



# Conference & Events



**BURGMANN COLLEGE**

*Affiliated with The Australian National University*

*Capture our imagination*

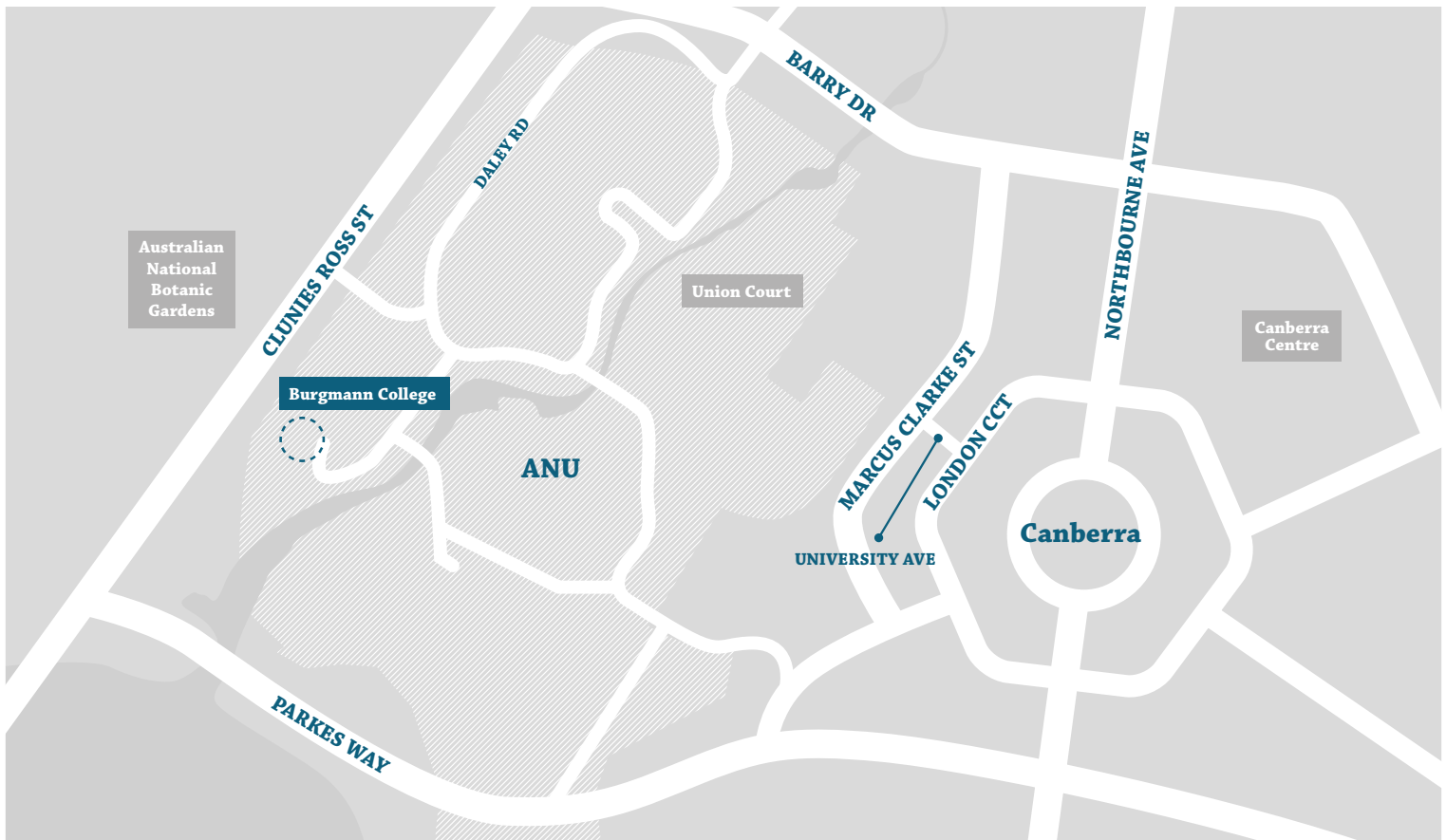
EH BURGMANN 1944



## Location and Facilities

Burgmann College is a student residence on the ANU Campus. Situated in a parkland setting amid mature trees, lawns and gardens Burgmann College provides a unique environment for your event. The College's proximity to the ANU and the CBD makes it an ideal location for business, academic and community groups to hold workshops, seminars and social functions.

Burgmann College offers seven meeting rooms that can cater for a small board meeting up to a lecture for 400 people. All rooms have plenty of natural light with views over gardens and courtyards with several rooms featuring flexible layouts. The College's grounds offer a number of outdoor areas suitable for cocktail receptions and social functions.



