



catering *menu*

GRIFFITH CATERING

*volume six*

# Griffith Catering *and Events*

Griffith Catering and Events is proud to be Griffith University's caterer. We offer both innovative and creative catering, whether it be for a breakfast, morning and afternoon tea, lunch, barbecue, buffet, formal and informal finger food and beverages. We can cater for any size meeting, conference, seminar, dinner or cocktail party at any location on Griffith University campuses and off-site locations as requested.

We use only the best ingredients, from market fresh fruits and vegetables through to the finest quality breads and local cheeses featuring the best produce Queensland and Australia have to offer.

Whether it is a small gathering of six or a major event for hundreds, Griffith Catering and Events has the expertise, resources and innovation to deliver an unforgettable event. Our menus include Halal, vegetarian, gluten free, dairy free and a variety of Asian and European cuisines.

Nothing on the menu that suits your event? Our chef is more than happy to work with you to create your own personalised menu. We can design a menu to meet most culinary, dietary or budget requirements. Our staff are professional, qualified, experienced and uniformed and will ensure you and your guests enjoy every bite. We offer impeccable service from beginning to end.

Griffith Catering and Events is proud to be a 'Gold Licence Caterer', a prestigious accreditation that is issued by 'Restaurant and Catering Queensland' in partnership with Queensland Health. Gold Licence Accreditation recognises the Food Safety provisions of the Food Act and is subject to strict compliance and regular audits.

We look forward to catering your next event.

For more information and to order please visit the website:

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



## *beverages*

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<b>Fruit juice</b>	<b>\$7.50</b>
• Orange or apple	

<b>Soft drink cans</b>	<b>\$2.50</b>
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<b>Bottled water 600ml</b>	<b>\$3.00</b>
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<b>Sparkling water 750ml</b>	<b>\$7.90</b>
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<b>Brewed coffee and a selection of tea</b>	
• when ordered with food	\$3.00
• when ordered without food	\$3.50

<b>Beer</b>	
• Light beer	\$5.50
• Premium beer	\$6.50

<b>Wine per bottle</b>	<b>\$22.00</b>
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<b>WHITE WINE</b>	
• House chardonnay	
• House semillon sauvignon blanc	

<b>RED WINE</b>	
• House shiraz cabernet	

<b>SPARKLING</b>	
• House brut	

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# lunch *options*

## BAGS

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*Minimum 5 of one type*

### **\$10.50 per bag**

- Traditional sandwich
- Bottle of water or soft drink can

### **\$13.95 per bag**

- Traditional wrap or sandwich
- Mini chocolate bar
- Whole piece of fruit
- Bottle of water or soft drink can

