

Australian Institute of Sport

# Event Packages



TRIPPAS WHITE GROUP



# A Guide To Your Event

Welcome to our corporate event compendium, a guide to creating the perfect food, beverage and service experience to complement your upcoming special event at the Australian Institute of Sport (AIS).

## Who we are

Trippas White Group is proud to have been selected as the exclusive caterers to all resident athletes, coaches, visitors and special event groups at the AIS campus.

Established in 1990, Trippas White Group is one of Australia's leading restaurant and catering companies, managing a diverse portfolio of iconic venues and providing hospitality services to a host of well-known and respected organisations. We offer innovative catering services to high profile organisations and private individuals, never losing sight of our core values; they are at the heart of everything we do.

- Great food sourced from the best local suppliers
- Unique and innovative menus
- Professional and personal service.

Our reputation is everything; the success of your event is our priority.

## What we can do for you

Our Event Manager has a very clear brief, "make every event memorable". At Trippas White Group we understand that even the simplest of events has significance.

We look forward to hearing about your requirements, budget, special requests, expectations of stakeholders and the desired goals or outcomes for your event. These are all important details that will offer us insight and enable us to collaborate with you, our chefs and the AIS Events Team to create a bespoke event to meet your expectations.

## Location

The AIS is a unique event precinct approximately 7km from Canberra's city centre. This versatile location allows event planners the opportunity to take advantage of 11 event spaces. All spaces within the AIS can be booked exclusively. In addition, multiple spaces can be used simultaneously to create a dynamic program utilising different facilities and rooms. All venues within the precinct are conveniently accessible via public transport. Visitors wishing to drive are provided with ample free parking (subject to events being held at the adjacent GIO Stadium).



# Event Spaces

## AIS Arena

The arena is a multi-purpose venue that allows event planners to indulge in the convenience of space and functionality. The venue is truly flexible, with the capacity to host large-scale conferences, gala dinners, tradeshow and exhibitions.

## Marathon Room

This venue draws inspiration from Australia's rich sporting history, complete with life-size images of Australian sporting heroes. With a fully serviced bar area, the Marathon Room is equipped to cater to any event style or format.

## Sportex

This interactive venue is perfectly suited to events and team building days for up to 120 guests. Allow guests to participate in a broad range of activities including basketball and virtual downhill skiing to add another dimension to a familiar event format and truly impress attendees.

## Charlesworth Theatrette

This is an ideal venue for conferences, seminars, panel discussions and media launches. Holding up to 314 delegates, with wheelchair access, audio-visual equipment is included in the hire and affords a wireless hearing loop for the hearing impaired as well as digital sound quality. The 300" projection screen in conjunction with the 12,000 lumens laser projector provides enhanced visual effects which will meet the needs of any high profile presentation.

## Conference Facility

Take advantage of three separate conference rooms (Gold, Silver and Bronze) that can be used individually or simultaneously throughout your conference program. Conveniently located beside the Charlesworth Theatrette, these conferencing rooms can be set up to suit your needs, whether they are meeting rooms, break-out spaces or speakers' preparation rooms. Designated catering areas are available outside

## Marquee

For a venue with a difference the AIS can provide you with a marquee that may be placed on site to suit your event - whether it be in the middle of the Athletics track, overlooking the outdoor synthetic field or adjacent to the AIS Arena.

## Capacities and Dimensions

	THEATRE	CLASS ROOM	U-SHAPE	BOARD ROOM	BANQUET	COCKTAILS	AREA (M <sup>2</sup> )
AIS ARENA	4200*	450			900	900	1850
CHARLESWORTH THEATRETTE	314						450
GOLD ROOM	120	60	45	42	120	150	196
SILVER ROOM	80	40	35	24	60	80	92
BRONZE ROOM	40	27	24	24	40	40	56
AIS VISITOR CENTRE						400	71
AIS VISITOR CENTRE THEATRETTE	69						
MARATHON ROOM	70	30	24	24	140	250	180
RELAY ROOM	20	10	10	20	40	24	47
SPORTEX						120	900
COMMONWEALTH ROOM	40	27	24	24			51
MARQUEE					120	130	126
COURTYARD MARQUEE					90	120	124

\*Full Arena - capacity 4200; Arena with end stage and full reserved seating - capacity 3450.