## Accommodation

During the summer semester break (late November – early February), Burgmann College is available for live-in residential conferences and short stay accommodation for small or large groups. Burgmann College provides:

- Accommodation for up to 340 guests in single student style rooms and apartments
- Linen and regular room service
- Shared bathroom and laundry facilities
- 24 hour on site manager and security card access



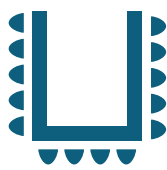


## Room Capacity and Rates

Room	Chapel	Chafé	Tutorial	Hawker	Grenfell Price	Common	Dining Hall
Weekday Rate	\$370	\$175	\$370	\$175	\$275	\$370	POA
Saturday Rate	\$465	\$220	\$465	\$220	\$345	\$465	POA
Sunday Rate	\$550	\$265	\$550	\$265	\$410	\$550	POA
Area (m2)	110	54	90	30	84	256	312
Ceiling Height(m)	4	3	3	2.4	3.4	2.8	4.4
Theatre	102	32	70	na	na	250	400
U-Shape	24	na	24	na	na	36	na
Boardroom	30	12	24	8	20	na	na
Banquet	40	na	na	na	40	104	248
Cabaret	25	na	20	na	na	66	na
Class room	12	8	24	na	na	na	na



THEATRE



U-SHAPE



BOARDROOM



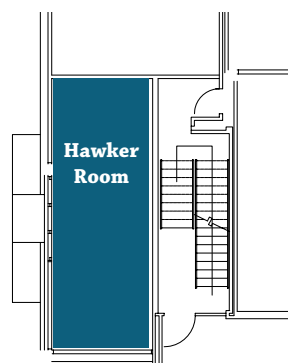
BANQUET



CABARET

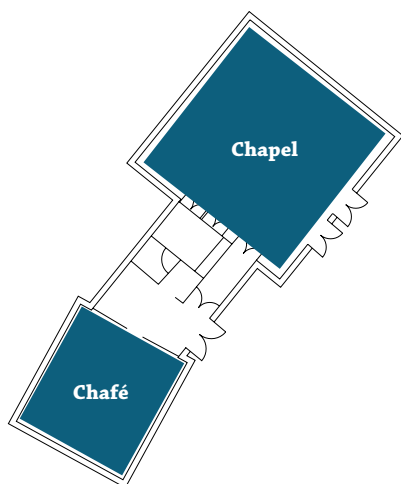


## Rooms



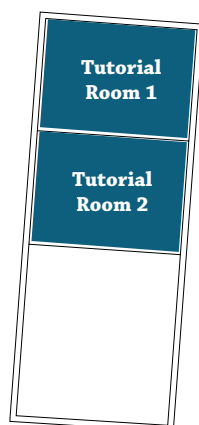
### HAWKER ROOM

Set in a quiet corner of the College the room features floor to ceiling windows with views to Sullivans Creek and Lake Burley Griffin. Ideal for a private meeting or formal meal for up to eight people.



### CHAPEL & CHAFÉ

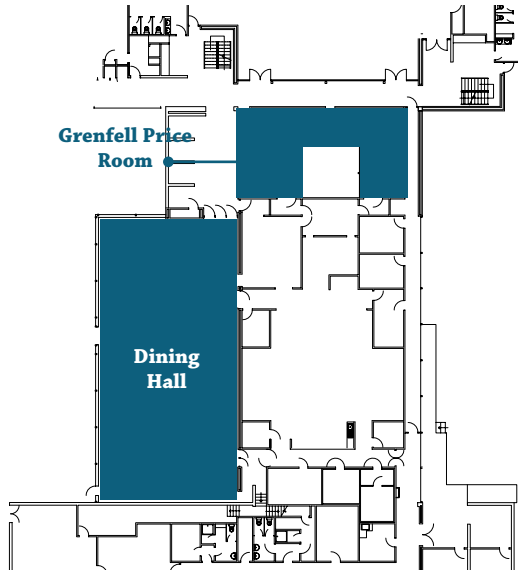
Our multi-faith Chapel may be used for a variety of events including weddings, formal dinners, music rehearsals, business meetings, community and social events. The multi-purpose Chafé is located next to the Chapel and can be used as a breakout area for events held in the Chapel or as function room on its own.



### TUTORIAL ROOM

Featuring plenty of natural light and the ability to be divided into two spaces the Tutorial Room is an ideal venue for medium sized groups for training, workshops or meetings.



