

# CONFERENCES & MEETINGS

BOROONDARA  
ARTS

EVENTS PRODUCED AND SERVICED BY

**essential**

CATERING + EVENTS



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# HAWTHORN ARTS CENTRE

## ESSENTIAL CATERING + EVENTS

To help create lasting memories, Essential Catering + Events has partnered with the Hawthorn Arts Centre to deliver exceptional event experiences – seamlessly blending expert event management, a passion for delicious cuisine, and warm, professional service.

## HAWTHORN ARTS CENTRE – A PREMIER DESTINATION FOR CULTURAL AND CIVIC EVENTS

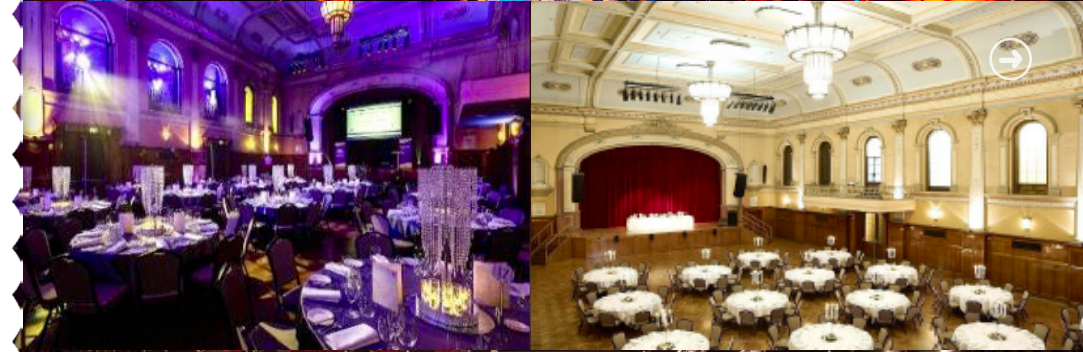
As the flagship venue for cultural and civic celebrations in the City of Boroondara, the Hawthorn Arts Centre stands as a beautifully redeveloped landmark within the historic Hawthorn Town Hall. This grand facility now serves as a premier hub for the arts, performances, functions, and events of all kinds.

Offering a versatile array of spaces for hire, the Hawthorn Arts Centre is the ideal setting for both community and private events. Whether you're planning a major presentation or performance in the elegant Main Hall, or a more intimate gathering such as a party, workshop, or breakout session, the venue's diverse configuration of rooms makes it a perfect choice for conferences and multi-format events.

In accordance with the Hawthorn Arts Centre's pricing model, all event quotes are itemised across five main categories as follows:

- Room Hire
- Audio Visual Equipment
- Catering Fees
- Catering Labour Charges
- Boroondara Labour Charges (*are applicable when your event is outside of normal business hours, or the event requires an AV technician, security or staff to cope with the logistics of the event, such as ushers for example*).

Additional information on rates can be found [here](#)





CHANDELIER ROOM



THE ZELMAN ROOM



THE BASEMENT



DORA WILSON ROOM



MAYOR'S ROOM



EDWARD C. RIGBY ROOM



JOHN BESWICKE ROOM



THE CHAMBER ROOM



COMMUNITY ARTS SPACE



HAWTHORN ARTS CENTRE



# TAILORED OPTIONS



# BREAKFAST MENUS

Choose from a range of breakfast options that are flexible in design, offering a variety of fresh produce, ideal for corporate events and social occasions alike.



## PLATED BREAKFAST

Enjoy a traditional continental breakfast, hot plated dish, Silva Coffee and Tea Leaves teas served to the guests table or on a buffet.

### CONTINENTAL CHOICE OF TWO PLATTERS

- Coconut, ginger & pineapple muesli cups, spiced yoghurt (v)
- Danish fruit pastries (v)
- Croissants served with preserves & butter (v)
- Seasonal fruit platters (gf) (v)
- Seasonal fruit and chocolate muffins (v)
- BBQ corn cakes, capsicum relish (gf) (v)

### HOT PLATED BREAKFAST CHOICE OF ONE DISH

- Herb scrambled eggs, bacon, balsamic mushrooms, tomato and English muffins
- Baked Spanish eggs, chorizo and roasted red peppers (gf)
- Sautéed mushrooms, avocado and mascarpone cream, English muffins (v)
- Smoked salmon, crème fraiche & potato hash (gf)

(gf) gluten free (v) vegetarian (vg) vegan (nf) nut free (df) dairy free

## GRAZING STATION OR ROAMING BREAKFAST

A range of breakfast options, flexible in design, offering a variety of fresh produce, ideal for corporate events and social occasions.

