



Momento<sup>★</sup>  
HQ



## MOMENTO HQ

With a reputation built around quality and a professional service, here at Momento HQ we continue to pride ourselves as The Hills Districts premier Conference venue, offering meeting and virtual office facilities. Conveniently located in North Western Sydney and within easy access to all parts of Sydney via the M2 and M7, our central location is ideal for conferences and events.

Our rooms are equipped with Smart TV's, Projectors, Wifi, access to receptionist, tea & coffee making facilities, pens, pads and water. Plenty of parking available onsite.

Half & Full Day Catering packages are also available or we can tailor menus to suit your requirements.

Our Outdoor Terrace is the perfect space to escape to for breaks throughout the day.

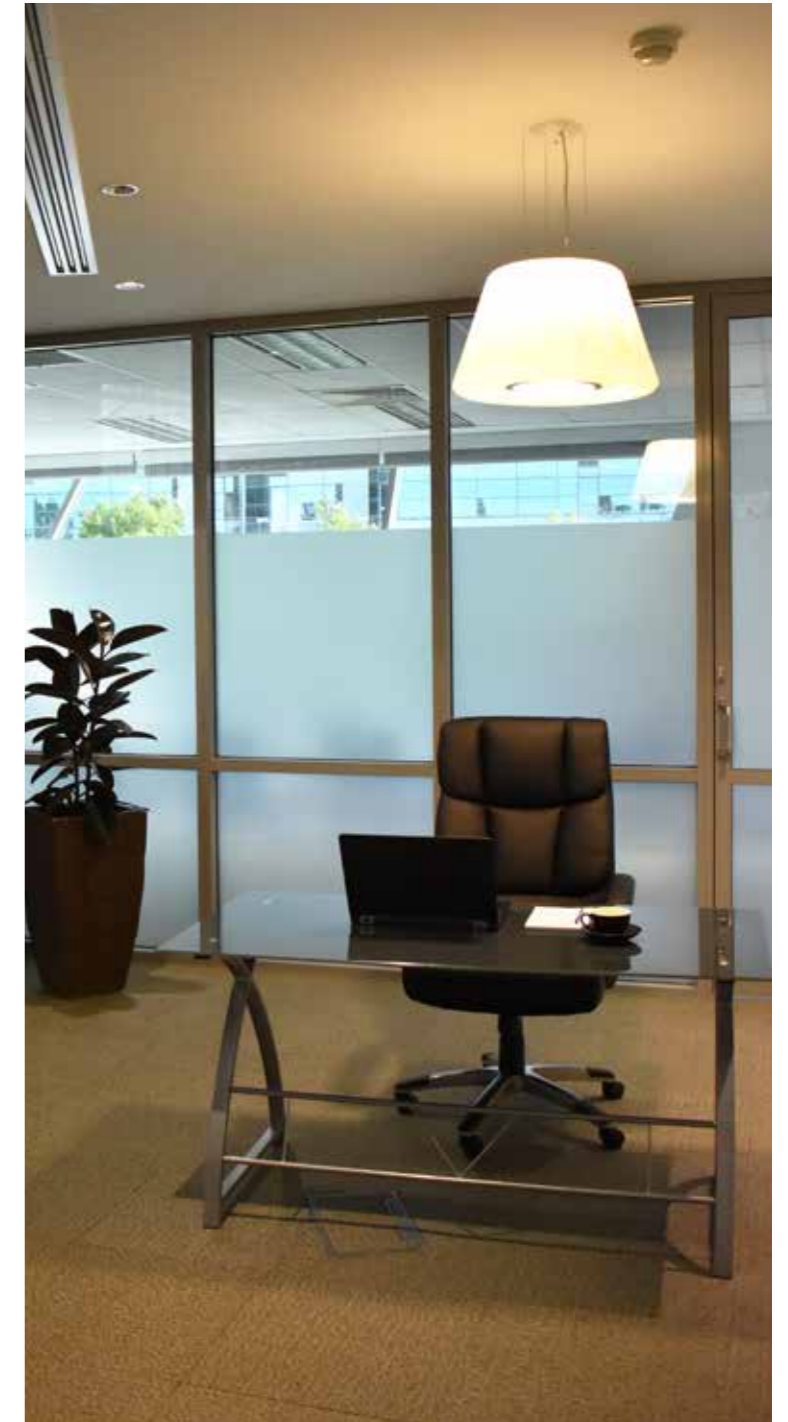
## PORTOFINO

### INCLUSIONS

- Desks x 2
- Stationery
- Wifi
- Receptionist
- Power
- Printing
- Water
- Coffee & tea