## BOXES

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*Minimum 5 of one type*

### **\$15.50 savoury box**

*Choose one of the following:*

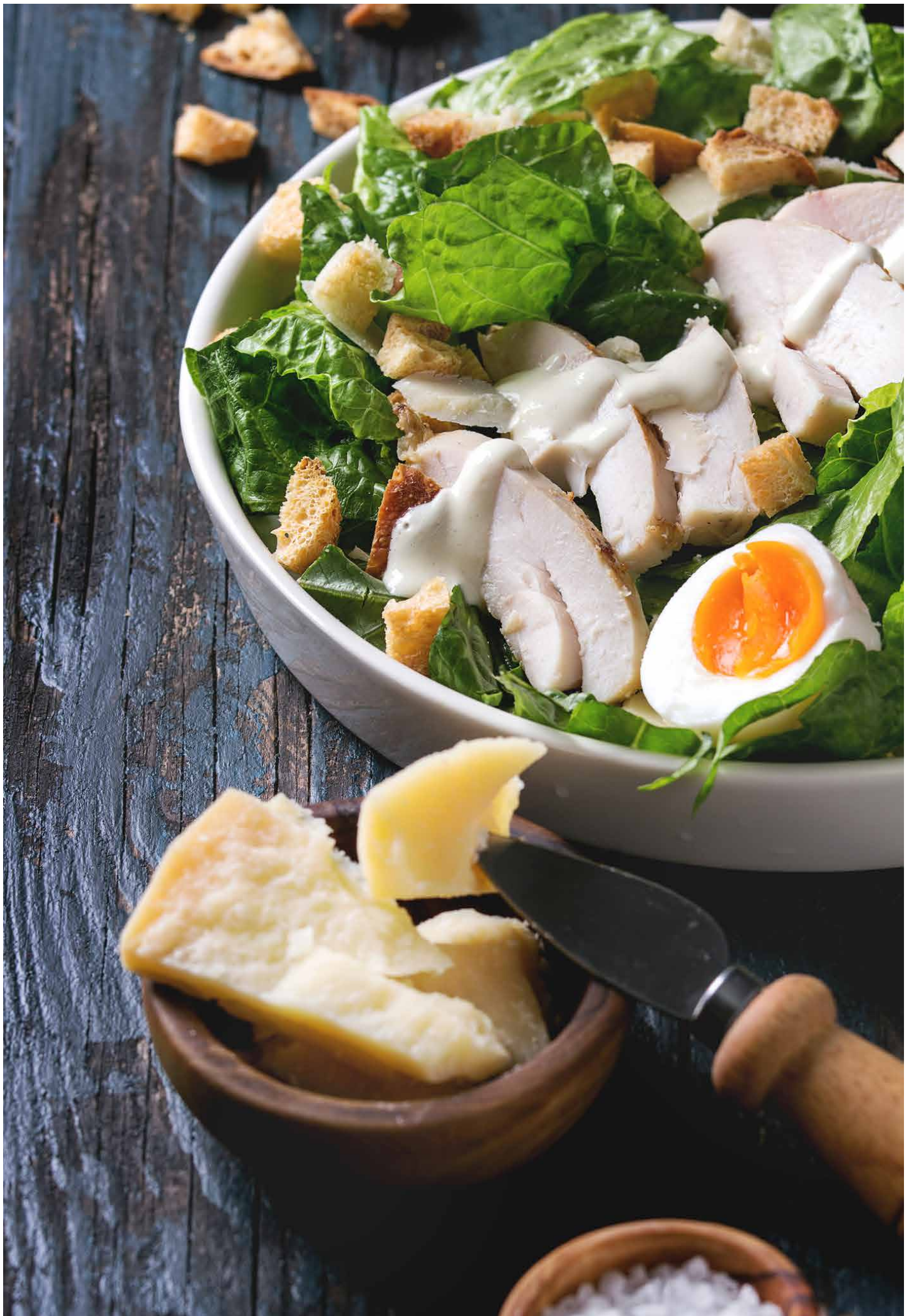
- Chickpea falafel, capsicum, olive tapenade, mixed lettuce wrap and roasted vegetable salad with balsamic dressing **(VG)**
- Smoked salmon, feta and baby spinach quiche with traditional Greek salad **(V)**
- Thai chicken or tofu rice paper rolls with asian noodle salad **(GF, VG)**
- Health box with brown rice, edamame and pickled carrot salad, fresh rice paper rolls, avocado, cherry tomatoes, sesame ginger dressing **(GF, VG)**
- Teriyaki roast chicken and noodle salad with cucumber, green onion, toasted sesame, avocado, mixed leaf and sesame ginger dressing

### **\$5.50 sweet box**

*Choose one of the following:*

- Raw cacao, coconut and chia bliss ball **(VG, DF, GF, CONTAINS NUTS)**
- Macarons **(GF)**
- Chocolate brownie
- Warm jam donut





## sandwiches, wraps, *rolls and baguettes*

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### Traditional sandwiches (4 triangles) \$5.95

Fillings will include a mixture of:

- Leg ham, cheddar cheese, tomato
- Fresh egg and lettuce
- BBQ chicken, mayo and lettuce
- Ocean fresh tuna and mayo
- Fresh salad, cucumber, tomato, cheese, carrot and lettuce (v)

### Gluten free sandwiches

- Traditional fillings \$7.95
- Gourmet fillings \$10.50

*Please note that gluten free bread is not suitable for vegans*

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### Gourmet assortment (2 pieces) \$8.50

Includes a selection of wraps, mini rolls, and sourdough baguettes.

#### FILLINGS TO INCLUDE A MIXTURE OF:

- Chickpea falafel, roasted capsicum, lettuce and beetroot hummus (v)
- Smoked salmon, Lebanese cucumber, chive cream cheese and rocket
- Roasted chicken with basil pesto aioli, mixed leaves
- Smoked leg ham, dijonnaise, swiss cheese, semi dried tomato







## conference *packages*

### HALF DAY

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**Standard half day** **\$32.00**  
*Minimum 10 people*

#### ON ARRIVAL

- Tea and coffee, water

#### MORNING OR AFTERNOON TEA

- Tea and coffee, water
- A selection of mixed muffins

#### LUNCH

- Chef's selection of gourmet sandwiches and wraps
  - Assorted fresh salads
  - Seasonal fruit cups
- Includes tea, coffee and juices***

### FULL DAY

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**Standard full day** **\$45.00**  
*Minimum 10 people*

#### ON ARRIVAL

- Tea and coffee, water

#### MORNING TEA

- Tea and coffee, water
- A selection of mixed fruit loaf

#### LUNCH

- Choose 2 boxed lunch options from page 4
  - Assorted savoury pastries, pies, mini quiches
  - Seasonal fruit cups
- Includes tea, coffee and juices***

