

International House Conference and Function Guide



Conference and Functions
International House
5 Rock Street, St Lucia Q 4067
P: 07 3721 2480 F: 07 3721 2476
E: ihops@inhouse.uq.edu.au

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ABOUT US

About International House

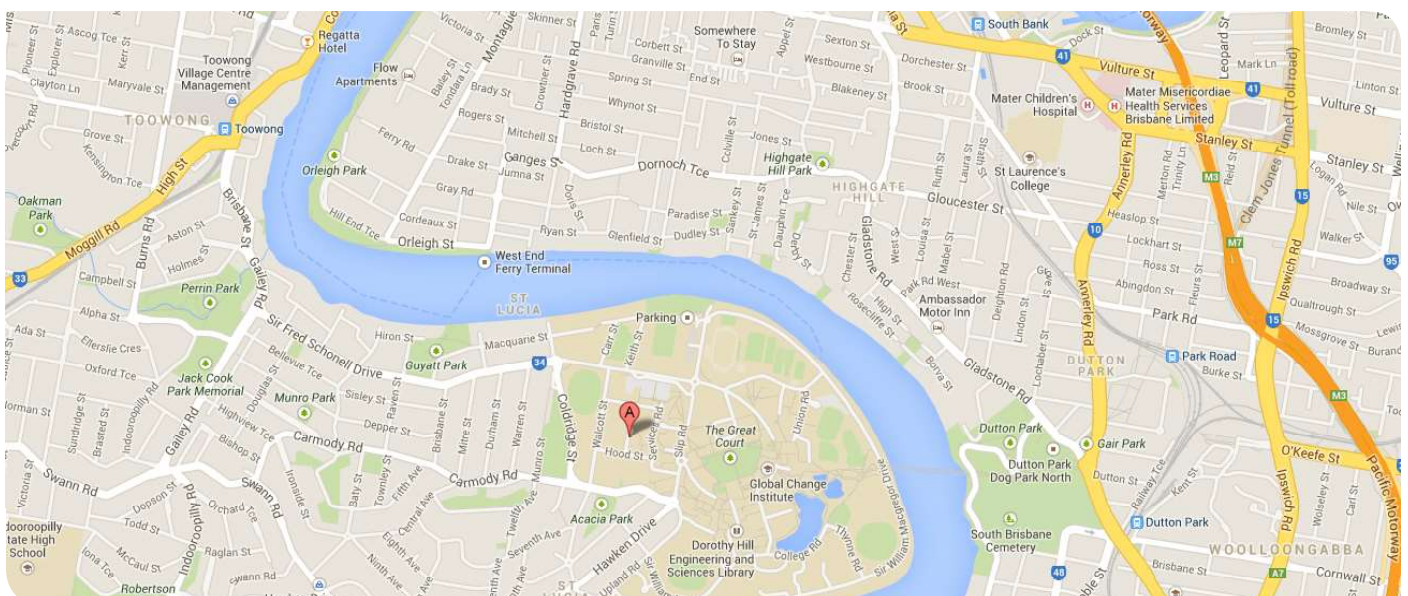
International House (IH) is a residential college affiliated with The University of Queensland (UQ). We provide fully catered accommodation for over 200 Undergraduate students and self-catered accommodation for over 35 Postgraduate students attending UQ or Queensland University of Technology (QUT). In addition to providing accommodation we also provide residents with opportunities to grow personally and professionally through a range of programs, activities and events.

With the ability to cater for functions from 10–200 people at a competitive price, International House is the perfect place to hold your next event. We have indoor and outdoor spaces that can host a wide range of functions such as meetings, conferences, formal sit down dinners, outdoor concerts and cocktail functions. Our team of hospitality professionals are trained and ready to serve you and your guests, and give you the best possible experience at International House.

We thank you for your interest in holding your function at International House and we look forward to assisting you in any way we can to ensure your function is a success. Our team is more than happy to try and meet any additional requests and answer any of your queries. If you have any questions, please feel free to contact the Operations Manager directly by emailing ihops@inhouse.uq.edu.au or by phoning (07) 3721 2480.

Location

International House is located on the UQ St Lucia campus and can be found at 5 Rock Street, St Lucia 4067 QLD Australia. International House is located 7km from Brisbane CBD and is easily accessible by car, bus, train, bicycle and ferry.



VENUE INFORMATION

The Ivor Cribb Room

Named after the first warden of International House, this room boasts a large area that also possesses a bar. The Ivor Cribb Room opens up onto an outdoor entertaining area which can be utilised if your event requires an indoor and outdoor space to accommodate for large numbers. Unfortunately, this room is not accessible to guests in wheelchairs.



iHouse

Set at the front of International House, iHouse is a modern function space used for small to medium sized functions. iHouse was built in 2009 due to the demand for extra function space and is ideal for meetings, lunches and seminars as it offers an intimate feel. iHouse features floor to ceiling glass walls that allows the room to fill with natural light during the day.



iPlaza

Leading out from Martin Hall, iPlaza is a large outdoor covered deck to ensure those rainy days don't interrupt your special function. Overlooking the lush gardens of International House, iPlaza is a beautiful space that suits cocktail functions or perhaps a space used for canapés before entering Martin Hall for a sit down meal.