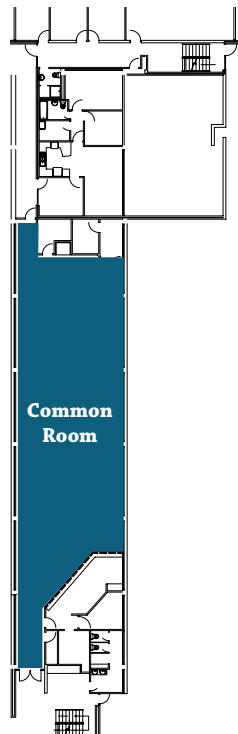


## GRENFELL PRICE ROOM

Surrounding a tranquil courtyard, the two distinct sections feature a lounge area and an open space.

## DINING HALL

Located at the front of the College the Dining Hall can cater for groups of up to 248 people.



## COMMON ROOM

With plenty of natural light, dance floor and a full service bar, the Common Room can be used as one large space or divided into three separate rooms.





## Equipment

Burgmann College has a range of equipment, from electronic whiteboards and flip charts to lecterns and audio visual equipment. All standard equipment is included in the room hire fee.

We can also hire additional equipment if required, this can be added to your final invoice at the conclusion of your function.

## Catering

Function catering at Burgmann College is provided by world class caterer Scolarest, a division of Compass Group.

Scolarest has extensive experience in function catering and whether your event is large or small, you won't get the standard cookie cutter conference fare offered by other caterers but a tailored menu designed to reflect your specific needs.

From full or half day conference packages to lunch and dinner menus or even a packed lunch, Scolarest is committed to assuring your event runs seamlessly and will be remembered for all the right reasons.

Whether for six or 200 guests the team at Scolarest is committed to helping make your event a success.





## Conference Packages AVAILABLE MONDAY TO FRIDAY

### HALF DAY DELEGATE PACKAGE

**\$26pp**

- » Jugs of water and mints all day
- » Morning or afternoon tea with seat/savoury treats, tea and coffee
- » Buffet lunch in the dining hall with seasonal whole fruit, tea and coffee

### LIGHT DAY DELEGATE PACKAGE

**\$33pp**

- » Jugs of water and mints all day
- » Morning tea with sweet house made treats, tea and coffee
- » Buffet lunch in the dining hall with seasonal whole fruit, tea and coffee
- » Afternoon tea with savoury treats, tea and coffee

### DAY DELEGATE PACKAGE

**\$38pp**

- » Jugs of water and mints all day
- » House made cookies plus tea and coffee on arrival
- » Morning tea with sweet house made treats, tea and coffee
- » Buffet lunch in the dining hall with seasonal whole fruit, tea and coffee
- » Afternoon tea with savoury treats, tea and coffee





# Conference Menu AVAILABLE MONDAY TO FRIDAY

## Coffee service

Bottomless coffee and tea, selection of milks, iced water and mints.

Plunger coffee and 'T2' tea selection ..... \$4.50

## To enhance your coffee services (2 pieces per person \$6.00)

Double chocolate or

lemon poppy seed mini muffins

Sweet or savoury freshly baked mini scones

Mini sweet or savoury pies

Warm Danish pastries (1 piece)

Warm mini croissants with jam, marmalade and butter

Freshly baked biscuits: Anzac, peanut butter, chocolate chip, almond shortbread

## Fruity enhancements

Whole seasonal fruit ..... \$2.50

Freshly cut seasonal fruit ..... \$6.00

Gourmet fruit selection

with berry or honey yoghurt ..... \$9.95

Individual fruit pavlova ..... \$4.95

## Juicy solutions

Chilled juice or house made

fruity iced tea ..... \$6.00 per carafe

Freshly squeezed juices\* ..... \$9.95 per carafe

*\*Orange, apple, watermelon, carrot, celery, ginger, pending Mother Nature's approval*

## Lunchtime solutions

Traditional\* sandwich

'points' (2 pieces) ..... \$5.50

Gourmet^ filling sandwich

'points' (2 pieces) ..... \$6.95

Open faced baguette

sandwiches (2 pieces) ..... \$6.95

Mini croissant sandwiches

(2 pieces) ..... \$7.25

Traditional lunchtime wraps ..... \$5.00

Mini filled ciabatta rolls (2 rolls) ..... \$5.50

*Traditional fillings include: ham and cheese, mild Hungarian salami, coddled egg, and salad.*

*Gourmet fillings include: poached chicken breast (in traditional or tandoori), ham/brie/sundried tomato, rare roast beef, avocado and Emmenthal.*

## Cheesy thoughts

Traditional cheese platter ..... \$8.95

*Cheddar, brie, blue, apples, grapes, walnuts and water crackers.*

Gourmet cheese selection ..... \$12.00

*Vintage cheddar, double cream brie, roaring forties blue, edam, fig or quince paste, walnuts, dried apricots, and water crackers.*