#### AFTERNOON TEA

- Tea and coffee and water
- Gourmet slice





## something *sweet*

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### Biscuits (2 per serve) **\$3.00**

Choc chip, golden crunch, gingernut (GF, DF, VG)

### Gourmet biscuits (2 per serve) **\$2.95**

An assortment of flavours

### Danish and strudels (2 per serve) **\$4.90**

Freshly baked Danishes and strudels

OPTION VEGAN, GLUTEN FREE **\$4.90 EACH**

### Mini lamington platter (12 pieces) **\$20.00**

Fluffy sponge dipped in chocolate or raspberry and coconut

### Mini muffins (2 per serve) **\$3.25**

An assortment of flavours

### Gourmet fruit loaf (1 per serve) **\$4.95**

- Orange and almond (DF, GF)
- Date and honey (GF)
- Banana (DF, NUT FREE, GF)

### Bowl of mints (approx. 35 pieces) **\$5.95**

Individually wrapped mentos

### Fresh jam donuts

Jam filled donuts dusted with sugar (VG)

- Serving (2 pieces) **\$3.50**
- Platter (20 pieces) **\$32.00**

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### Coconut macaroons

Deliciously moist coconut and chocolate with a dark chocolate drizzle

- Serving (3 pieces) **\$3.50**
- Platter (30 pieces) **\$32.00**

### Macarons

Pistachio, chocolate, raspberry, vanilla, blackcurrant (GF)

- Serving (2 pieces) **\$4.90**
- Platter (20 pieces) **\$45.00**

### Raspberry and coconut friand (1 per serve) **\$6.50**

(GF, DF, NUT FREE)

### Vegan slice (1 per serve) **\$5.50**

with delicious fruit and grains (V, GF)

### Gourmet slice

White chocolate macadamia, raspberry macaroon, chocolate almond and caramel (GF)

- Serving (1 piece) **\$4.50**
- Platter (20 pieces) **\$42.00**

### Fresh seasonal fruit

A selection of fresh seasonal fruits

- Whole piece of fruit **\$1.95**
  - Individual fruit plate **\$8.95**
  - Platter (approx. 8 - 10 people) **\$42.00**
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## *savoury* options

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<b>Gourmet mini savoury rolls</b> (20 pieces)	<b>\$50.00</b>
A mixture of beef, pork and vegetable rolls in a light puff pastry	
<b>Mini quiche and pie platter</b> (40 pieces)	<b>\$39.00</b>
A mixture of vegetarian and meat fillings in a light pastry case	
<b>Rice paper roll platter</b>	
Filled with Asian slaw, marinated tofu or chilli chicken with fresh mint and coriander (GF)	
• Serving (4 pieces)	\$12.95
• Platter (25 pieces)	\$68.00
<b>Individual Australian cheese platter</b>	<b>\$12.95</b>
Selection of Australian blue, brie and cheddar, and quince paste served with assorted crackers (GF)	
<b>Indian samosa platter</b> (20 pieces)	<b>\$58.00</b>
A mix of lamb madras and butter chicken samosas and vegetable pakoras with mint yoghurt	
<b>Vegan Indian samosa platter</b> (20 pieces)	<b>\$58.00</b>
A mix of vegetable samosas and pakoras with beetroot chutney (VG)	
<b>Vegetarian Italian arancini platter</b> (20 pieces)	<b>\$58.00</b>
A mix of pumpkin, semi dried tomato, spinach and feta, mushroom arancini, with pesto mayo (V)	
<b>Mixed filo platter</b> (18 pieces)	<b>\$58.00</b>
With herb mayo	

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## make it a *platter*

COLD	PER PLATTER
Caramelised onion and potato tartlet (20 pieces) (V)	\$55.00
Smoked salmon and avocado blini (25 pieces)	\$55.00
Roasted pumpkin, olive and feta tartlets (30 pieces) (GF, V)	\$55.00
Thai chicken rice paper rolls (25 pieces) (GF)	\$68.00
Marinated tofu rice paper rolls (25 pieces) (GF, VG)	\$68.00
HOT	PER PLATTER
Indian samosa platter, with mint yoghurt (20 pieces)	\$58.00
Italian arancini platter, with pesto mayo (20 pieces) (V)	\$58.00
Mixed filo platter with herb mayo (18 pieces)	\$58.00
Chicken and macadamia meatballs with sweet chili mayo (20 pieces) (GF)	\$68.00
Lemongrass prawns with citrus aioli (20 pieces) (GF)	\$68.00
Chorizo, ricotta and spinach pastry bite with beetroot relish (20 pieces) (GF)	\$68.00
Two cheese arancini with herb mayo (20 pieces) (GF, V)	\$68.00
Chilli beef empanada with sumac yoghurt (20 pieces)	\$68.00
Crispy buffalo spiced cauliflower with vegan coriander and lime dipping sauce (30 pieces) (GF, VG)	\$68.00
Mini beef Wellington with tomato chutney (20 pieces)	\$68.00
Medley of roasted vegetable tartlets (20 pieces) (GF, V)	\$68.00



