

The background of the page features a close-up photograph of a wooden handle, possibly for a tool or a musical instrument, with a metal rod or pin inserted through it. The wood has a natural grain and some dark spots. In the lower-left corner, there are several large, dark green leaves with prominent veins, partially overlapping the wooden handle. The entire scene is set against a solid, muted red background.

· Menu ·



# About Us

**Griffith Catering**, is the designated caterer at Griffith University. We offer both innovative and creative catering, whether it be for breakfasts, morning and afternoon teas, lunches, barbecues, buffets, meetings, conferences, seminars, dinners or cocktail parties at any location on Griffith University campuses and off-site locations as requested.

**Griffith Catering**, is proud to be, a "Gold Licence Caterer". This prestigious accreditation is issued by, "Restaurant & Catering Queensland", in partnership with Queensland Health. Gold Licence Accreditation is the vehicle by which catering operators are recognized by both Government and Industry, for their adherence to the Food Safety provisions of the Food Act, and is subject to strict compliance and regular audits. A Gold licence Caterer must have a commercial kitchen, up-to-date and relevant insurances and trade qualifications in cooking.

We have a delicious array of menu items to choose from using the freshest produce the Sunshine State has to offer. We can design a menu to meet most culinary, dietary or fiscal requirements you may have. Our staff are professional, qualified, experienced and uniformed and will ensure that you and your guests enjoy every bite.

We offer impeccable service beginning at the first point of contact. We value your time and will return all electronic correspondence promptly.  
For booking information, please visit our web site.

[www.griffith.edu.au/catering](http://www.griffith.edu.au/catering)

Email: [catering@griffith.edu.au](mailto:catering@griffith.edu.au)

Phone: (07) 3735 5281

Our office hours are 8:30am to 4:30pm, Monday to Friday

*We look forward to catering to all your function needs.*





# Non-alcoholic beverages

## Hot & cold drinks

**Fruit juice** \$2.50 each

*orange, apple, apple & blackcurrant,  
pineapple, tropical, apple,  
mango & banana*

**Fruit juice by the litre** \$7.50 per litre

*orange or apple juice*

**Soft drinks** \$2.90 each

*Coke, Diet Coke, Fanta,  
lemonade & lemon squash*

**Bottled water** \$2.50 each

**Sparkling water** \$2.90 each

**Hot chocolate** \$2.60 per person

**Freshly brewed coffee  
& a selection of tea** \$2.80 per person

*includes a selection of herbal  
& green teas*

**Freshly brewed coffee  
& a selection of tea** \$7.25 per person

*all day - delivered 3 times throughout  
your function, when ordered with food*

*see page 11 for alcoholic beverages*

# Breakfast

**Gourmet filled open English muffin** \$3.50 each

( 2 pieces per serve)

*leg ham, Roma tomato, avocado & swiss cheese (v)  
or smoked salmon, spanish onion & chive cream cheese  
or grilled zucchini & capsicum with baby bocconcini (v)*