# Refreshment Breaks

\$12 per person

(Minimum of 10 guests)

Please select two treats from either Sweet Treats or Savoury below (for additional items \$6pp)

## Sweet Treats

- Assorted Danish pastries (v)
- Fruit skewers (v, vg, gf, df)
- Mini jam donuts (v)
- Assorted mini muffins (v)
- Scones, jam and cream (v)
- Pear and raspberry banana bread (gf available, v)
- Carrot cake with cream cheese icing (v)
- Raspberry macaroon slice (gf, v)
- Florentine (v)
- Mini lamingtons (v)
- Vegan chocolate and raspberry slice (v, vg, gf)

## Savoury

- Spinach and fetta triangles (v)
- Mini ham, cheese, and tomato croissant (gf available)
- Bacon and chive savoury muffins
- Roasted vegetable mini frittata (v, gf)
- Cocktail sausage roll

## Hot and Cold Beverages

- Freshly brewed coffee and assorted tea infusions \$6.9pp
- All day freshly brewed coffee and assorted tea infusions \$15.9pp
- Barista station (minimum 50pax) POA
- Bottomless orange juice \$17pp
- Orange juice per person \$4.8pp
- Additional item \$6pp





# Working Lunch

Minimum of 10 pax required in each individual food option. Price per person.

## The Corporate Lunch \$35

- Chef's selection of gourmet filled sandwiches and wraps
- Seasonal fresh fruit platter
- Chef's selection of hot savoury bite (2 items) and dipping sauces
- Chilled orange juice

## Grazing station lunch \$55

Grazing station lunch – Selection of two hot dishes, one side and one salad dish

### Hot dish

*Please select two hot dishes*

- Chicken stir fried with hokkien noodle (df)
- Coconut and lime chicken breast pieces poached, lemongrass, coriander, chili, and rice noodle (gf, df)
- Moroccan beef kebabs, rice and hummus (gf, df)
- Mongolian beef with rice (df)
- Slowed cooked lamb shoulder, roasted chat potatoes (gf, df)
- Oven baked fish with Thai flavour rice noodles (gf, df)

### Side dish

*Please select one dish*

- Broccolini pangrattato (df, v, vg)
- Honey glazed carrots, tahini (gf, df, v)
- Green beans, lemon, garlic (gf, df, v, vg)

### Salads

*Please select one dish*

- Mixed leaf garden salad (gf, df, v, vg)
- Heirloom tomato, bocconcini and basil (gf, v)
- Pasta, marinated vegetable, herb salad (df, v, vg)

## Addition:

*Must accompanied with either of the Lunch Package options above*

- Antipasto platter \$9.9pp
- Mezze platter with olives (v, gf) \$7pp
- Greek salad (v) \$7pp
- Beetroot, spinach, and fetta salad (v) \$7pp
- Caesar salad, bacon, boiled egg, and croutons \$9pp



# Conference Packages

Minimum of 10 guests. Price per person.

## Package One - Corporate Lunch

### Half Day \$52

Morning or Afternoon Tea + Corporate Lunch +  
Half day freshly brewed coffee and assorted tea infusions.  
Morning Tea or Afternoon Tea - Please select two items per person  
from "Refreshment Breaks" on page 6

### Full Day \$65

Morning Tea + Corporate Lunch + Afternoon Tea +  
All day freshly brewed coffee and assorted tea infusions.  
Morning Tea - please select two items per person  
Afternoon Tea - please select one item per person

### Corporate Lunch

Chef selection of gourmet filled sandwiches and wraps,  
seasonal fresh fruit platter  
Chef's selection of hot savoury bites and dipping sauces, chilled orange juice

## Package Two - Grazing Lunch

### Half Day \$69

Morning or Afternoon Tea + Grazing Station Lunch +  
Half day freshly brewed coffee and assorted tea infusions  
Morning tea or Afternoon Tea - please two items per person

### Full Day \$79

Morning Tea + Grazing Station Lunch + Afternoon Tea +  
All day freshly brewed coffee and assorted tea infusions  
Morning Tea - please select two items per person  
Afternoon Tea - please select one item per person

### Grazing Station Lunch

Grazing station lunch - Chef's selection of two hot meat, one side and one salad







# Canapés

## Cocktail Package

(Minimum of 50 guests, price per person)

### Two hours \$35

6 canapés per person from a selection of three varieties  
(hot/cold/dessert) options + one substantial

### Three hours \$50

10 canapés per person from a selection of five varieties  
(hot/cold) options + two substantial