## *extras*

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### **Staff rates**

All staffed functions or deliveries outside normal business hours (Monday to Friday 8 am – 5 pm) will incur a labour surcharge per hour per staff member:

#### **Wait Staff**

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|--|---------|
| • Monday – Friday (8 am to 5 pm)           | \$35.00 |
| • Monday – Friday (before 8 am/after 5 pm) | \$60.00 |
| • Weekend (minimum 3 hours)                | \$60.00 |
| • Public holidays (minimum 3 hours)        | \$85.00 |

#### **Supervisor**

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|--|---------|
| • Monday – Friday (8 am to 5 pm)           | \$40.00 |
| • Monday – Friday (before 8 am/after 5 pm) | \$60.00 |
| • Weekend (minimum 3 hours)                | \$70.00 |
| • Public holidays (minimum 3 hours)        | \$95.00 |

#### **Chef**

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|--|---------|
| • Monday – Friday (8 am to 5 pm)           | \$45.00 |
| • Monday – Friday (before 8 am/after 5 pm) | \$65.00 |
| • Weekend (minimum 3 hours)                | \$80.00 |
| • Public holidays (minimum 3 hours)        | \$95.00 |

Please note staff charges are reflective of the University's salary award and oncosts. They are a cost recovery and not an additional source of revenue.

#### **Equipment costs** (each)

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|-----------------------------------|---------|
| • Takeaway containers             | 0.20c   |
| • Quilted napkins                 | \$1.00  |
| • Linen tablecloths (rectangular) | \$6.00  |
| • Tables                          | \$10.00 |

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 leftover 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 Functions Manager on (07) 3735 5281 or [catering@griffith.edu.au](mailto:catering@griffith.edu.au) to discuss your requirements.

Menu subject to change without notice.

# terms and *conditions*

## Ordering

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 \$50.00 (excluding GST) per delivery is required. It is a requirement that catering orders be received by Griffith Catering no later than two full business days prior to your function to allow for ordering and processing of your catering needs. Catering orders placed after these times may incur a late booking fee of 15% or \$20.00 whichever is greater.

## Final attendee numbers and 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](mailto:catering@griffith.edu.au) 3 working days prior to the event. 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 \$20.00 per change.

## Special dietary requirements

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

## Cancellations

Catering requests cancelled with less than 48 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 24 hours notice will incur a cancellation fee of 50% of the catering order or \$30.00 whichever is greater. Less than 12 hours notice will result in a cancellation fee of 100% of the catering order.

## Room bookings

Griffith Catering 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.

## Refusal

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

## Conference packages

Minimum number of attendees required for booking conference packages is 10 unless otherwise stated.

## Product availability and 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 Griffith Catering 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.

## Delivery charges

We include delivery for our catering orders between the hours of 8am and 5pm for all requested orders, located on Griffith University's Nathan, Mt Gravatt, Logan, Gold Coast and South Bank campuses. There is a minimum spend of \$50.00 for delivery. Charges for deliveries out of hours or to off-campus addresses will be determined on the individual catering order and also on the location.

## On consumption

Griffith Catering can only provide drinks 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. Griffith Catering 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. Griffith Catering 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.



### **Confirmation and quotes**

Griffith Catering 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 3 working days notice.

Please inform Griffith Catering 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 Griffith Catering office as soon as possible with any errors or changes.

The responsibility to check event orders and contact Griffith Catering lies with you, as the person who placed the catering request. If errors are not reported to Griffith Catering 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.

### **Breakages and loss**

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

All staffed functions or deliveries outside normal business hours (Monday – Friday 8 am – 5 pm) will incur a labour surcharge per hour per staff member. Please note staffing rates are determined by the Functions Manager. Please refer to the previous page for current staff rates.

### **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. Fringe Benefit Tax (FBT) may apply, please see FBT and *catering at [griffith.edu.au/catering/terms-and-conditions](http://griffith.edu.au/catering/terms-and-conditions)*.

### **Payment of accounts external clients**

Payment may be made by B-Pay, credit card, cheque, or EFT. The 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.



For booking information

**[griffith.edu.au/catering](https://griffith.edu.au/catering)**

✉ [catering@griffith.edu.au](mailto:catering@griffith.edu.au) ☎ (07) 3735 5281

Office hours are 8 am to 4 pm Monday to Friday