**Fresh seasonal fruit platter** \$5.25 per person

**small platter** (approx 5 - 8 people) \$25

**large platter** (approx 10 - 12 people) \$45

*a selection of fresh seasonal fruits*

**Fresh fruit salad**

per cup \$4.50

per bowl \$35

**Individual Greek yoghurt** \$4.50 per person

*assorted flavours*

**Continental breakfast** \$12.50 per person

min 10 people served with tea & coffee

*includes:*

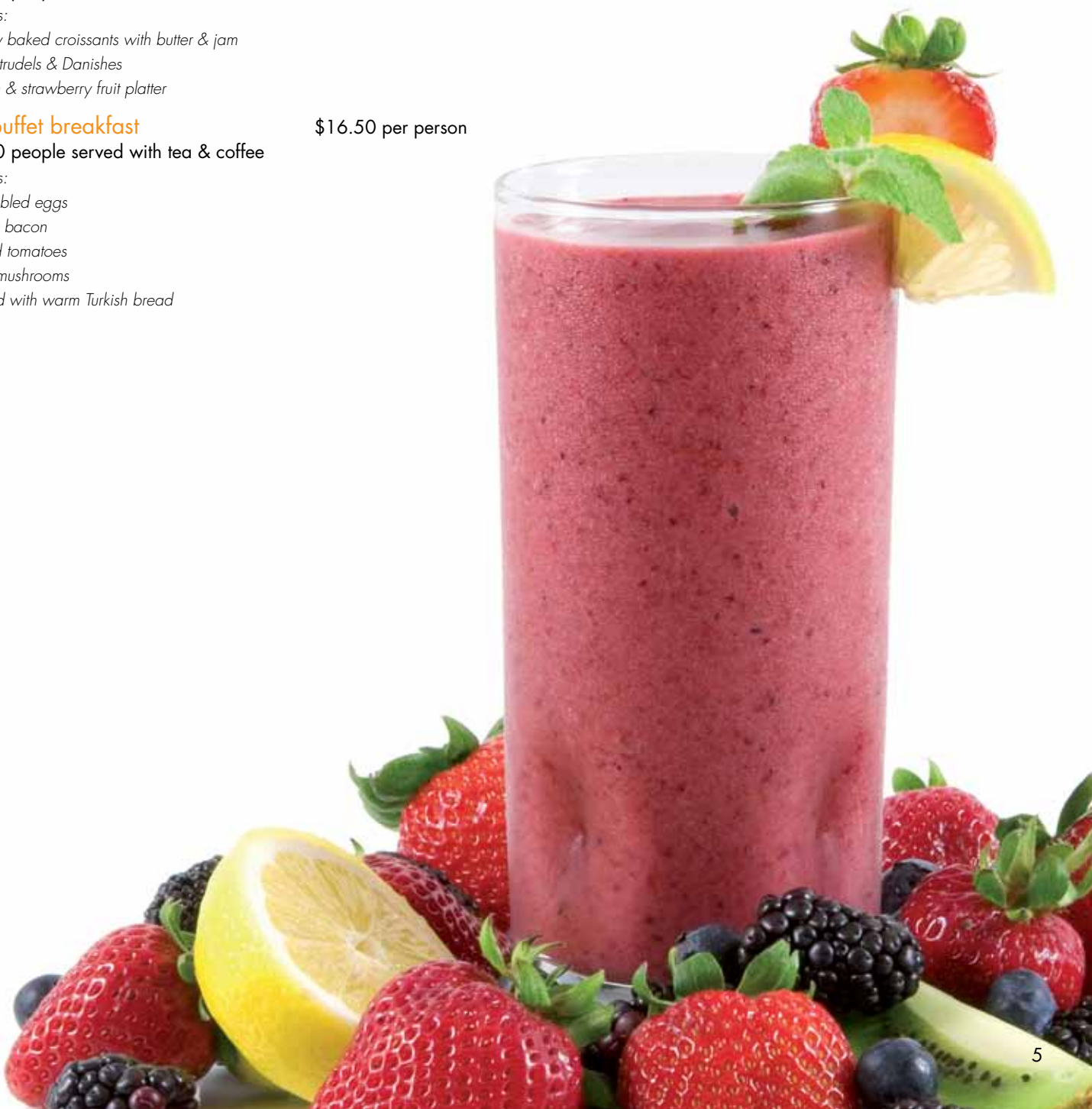
- freshly baked croissants with butter & jam
- mini strudels & Danishes
- melon & strawberry fruit platter

**Hot buffet breakfast** \$16.50 per person

min 10 people served with tea & coffee

*includes:*

- scrambled eggs
- crispy bacon
- grilled tomatoes
- herb mushrooms
- served with warm Turkish bread



# Morning & afternoon tea

<b>Mini biscuit bites</b> (4 per serve) <i>an assortment of honey oat &amp; raisin, traditional &amp; passionfruit shortbread, chocolate chip</i>	\$2.00 per person	<b>Fruit or plain scones</b> (1 per serve) <i>plain or fruit scones with jam &amp; cream</i>	\$3.50 each
<b>Executive biscuits</b> (2 per serve) <i>an assortment of flavoured shortbread, chocolate chip, ANZAC, honey oats &amp; raisin</i>	\$2.50 per person	<b>Croissants</b> (2 per serve) <i>freshly baked croissants with jam &amp; cream</i>	\$3.50 each
<b>Gourmet biscuits</b> (2 per serve) <i>an assortment of ANZAC, apricot &amp; almond, double choc, macadamia shortbread and caramel shortbread</i>	\$2.50 per person	<b>French pastries</b> (3 per serve) <i>Mini chocolate eclairs &amp; custard filled profiteroles</i>	\$3.50 each
<b>Gourmet filled shortbreads</b> (2 per serve) <i>an assortment of melting moments, jam daisy, chocolate yo yo and Florentines</i>	\$3.00 per person	<b>Gourmet slice</b> <i>chocolate caramel, carrot &amp; pecan, chocolate brownie slice</i>	\$3.50 each
<b>Large gourmet muffins</b> <i>an assortment of orange poppyseed, chocolate, blueberry, apple, banana and raspberry</i>	\$3.80 each	<b>Mini tartlet platter</b> (25 pieces) <i>caramel nut, chocolate, strawberry cheesecake, lemon curd &amp; caramel</i>	\$48 per platter
<b>Mini muffins</b> (2 per person) <i>an assortment of, apple crumble, triple chocolate, orange poppyseed, blueberry &amp; white chocolate</i>	\$2.50 per person	<b>Petite chocolate platter</b> (25 pieces) · white nougat crunch, · triple layer chocolate & coffee marquise · bushmans honey & pecan fudge · chocolate panforte & polar pizza	\$48 per platter
<b>Gourmet fruit loaf</b> · banana & walnut (df) · date & honey loaf (gf) · chocolate & ginger loaf · all served with butter	\$3.50 per serve	<b>Fresh seasonal fruit platter</b> small platter (approx 5 - 8 people) \$25 large platter (approx. 10 - 12 people) \$45 <i>a selection of fresh seasonal fruits</i>	\$5.25 per person
<b>Danish &amp; strudels</b> (2 per serve) <i>freshly baked Danishes &amp; strudels</i>	\$3.50 each	<b>Chocolates</b> (approx 15 pieces) <i>individually wrapped Swiss chocolates</i>	\$7.50 per bowl
		<b>Minties</b> (approx 35 pieces) <i>individually wrapped Minties</i>	\$4.95 per bowl
		<b>Bowl of dried fruit &amp; nuts</b> <i>a mixture of dried apple, pear &amp; peaches with a mixture of nuts</i>	\$12.50 per bowl
		<b>Bowl of grain &amp; nut clusters</b> <i>(wheat free, dairy free, &amp; vegan)</i>	\$13.95 per bowl

