainable from the Functions Office (free of charge) in advance, or on the day of the function. These permits authorise parking in the courtyard carpark at the rear of University House. Car parking, whether free or paid, is subject to availability of parking spaces.
- d) For large functions during the working week it may be possible for special arrangements to be made to provide extra parking for those attending. Please consult the Functions Office in advance. The ANU or House does not guarantee availability of parking for functions.

 I have read and understand the terms and conditions stated above and agree to accept them on behalf of the organisers of the function. I am authorised to sign on behalf of the hirer/organiser/my organisation.

Signed for and on behalf of

Name ANU budget code

Signed..... Date