



Events Package

The Willows

Ph: 4328-4666

info@thewillows.net.au



Your Event at The Willows

Set on 2.5 acres of lush tropical gardens, The Willows Convention centre is the perfect place for any style of corporate meeting, presentation, dinner, cocktail party, group gathering or private special event.

At The Willows Motel, you have a large range of additional facilities at your fingertips.

We have up to four different styled functions rooms available – the traditional Magnolia room and our Orchid ballroom. Both have their own cocktail bar with the Orchid room also splitting into two smaller rooms. Lastly, our cathedral style restaurant providing a warm ambience for any gathering.

Our Conference Day Packages offer a range of options to suit your budget and culinary preferences and our onsite kitchen can cater for any dietary requirements.

We pride ourselves on our attention to detail and our professional staff will cater for all your needs to ensure your event is a success.

Contact us for further details:

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Function Rooms

Room Name	Area (sqm)	Cocktail	Theatre	Classroom	U-shape	Boardroom	Half day hire	Full day hire
Magnolia With foyer and private bar	120	60	60	30	24	30	\$220	\$275
Orchid One	110	60	60	30	30	30	\$220	\$275
Orchid Two	140	60	60	30	30	30	\$220	\$275
Orchid Ballroom Includes private bar, stage and dance floor	250	150	150	100	100	60	\$395	\$495
Willows Restaurant Includes large bar and lounge area	200	120	80	-	80	-	\$295	\$495
<i>Restaurant room hire only charged if applicable</i>								

Inclusions:

Room hire Half Day 5 hrs Full Day Max up to 10 hours includes the following on request - chilled water, mints, projector screen, whiteboard & markers and Lectern.

**Please note an additional 15% surcharge for room hire charges and catering charges apply for week-ends or Public Holiday bookings*

Additional Equipment:

The following equipment can be pre-arranged for your event at an additional charge

Data Projector	\$60.00
Roving microphone	\$65.00
Electronic Whiteboard	\$75.00
Flip Chart	\$35.00
Wi-Fi internet	\$15.00 per day

Private Bar Service - available in our Magnolia room, Orchid ballroom or Willows restaurant

One staff member – 50 guests or less \$65.00

Two staff members – 50 guests or more \$95.00



Corporate Catering



Beverages

- Tea/Coffee Morning & Afternoon Tea and Lunch \$8.25 pp
- Freshly Brewed Tea/Coffee & Biscuits One serve \$3.50 pp
- Orange or Apple juices \$9.50 per jug
- Soft Drinks \$8.90 per jug
- Still or sparkling bottled water \$3.50 per bottle

Sweets

- Mixed cakes \$3.50 pp
- Mixed muffins \$3.50 pp
- Warm croissants with a selection of jams and butter \$4.50 pp
- Scones with fresh cream and a selection of jams \$4.50 pp
- Fresh fruit skewers with dipping yoghurt \$4.75 per skewer

Platters *(All platters are based on 10 people)*

- Cheese, dried fruits and crackers platter \$65.00
- Dips and crudités platter \$52.00
- Fresh Fruit Platter \$65.00
- Assorted cakes Platter \$49.00
- Sushi Platter (46 pieces) \$52.00 medium platter
\$63.00 large platter
- Hot finger food platter
– 30 pieces of assorted hot finger food selection \$65.00

Lunch

- Assorted sandwiches Extra \$1.00 for GlutenFree \$ 7.90pp
- Wraps with a variety of tasty fillings Extra \$1.00 for GlutenFree \$ 6.90pp
- Cold Meat platter with fresh seasonal salad \$12.90pp
- Soup of the day with crusty bread roll and butter \$ 5.95 pp
- Individual Noodle Boxes includes mini spring rolls \$ 9.95pp
- Quiche served with rice or garden salad \$11.90 pp
- Caesar Salad \$12.90 pp
- - with grilled chicken \$14.90 pp
- Mixed salad buffet selection \$13.90 pp
- Lasagne - Beef or Vegetable, served with fresh garden salad \$14.90 pp
- Grilled fish and chips, served with tartar sauce & lemon wedges \$18.90 pp

Conference Packages

Day Delegate Package

A perfect all-in-one delegate package in our Magnolia Conference room

Full day room hire

Tea/Coffee on arrival

Morning Tea/Coffee with mixed cake platter

Lunch of gourmet sandwiches / tasty wraps

Afternoon Tea/Coffee with biscuits

Chilled water and mints on tables

Projector screen

Whiteboard and markers

Lectern

Minimum of 30 delegates

\$38.42 per person

Add \$4.00 per person for hot lunch options



Two Day Workshop

Enjoy your corporate conference on the beautiful Central Coast with our two day workshop package inclusive of accommodation in our well appointed queen suites