- Quiche options:** smoked salmon, caper, chervil | chorizo, capsicum, tomato | sundried tomato, basil, brie (v)  
Coconut, ginger & pineapple muesli cups, spiced yoghurt (v)  
Ham, cheese & tomato croissant (v available)  
Chorizo sausage, kipfler potato and rosemary frittata (gf)  
BLT; herb focaccia, bacon, lettuce, tomato & relish (v available)  
BBQ corn cakes, capsicum relish (vg) (gf)  
Smoked salmon bagels, cream cheese, red onion, dill & capers (½ serve)  
Croissants with preserves and butter (v)  
Seasonal fruit and chocolate muffins (v)  
Assorted Danish pastries (v)

### PRICING OPTIONS PER PERSON

25/26 26/27

Coffee and tea included in all options

#### Plated Breakfast

|                                                              |         |         |
|--------------------------------------------------------------|---------|---------|
| Continental Only (1.5 hour service period)                   | \$22.50 | \$24.00 |
| Continental   Hot Plated Breakfast (2.5 hour service period) | \$40.00 | \$42.50 |

#### Grazing Station/Roaming Breakfast

|                                    |         |         |
|------------------------------------|---------|---------|
| 3 pieces (1.5 hour service period) | \$24.50 | \$25.50 |
| 5 pieces (1.5 hour service period) | \$36.00 | \$37.50 |
| Additional pieces                  | \$5.50  | \$5.50  |

#### Additional Seasonal Fruit Platter

\$5.00 \$6.00

Pricing based on minimum numbers of 20 people, chef surcharges apply for smaller groups. Pricing structure is per Financial Year (July-June). All prices listed are inclusive of GST.

# MORNING & AFTERNOON TEA

## TEA & COFFEE STATION

Freshly brewed Silva Coffee, Tea Leaves teas and Water

## MORNING & AFTERNOON TEA

Freshly brewed Silva Coffee, Tea LeavesTeas and water buffet plus items from the sweet and savory selection below

### SWEET

- Petit four slice assortment (v)
- Chocolate peanut slice (gf)(vg)(df)
- Spiced vegan carrot & sultana mini muffin (vg)(gf)Seasonal fruit and chocolate muffin (v)
- Danish pastry assortment (45gm) (v)
- Gluten Free Danish pastry (30gm) (gf)
- Pear & raspberry bread, muesli crumble, maple butter (v)(gf)
- Petit friands (2 per person) (v)(gf) (contains nuts)
- Banana bread, wrapped butter (v)(gf)
- Freshly baked lemonade scones with cream & jam (v)
- Chocolate brownie (gf) (contains nuts)
- Lemon tart (medium) (v)

### SAVOURY

- Rosemary & Yarra Valley feta buttermilk scones, paprika butter (v)
- Pumpkin, sage & lemon arancini, grated pecorino, basil Aioli (2 per person) (v)
- Sundried tomato, basil & brie quiche (v)
- Savoury muffin assortment (v)
- Traditional Ivans beef pies with tomato relish
- Pork & fennel sausage roll; caramelized onion & tomato relish (2 per person)
- Moroccan vegan wellington (gf)(vg)(df)
- Vegan lentil & chickpea curry pot pie (gf)(vg)(df)
- Ratatouille pithivier, aioli (v)
- Spiced Lebanese lamb fattaya, pomegranate yoghurt
- Steamed bun with duck and lemongrass, nam jim

(gf) gluten free (v) vegetarian (vg) vegan (nf) nut free (df) dairy free



| PRICING OPTIONS PER PERSON                             | 25/26   | 26/27   |
|--------------------------------------------------------|---------|---------|
| Tea & Coffee Station (30 min buffet service)           | \$4.50  | \$4.50  |
| Morning & Afternoon Tea Breaks (30 min buffet service) |         |         |
| Option One   1 Item                                    | \$11.00 | \$12.00 |
| Option Two   2 Items                                   | \$16.00 | \$17.00 |
| Additional Items                                       | \$5.00  | \$5.00  |
| Individual Orange Juice Bottle                         | \$5.00  | \$6.00  |

Pricing based on minimum numbers of 10 people, chef surcharges apply for smaller groups. Pricing structure is per Financial Year (July-June). All prices listed are inclusive of GST.