Martin Hall

Opening onto iPlaza, Martin Hall accommodates for larger groups and is ideal for sit down breakfasts, lunches and dinners. Martin Hall offers a large function space that can be customised to suit your budget and needs. Martin Hall is commonly used for large formal sit down dinners.



G-Lawn

G-Lawn is located on the lower level of International House and is the perfect outdoor space for any event. G-Lawn is accessible by multiple entry points and features large grassed areas surrounded by beautiful well-kept gardens. During spring time the Jacarandas begin to flower and provide guests with ample amounts of shade.





International House is suitable for any event. Whether it be a wedding, a corporate meeting, breakfast, high tea, lunch, dinner, birthday, fundraiser or special event.

AREA	BANQUET	COCKTAIL	CLASSROOM
The Ivor Cribb Room	60	80	70
iHouse	30	50	40
iPlaza	N/A	100	N/A
Martin Hall	200	200	100
G-Lawn	N/A	200	N/A
World cafe	10	20	N/A
G Tower Meeting Room	N/A	N/A	8

Room Hire

The cost to hire any of the rooms at International House is \$240 plus GST. This price includes:

- Room setup
- Jugs of iced water
- Tea, coffee and biscuits
- Use of all technical equipment

Technical Equipment

- Whiteboard
- Smartboard/Starboard
- WiFi
- Screen
- Plasma
- Microphone
- Teleconference equip (iHouse)
- Data projector
- Laptop
- Skype
- Lectern
- Clicker
- Laser pen

Do your guests need accomodation?

During off-peak times of the year which is normally December through to February, International House can accommodate for short stay guests.

If you would like to discuss staying at International House, please email us at ihops@inhouse.uq.edu.au or phone us on (07) 3721 2480.

Break out space?

Do you need break out spaces for your guests? Don't worry, we have you covered!



CATERING MENU

Breakfast & Brunch Options

Fresh fruit slices with greek yoghurt	\$3.50 pp
English breakfast muffin with poached egg & bacon	\$4.20 pp
Croissant (1) with savoury fillings Champagne ham & tasty cheese, or baby spinach & shredded cheese (V)	\$5.20 pp

Beverages

Specialty tea and coffee	\$2.00 pp
Jug of Orange Juice	\$8.00
Jug of Soft Drink	\$6.00
Bottled Water	\$2.00 ea

Morning and Afternoon Tea

Assorted Cakes and Muffins (1) which may include chocolate, banana, coffee, cupcakes or lamingtons	All \$3.70 per item
Assorted Slices (1) which may include coconut, chocolate brownie, peppermint	
Gourmet Cookies (2) chocolate chip, anzac	
Freshly baked Danish (2)	
Scones (1) served with jam and cream	



Sandwich Boards

Point Sandwiches

Assorted filling from chef's selection range
on white, wholemeal, multigrain or gluten free bread

\$4.40 pp (4)
\$5.90 pp (6)

Assorted filling from gourmet range
on white, wholemeal, multigrain or gluten free bread

\$6.00 pp (4)
\$7.50 pp (6)

Wraps

chicken and salad greens with sundried tomato mayonnaise
leg ham with salad greens and sweet mustard pickle
carrot, mixed leaves, cucumber, tomato, avocado and aioli

\$5.50 pp

Turkish or Foccaccia Breads

chicken and salad greens with sundried tomato mayonnaise
leg ham with salad greens and sweet mustard pickle
carrot, mixed leaves, cucumber, tomato, avocado and aioli

\$6.00 pp

Platters

Cheese platter

Variety of three (3) quality cheeses (chef's selection), dried fruits and water crackers

- Small platter (serves 5-8)
- Large platter (serves 10-15)

\$40.00 each
\$50.00 each

Fruit platter

Sliced seasonal fruit

- Small platter (serves 5-15)
- Large platter (serves 15-25)

\$30.00 each
\$40.00 each



Luncheon

Quiche and Salad

\$17.60 pp

Your choice of one (1) quiche from the following: vegetarian, bacon, onion and cheese, or chicken and sundried tomato. Your choice of two (2) salads from the following: tossed garden, potato, pasta, coleslaw.

Includes caraffed juice.

Chicken and Ham with Salad

\$19.25 pp

Cold cut chicken pieces and sliced ham off the bone. Your choice of two (2) salads from the following: tossed garden, potato, pasta, coleslaw.

Includes caraffed juice.

Want a custom menu that is out of the box?

We can help to craft a customised menu for you, priced accordingly. Our team is more than happy to try and meet any additional requests.