Two day full room hire

Tea/Coffee on arrival

Morning Tea/Coffee with mixed cake platter

Lunch of gourmet sandwiches and tasty wraps on day one

Hot lunch on day two

Afternoon Tea/Coffee with biscuits

Two course set menu (Main and Dessert) in “The Willows” al la carte restaurant

1 Nights Twin share accommodation in a Queen Suite

Continental breakfast

Minimum of 20 delegates

\$189.00 per person

Add \$55.00 per person for single supplement

Pre Dinner Finger Food



- Risotto balls served with tomato relish
- Satay beef or chicken skewers with satay sauce
- Thai fish cakes served with a sweet chilli and coriander dipping sauce
- Greek lamb balls served with tzatziki
- Spinach and feta puff pastry rolls
- Lemon and thyme oven roasted chicken drumettes
- Mini tomato and basil Bruschetta
- Roast beef with horseradish cream served on Turkish bread
- Tandoori chicken bites served on naan bread with mango chutney
- Smoked salmon served on rye bread with herbed cream cheese
- Mini tomato and parmesan quiches
- Vegetable pakoras with minted yoghurt

4 Selections (6 pieces per guest)	\$14.90 pp
6 selections (9 pieces per guest)	\$16.90 pp

Platters

Gourmet cheese, cabanossi and fruit platter with crackers and dried fruit

Dips platter – beetroot dip, hummus and creamy spinach dip served with an assortment of breads and cracker

\$80.00 per platter (serves 20)

Cocktail Dinner Party

1. Coconut prawns served with a mango and chilli dipping sauce
2. Tandoori chicken served on mini pappadams with minted tzatziki
3. Fresh Peking duck rolls served with hoi sin sauce
4. Vegetable pakoras with ginger and mango chutney
5. Roasted pumpkin, caramelised onion and goats cheese risotto spoons
6. Chicken and lemongrass gow gees
7. Crab chilli and mint salad
8. Salt and pepper crusted mini baked potatoes
9. Zucchini and prosciutto tartlets
10. Smoked Salmon blinis with cream cheese and fresh chives

Desserts

1. Fresh mango panna cotta
2. Baileys chocolate mousse
3. Vanilla cheese cake with Malibu strawberries
4. Fresh fruit tarts filled with vanilla custard

A choice of four savories and two desserts - \$ 19.50 *per person*

A choice of six savories and three desserts - \$23.90 *per person*



Buffet



Salad (*selection of 3*)

1. Chef Salad
2. Greek Salad
3. Classic Caesar Salad
4. Herbed Potato Salad
5. Rice Salad
6. Warm Roasted Vegetable salad

Main (*selection of 3*)

1. Fettuccini Carbonara
2. Penne with tomato, olives & mushroom
3. Ginger soy noodles with vegetables
4. Chickpea and vegetable tagine
5. Marinated haloumi cheese and vegetable kebabs
6. Lemon and thyme roasted chicken pieces
7. Beef, mushroom and red wine casserole

Seafood (*selection of 2*)

1. Garlic mussels
2. Crumbed prawn cutlets
3. Lemon and parsley Barramundi

Dessert (*selection of 2*)

1. Fresh Seasonal Fruit
2. Chocolate Mousse
3. Apple and Blueberry Crumble
4. Lemon Cheesecake

Served with fresh cream

Based on a minimum of 20 guests

\$37.00 *per person (excludes seafood option)*

\$43.00 *per person - seafood option*

\$13.90 *per child (excludes seafood option)*

\$19.90 *per child - seafood option*

Add Tea and Coffee \$2.50 *per person*

Buffet - Themed

Pasta

Mains

Beef lasagna

Creamy penne carbonara

Fettuccini with chicken, tomato, fresh basil and olives

Included sides

Garden salad

Garlic bread



Mexican

Mains

Mexican chicken fajitas

Mexican beef

Nachos

Included sides

Crispy tacos & soft tortillas

Lettuce, tomatoes, cheese

Chunky salsa

Guacamole

Hot sauce

Roast

Mains

Roast Beef

Roasted chicken pieces

Roasted Pork

Included sides

Roasted vegetables

Steamed greens

Gravy

Fresh rolls



Asian

Mains

Beef and Broccoli stir fry
Chicken and cashew nut stir fry
Singapore noodles
Steamed assorted dumplings