# LUNCH MEETING

## TEA & COFFEE STATION

Freshly brewed Silva Coffee, Tea Leaves teas and water

## LIGHT LUNCH

Gourmet sandwich, 4 points

Seasonal fruit and chocolate muffin (v)

## STAND UP GRAZING LUNCH

### FROM THE BAKERY SELECT 2 ITEMS

Gourmet sandwich, 2 points

Gourmet wrap, ½ serve

Gourmet baguette, ½ serve

Mini quiche – Chorizo & capsicum

Mini quiche – Smoked salmon, caper & chervil

Mini quiche – Sundried tomato, basil & brie (v)

### SALADS AND OTHER SELECT 1 ITEM

Cambodian beef salad, gem lettuce, lime and chilli dressing (gf)(df)

Rosemary baked chicken: pear, roquette, sherry mayo (gf)(df)

Wasabi & black sesame chicken, soy mayo, coleslaw (gf)

Crispy prosciutto, cos, green beans olives, salsa verde (gf)(df)

Moroccan duck salad, carrot, ginger, raisin, ras el hanout dressing (gf)(df)

Baked Tasmanian salmon, soba noodles, green beans, cherry tomatoes, thai dressing (gf)(df)

Roasted cauliflower, spinach, caramelised onion & almond salad with tahini dressing (vg)(gf)

Roasted pumpkin, sweet potato salad with capsicum, chickpea and sumac yoghurt (v)(gf)

Falafel, quinoa, radish, edamame, chilli citrus dressing (vg)(gf)

## INDIVIDUAL POKE BOWL & FRUIT PLATTER

Edamame, Carrot, Cabbage, Radish, and Seasoned rice with your choice of Yakitori chicken, Sesame crusted salmon or Soy braised mushroom & tofu (Dairy free & vegan options)

Fresh seasonal fruit platter

(gf) gluten free (v) vegetarian (vg) vegan (nf) nut free (df) dairy free



### PRICING OPTIONS PER PERSON

|                                                                         | 25/26          | 26/27          |
|-------------------------------------------------------------------------|----------------|----------------|
| <b>Tea &amp; Coffee Station</b> (30 min buffet service)                 | <b>\$4.50</b>  | <b>\$4.50</b>  |
| <b>Light Lunch</b> (30 min buffet service)                              | <b>\$12.50</b> | <b>\$13.50</b> |
| <b>Stand Up Grazing Lunch</b> (30 min buffet service)                   | <b>\$18.50</b> | <b>\$19.00</b> |
| <b>Individual Poke Bowl &amp; Fruit Platter</b> (30 min buffet service) | <b>\$21.00</b> | <b>\$22.00</b> |
| <b>Individual Orange Juice Bottle</b>                                   | <b>\$5.00</b>  | <b>\$6.00</b>  |

Pricing based on minimum numbers of 10 people, chef surcharges apply for smaller groups. Pricing structure is per Financial Year (July-June). All prices listed are inclusive of GST.

# CONFERENCES PACKAGES

Our Conference Catering Packages offer a seamless and stress-free experience. With thoughtfully curated seasonal menus and attentive service in our sophisticated conference spaces, your delegates will remain focused, energised, and well attended too throughout the day.

## DAY DELEGATE PACKAGES

Designed to incorporate everything you need for your next conference, making it convenient and stress-free to book. Choose one room and one conference package.

