

Overnewton Castle

Conference Menu and Facilities



Breakfast Menu

Continental Breakfast Buffet \$28.00 per person

- Fresh Fruit Juice
- Selection of Cereal
- Fresh Seasonal Fruit
- Toast and Preserves
- Danish Pastries
- Freshly Brewed Coffee and a Selection of Twining's Tea

Executive Breakfast \$30.00 per person

On arrival

- Fresh Fruit Juice
- Fresh Seasonal Fruit
- Baked Croissants
- Freshly Brewed Coffee and a selection of Twining's Tea

Hot Breakfast served individually plated

- Breakfast Sausages and Bacon
- Herbed Grilled Tomatoes and Mushrooms
- Scrambled Eggs with Chives on Toast

Please Note:

Vegetarian or Gluten Free meals are available upon request prior to function



Morning or Afternoon Tea

A selection of Twining's Tea & Freshly Brewed Coffee

PLUS a choice of one of the following @\$10.00 per person per session

- Assorted Mini Muffins
- Assorted Mini Danishes
- Selection of Slices
- Scones with Jam and cream

OR

Tea, Coffee and Biscuits @ \$8.00 per person

Lunch Menu

Light Lunch @\$ 25.00 per person

- Assorted Gourmet sandwiches, wraps and Rolls
- Fresh seasonal fruit platter
- Jugs of Orange Juice, a selection of Twining's Tea and Freshly Brewed Coffee

Light Lunch with Soup @ \$27.00 per person

- Assorted Gourmet sandwiches, wraps and Rolls
- Soup of the day with a bread roll
- Fresh seasonal fruit platter
- Jugs of Orange Juice, a selection of Twining's Tea and Freshly Brewed Coffee

Something Different @\$30.00 per person minimum 10 delegates

- Assorted Frittata served warm
- Assorted Gourmet Salads
- Fresh seasonal fruit platter
- Jugs of Orange Juice, a selection of Twinings Tea and Freshly Brewed Coffee

A Heart Warming Lunch @\$ 35.00 per person minimum 10 delegates

- Assorted Gourmet sandwiches, wraps and Rolls

Plus select 4 of the following:

- Mini Burgers
- Vegetarian Samosa Spring Roll
- Chicken Calzone
- Beef or chicken satays skewers
- Fetta Spinach and Olive Frittata
- Assorted Mini Quiches
- Butter Chicken with Roti bread
- Smoked Salmon and Mini Toasts with Sour Cream
- Assorted Gourmet Mini Pies
- Ravioli in a creamy Mushroom and Bacon Sauce

Fresh seasonal Fruit Platter

Jugs of Orange Juice, a selection of Twining's Tea and Freshly Brewed Coffee

Extra Options

Cheese platter @\$ 6.50 per person

Soup of the day with bread roll @\$ 4.50 per person

Note: all meals come with Vegetarian options available

Please advise any dietary requirements with catering confirmation



Room Capacities

	Theatre	Board Room	U Shape	Dinner	Cocktail
Chapel	70	20	20	40	60
Dining Room	130	40	40	140	200
Sherry Room	NA	12	NA	20	30
Victorian Room	40	40	40	60	80

Room Hire

	Full Day	Half Day	Part Day
Dining Room	\$680	\$460	From \$300
Chapel	\$500	\$380	From \$250
Victorian Room	\$400	\$280	From \$200
Sherry Room	\$300	N/A	NA

Room hire cost is inclusive of set up of tables, chairs and equipment.
Exclusive all day hire of property available upon request.

AV Equipment Hire Options

Lectern \$50
White Board and Markers \$25
Flipchart paper \$25
Tripod Screen \$60
Overhead Projector \$80
Cordless or Lapel Microphones \$80 each
Data Projector \$200



Other equipment

Other equipment is available by arrangement through our Supplier
Please enquire when booking your event.
Your own equipment is allowed to be brought in.

Internet Access

Internet Access is available via our wireless network.
If you would like to access this facility you must let us know prior to your event
To allow set up of the facilities for you, an additional cost may be incurred.

Gardens and Games

There are 5 acres of pristine English Gardens to utilize. Yard games are available for hire these are great for team building activities or just to have a bit of fun in the gardens on your breaks. Giant chess, croquet and bocce \$150 hire cost.

Overnewton Castle Accommodation

Overnewton Cottage sleeps up to 6 guests – Shared Accommodation

Down Stairs Room - King Size bed, bathroom with double spa bath

Upstairs Room - 2 Double beds Twin share with ensuite

Shared living room space and kitchen downstairs

Accommodation costs \$450.00 per night and includes:

- Continental breakfast
- Spa bath
- All linen & towels,
- Tea & coffee facilities.
- T.V. & DVD
- Use of grounds
- Overnight parking



The Loft sleeps up to 6 guests – Shared Accommodation

Down Stairs – Laundry, Bathroom

Upstairs Room – 2 Double Sofa Beds & a separate room with a double bed and ensuite

Accommodation costs \$350 per night and includes:

- Fully equipped kitchen
- Plasma T.V & DVD
- Lounge area
- Continental Breakfast
- All towels & linen
- Tea & Coffee Facilities
- Use of grounds
- Overnight Parking



The Stables sleeps up to 10 guests – Shared Accommodation

Down Stairs – 1 king, 2 Queens, Full Kitchen, Living, Dining, Laundry & Bathroom

Upstairs Room – 4 single beds in a large shared room

Shared living room, bathrooms, dining area and kitchen downstairs

Accommodation costs \$600 per night and includes:

- Fully equipped kitchen
- Plasma T.V & DVD
- Lounge area
- Continental Breakfast
- All towels & linen
- Tea & Coffee Facilities
- Use of grounds
- Overnight Parking



Our Terms & Conditions

Confirmation of Booking and Deposit: Please confirm in writing, along with a signed copy of these terms and conditions a deposit of \$500.00 due within 7 days of the reservation being made.

Confirmation of Attendance: Final numbers will be required 7 days prior to your event. Charges will be based on these minimum numbers or the actual attendance whichever is greater.

Catering requirements: Menu selection will be required 10 days prior to your event. Should your selections not be advised at this point your menu selection cannot be guaranteed.

Special dietary requirements: Vegetarian, Gluten free etc. should also be notified 10 days prior.

Final Payment: Payment is due 7 days after function via invoice. Payment Methods available: Internet Banking, Credit Card(2% surcharge) or Eftpos, Bank Cheques or Company Cheques accepted by prior arrangement. Please make cheques payable to Overnewton Castle Receptions

Price Variations: Prices are current and every endeavour is made to maintain our prices, however they are subject to change. Should any increases occur, we will notify you immediately.

Public Holidays: Please note a surcharge of 15% will apply to public holidays

Cancellations: In the event of a function cancellation there is no refund of deposit payments.

BYO Policy: No food or beverages of any kind are permitted to be brought on to the property for consumption at the function/event by the organiser or their guests with the exception of Wedding Cake or Birthday Cake with the express permission of management.

Damages and Cleaning: The organisers are financially responsible for any damages sustained to Overnewton Castle and its grounds, by any guests or other persons attending the function, whether in the function room or any part of the property. The same applies for any extra cleaning required from negligent or wilful behaviour,

Insurance: Whilst the staff and management will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during or after the function. We recommend organisers should arrange their own insurance.

I, (name) _____ have read and understand the above Terms and Conditions.

Signature: _____ Date: _____