Buffet lunches, formal dinners and cocktail functions can all be catered for.

If you have any questions, please feel free to contact the Operations Manager directly at ihops@inhouse.uq.edu.au or by phoning us on (07) 3721 2480.



Did you know?

Each year, all licensed food businesses in Brisbane are audited and receive a star rating as part of the Eat Safe Program run by Brisbane City Council. In 2014, we received the highest rating possible of 5 Stars! For more information on the Eat Safe Program, visit the website www.brisbane.qld.gov.au



TERMS AND CONDITIONS

Tentative booking — Tentative bookings will be held for five (5) working days after which time the space will automatically be released.

Deposit and confirmation — A minimum of 20% of the total cost is required to secure the booking.

Confirmation of numbers and details — In order to effectively plan for your function we will require the following:

- Final details including minimum guest numbers, menu selection, beverage arrangements, technical equipment requirements, room set up and running schedule fourteen (14) days prior to the function.
- After this time, only increases in guest numbers will be permitted up to three (3) working days prior to the function date. Please note that any increases within three (3) working days of the function date may pose catering concerns and cannot be guaranteed.
- A final seating plan (if applicable) should be provided three (3) working days prior to the commencement of your function.

Cancellations — We appreciate that circumstances may change and at times functions cancelled. In all instances written notice is required and the following deposit conditions will apply.

- Cancellation two (2) months or more prior to the scheduled function – deposit is fully refundable.
- Cancellation one (1) month prior to the scheduled function – deposit is transferrable only upon rebooking. If the function is not rebooked 10% of the deposit is refundable.
- Cancellation within two (2) weeks of the scheduled function – deposit is non-refundable.

Price variations and surcharges — Although every effort is made by International House to maintain menu prices as printed, price variations may occur at the discretion of management. A surcharge applies if numbers are less than the required minimum number of guests. Please note, functions held outside of normal trading hours (Monday to Friday between 7 am–4 pm) may incur a labour charge which will be included in your quote. A minimum of three (3) hours of labour is required for functions outside of these hours.

Final payment — Final payment is required in full five (5) working days prior to your function. Payment can be made by credit card, bank cheque, cash or direct deposit into our bank account (please refer to the booking confirmation or invoice for bank details). If paying by direct deposit, please quote your name and provide a copy of your remittance advice to International House once payment has been made for reconciliation purposes.

Food and beverage policy and licensing — Due to the nature of our license and policies, we are unable to permit patrons or guests to bring liquor or food onto the premises without prior permission from the Operations Manager.

Responsible service of alcohol and minors — Responsible Service of Alcohol applies to all functions. All guests under the age of 18 must have a guardian remain in the function at all times during their stay.

Property and damages — International House will take all due care with client/guests and third party property, however we do not take responsibility for any items that have been left behind, lost, stolen or damaged during your function. The organiser is financially responsible for any damage to the property and equipment as a result of your function, along with any damages to equipment hired for use during your function.

Smoking — Smoking is permitted within designated areas only and is restricted to the ground level of International House.

Decorations — You are welcome to supply additional decorations to complement your chosen theme. Please check with the Operations Manager before attaching fixtures to any International House property.

Equipment and entertainment — All equipment and entertainment provided by the client must be safety tagged and have prior permission from the Operations Manager. It is advised that a time be scheduled prior to your function to ensure compatibility of equipment and software. No responsibility will be taken by International House if data/equipment is incompatible. If you wish to arrange a juke box, DJ or band you must contact the Operations Manager to discuss the sound regulations at least seven (7) days prior to your function. Please note, strict sound limitations apply and management reserves the right to control the volume of any entertainment.

Menu — Every endeavour is made to maintain menus as printed, but these may be subject to change due to availability of product. For bookings beyond one year in advance, menus are samples only and new menus will be confirmed closer to your function date.

Pricing and products — Whilst every attempt is made to avoid unforeseen price variance and products may vary due to availability and season.

Dietary requirements — It is the responsibility of the client to inform International House of any guest/s special dietary requirements including food allergies before the function date. International House will not be held accountable for any requirements that we have not been informed of. When providing final guest numbers, please identify guests with dietary requirements and advise the Operations Manager to ensure guests are catered for.

Package inclusions — For bookings beyond one year in advance, package inclusions are subject to change. We will make every attempt to maintain the menu or provide similar options.

Parking — Limited free parking is available for guests but must be pre-arranged by speaking with the Operations Manager. Paid parking is available nearby ranging from \$3.00 per day. Please note, parking on the St Lucia campus is limited between 9.30 am–12.30 pm weekdays.

Disabled access — Please note, functions held in the Ivor Cribb Room are not accessible by wheelchair. Disabled parking is available at the top entrance of International House. Please advise the Operations Manager if you have any guests who require disabled parking in order to reserve.

Contact us

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LEARN TO LEAD