## MORNING TEA BREAK

Freshly brewed, Tea Leaves teas and water plus 2 items from the Morning and Afternoon selections, served (50/50 totalling number of guests attending)

## LUNCH BUFFET

Freshly brewed Coffee, Tea Leaves teas and water plus 4 items from the lunch menu selection

## AFTERNOON TEA BREAK

Freshly brewed Coffee, Tea Leaves teas and water plus 2 items from the Morning and Afternoon selections, served (50/50 totalling number of guests attending)

| ROOM OPTIONS PER PERSON            | 25/26    | 26/27    |
|------------------------------------|----------|----------|
| Main Hall (Min of 100 guests)      | \$89.50  | \$89.50  |
| Chandelier room (Min of 50 guests) | \$101.00 | \$101.00 |
| Zelman room (Min of 50 guests)     | \$83.00  | \$83.00  |

Other rooms available on request

**INCLUSIONS** | room hire, lecturn, microphone, 1 x handheld microphone, data projector, screen, venue staff and either the full day delegate or half day delegate catering packages.

These packages are based on a minimum of 50 guests, from Monday to Thursdays. Smaller numbers and other rooms can be quoted on request and for other days such as Friday to Sunday.

| SMALLER CONFERENCE GROUP PACKAGE OPTIONS PER PERSON                                                                                                                                                                                                | 25/26   | 26/27   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| Full Day Conference Package (8 hours duration)<br>Includes Morning and Afternoon Tea Breaks plus Lunch Buffet                                                                                                                                      | \$56.50 | \$57.50 |
| Half Day Conference Package (5 hours duration)<br>Includes Lunch Buffet plus choose between a Morning or Afternoon Tea Break Service                                                                                                               | \$44.50 | \$45.50 |
| <b>INCLUSIONS</b>   Morning tea, lunch & afternoon tea, including a tea & coffee station for each break, crockery, cutlery, buffet ware, glasses, room set up cabaret style with white linen unless advised otherwise, water & mints on the table. |         |         |

| UPGRADE OPTIONS PER PERSON                                                                          | 25/26   | 26/27   |
|-----------------------------------------------------------------------------------------------------|---------|---------|
| Deluxe Grazing Board Upgrade<br>Upgrade either morning tea or afternoon tea break                   | \$5.50  | \$5.50  |
| Hot Lunch Buffet Upgrade<br>Upgrade to Hot Lunch Buffet options on page 11                          | \$17.00 | \$18.00 |
|                                                                                                     |         |         |
| Additional Morning Tea or Afternoon Tea Item<br>Morning or Afternoon Tea Menu Selections on page 10 | \$5.50  | \$5.50  |
| Additional Lunch Item                                                                               | POA     | POA     |
| Additional Seasonal Fruit Platter (serves 10 pax)                                                   | POA     | POA     |
|                                                                                                     |         |         |
| Additional Items                                                                                    |         |         |
| Pads and Pens                                                                                       | \$3.00  | \$3.00  |
| Individual Sparkling Water Bottles                                                                  | \$5.50  | \$5.50  |
| Individual Orange Juice Bottles                                                                     | \$4.50  | \$4.50  |
| Espresso Coffee Cart and Barista (2 hour service including staff)                                   | POA     | POA     |

Pricing based on minimum numbers of 10 people, chef surcharges apply for smaller groups. Room hire fees vary between spaces and AV Equipment use may incur an additional charge, depending on your needs. Pricing structure is per Financial Year (July-June). All prices listed are inclusive of GST.

# MENU OPTIONS

## MORNING & AFTERNOON TEA MENU SELECTIONS

**All breaks served with our tea & coffee station** — Freshly brewed Silva Coffee, Tea Leaves teas and water plus 1 item from the Morning and Afternoon selections

### SWEET

Petit four slice assortment (v)  
Chocolate peanut slice (gf)(vg)(df)  
Spiced vegan carrot & sultana mini muffin (vg)(gf)  
Seasonal fruit and chocolate muffin (v)  
Danish pastry assortment (45gm) (v)  
Gluten Free Danish pastry (30gm) (gf)  
Pear & raspberry bread, muesli crumble, maple butter (v)(gf)  
Petit friands (2 per person) (v)(gf) (contains nuts)  
Banana bread, wrapped butter (v)(gf)  
Freshly baked lemonade scones with cream & jam (v)  
Chocolate brownie (gf) (contains nuts)  
Lemon tart (medium) (v)