(v) vegetarian, (df) dairy free (gf) gluten free



# Afternoon tea & light lunch

## Tapas & antipasto platter

small platter (approx 5 - 8 people)

\$40

large platter (approx 10 - 12 people)

\$68

selection of the following:

- roasted & marinated capsicum, eggplant, zucchini,
- artichokes, olives, vegetarian dolmades, marinated
- seafood, hommus dip with warm Turkish bread &
- crackers (includes gluten free crackers)

## Gourmet mini quiche & mini pie platter

(40 bite size pieces)

\$35 per platter

a mixture of vegetarian and meat fillings in a light pastry case

## Gourmet mini savoury rolls (24 pieces)

\$58 per platter

a mixture of spicy beef & ricotta & sun dried tomato rolls in a light puff pastry

## Homemade pizza platter (24 pieces)

\$50 per platter

a mixture of vegetarian and meat, and topped with mozzarella cheese

## Sushi platter (112 bite size pieces)

\$68

a selection of mixed sushi including meat, seafood & vegetarian variety (v)

## Dip platter (approx 10 - 15 people)

\$28 per platter

Chef's selection of dips served with warm Turkish bread & crudités (includes gluten free crackers)

## Cheese platter

small platter (approx 5 - 8 people)

\$30

large platter (approx 10 - 12 people)

\$50

selection of Australian cheese:

blue, brie & cheddar served with dried fruit & nuts, quince paste, and assorted crackers (includes gluten free crackers)

## Individual items

### Gourmet filo triangle

\$6.50 per person

flavours may include:

- avocado & camembert
- chicken & mushroom
- spinach & feta

### Bakery basket

\$7 per person

includes the following:

- mini quiche
  - mini pie
  - pumpkin & almond parcel
  - mini sun dried tomato, olive & ricotta parcel (v)
- gluten free option available on request

### Homemade individual quiche

\$6.50 per person

flavours may include:

- spinach, feta & sun dried tomato (v)
- chicken, mushroom & pesto
- ham & three cheese

### Individual plated salad

\$8.95 per person

includes a variety of salad items

### Individual plated meat & salad

\$9.95 per person

includes a variety of salad items with ham & chicken

(v) vegetarian, (df) dairy free (gf) gluten free



# Lunch & dinner

## Sandwiches & wraps

gluten free & dairy free bread available upon request

### Traditional sandwiches

1 sandwich cut into 4 triangles \$5.50 4 - point  
1 1/2 sandwiches cut into 6 triangles \$7.25 6 - point

fillings to include a mixture of the following  
leg ham, roast beef, fresh egg, roast marinated chicken,  
ocean fresh tuna, cheddar cheese and fresh salad

### Gourmet sandwiches

\$7.50 per person

bread flavours will include:

- honey-wholemeal
- mountain pepper & grains
- outback spices & grains
- sunflower-basil

fillings to include a mixture of the following:  
leg ham, roast beef, fresh egg, roast marinated chicken, ocean fresh tuna,  
cheddar cheese & fresh salad, Italian salami, smoked salmon, marinated  
feta, avocado, roast vegetables, roast turkey breast, beef pastrami

### Traditional filled Turkish bread or wraps

\$6.95 per person

fillings to include a mixture of the following:  
leg ham, roast beef, fresh egg, roast marinated chicken,  
ocean fresh tuna, cheddar cheese & fresh salad

