



ANZCA  
FPM

Meetings and  
events at ANZCA  
– corporate catering  
packages

## Standard half day delegate package

**\$45pp (8am-12pm/1-5pm)**

- Arrival – tea, coffee, water, and juice.
- Morning tea or afternoon tea – tea, coffee, and chef's selection of a sweet or savoury treat.
- Seasonal working style lunch – selection of sandwiches/wraps, salads, and seasonal fruit.

## Standard full day delegate package

**\$65pp (8am-5pm)**

- Arrival – tea, coffee, water, and juice.
- Morning tea – tea, coffee, and chef's selection of a sweet or savoury treat.
- Seasonal working style lunch – selection of sandwiches, salad, and seasonal fruit.
- Afternoon tea – tea, coffee, and chef's selection of a sweet or savoury treat.

## Premium full day delegate package

**Offering more choice for you and your guests.**

**\$100pp (8am-5pm). Minimum 15 guests**

- Arrival – tea, coffee, water, and juice.
- Morning tea – tea, coffee, and your selection of a sweet or savoury treat.
- Seasonal hot buffet lunch – served in Ulimaroa, our heritage listed building.
- Afternoon tea – tea, coffee, and your selection of a sweet or savoury treat.

### Additional extras

Working breakfast on arrival: \$25pp

Soft drink package: from \$10pp

*All packages include water, juice, and mints.*

## ANZCA room hire fees

Spaces	Half day	Full day	Fellows and trainees	
			Half day	Full day
Ground and level 1-6 meeting rooms	\$250	\$500	\$175	\$250
Auditorium	\$1000	\$1500	\$500	\$750
Council room	\$750	\$1000	\$375	\$500
Douglas Joseph room	\$500	\$750	\$250	\$375
Ulimaroa boardroom	\$500	\$750	\$250	\$375
Piano room	\$250	\$500	\$125	\$250
Burnell room	\$250	\$500	\$125	\$250

# ANZCA terms and conditions

- **Confirmation:** ANZCA will hold a tentative booking for a period of no more than five working days from the date they send the contract, after which time, if a security deposit and signed contract has not been received, the tentative booking will be released upon reasonable written notice.
- **Conference and event requirements:** ANZCA must receive in writing at least seven working days prior to the function, particulars including, but not limited to: final guest numbers, venue requirements, beverages, menus, technical requirements and room set ups. Failure to supply this information may result in details being selected by the functions co-ordinator to ensure ANZCA can cater and staff accordingly for your event.
- **Final attendance numbers:** These are to be confirmed receive in writing at least seven working days prior to the function. This will be the Guaranteed Number. No refunds are given for cancellation of numbers after this time. Increases are acceptable if adequate notice is given. Charges will be based on the Guaranteed Number or the number attending – whichever is greater. Should the guaranteed numbers change dramatically, management reserves the right to reassign your function to a more suitable room. Extra charges may apply.
- **Final payment:** An itemised account will be presented to your representative seven working days prior to your function for final payment to be paid via direct deposit. Please ensure a remittance slip is sent to your functions co-ordinator ([functions@anzca.edu.au](mailto:functions@anzca.edu.au)).
  - If the final requirements differ from the details contained in the original proposal, ANZCA reserves the right to review and if necessary amend the quote price accordingly.
  - In the event that an extra charge is incurred it must be paid prior to the date of the event. In the event that the extra charge is not so paid then ANZCA reserves the right to cancel the booking.
- **Room Hire:** A fee for the exclusive use of the room is applicable. Room hire is subject to the period required, number of guests in attendance, and overall catering and AV requirements.
  - Concession rates may be applicable for ANZCA fellows and trainees. Please speak with our functions co-ordinator for more details.
  - A period of half an hour before and after the agreed event time is allocated for the purpose of setting up and breaking down of any event. If more than half an hour is required please advise your functions co-ordinator.
- ANZCA reserves the right to relocate function space in the event that the area or room originally designated for your function is unavailable for any reason or if ANZCA believes the room originally designated for your function is deemed inappropriate. Every effort will be made to inform the organiser in advance.
- The designated function space must be vacated at the closing times indicated on the event order unless an agreement is made between ANZCA and the client.
- **Staffing:** Adequate staffing will be supplied by ANZCA based on your function type and numbers. All staff involved in the sale or supply of alcohol will have current Responsible Service of Alcohol accreditation.
- **Advertising:** Prior permission is required to use the ANZCA name and or logo in print and audio-visual display. ANZCA management must approve all proposed artwork, photography and recording of the event, prior to the function.
- **Delivery and storage of goods:** ANZCA will not accept any responsibility for the damage or loss of any items or any personal belongings at the venue prior to, during, or at the conclusion of the event. The functions co-ordinator must be advised in advance of all deliveries to ANZCA. All deliveries must be marked with the name of the function, date of function, number of boxes/items and functions co-ordinators name, as well as the delivery instruction and senders contact details.
- **Responsibility:** ANZCA does not accept responsibility for damage to or loss of any guest's property left at the venue prior to, during or after a function.
  - The client will be responsible for all loss or damage to the property of the venue including the premises and any fixtures, fittings, furnishings or goods on or off the venue, caused by or arising from any act or omission by the client, their guests, contractor or subcontractors, or any other persons attending the function or present in the venue.
  - The venue and grounds of ANZCA are non-smoking.
  - Clients will be responsible for ensuring the orderly behaviour of their guests. ANZCA management reserves the right to intervene where it deems fit.
  - General and normal cleaning is included in the cost of your event. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be more than normal cleaning. Please note that nothing is to be nailed, screwed, stapled or adhered to the wall, door or other surfaces, which are part of the venue.