### Four hours \$68

16 canapés per person from a selection of eight varieties  
(hot/cold) options + two substantial

### Additional options (POA)

## Cold

- Smoked salmon and avocado croute
- Sushi (California roll) (v available, gf)
- Ratatouille and hummus tartlet (v, df)
- Vegetarian rice paper roll (gf, v, vg, df)
- Roast pumpkin, leek and goat's cheese frittata (v, gf)
- BBQ pork crepe (df)
- Chicken, mayonnaise, and dill tartlet (df)

## Hot

- Caramelised onion and potato tart (v)
- Peri peri chicken skewer, yoghurt sauce (v, gf)
- Pea and mint arancini (v)
- Fetta cheese cigars (v)
- Prawn gyoza (df)
- Peking duck wonton (df)
- Bushed spiced beef skewers (gf, df)
- Cocktail sausage roll (df)
- Mini beef and burgundy pie (df)

## Dessert Canapé

- Mini lamington (v)
- Vegan chocolate and raspberry slice (v, vg)
- Macaron (assorted flavours)
- Apple crumble slice (v)
- Cream filled chocolate éclair (v)

## Substantial

- Wagyu beef slider charcoal bun
- Karaage popcorn chicken, lime aioli (df)
- Tempura battered fish and chips, tartare sauce
- Thai beef salad, rice noodles (df) (gf)
- Lamb tagine, Moroccan couscous, mint yogurt
- Pork chorizo sausage roll bites with tomato relish (df)
- Prawn pad thai (df)
- Honey soy chicken bites with rice (df) (gf)





# Plated Lunch and Dinner

(Minimum of 50 guests, price per person)

Chef Selection of canapés on arrival \$18

Two Course (Entrée/main or main/dessert) \$71

Three Course (Entrée, main and dessert) \$93

Alternate Serve (Entrée and or Dessert) \$6pp per course\*

*(All meals served with bread roll and butter)*

## Entrée

Antipasto platter (gf available)

Chicken Caesar salad (gf available)

Smoked salmon, orange dressing, avocado paté (gf)

Pumpkin, goat's cheese and leek tart (v)

Oven dried tomato, buffalo mozzarella, pesto, pine nuts, rocket, balsamic dressing (gf, v)

Duck breast salad, pear, beetroot, rocket (gf)

## Main

Pork medallion, maple pumpkin puree, wilted kale and cider cream sauce (gf)

Grass fed beef fillet, anna potato, tomato relish and red wine jus (gf)

Barramundi with sweet potato puree, lime, coconut sauce (gf)

Mint and mustard lamb rump on cannellini bean puree with port wine jus (gf)

Maryland chicken, corn puree, salsa verde

Free form vegetable lasagne with sage, roast pumpkin, goat cheese and confit tomato (v)

Wild mushroom risotto with crème fraiche spring onions and pecorino (gf, v)

## Dessert

Apple and rhubarb crumble, ginger cream, custard (v)

Vanilla panna cotta, raspberry coulis (gf)

New York baked cheesecake with cherry compote, stewed coconut

Rich chocolate mousse cake with ganache topping, raspberry compote

Pineapple and passionfruit compote

## Sides \$8

Baked Japanese pumpkin, fried sage, maple syrup

Roast cauliflower, pangrattato

Crushed chat potatoes, olive salsa

Honey glazed carrots, tahini

Grilled eggplant, basil, tomato fondue

*Tailored menu available upon request.*

*\*Your selection of two dishes from main course will be served alternately.*

*Please note any special dietary requirements must be placed in writing 7 days before your event.*





## Bespoke Stations

(Minimum of 10 guest, price per person)

### BBQ station \$75

Lamb kebab with mint pesto, pepper crusted steak, soy and honey marinated chicken fillets, grilled mixed vegetables, sliced ciabatta loaf, and butter, mixed leaf salad, potato salad

### Antipasto and artisan cheese station \$35

Local salumi, artisan cheese, grilled and marinated vegetables served with dip selection, crackers, pickles and breads

### Australian seafood station \$45

Tiger prawns, oysters with selection of condiments

### Dessert station \$32

A selection of four dessert canapés



# Beverage Packages

All packages include light beer, sparkling mineral water and soft drink.  
Minimum of 50 guests, prices are per person