### Gourmet filled Turkish bread or wraps

\$8 per person

- leg ham with cheddar cheese, semi dried tomatoes, basil pesto and baby spinach
- roast beef with grilled capsicum, horseradish mayo and rocket/smoked salmon with avocado, brie cheese, cucumber and fresh lettuce
- roast turkey with cucumber, cream cheese and cranberry sauce
- beef pastrami with cheddar cheese, grilled capsicum, seeded mustard and rocket
- ocean fresh tuna, vintage cheese, cucumber, dill mayonnaise and fresh lettuce
- roast eggplant, grilled capsicum, brie cheese and baby spinach (v)
- roast chicken with marinated mushrooms, cream cheese, basil pesto and fresh rocket
- mild Italian salami with grilled capsicum, feta cheese, basil pesto and lettuce
- marinated mushrooms, grilled eggplant, cream cheese, basil pesto and rocket (v)

### Finger sandwiches (3 per serve)

\$4.95 per person

- smoked salmon & chive cream cheese
- ham & swiss cheese
- egg & lettuce (v)
- avocado & semi dried tomato (v)

### Mini gourmet rolls (2 per serve)

\$7.95 per person

- leg ham, swiss cheese, seeded mustard & rocket leaves
- roasted capsicum, hommus, baby bocconcini & baby spinach (v)
- smoked salmon, brie cheese, cucumber & rocket leaves
- roasted chicken, basil pesto, sun dried tomatoes & mesclun leaves

### Salads

serves approx 10 - 15 people

\$28 per bowl

### Traditional Greek salad (gf) (v)

mesclun lettuce, cherry tomatoes, Lebanese cucumber, Spanish onion, kalamata olives, Greek feta, with a light vinaigrette

### Gourmet potato salad (v)

steamed potatoes, shallots, semi dried tomatoes, fresh basil, spinach and balsamic dressing

### Traditional coleslaw (v)

shredded cabbage, carrot, red capsicum, fresh parsley with a traditional creamy mayo

### Chickpea salad (v) (gf)

with diced tomato, parsley & Spanish onion and a light vinaigrette

### Italian penne pasta salad (v)

penne pasta, eggplant, sun dried tomato, shallots and feta cheese with a vinaigrette

### Gourmet Thai noodle salad (v)

Asian noodles, carrot, shallots, capsicum, onion sesame seeds with a sesame dressing

### Roast pumpkin & cous cous salad (v)

roasted pumpkin, cous cous, red capsicum and shallots with a light and zesty dressing



# Buffets & barbecues

## Buffets

### Gold buffet (min 10 people)

\$23 per person

- a platter with Leg ham, honey soy chicken drumsticks, mild Hungarian salami with roasted & marinated vegetables
- seasonal fruit platter
- freshly baked bread rolls
- your choice of 2 salads
- includes tea & coffee

### Hot buffet (min 10 people)

2 choices (choose 2 mains & 2 side dishes)

\$26

3 choices (choose 3 mains & 3 side dishes)

\$29

## Main dish

- lamb rogan josh
- vegetable tikka masala (v)
- chicken korma
- beef & red wine casserole
- reef fish steamed with coriander & chilli sauce
- spinach & ricotta cannelloni (v)
- vegetable rice pasta spirals with a chilli tomato, basil & olive sauce (v) (gf)

## Side dish

- steamed jasmine rice
  - garden fresh vegetables with parsley butter
  - steamed Asian greens with oyster sauce
  - roasted chats potatoes with garlic & rosemary
  - penne pasta with parsley butter
  - garlic naan bread
  - warm Turkish bread
- includes tea & coffee

## Barbecues

(min 10 people)

includes all equipment; barbecue, tables, cloths, chaffing dishes  
- does not include staffing costs

### Sausage sizzle

\$4 per person

- gourmet barbecue beef sausage or vegetarian falafel
- freshly sliced bread, white, wholemeal or multigrain
- grilled onions
- traditional condiments
- disposable cutlery & plates

### Make your own kebab/wrap

\$7.50 per person

choose 2 of the following fillings

- chicken or beef or falafel

includes:

- warm tortilla bread
- grated cheese
- sour cream
- guacamole
- shredded lettuce
- sweet chilli & yoghurt sauce

### Gourmet barbecue

\$14.50 per person

choose 2 of the following:

- filleted chicken breast
- peppered porterhouse
- lentil & vegetable burger

includes:

- crisp garden salad & potato salad with balsamic dressing
- Turkish bread
- grilled onions

(v) vegetarian, (df) dairy free (gf) gluten free



# Cocktail party or light dinner

## Cocktail platters

- 3 choices  
\$55 platter
- 4 choices  
\$65 platter
- 5 choices  
\$75 platter

### Cold selection

- *sushi* (10 pieces)
- *zucchini & parmesan fritter with Persian feta & black olives* (10 pieces) (v)
- *crispy potato cup filled with roasted Mediterranean vegetables* (10 pieces) (v)
- *smoked salmon, avocado & rocket crepe rolls* (10 pieces)
- *Asian infused sand crab tartlets* (10 pieces)
- *crispy potato cup filled with Thai chicken & cucumber* (10 pieces)