Included Sides

Fried Rice
Asian Greens
Spring Rolls



BBQ

Mains

Pork sausages
Chicken Skewers
Steaks with bbq relish

Included Sides

Baked jacket potatoes with sour cream
Selection of chef's salads
Fresh bread rolls

Dessert Choices *(Choice of two)*

Berry cheese cake
Chocolate Mousse
Lemon Cheesecake
Fresh fruit Platter



Based on a minimum of 30 guests

Option One - choice of two mains

\$20.50 per person

*\$26.90 per person with dessert or with **Hot Finger Food \$28.90 per person** 4 choices from the Pre Dinner Finger Food Menu on Page 6 (4 pieces per person)*

Option Two - Three mains

\$32.50 per person

\$35.00 per person with dessert

Add Tea and Coffee \$2.50 *per person*

Buffet - Formal

Canapés

- Coconut Prawns served with a mango and chilli dipping sauce
- Roasted pumpkin, caramelised onion and goats cheese risotto spoons
- Zucchini and prosciutto tartlets

Main *(selection of 3)*

- Fresh Greek salad with marinated feta, olives, cherry tomatoes, cucumber and red onion
- Warm roasted vegetable salad with sweet potato, baby potatoes, pumpkin, zucchini, eggplant, capsicum and red onion
- Rice salad with currants, almonds, fresh herbs and orange dressing
- Nori wrapped Atlantic salmon fillets served with wasabi aioli
- Cajun chicken served on skewers with a sweet tomato salsa
- Roasted beef scotch fillet with seeded mustard served medium rare
- Fresh baked rolls

Dessert

- Fresh Mango Panna Cotta
- Baileys Chocolate mouse
- Vanilla cheese cake with Malibu strawberries

Based on a minimum of 30 guests

\$41.90 *per person*

\$18.90 *per child under 12 years*

Add Tea and Coffee \$2.50 *per person*



Set Menu

Entrée

- Swiss onion and Gruyere cheese tart served with a rocket salad dressed with balsamic vinaigrette
- Roasted beetroot and Chevre goats cheese salad with a balsamic glaze and candied walnuts
- Moroccan vegetable tart topped with feta and served with fresh salad leaves
- Carpaccio of salmon served with remoularde sauce
- Baked Ricotta with prosciutto and fresh basil pesto
- Vietnamese Chicken Salad with fresh mint

Main

- Pork Cutlet oven roasted served with mashed sweet potatoes, julienne zucchini & carrots and topped with a cranberry and thyme reduction
- Grain Fed Scotch Fillet pan seared served with creamy potato gratin, steamed broccolini and sugar snap peas, topped with béarnaise sauce.
- Herbed Crusted Salmon - oven baked fillet of salmon top with a herbed nut crust dressed with a zesty citrus sauce served with creamy fresh herbs and pea risotto.
- Rack of Lamb oven roasted served with roasted rosemary and garlic potatoes, smashed peas, glazed carrots and rich gravy.
- Mustard Chicken grilled chicken breast topped with fresh sautéed mushrooms, crispy bacon, green beans in a seeded mustard and honey sauce served with roasted rosemary and garlic potatoes and pumpkin.

Dessert

- Banana & cinnamon puddings served with caramel sauce and vanilla ice cream
- Chocolate Tart served with fresh cream
- Passionfruit cheese cake served with fresh cream
- Vanilla Panna cotta with blueberry compote
- Raspberry Semi Freddo served with fresh berry sauce

Choice of two of each course served alternatively

Based on a minimum of 30 guests

Two course menu	\$35.90 <i>per person (main and dessert)</i>
Three course menu	\$45.90 <i>per person</i>
Add Tea and Coffee	\$2.50 <i>per person</i>

Set Menu - Formal Dinner

Standing entrée

Choice of 3, served on platters over a 30 min period

- Cajun Chicken Meatballs served with tomato relish
- Spicy Fishcakes served with a pickled ginger aioli
- Vegetable Spring rolls served with sweet chilli and coriander dipping sauce
- Arancini balls served with a tomato and capsicum dipping sauce