## Cocktail menu

Mini beef pies with tomato relish.....	\$3.25
Beef sliders.....	\$3.25
Mini fish and chips in a noodle box.....	\$3.25
Mini peking duck pancakes.....	\$3.25
Fried goyza.....	\$2.95
Olive and spinach frittata.....	\$1.95
Arancini balls.....	\$1.95
<i>tomato and basil, wild or mushroom, chorizo and mozzarella</i>	
Pulled hoi sin beef.....	\$1.95
Mini cheese quesadillas.....	\$1.95
Mini vegetable spring rolls.....	\$1.50
Mini samosas.....	\$1.50
Mini pizza.....	\$1.50

## Beverage Packages

Standard Beverage Package for 2 Hours.....	\$22.00
Standard Beverage Package for 3 Hours.....	\$28.00
Beverages Include:	
<i>Rothbury Estate Series Sparkling Cuvee</i>	
<i>Rothbury Estate Series Sauvignon Blanc</i>	
<i>Rothbury Estate Series Shiraz Cabernet Sauvignon</i>	
<i>Carlton Draught 375ml Bottles</i>	
<i>Cascade Light 375ml Bottles</i>	
<i>Assorted Soft Drinks and Iced Water</i>	
Premium Beverage Package for 2 Hours.....	\$33.00
Premium Beverage Package for 3 Hours.....	\$38.00
Beverages Include:	
<i>Seppelt The Drives NV Chardonnay Pinot Noir</i>	
<i>Seppelt The Drives Chardonnay</i>	
<i>Seppelt The Drives Shiraz</i>	
<i>Crown Lager 375ml Bottles</i>	
<i>Cascade Light 375ml Bottles</i>	
<i>Assorted Soft Drinks and Iced Water</i>	

Burgmann College also offers the option of a Dry Till where all beverages are charged on a consumption basis or a cash bar for an additional surcharge of \$125.00



## Wine list

<b>White Wines</b>	
House Sauvignon Blanc (Rothbury Estate Series)	\$15.00
Wolf Blass Bilyara Chardonnay	\$17.00
Hartog's Plate Sauvignon Blanc Semillon	\$17.00
Angel Cove Marlborough Sauvignon Blanc (NZ)	\$19.00
Seppelt The Drives Chardonnay	\$19.00
Leo Buring Dry Riesling	\$22.00
T'Gallent Cape Schank Pinot Grigio	\$23.00
Penfolds Thomas Hyland Chardonnay	\$26.00
<b>Red Wines</b>	
House Shiraz Cabernet Sauvignon (Rothbury Estate Series)	\$15.00
Wolf Blass Bilyara Shiraz	\$17.00
Hartog's Plate Cabernet Merlot	\$17.00
Seppelt The Drives Shiraz	\$19.00
Penfolds Koonunga Hill Seventy Six Shiraz Cabernet Sauvignon	\$22.00
St Huberts The Stag Pinot Noir	\$24.00
Wynns Coonawarra Cabernet Sauvignon	\$26.00
<b>Sparkling Wines</b>	
House Sparkling Cuvee (Rothbury Estate Series)	\$15.00
Seppelt The Drives NV Chardonnay Pinot Noir	\$19.00
Seppelt Fleur de Lys Vintage Chardonnay Pinot Noir	\$24.00
Able's Tempest Chardonnay Pinot Noir	\$28.00
<b>Fortified</b>	
Penfolds Club Reserve Aged Tawny	\$28.00
<b>Standard Beverages</b>	
Soft Drink	\$2.50
Cascade Light 375ml Bottles	\$3.50
Carlton Draught 375ml Bottles	\$4.50
Crown Lager 375ml Bottles	\$5.00





## Sample Banquet Menu

2 COURSE SINGLE DROP	<b>\$41pp</b>
2 COURSE ALTERNATE DROP	<b>\$46pp</b>
3 COURSE SINGLE DROP	<b>\$52pp</b>
3 COURSE ALTERNATE DROP	<b>\$55pp</b>

### Entree

Beetroot cured salmon gravalax with watercress and goats curd salad  
Beef carpaccio with toasted walnuts, parmesan crisps and a red wine balsamic reduction  
Pumpkin ravioli with a burre noisette and sage sauce  
Chicken boudin with corn puree and micro herbs  
Twice cooked pork belly with a parmesan polenta and a pea soubise

### Main

Beef fillet wrapped in bacon with chicken pate potato puree and glaze  
Salmon with crispy skin and a red and yellow capsicum sauce  
Chicken breast on a white bean and Persian feta salad with a current jus  
Pork fillet with scratching's, tomato and zucchini with an apple jus  
Mushroom, spinach and fetta pithivier with a herb risotto and a mushroom glaze

### Dessert

Ricotta dumpling with a coffee mousse  
Yoghurt pannacotta with a raspberry granita  
Chocolate fondue for one with fresh cut fruit and biscotti  
Chocolate mousse with candied orange peel and citrus jelly  
Vanilla brulee with a chocolate shortbread.