### SAVOURY

Rosemary & Yarra Valley feta buttermilk scones, paprika butter (v)  
Pumpkin, sage & lemon arancini, grated pecorino, basil Aioli (2 per person) (v)  
Sundried tomato, basil & brie quiche (v)  
Savoury muffin assortment (v)  
Traditional Ivans beef pies with tomato relish  
Pork & fennel sausage roll; caramelized onion & tomato relish (2 per person)  
Moroccan vegan wellington (gf)(vg)(df)  
Vegan lentil & chickpea curry pot pie (gf)(vg)(df)  
Ratatouille pithivier, aioli (v)  
Spiced Lebanese lamb fattaya, pomegranate yoghurt  
Steamed bun with duck and lemongrass, nam jim

## DELUXE GRAZING BOARD UPGRADE

This upgrade replaces either the morning tea or afternoon tea break.

Antipasto platter to include Olives, cured meats, bocconcini, marinated vegetables, dips and grilled Turkish bread  
Australian cheese platters to include Italian gorgonzola, South Cape Brie, Wattle Valley cheddar, house made quince paste, dried fruits, crackers & lavosh



## LUNCH MENU SELECTIONS

**All breaks served with our tea & coffee station** — Freshly brewed Silva Coffee, Tea Leaves teas and water plus 4 items from the lunch menu selection

### FROM THE BAKERY SELECT 2 ITEMS

Gourmet sandwich, 2 points  
Gourmet wrap, ½ serve  
Gourmet baguette, ½ serve  
Mini quiche – Chorizo & capsicum  
Mini quiche – Smoked salmon, caper & chervil  
Mini quiche – Sundried tomato, basil & brie (v)  
Chicken schnitzel sliders, sriracha mayo & coleslaw  
Smoked salmon bagels, cream cheese, red onion, dill & capers, ½ serve

### SALADS & OTHERS SELECT 2 ITEMS

Antipasto platter to include Olives, cured meats, bocconcini, marinated vegetables, dips and grilled Turkish bread  
Cambodian beef salad, gem lettuce, lime and chilli dressing (gf)(df)  
Rosemary baked chicken: pear, rocket, sherry mayo (gf)(df)  
Wasabi & black sesame chicken, soy mayo, coleslaw (gf)  
Crispy prosciutto, cos, green beans olives, salsa verde (gf)(df)  
Moroccan duck salad, carrot, ginger, raisin, ras el hanout dressing (gf)(df)  
Baked Tasmanian salmon, soba noodles, green beans, cherry tomatoes, thai dressing (gf)(df)  
Roasted cauliflower, spinach, caramelised onion & almond salad with tahini dressing (vg)(gf)  
Roasted pumpkin, sweet potato salad with capsicum, chickpea and sumac yoghurt (v)(gf)  
Falafel, quinoa, radish, edamame, chilli citrus dressing (vg)(gf)

(gf) gluten free (v) vegetarian (vg) vegan (nf) nut free (df) dairy free

# MENU UPGRADE

## HOT LUNCH BUFFET UPGRADE

This upgrade replaces the lunch menu selections from page 10. Select 2 items from the hot lunch menu plus 3 items from the sides menus below.

### HOT LUNCH MENU SELECT 2 ITEMS

Five spiced pork belly, sticky soy, coriander & crispy shallot  
Crispy skinned salmon, roquette, fennel with citrus dressing  
Moroccan spiced chicken thigh  
Gourmet sausages (gf)  
Herb and lemon crumbed chicken pieces with chipotle mayonnaise  
Chargrilled beef, asado style, parsley chimichurri sauce (gf)  
Chermoula lamb shoulder, pomegranate & sumac salad  
Kingfish, pico de gallo (salsa), paprika mayo (gf)  
Tortellini, sundried tomato, swiss mushrooms with saffron cream