### Hot selection

- *spinach & feta risotto balls* (8 pieces) (v)
- *tomato & olive parcel* (8 pieces) (v)
- *mini mushroom & zucchini frittata* (8 pieces) (v)
- *sweet potato & pumpkin samosa* (8 pieces) (v)
- *Peking duck mini Wellington* (8 pieces)
- *spicy lamb samosa* (8 pieces)
- *spicy chicken & macadamia meatballs* (8 pieces)
- *chicken & lemongrass wontons* (8 pieces)
- *butter chicken mini Wellington* (8 pieces)
- *lamb & rosemary mini mignon* (8 pieces)
- *mini peppered beef mignon* (8 pieces)
- *scallop & prawn rice paper spring roll* (8 pieces)
- *lemongrass prawns* (8 pieces)
- *Thai fish cakes* (8 pieces)
- *salt & pepper calamari* (15 pieces)

(v) vegetarian, (df) dairy free (gf) gluten free



# Beverages

## Hot & cold drinks

**Fruit juice** \$2.50 each

*orange, apple, apple & blackcurrant,  
pineapple, tropical, apple mango & banana*

**Fruit juice by the litre** \$7.50 per litre

*orange or apple juice*

**Soft drinks** \$2.90 each

*Coke, Diet Coke, Fanta, lemonade  
& lemon squash*

**Bottled water** \$2.50 each

**Sparkling water** \$2.90 each

**Hot chocolate** \$2.60 per person

**Freshly brewed coffee  
& a selection of tea** \$2.80 per person

*includes a selection of herbal & green teas*

**Freshly brewed coffee  
& a selection of tea** \$7.25 per person

*all day - delivered 3 times throughout  
your function, when ordered with food*

## Beer

**Hahn Premium stubbie** \$4.50 each

**Hahn Light stubbie** \$4.00 each

**XXXX Gold stubbie** \$4.30 each

**Tooheys New stubbie** \$4.50 each

## Wine

### White wine

**The Riddle Chardonnay or Sauvignon Blanc** \$19 per bottle

**Goundrey Unwooded Chardonnay** \$25 per bottle

**The Bandit Sauvignon Blanc Pinot Gris** \$25 per bottle

**Oyster Bay Sauvignon Blanc (NZ)** \$29 per bottle

### Sparkling wine

**The Riddle Brut Reserve** \$19 per bottle

**Houghtons Quills Pinot Noir Chardonnay** \$25 per bottle

### Red wine

**The Riddle Shiraz Cabernet or Merlot** \$19 per bottle

**Goundrey Homestead Shiraz** \$25 per bottle

**The Bandit Shiraz Tempranillo** \$25 per bottle

Other wines & spirits are available upon request



# Packages

## Seafood platter

Hot & cold

**\$65**

- smoked salmon, avocado & rocket crepe rolls (10 pieces)
- Asian infused sand crab tartlets (10 pieces)
- salt & pepper calamari (15 pieces)
- lemongrass prawns (8 pieces)

Hot

**\$75**

- scallop & prawn rice paper spring roll (8 pieces)
- lemongrass prawns (8 pieces)
- Thai fish cakes (8 pieces)
- salt & pepper calamari (15 pieces)

## Vegetarian platters

Cold

**\$55**

- sushi (10 pieces) (v)
- zucchini & parmesan fritter with Persian feta & black olives (10 pieces) (v)
- crispy potato cup filled with roasted Mediterranean vegetables (10 pieces) (v)

Hot

**\$65**

- spinach & feta risotto balls (8 pieces) (v)
- tomato & olive parcel (8 pieces) (v)
- mini mushroom & zucchini frittata (8 pieces) (v)
- sweet potato & pumpkin samosa (8 pieces) (v)

## Mixed platters

Hot

**\$65**

- Peking duck mini Wellington (8 pieces)
- spicy lamb samosa (8 pieces)
- spicy chicken & macadamia meatballs (8 pieces)

**\$75**

- chicken & lemongrass wontons (8 pieces)
- butter chicken mini Wellington (8 pieces)
- lamb & rosemary mini mignon (8 pieces)
- mini peppered beef mignon (8 pieces)

(v) vegetarian, (df) dairy free (gf) gluten free

## Morning tea 1

**\$8.00 per person** (min 20 people)

- a selection of French pastries (2 per person)
- gourmet filled shortbreads (1 per person)
- jugs of orange or apple juice
- freshly brewed coffee & selection of tea

## Morning tea 2

**\$10.00 per person** (min 10 people)

- banana & walnut loaf (1 per person)
- freshly baked Danish & strudel (1 per person)
- fresh seasonal fruit platter (1 small platter)
- freshly brewed coffee & selection of tea

## Afternoon tea 1

**\$10.95 per person** (min 20 people)

- mini gourmet quiche & pie platter (1 platter)
- cheese & dried fruit platter (1 large platter)
- petite chocolate platter (1 platter)
- jugs of orange or apple juice
- freshly brewed coffee & selection of tea