### HIRE FEE

- \$100 for half day  
(up to 4 hours)
- \$180 all day  
(up to 8 hours)





# SIENA

ROOM DIMENSIONS  
**5.5m x 4.5m**

## INCLUSIONS

Projector & screen  
Wifi  
Nespresso machine

## CAPACITY

Boardroom	10
U-Shape	12
Theatre	30

## HIRE FEE

\$220 for half day (up to 4 hours)  
\$360 all day

# VERONA

ROOM DIMENSIONS  
**4.1m x 9.7m**

## INCLUSIONS

65" TV screen  
Wifi  
Nespresso machine

## CAPACITY

Boardroom	20
Classroom	5 tables of 2 5 tables of 3
Theatre	32

## HIRE FEE

\$220 for half day (up to 4 hours)  
\$360 all day

# FIRENZE

ROOM DIMENSIONS  
**8.15m x 6.3m**

## INCLUSIONS

65" TV screen  
Wifi  
Nespresso machine

## CAPACITY

Boardroom	18
U-Shape	24
Classroom	4 tables of 2 4 tables of 3
Theatre	42

## HIRE FEE

\$220 for half day (up to 4 hours)  
\$360 all day

# MILANO

ROOM DIMENSIONS  
**8.15m x 6.3m**

## INCLUSIONS

65" TV screen  
Wifi  
Nespresso machine

## CAPACITY

U-Shape	18
Classroom	9 tables of 2 9 tables of 3
Theatre	48

## HIRE FEE

\$220 for half day (up to 4 hours)  
\$360 all day



# CATANIA

ROOM DIMENSIONS  
**7.4m x 6.3m**

## INCLUSIONS

65" TV screen  
Wifi  
Nespresso machine

## CAPACITY

Boardroom	10
U-Shape	12
Classroom	4 tables of 2 4 tables of 3
Theatre	30

## HIRE FEE

\$220 for half day (up to 4 hours)  
\$360 all day

# FIRENZE & MILANO — OR — MILANO & CATANIA

ROOM DIMENSIONS  
**16m x 6.3m**

## INCLUSIONS

2 x 65" TV screens  
Wifi  
Nespresso machine

## CAPACITY

Classroom	8 tables of 2 8 tables of 3
Theatre	80

## HIRE FEE

\$400 for half day (up to 4 hours)  
\$480 all day

# FIRENZE, MILANO & CATANIA

ROOM DIMENSIONS  
**24m x 6.3m**

## INCLUSIONS

3 x 65" TV screens  
Wifi  
Nespresso machine

## CAPACITY

Theatre	120
Cocktail	200

## HIRE FEE

\$500 for half day (up to 4 hours)  
\$580 all day

# TERRACE

Our Outdoor Terrace is the perfect space to escape to for breaks throughout the day.





# MOMENTO CATERING

OUR CATERING OPTIONS ARE DESIGNED WITH QUALITY AND CONVENIENCE. IMPRESS YOUR TEAM OR GUESTS WITH OUR FRESHLY MADE MENU.

Menus can be tailored to meet your every requirement and all considerations are made including dietary needs and service options.

For a tailored package our dedicated event coordinators will guide you through all the steps.

## HALF-DAY DELEGATE PACKAGE

\$45 PER PERSON

Minimum 5 guests

Includes Morning tea & Lunch OR  
Lunch & Afternoon Tea

## FULL DAY DELEGATE PACKAGE

\$59 PER PERSON

Minimum 5 guests

Includes Morning Tea, Afternoon Tea & Lunch

### MORNING TEA OPTIONS:

Choice of two from the following:

- Pastry Platter
- Brownie Platter
- Fruit Platter

### LUNCH OPTIONS:

Choice of one from the following:

- Baguettes & Salad
- Pizza & Salad

### AFTERNOON TEA OPTIONS:

Choice of two from the following:

- Sweet Platter
- Brownie Platter
- Cheese Platter
- Salumi Platter



### PASTRY PLATTER \$65

15 PIECES

Mini croissant, mini danish & mini Italian chocolate filled doughnut



### BROWNIE PLATTER \$60

15 PIECES

Gluten free & nut free options are available



### SWEET PLATTER \$70

15 PIECES

Mini nutella tart, double chocolate brownie & macarons (GF)



### FRUIT PLATTER \$50

SERVES 5

Selection of sliced seasonal fruit



### SALUMI PLATTER \$65

SERVES 5

Selection of cold meats with wood fired ciabatta bread, marinated vegetables, grissini with olives & capsicum relish.