### SIDES MENU SELECT 3 ITEMS

#### Salad Options

Cos leaves, radish, mint, with citrus dressing (gf) (vg)  
Salad greens, balsamic vinaigrette, cucumber, Spanish onion, tomato & torn herbs (vg) (gf)  
Roquette, toasted pine nuts & parmesan salad (v) (gf)  
Asian style coleslaw, wasabi soy mayonnaise (v) (gf)  
Roasted pumpkin, sweet potato salad with capsicum, chickpea and sumac yoghurt (v)(gf)  
Roasted red capsicum & orecchiette pasta salad (v)

#### Vegetable Options

Rosemary roasted chat potatoes (vg) (gf)  
Green beans with kalamata olives, red onion & mint (v) (gf)  
Roast sweet potato and pumpkin with Indian spices (v)  
Seasonal greens, lemon zest, extra virgin olive oil (v) (gf)  
Roast vegetables (v) (gf)  
Chargrilled corn with lime (v) (gf)  
Heirloom carrots with orange blossom, dill & mustard butter (vg) (gf)  
Roasted cauliflower, spinach, caramelised onion & almond salad with tahini dressing (v) (gf)

*(gf) gluten free (v) vegetarian (vg) vegan (nf) nut free (df) dairy free*





# COFFEE & TEA OPTIONS

## Tea & Coffee Buffet

|                                                                |             |
|----------------------------------------------------------------|-------------|
| Silva Coffee & Tea Leaves Tea (both sourced from Yarra Valley) | \$4.50 each |
|----------------------------------------------------------------|-------------|

## Juice

|                                    |             |
|------------------------------------|-------------|
| Individual bottles of orange juice | \$5.50 each |
|------------------------------------|-------------|

## Smoothies

|                                        |             |
|----------------------------------------|-------------|
| Kiwifruit, spinach, pineapple & banana | \$6.00 each |
| Mango, vanilla & soy milk              |             |
| Berry & yoghurt                        |             |

## Espresso Barista Coffee Cart

Serving espresso coffee, Yarra Valley teas & hot chocolates

|                                                                                              |                |
|----------------------------------------------------------------------------------------------|----------------|
| Espresso Machine hire                                                                        | \$500 flat fee |
| Staff – Monday to Friday (Min 4hrs – 1hr set-up, 2hr service, 1hr pack down)                 | \$51.00/hour   |
| <hr/>                                                                                        |                |
| Up to 50 guests                                                                              | \$1.80/guest   |
| 51 to 100 guests                                                                             | \$1.75/guest   |
| 101 to 150 guests                                                                            | \$1.70/guest   |
| Over 150 guests                                                                              | \$1.65/guest   |
| Consumables include: milk, coffee, tea, chai, hot chocolate, bio-degradable coffee cup & lid |                |
| <hr/>                                                                                        |                |
| Additional Staff for groups 100 or over – Monday to Friday (Min 3hrs)                        | \$51.00/hour   |

Weekend rates for staff apply. All prices listed are inclusive of GST.

# TERMS & CONDITIONS

**Boroondara Labour Charges** *(are applicable when your event is outside of normal business hours, or the event requires an AV technician, security or staff to cope with the logistics of the event, such as ushers for example).*

For more Information visit [Boroondara](#).

## TERMS AND CONDITIONS OF SERVICE

1. All menus are seasonal and subject to change.
2. All special dietary requirements must be submitted 10 days prior to the event start date.
3. With last minute dietary requirements (i.e. as advised less than 10 days before the event) the kitchen will do the best they can to provide the required dietary meals, but this cannot be guaranteed.
4. We cannot necessarily accommodate all guest dietary requirements / preferences.
5. Additional Costs may apply for special menu orders.
6. Additional charges such as venue hire, security, labour and AV costs will be quoted at the time of booking.  
For more information on hire rates please visit the Hawthorn Art Centre rates page.
7. The minimum numbers are listed on each menu.
8. Service fees are quoted when the booking is finalised.
9. Essentials Catering Service fees are:  
Monday – Friday \$51.00 per hour  
Saturday \$53.00 per hour  
Sunday \$65.00 per hour  
Public Holiday available on request
10. Security Guards available on request and may be required - determined by event requirements

Please note that our full terms and conditions are available on request and are sent with the booking contract.

BOROONDARA  
ARTS

EVENTS PRODUCED AND SERVICED BY  
**essential**

CATERING + EVENTS

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