## Afternoon tea 2

**\$15.50 per person** (min 10 people)

- mini tartlet platter (1 platter)
- gourmet bread & dip platter (1 platter)
- 4 choice cocktail platter (1 platter)
- freshly brewed coffee & selection of tea

## Lunch 1

**\$17.50 per person** (min 20 people)

- sushi platter (112 bite size pieces)
- bakery basket (4 pieces per person)
- bowl of fresh salad (2 bowls)
- jugs of orange & apple juice
- freshly brewed coffee & selection of tea

## Lunch 2

**\$19.50 per person** (min 10 people)

- tapas/antipasto platter (1 small platter)
- gourmet mini savoury rolls (24 pieces)
- mini pizza platter (24 pieces)
- bowl of fresh salad (1 bowl)
- jugs of orange or apple juice
- freshly brewed coffee & selection of tea

## Cocktail 1

**\$13.95 per person** (min 20 people)

- gourmet mini quiche & pie platter (40 bite size pieces)
- 3 choice cocktail platter (2 platters)
- gourmet bread & dip platter (2 platters)
- cheese & dried fruit platter (1 large platter)

## Cocktail 2

**\$18.95 per person** (min 10 people)

- 4 choice cocktail platter (1 platter)
- 3 choice cocktail platter (1 platter)
- sushi platter (112 bite size pieces)

# Gluten free options

**Mini biscuits bites** (2 per serve) \$2.50  
assorted flavours (gf)

**Large cookie** (gf) \$3.25 each  
assorted flavours

**Sweet mini muffins** (2 per serve) (gf) \$3  
flavours to include:  
apple, cinnamon & walnut, orange & poppyseed,  
lemon & poppyseed, apple & raspberry, butterscotch

**Sweet large muffins** (gf) \$4 each  
flavours to include:  
apple, cinnamon & walnut, orange & poppyseed,  
lemon & poppyseed, apple & raspberry, butterscotch

**Gluten free & dairy free** \$3.80 each

**Middle Eastern orange cake** (gf) (df)

**Almond & orange tea cake** (gf) (df)

**Friands** (gf)

**Chocolate cake** (gf)

**Lemon polenta cake** (gf)

**Coconut caramel cake** (gf)

**Jaffa slice** (gf)

**Platter of mini cakes** (25 pieces) (gf) \$48 per platter  
chocolate and lemon polenta

**Bowl of grain & nut cluster** per bowl \$13.95  
(wheat free, dairy free, & vegan)

**Savoury mini muffins** (gf) \$3 for 2

flavours to include:  
spinach & cheese, pumpkin & asparagus,  
zucchini & corn, cheese & chives

**Savoury large muffins** (gf) \$4.50 each

flavours to include:  
spinach & cheese, pumpkin & asparagus,  
zucchini & corn, cheese & chives

**Gourmet beef sausage rolls** (24 pieces) \$40 per platter

cocktail size beef mince in flaky pastry (gf)

**Mini quiche & pie platter** (24 pieces) (gf) \$60 per platter

flavours to include:  
sun dried tomato & olive, Mediterranean  
vegetable & feta, ham, cheese & pineapple,  
roasted chicken, capsicum & basil, bacon & cheese

**Mini pizza platter** (24 pieces) (gf) \$50 per platter

flavours to include:  
sun dried tomato & olive, ham, cheese & pineapple,  
roasted chicken, capsicum & basil, bacon & cheese

**Traditional Greek salad** (gf) \$28 per bowl

mesclun lettuce, cherry tomatoes, Lebanese  
cucumber, Spanish onion, kalamata olives,  
Greek feta, with a light vinaigrette