# Enquiry Form

Please fill out the following and email to [conference@burgmann.anu.edu.au](mailto:conference@burgmann.anu.edu.au) to receive a quote for your event.

Organisation \_\_\_\_\_

Postal Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Event Name \_\_\_\_\_

Day of Booking \_\_\_\_\_ Date of Booking \_\_\_\_\_

Room(s) Required \_\_\_\_\_

No. of Delegates \_\_\_\_\_ Access Time \_\_\_\_\_ Starting Time \_\_\_\_\_ Finishing Time \_\_\_\_\_

Catering requirements or Conference Package (eg. Day Delegate Package) \_\_\_\_\_

On Arrival & Time \_\_\_\_\_

Morning Tea & Time \_\_\_\_\_

Lunch & Time \_\_\_\_\_

Afternoon Tea & Time \_\_\_\_\_

Special Dietary Requirements \_\_\_\_\_

## Room Setup (please tick)

THEATRE  U-SHAPE  BOARDROOM  BANQUET  CABARET  CLASS ROOM

## Setup and equipment (please tick)

FLIP CHART(S) X \_\_\_\_\_  PROJECTION SCREEN  DATA PROJECTOR

ELECTRONIC WHITEBOARD(S) X \_\_\_\_\_  LAPTOP  OR OTHER \_\_\_\_\_

Presenters Table number of people x \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Terms and Conditions

## BOOKINGS

Tentative bookings are held for two weeks. If confirmation is not received during this time, Burgmann College may release the venue to another client.

Final numbers are to be advised two (2) working days before your event. Charges will be based upon this figure (or the actual number of attendees if higher than the final number).

Special catering requirements (gluten-free, vegetarian, etc.) are to be advised seven (7) working days prior to the event.

## CANCELLATIONS & DEPOSITS

All cancellations must be made in writing.

Cancellation less than ten (10) working days before the event attracts a cancellation fee equivalent to 50% of the estimated room hire and food costs. Cancellations less than five (5) working days before the event attract a fee equivalent to 100% of the estimated room hire and food costs.

A deposit of 10% (for private functions) must be paid at the time of confirmation of the booking. Deposits will be credited towards the final account.

Valid credit card details are required for private functions to confirm a booking, Government Departments are required to provide a purchase order number or valid credit card details.

## PAYMENT

Final payment of the account is required within seven (7) days of receipt of invoice. Deposit or final payments can be made by the following methods:

*Cash* – Burgmann College Reception

*Credit Card* (Visa, Mastercard 1.6% surcharge applies)

*Cheque* – Payable to 'Burgmann College'

*Electronic Funds Transfer* to Burgmann College – BSB 062 903 Number 00000123

## PRIOR AND POST EVENT ACCESS

The Client is required to commence and conclude the event in accordance with the agreed scheduled time. If an event exceeds the booking time frame, additional charges will apply.

## EQUIPMENT AND SECURITY

Burgmann College will not accept responsibility or liability for equipment or other items of property brought into Burgmann College for a function by those holding, arranging or servicing conferences, seminars, or any other function at Burgmann College.

## DAMAGES AND DISORDER

The client is liable for any damage and extra cleaning costs which may be required. Burgmann College is not responsible for any damage caused to personal property brought on to the premises by clients or patrons.

## GENERAL

Burgmann College, has rules and conditions that casual users (including function participants, visitors and invited guests) of the College are asked to accept:

Burgmann College is a smoke-free venue. Smoking is not permitted within the buildings or College grounds at any time.

Burgmann College is a residential college for ANU students. All visitors are asked to respect residents by maintaining a tranquil environment, particularly at night. In accordance with College policy all functions are to cease by 11.00pm.

No food or beverages of any kind may be brought into the College for any function by the organiser, invitees, guests or by anyone else without prior approval.

## PARKING

Burgmann College is situated on ANU land. The ANU's land is subject to parking controls from 9.00am to 5.00pm, Monday to Friday.

ANU parking permits are required for functions held at Burgmann College during these hours. ANU parking permits can be obtained from Burgmann College Reception or the ANU parking office in advance, or on the day of the function.

Burgmann College does not guarantee availability of parking for functions.