### Classic

Two hours	\$40
Three hours	\$45
Four hours	\$50
Five hours	\$55

### Additional

Cocktail on Arrival  
from \$15

### Sparkling

Here and Now Sparkling, NSW

### White

Here and Now Sauvignon Blanc, NSW

### Red

Here and Now Cabernet Sauvignon/Merlot, NSW

### Non Alcoholic

Lyres Classico Sparkling Can, AUS

### Beer

James Boag's Premium Lager

James Boag's Premium Light

# Beverage Packages

All packages include light beer, sparkling mineral water and soft drink.  
Minimum of 50 guests, prices are per person

### Deluxe

Two hours	\$65
Three hours	\$70
Four hours	\$75
Five hours	\$80

Select 1 x Sparkling

Select 2 x White/Red

Select 2 x Beer

(Light is automatic 3rd)

### Additional

Cocktail on Arrival  
from \$15

### Sparkling

Lark Hill 'Blanc de Blanc' Sparkling, Canberra District, NSW

### White

Robert Stein 'Farm Series' Riesling, Mudgee, NSW

Eden Road Pinot Gris, Canberra District, NSW

Nick O'Leary Chardonnay, Tumbarumba, NSW

### Rose

Bimbadgen 'Grower's' Rose, Hunter Valley, NSW

### Red

Swinging Bridge 'M.A.W' Pinot Noir, Orange, NSW

Nick Spencer 'Par' Sangiovese, Hilltops, NSW

Silkman Shiraz, Hunter Valley, NSW

### Non Alcoholic

Lyres Classico Sparkling, Australia

### Beer

James Boags Light

James Boags Premium Lager

James Squire '150 Lashes' Pale

Young Henrys Cloudy Apple Cider

### Premium

Two hours	\$50
Three hours	\$55
Four hours	\$60
Five hours	\$65

Select 2 x White/Red

Select 2 x Beer

(Light is automatic 3rd)

### Additional

Cocktail on Arrival  
from \$15

### Sparkling

See Saw Prosecco, Orange, NSW

### White

Keith Tulloch, Semillon, Hunter Valley, NSW

Annais 'Organic', Pinot Grigio, Mudgee, NSW

Alte Chardonnay, Orange NSW

### Rose

Luna Rosa Rose, Orange, NSW

### Red

First Creek 'Botanica' Pinoit Noir, Hunter Valley, NSW

Quilty & Grandsen Cabernet Sauvignon, Orange NSW

Hand Picked Shiraz, Hilltops, NSW

### Non Alcoholic

Lyres Classico Sparkling, Australia

### Beer

James Boags Light

James Squire '150 Lashes' Pale

James Boags Premium Lager



# Beverage Packages

## Non-Alcoholic packages

Includes sparkling mineral water, assorted soft drinks and juice

Two hours \$18

Three hours \$20

Four hours \$23

## Additional options

### Tea and Coffee

\$5.9pp

### Drinks

Soft Drink

Sparkling Mineral Water

Fruit Juice

### Spirits (Pre-Packaged)

### Beverage on Consumption

Beverage on consumption is available, minimum spend is applied

### Cash Bar/Spirits

Available with choice of sparkling, wines, beers, Spirits and pre-packaged spirits, mineral water, assorted soft drinks and orange juice.

Minimum spend is applied







# Terms and Conditions

Trippas White Group (TWG) are committed to the success of your event and the satisfaction and wellbeing of your guests. Our catering services are hired under these terms and conditions and as described in relevant documentation. The payment by any party of any fees and charges for such catering services will be deemed an acknowledgment and acceptance by such party of these conditions.

### 1. Quotation

Written quotations will remain valid for ten [10] days from date of issue. At the time of quote an Estimated Total Cost will be provided which may also include facility hire and additional services provided by the AIS and/or TWG.

### 2. Confirmation of Booking

Confirmation of your event will be upon receipt of the signed terms and conditions and payment of the required deposit by the specified date. Failure to do so may result in the Caterer cancelling catering services for the event.

### 3. Confirmation of Guaranteed Guest Numbers

Approximate attendance numbers for event and menu selection are required three months (91 days) prior to event – at this time an Estimated Total Cost will be the minimum spend guaranteed by the client. Should an event be booked within a 91 day period, approximate numbers and menu selection must be advised immediately. The confirmation of FINAL chargeable numbers attending your event and all DIETARY REQUIREMENTS must be advised no later than 12 noon, 14 DAYS prior to the event date. TWG cannot guarantee that event details not confirmed by this time or changed within 14 days prior to the event will be fulfilled. In the absence of written confirmation, the number taken from the most recent written catering request will be charged. Final guest numbers requiring catering are due 7 days prior to day of event. Changes may not be accommodated after this date.