### CHEESE BOARD \$65

SERVES 5

Selection of local and imported cheese served with truffle honey, fig jam, lavosh & crispy baguette.





### SALAD PACK

\$59

1 SALAD PER PACK  
SERVES 8

#### GREEK SALAD

w. tomatoes, olives, cucumber, fetta, spanish onion and green capsicum

#### WARM TUSCAN

w. grilled chicken, rocket, semi dried tomatoes, crispy pancetta, grilled asparagus, torn ciabatta bread

#### CHICKEN CAESAR SALAD

w. grilled chicken, cured ham, egg, white anchovies and croutons

#### ROAST PUMPKIN

w. cherry tomato and toasted hazelnut



### DELI BAGUETTE PLATTER \$70

12 PIECES, SERVES 6-8  
CHOICE OF 3 FILLINGS

#### TURKEY BREAST

w. brie, cranberry & swiss chard

#### CHICKEN SCHNITZEL

w. mixed leaf, tomatoes, smashed avocado & ranch dressing

#### ROASTED MEDITERRANEAN VEGETABLES

w. tomatoes, shaved parmesan & basil aioli

#### SMOKED ATLANTIC SALMON

w. rocket, tomatoes, mascarpone cheese & chives

#### PASTRAMI

w. mixed leaf, swiss cheese, house pickles & mustard mayonnaise

#### SOPRESSA SALAMI

w. rocket, tomatoes, mascarpone cheese & chives

#### PULLED PORK

w. pickled cabbage & chipotle aioli

#### GRILLED CHICKEN BREAST

w. rocket, grilled haloumi, eggplant & garlic labneh



### PIZZA PACK

\$95

4 PIZZAS PER PACK, SERVES 8

#### MARGHERITA

tomato base, mozzarella fior di latte, grana padano parmesan & baby basil

#### VEGETARIANA

tomato base, ricotta, zucchini, sautéed spinach, eggplant, truffle paste & shaved grana padano parmesan

#### DIAVOLA

tomato base, mozzarella fior di latte, hot salami, mushrooms, grilled eggplant, black olives & baby basil

#### PICCANTE

njuda BBQ base with chorizo, salami, cacciatore, smoked guanciale & ham

#### ITALIAN JOB

tomato base, mozzarella fior di latte, leg ham, salami, sausage & pancetta

#### CAPRICCIOSA

tomato base, mozzarella fior di latte, leg ham, artichokes, dried black olives, mushrooms, grana padano parmesan & basil oil

#### PROSCIUTTO

tomato base, mozzarella fior di latte, prosciutto, rocket & grana padano parmesan

#### ITALIAN BACON

tomato base, mozzarella fior di latte, pancetta, roasted pumpkin, pine nuts & feta