- **Contractors:** Any contractors or subcontractors appointed by the client or by ANZCA on behalf of the client, must abide by ANZCA regulations and by instructions given by the functions co-ordinator or facilities staff while on the premises.
  - Any contractors or subcontractors appointed by the client will, for the purpose of these Terms & Conditions, be deemed as legal agents for and on behalf of the client and will be bound for performance and liability.
  - All external contractors and/or performers who carry out work on ANZCA premises must provide documentary evidence of Public Liability Insurance Policy cover. This must be provided to ANZCA functions coordinator prior to any work being commenced. Management has the right to refuse entry to ANZCA if the documentation has not been provided and ANZCA will not be held liable for any cost incurred by the event organisers.
  - If the client intends to arrange a DJ, band or entertainer to perform at their function, noise levels, regulations and policies must be strictly adhered to and are not negotiable. Bubble machines, Confetti or smoke machines are not permitted.
- **Car parking:** Discounted Car parking is available for \$12.00 per car, per day at CarePark, 600 Queens Lane, Melbourne (approx. 4min walk). To gain this discounted rate, please ensure attendees collect a discount ticket from ANZCA Reception prior to returning to their cars, otherwise full fees will apply. Owners park their cars at their own risk – ANZCA are not responsible for theft or damage to vehicles or their contents.
- **Food and beverage:** Hirers/attendees are not permitted to supply any of their own food or drink whatsoever, unless otherwise negotiated with the functions co-ordinator. ANZCA reserves the right to remove and discard any items bought into the venue. Under no circumstances can leftover food from any function be taken home.
- **Dietaries:** ANZCA makes every attempt to identify ingredients that may cause an allergic reaction for those with food allergies. Our busy caterers use products such as milk, gluten, seafood, nuts, etc. Their utensils may come into contact with those products. Attendees with food allergies must be aware of this risk. ANZCA will not assume any liability for adverse reactions from the food consumed at our venue.
- **Liquor licence and responsible service of alcohol:** ANZCA practices the responsible service of alcohol and are obliged to inform clients that it is against the law for venue staff to serve underage or intoxicated attendees.
  - Under the liquor licensing laws, venue staff are obligated by law to ensure patrons do not become intoxicated or disturb other attendees or adjacent neighbourhood. It is clients' responsibility to ensure that all attendees behave in an orderly manner during their event and do not breach ANZCA's obligations, under the VIC Liquor Act.
- Any patron regarded as having consumed sufficient alcohol during an event will not be served further beverages that contain alcohol and may be asked to leave the event area.
- **COVID-19:** All clients, visitors and attendees are required to abide by ANZCA's Covid-Safe plan. Due to changing government regulations – the meeting space booked may need to be altered to ensure compliance with any government imposed regulations at the time of the event. Any changes to the meeting space booked will be discussed with you prior, and may require you to cap numbers appropriately. As directed by Victorian government public health directions, the client will be responsible for:
  - Ensuring all guests can provide evidence that they have been double-vaccinated prior to entering ANZCA.
  - Ensuring that no attendee displays any of the following symptoms: fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell.
  - Ensuring that no attendee has COVID-19, is waiting for the results of a COVID-19 test, has been in contact with any known or suspected cases of COVID-19 in the past 14 days or has been in contact with anyone who has returned from overseas in the past 14 days.
  - Ensuring group attendees adhere to social distancing of 1.5 metres apart.
  - Keeping the number of permitted occupants below maximum capacity as indicated on room signage.
  - Ensuring all attendees check in when entering the venue, and abide by mask-wearing and sanitizing requirements.
- **Cancellation:** Cancellation of bookings must be made in writing. The security deposit is non-refundable if cancellation occurs within seven working days of the function. If for any reason beyond ANZCA's reasonable control, it is impossible or illegal for ANZCA to perform its obligations under this agreement, such non-performance is excused and such affected party may terminate this agreement without further liability of any nature, and the security deposit can be transferred to a future date, or will be fully refunded, less any reasonable costs incurred by ANZCA.
- **Indemnity and limitation of liability:** The client agrees to indemnify and keep ANZCA and their respective directors, fellows, trainees, officers, presidents, employees and successors indemnified in full against all claims, actions suits, proceedings, demands, costs (including solicitor and clients costs), expenses, damages and losses sustained or incurred by ANZCA including any damage sustained to the property of ANZCA as a result or in connection with any breach by the client of the terms and conditions of The Contract or of any acts, omissions or neglect on the clients' part or that of their agents, attendees, invitees, attendees, contractors or sub-contractors. This indemnity includes legal costs and expenses incurred by ANZCA in enforcing our rights against the client.