### 4. Dietary Requirements

Dietary requirements must be provided no later than 12 noon, 14 DAYS prior to the event. If final dietary numbers may not be provided at this time the Caterer will endeavour to accommodate any requests however this may not be possible. The individual's name and table placement (where applicable) must also be referenced with their dietary requirements. Charges may apply.

### 5. Payment Terms

(will depend on contract arrangement with AIS)  
A deposit of 20% of the total quotation is required to confirm your event within fourteen [14] days of written confirmation. Where any third-party services are booked on your behalf, an additional deposit may be required at the discretion of the Caterer. Where applicable, the client agrees that final beverage consumption will be charged according to the Caterers consumption records and payment to be made within fourteen [14] working days post event.

### 6. Prices

Prices may be subject to change at the discretion of the Caterer. Clients will be informed of price changes prior to the event date. Prices quoted include GST unless otherwise specified.

### 7. Additional Beverages

The Client agrees that the person nominated as signatory on the event confirmation form may, on the event date, authorise the Caterer to supply beverages in addition to those specified in the event confirmation form and agrees to pay the charge levied by the Caterer in respect of any additional beverages upon completion of the event. The Client further agrees that the Caterer shall not be obliged to supply any such additional beverages unless the Caterer is satisfied that the supply of such beverages is authorised pursuant to this clause and complies with its obligation to the venue and the responsible service of alcohol.

### 8. Event Extension Charge

Extensions of event hours are available by prior arrangement. A fee of \$10.00 per person for your total confirmed number of guests per hour, or part thereof, is applicable for all extensions. This fee is in addition to any additional food and beverage (refer point 7).

### 9. Equipment Hire Charge

Equipment hire charges may apply for special catering requests. You will be informed of these charges during the quotation process and a final quotation will be provided within two (2) working days of receiving the final numbers confirmation.

### 10. Cover Charges and Staff Charges

All quotes include standard staffing levels to deliver your event: If additional staff are requested an appropriate charge will apply. If your guest numbers fall below the set minimum, staff charges will apply. A minimum weekend cover charge may apply for an event held on a Saturday or Sunday and is based on a minimum of 10 guests. \*  
A minimum public holiday cover charge may apply to events occurring on a public holiday and is based on a minimum of 10 guests. \*  
Cover charges will be set within your initial event quotation.\*

### 11. Cancellation

All cancellations must be made in writing and will incur the following charges. Please note charges reflect holding a specific date for your event as well as produce, production and staffing costs:

Cancellation more than 90 days prior to the event date, the deposit will not be refunded. Prior to 90 days the booking may be amended to a new reduced Estimated Total Cost however the difference between the revised amount and deposit will not be refunded. Cancellation 90-15 days [inclusive] prior to the event date, the deposit will not be refunded and in addition, the client shall pay a cancellation fee equivalent to the difference between 75% of the latest updated estimated total cost as at 90 days and the deposit paid by the client. Cancellation 14 days prior to the event date the cancellation fee will be 100% of the latest updated Estimated Total Cost as per the most recent event documentation minus the deposit paid.

### 12. Smoking at venue

Smoking is NOT permitted within the venue premises. Clients, their guests and staff may only use designated areas by AIS.

### 13. Responsible Service of Alcohol/Disorderly Conduct

The Caterer has a Responsible Service of Alcohol Policy: Alcohol may not be removed from designated area. Liquor will not be sold or supplied to a person less than 18 years of age. Proof of age must be provided on request. Licensee will not permit intoxication or any indecent, violent or quarrelsome behaviour on the licensed premises. Liquor will not be sold or supplied to any person who is at the time in a state of intoxication. Accordingly, patrons will be denied service if they are considered to be intoxicated and in accordance with the law, will be asked to leave the venue. Alcohol package must be purchased with food.

### 14. Insurance

The Caterer holds a Public Liability Insurance for a minimum level of cover per claim of \$20 million. The Caterer will take all necessary care, however accepts no responsibility for damage or loss of property left at the AIS Arena or AIS Campus prior to, during or after your event. You are financially responsible for any wilful damage and/or loss [including glass breakages over 6 pieces] sustained by you and your guests during the event or for damage to and/or loss of, equipment hired by Caterer on your behalf.



## Contact our Event Specialists

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TRIPPAS WHITE GROUP