**Chickpea salad** (gf) \$28 per bowl

with diced tomato, parsley & Spanish onion,  
with a light vinaigrette

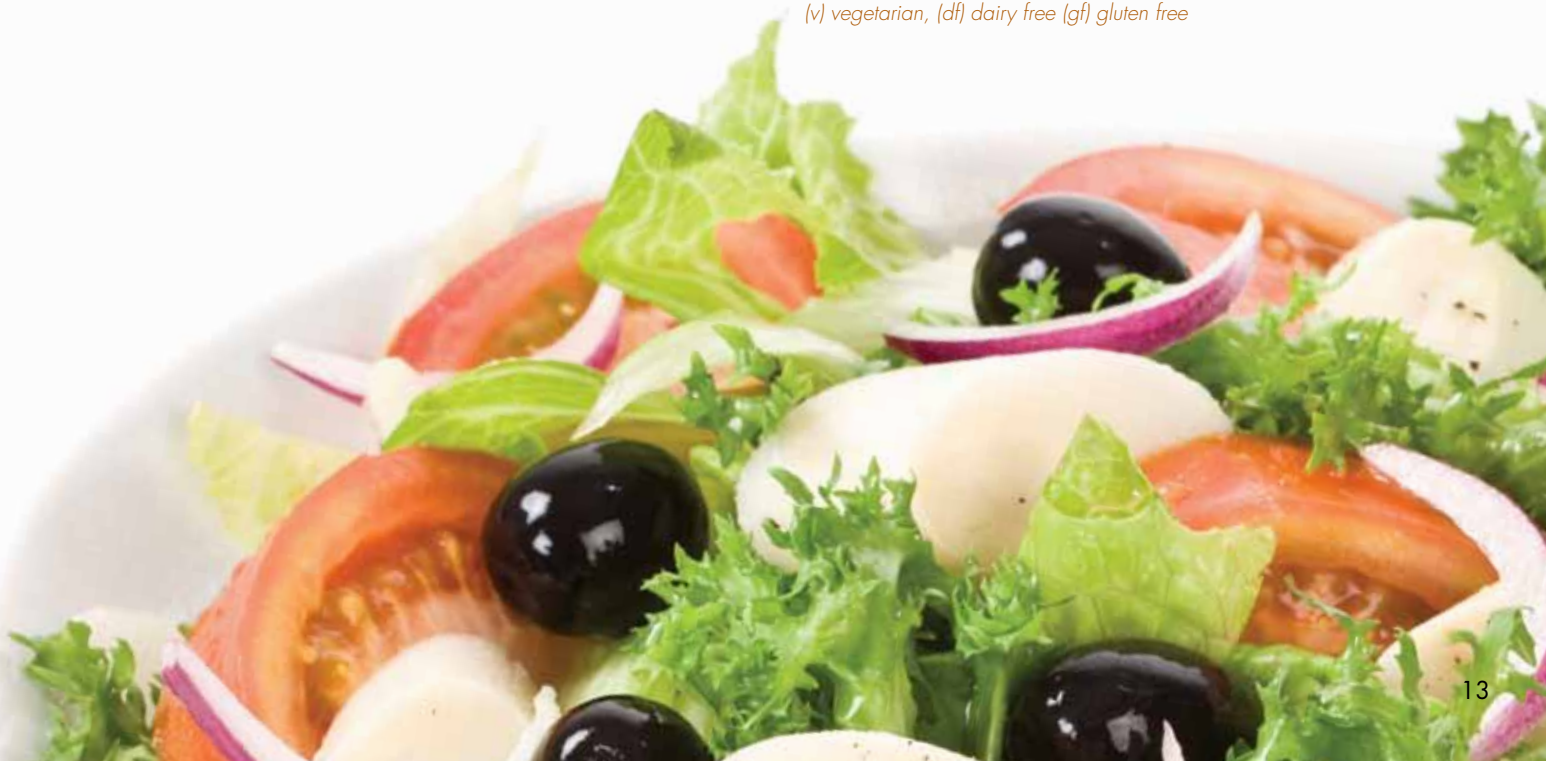
**Traditional gluten free sandwiches** (gf) \$7.50 per person

fillings to include a mixture of the following:  
leg ham, roast beef, fresh egg, roast marinated  
chicken, ocean fresh tuna, cheddar cheese & fresh salad

**Individual plated salad** (gf) \$8.95 per person

includes a variety of salad items

(v) vegetarian, (df) dairy free (gf) gluten free



## Extras

All staffed functions outside normal business hours

**Monday – Friday** will incur a labour surcharge of \$27.00 per hour per staff member.

**All Saturday functions** will incur a labour surcharge of \$32.00 per hour per staff member.

**All Sunday functions** will incur a labour surcharge of \$42.00 per hour per staff member.

**Linen napkins**

**Linen tablecloths** 120 x 120

**Tables**

\$2 each

\$8 each

\$10 each

Clients are responsible for all cost incurred by loss or damage to equipment and will be invoiced accordingly.

Please be advised that “take-away” containers can be provided for left over food, to avoid loss of equipment and ensure all equipment is left at the function site for collection by our staff.

For more information on equipment hire, please contact the Function Manager on: (07) 3735 3542 or 3735 5281 to discuss your special needs.

**Menu subject to change without notice**

## Terms & conditions

A separate order form is required for each catered location and each time of service. Please remember to include your complete menu selection and timeline for catering.

A total minimum spend of \$35.00 (excluding GST) per delivery is required.

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

· Monday catering: due previous Wednesday by 12:00 noon

· Tuesday catering: due previous Thursday by 12:00 noon

· Wednesday catering: due previous Friday by 12:00 noon

· Thursday catering: due Monday of that week by 12:00 noon

· Friday catering: due Tuesday of that week by 12:00 noon

· Weekend catering: due Wednesday of that week by 12:00 noon

Catering orders placed after these times may incur a late booking fee of 15% or \$20.00 whichever is greater.