Main

Choice of one fish dish and one chicken dish, alternate serve

- Pan seared Salmon fillet served on smashed peas, sautéed carrots with wilted greens and topped with a zesty hollandaise sauce
- Nori Wrapped Salmon on a bed of wasabi mash served with sugar snap peas and baby vine ripen tomatoes, dressed with a lemon butter sauce
- Breast of chicken stuffed with field mushrooms and fresh herbs served on a sweet potato mash, sauté medley of carrots & zucchinis dressed with a light seeded mustard sauce
- Twice cooked Ballantine of chicken with a herbed stuffing served on a bed of parmesan and pea risotto and roasted garlic tomatoes dressed with a light demi-glace

Assorted fresh bread rolls and butter served on tables

Dessert

Choice of two, alternate serve

- Passionfruit panna cotta served a berry compote and fresh whipped cream
- Vanilla Panna cotta served with honeyed blueberries and double cream
- Flourless Chocolate & Almond cake with mix berries and vanilla cream
- Sticky Date pudding served with butterscotch sauce and almond praline

Tea and coffee set up with a mix selection of fresh baked mini sweets

Based on a minimum of 30 guests

Two course menu \$42.90 *per person Main and dessert*

Three course menu \$52.90 *per person*

Set Menu – christmas

Entrée

Potato and Leek Soup

Prawn salad served with seafood sauce & fresh lemon

Garlic mussels

Warm roasted pumpkin salad



Main

Oven roasted herb crusted chicken

Baked glazed ham

Marinated baked turkey

Oven roasted Pork

Included Sides

Roasted seasonal vegetables

Fresh bread rolls

Home made gravy

Dessert

Traditional plum pudding with brandy custard

Passionfruit panna cotta served a berry compote and fresh whipped cream

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Choice of two dishes from each course, served alternatively

Based on a minimum of 30 guests

Two course menu \$41.50 *per person (main and dessert)*

Three course menu \$49.00 *per person*

Add Tea/ coffee with after dinner mints \$2.90 *per person*



Event Packages

Celebrations Package

A perfect all in one package for birthday parties, anniversaries, reunions

Magnolia room hire inclusive of foyer bar area

White clothed tables

2 course set meal – alternate serve (*see set menu for course options*)

Cake table and knife

3 balloon bouquet decoration for each table

Tea and coffee

Digital jukebox hire

Minimum of 30 guests

\$58.50 per person



Cocktail Party Package

Orchid Ballroom hire inclusive of private bar area

Bar and wait staff

3 x high top tables with tea light candle decorations

Dips platter on arrival

Cocktail Finger food – choose five selections from our menu

Tea/Coffee

Jukebox hire

Minimum of 50 guests

\$38.90 per person

Remembrance Package

An after service gathering, remembering loved ones

Tea and coffee *\$3.50 per person*

Assorted mixed cakes *\$3.50 per person*

Scones with Jam and cream *\$4.50 per person*

Gourmet sandwiches *\$4.90 per person*

Wraps with a variety of tasty fillings \$6.90 *per person*

Hot finger food platter \$60.00

– 30 pieces of assorted hot finger food selection

Our restaurant or a private function room can be hired

TERMS AND CONDITIONS

Prices & Menus

All prices & menus are subject to change at any time. All prices include GST.

Confirmation

All reservations are only deemed confirmed when a deposit equivalent to 20% of the total function amount and a signed copy of the Terms & Conditions Confirmation Form is received by Quality Inn The Willows Function Centre.

Final Payment

The full remaining balance must be paid not less than 7 days prior to the Function date.

Final Details of Requirement

No less than 7 days prior to the event, the organiser must supply written confirmation to the Centre, stating final details of requirements, including minimum number of guests attending. The Centre reserves the right to supply and charge in accordance with the last known requirements & greater number indicated if final details of requirements have not been advised within the specified timeframe. An additional amount will be charged should your numbers increase on the day.

It is the responsibility of the organiser to advise all final details including: set up, final numbers, wording for standard entry sign, schedule times, contact of day details, catering and equipment requirements.

Special Dietary Requirements

Unless advised no less than 7 days prior to event, the Centre cannot guarantee the provision of requested food.

Cancellations Charge

In case of cancellations or reschedules of confirmed functions, the following terms apply:

- 60 days and over with written notice, no charge
- 30-59 days, cancellation fee equivalent to 20% of Function
- 5-29 days, cancellation fee equivalent to 50% of Function
- 4 days or less, 100% of function value will be payable.

Cancellation fee, if any, will automatically be transacted from the supplied credit card & a tax invoice/receipt will be supplied to the organiser.

Access

Access times prior to function start time must be agreed by the Centre. Centre must be vacated within 30 minutes of scheduled departure time. Additional access charges may apply.

Usage

Organisers wishing to reserve the centre for the purpose of the promotion/sale of product must seek the approval of the Centre. Organizer must submit full details in writing. The centre reserves the right to cancel any reservation that has not submitted such details, and will accept no responsibility for any organizer losses incurred. The centre management reserves the right to cancel a function at anytime if it has reason to believe it will disrupt the operations, security or reputation of the centre and surrounding establishments.

No items are to be nailed, screwed, stapled or adhered to any wall, door, window or other surface or part of the Centre building.

Room Allocation

The Centre reserves the right to assign the organisers function to another room/area/set up style if the reserved space is not considered suitable due to significant changes to numbers of guests attending (additional charges may apply), centre maintenance or safety issues.

Food and Beverages

Function organisers or their guests are not permitted to supply their own food or beverages. Specialty cakes are an exception, must be by pre arrangement with the centre, charges may apply.

Parking

Free onsite parking is available. However, function guests are not allowed to park in the Motel accommodation bays, unless they are a motel guest.

Security

The centre takes every care with security and protection of your property; however no responsibility will be taken for the damage or loss of property left in the centre prior to, during or after a function.

Damage

The organisers will be financially responsible for any damages caused by the function guests.

Cleaning

General & normal cleaning is included in the cost of hiring the Centre. Additional cleaning fee will apply in instances where extraordinary cleaning is deemed required. Fee will automatically be transacted from the supplied credit card.

Music & Excessive Noise

Use of musical instruments or any equipment that produces excessive noise must be approved by the Centre.

Delivery & Collection

Restrictions may apply. The Centre must be provided with a full description from the organiser no less than 10 days prior to the event, of items intended to be delivered & collected for the function. Payment for delivery and collection of items is the responsibility of the organiser.

Responsible Service of Alcohol: The centre is a fully licensed venue. Liquor license at the centre is until the time of 12:00 midnight and service of alcohol will cease half an hour prior to this time. No alcoholic beverages are permitted outside the function area. Please note the centre is required by laws within the Liquor License Act to serve alcohol responsibly. Any one deemed intoxicated will be asked to leave the premises. Organisers are required to aid the centre staff to ensure these laws are upheld. Penalties are imposed on the licensee, staff & anyone aiding a drunken person to obtain more liquor. Persons under the age of 18 must be accompanied by their legal guardian or an adult family member to be allowed on the centre premises and they must not consume alcohol at any time.

Public Holidays A 20% surcharge applies to total function accounts held on a Public Holiday.

Confirmation Form

This form will only be processed if all the below information is completed.

I _____ (the organiser) wish to confirm

On behalf of _____ (company/individual)

Function Date/s _____.

Access Times/s: _____ Arrival: _____ Departure _____

Function Time/s: Start _____ (guests arrive) Finish _____ (guests depart) .

Function description / name

Approximate guests attending _____ Set up style _____ Equipment. _____

Wording for entry signage _____ Contact on Day. _____

Complimentary Equipment Required (Please tick what your event may require)

- ☐ Projector Screen ☐ Whiteboard & markers
☐ Registration table ☐ Lectern
☐ Other _____

Additional equipment (please tick – Note additional charge incurred)

- ☐ Data Projector ☐ TV/VCR/DVD ☐ Electronic Whiteboard ☐ C.D. Player
☐ Laptop ☐ Roving Microphone ☐ Other _____

Catering:

Please write your choices below. If you have specific requests or would like to discuss options, please contact one of the Conference Sales Team directly on (02) 4328 4666

Arrival Tea/Coffee _____ Time: _____

Morning Tea: _____ Time: _____

Lunch: _____ Time: _____

Afternoon _____ Time: _____

Dinner _____ Time: _____

Other _____

Comments/ Special dietary requirements _____

Payment Details

TITLE: Mr. / Mrs. / Ms _____

NAME: _____

COMPANY: _____

POSITION: _____

TEL: _____ FAX: _____ MOB: _____

EMAIL: _____

POSTAL ADDRESS: _____

SUBURB: _____ STATE: _____ P/CODE: _____

Credit Card Payment Authority

CARD TYPE: VISA/ AMEX/ DINERS/ MASTERCARD

CARD NUMBER: ____/____/____/____ EXPIRY: ____/____

NAME ON CARD: _____ SIGNATURE: _____ DATE: _____

Please note: A surcharge of 2.5% applies to payments made with Amex and Diners card.

I have read and accept the above The Willows Function Centre Terms & Conditions Form.

Signed Name _____.