### Final attendee numbers & changes to orders

When placing a catering request please realistically estimate the number of attendees you anticipate will attend your function.

Final attendee numbers must be advised by email to

**catering@griffith.edu.au** as per the table above.

Invoicing/charging will be based on this final number, regardless of turnout, unless the number increases.

Every effort will be made to facilitate any changes required to your catering order after the times tabled above, however, some changes may be subject to a processing fee of \$20 per change.

### Special dietary requirements

We understand the importance of catering for specialised dietary needs. Our menu has options of vegetarian, vegan, diabetic, lactose free, gluten free, low GI, yeast free, dairy free, Halal and Kosher. We can tailor our menu to most dietary requirements, if catering orders are confirmed within the above timelines.

### Cancellations

Catering requests cancelled with less than 72 hours notice of the catering order may incur a cancellation fee of 15% of the catering order or \$20.00 whichever is greater. Less than 48 hours notice will incur a cancellation fee of 50% of the catering order or \$30.00 whichever is greater. Less than 24 hours notice will result in a cancellation fee of 100% of the catering order.



## Confirmation & quotes

Catering@Griffith will hold a tentative booking up to three full working days prior to a function, at which time your confirmation is required. Late booking fees may be payable if confirmation is received less than three full working days notice.

Please inform Catering@Griffith of your intentions to accept/decline a quote as soon as possible. A catering request will not be considered to be confirmed until the relevant payment method, of speedtype/account code for internal clients or invoicing address and ABN for external clients, is provided.

A confirmation email will be sent to you once your catering request has been processed. Please check all details of the event order accompanying the confirmation email and contact the Catering@Griffith office as soon as possible with any errors or changes. The onus to check event orders and contact Catering@Griffith lies with you, as the person who placed the catering request. If errors are not reported to Catering@Griffith and confirmation received before the event start date then we hold no responsibility for any mistakes made. It is advised that you provide an alternative contact if you are aware you will be on leave before your event start date.

## Room bookings

Catering@Griffith is not responsible for the booking of rooms/venues. Clients should arrange room bookings, through the Griffith University room booking system, prior to placing a catering request.  
**Phone:** (07) 3735 6699.

## Product availability & 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 Catering@Griffith 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.

## Refusal

Catering@Griffith reserves the right to decline its services to any function that is not confirmed.

## Delivery charges

We include delivery for our catering orders between the hours of 8am and 4pm for all requested orders, located on Griffith University's Nathan, Mt Gravatt, Logan, Gold Coast and Southbank Campuses.

Additional or non-prearranged deliveries to on-campus functions will be charged at \$27 per delivery. Charges for deliveries out of hours or to off-campus addresses will be determined on the individual catering order and also dependant on the location and parking access.

## On consumption

Catering@Griffith can only provide drinks and tablecloths on consumption for function groups larger than 25 persons and where those functions are staffed. All other functions must specify their exact requirements when placing a catering request.

## Commitment to food safety

The management of Griffith Food, as Gold Licence Caterers, take all reasonable precautions to fulfil our 'due diligence' responsibilities of providing safe food to our customers. Catering@Griffith 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. Catering@Griffith 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 & loss

Clients are responsible for any costs associated with loss, theft, damage or breakages of Catering@Griffith 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.

## Staffing

Staffing for most functions between the hours of 9am and 4pm Monday to Friday will be inclusive of the catering order. Additional staff and staff for weekends, out of hours and larger functions will be quoted as per the requirements set by the Functions Manager charged at the rates listed below. Staffing rates are based on a minimum charge of two hours per person. For quotation purposes staffing hours should be considered as an estimation. Final hours will be added to the final invoice based on your actual function requirements.

Staffed functions attract the following additional charges:

- Monday to Friday - \$27 per hour per additional staff member
- Saturday - \$32 per hour per staff member
- Sunday - \$42 per hour per staff member

## Conference packages

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

## GST

All prices included in our menu are GST exclusive. Internal Griffith University 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. Authorising Name, Account Code (eg 3161, 3162 or 3163), Speedtype and class.

### External clients

Payment may be made by B-Pay, credit card, cheque, or EFT. Following credit cards are accepted; Master Card, Visa, and American Express. Please make cheques payable to Griffith University. Please note that GST applies to external clientele. (Menu prices are GST exclusive). We reserve the right to request a deposit.

**Email:** catering@griffith.edu.au

**Functions Manager:** (07) 3735 3542

**Functions Coordinator:** (07) 3735 6505

**Functions Administration:** (07) 3735 5281

For booking information, please visit our web site at  
[www.griffith.edu.au/catering](http://www.griffith.edu.au/catering)  
Email: [catering@griffith.edu.au](mailto:catering@griffith.edu.au)  
Phone: (07) 3735 3542

Our office hours are 8:30 to 4:30pm, Monday to Friday