#### VESUVIO

tomato base, buffalo mozzarella, ricotta, ham, salami, basil & pepper

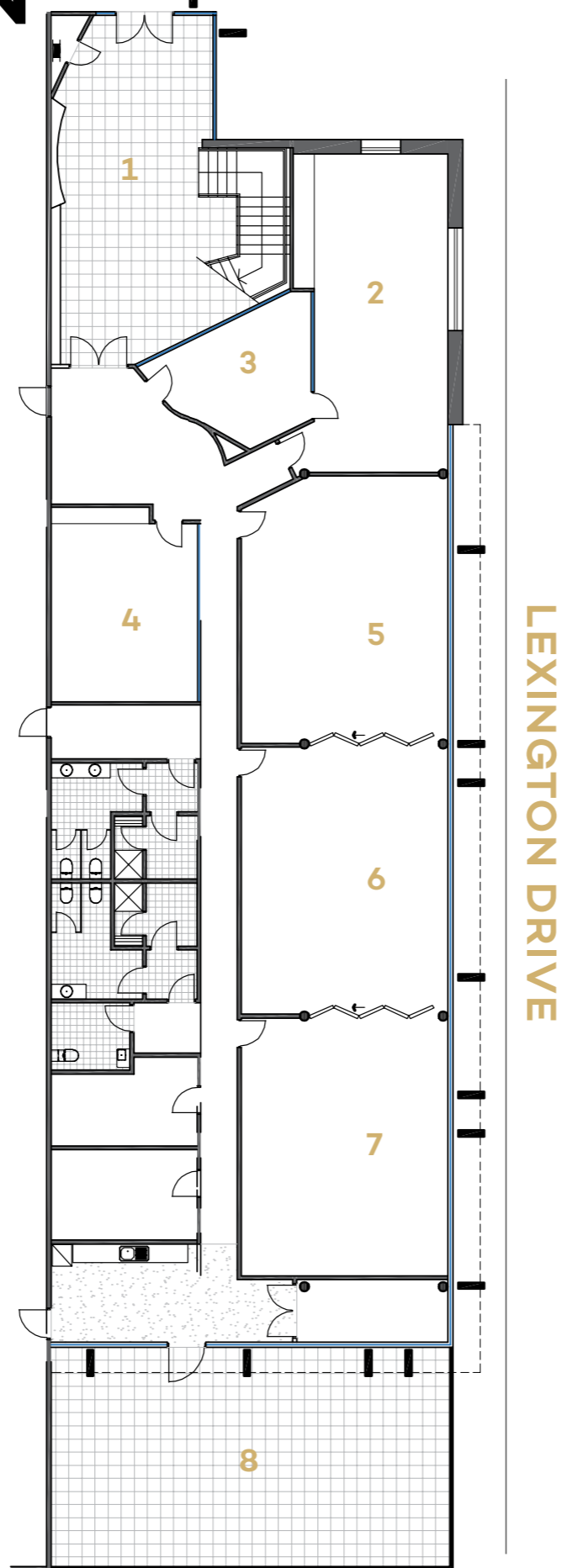
#### POLLO

njuda BBQ base, mozzarella fior di latte, marinated chicken, house cured bacon, spanish onion, mushrooms & sautéed spinach

# FLOOR PLAN

## KEY:

- 1. Reception
- 2. Verona
- 3. Portofino
- 4. Siena
- 5. Firenze
- 6. Milano
- 7. Catania
- 8. Terrace



# ROOM SETUP

EACH BOARDROOM OFFERS THE FOLLOWING LAYOUT OPTIONS:

\*Please note these are not to scale and varies depending on the dimensions of the room

<b>BOARDROOM</b>	
<b>U-SHAPE</b>	
<b>CLASSROOM</b>	
<b>THEATRE</b>	



# TERMS & CONDITIONS

## FUNCTION BOOKING AGREEMENT

To avoid any misunderstandings we ask that you read through our function terms and conditions before confirming your booking. These conditions will help us to serve you in the best possible way.

## TENTATIVE AND CONFIRMED FUNCTION BOOKINGS

Tentative bookings will be held for seven (7) days and are not guaranteed. Should the booking confirmation form not be received within seven (7) days, Momento Hospitality reserves the right to cancel the tentative booking at any time, without further notice.

A signed booking form with valid credit cards details is required to secure your chosen function date and area.

## FINAL NUMBERS AND CATERING

Final numbers and all catering must be confirmed seven (7) days prior to your function date. This confirmed number will be the amount charged regardless of how many guests arrive on the day. Last minute changes up to twenty-four (24) hours before your function will be considered but cannot be guaranteed.

Catering will not be confirmed until payment is received by the functions team. Please ensure your payment details are correct and can be charged as per payment type below.

## MENU AND PRICES

All menus and prices quoted are inclusive of GST. Menus and pricing are correct at time of printing and are subject to change without notice.

## PAYMENT

Full payment of room hire and catering is due prior to your function. All prices are inclusive of GST. Large scale events may be required to pay a 10% deposit upon confirmation of function. Any extras will need to be paid at the conclusion of your function.

### Bank Transfer

Must be received by Momento Functions five (5) working days prior to your function date. Bank details will be provided on invoice.

### Credit/Debit Card

Credit/Debit card payments will be processed by Momento Functions on the Wednesday prior to your function. This will be from your nominated credit card on your booking form and will incur a surcharge.

### Cash

Full cash payments will be accepted in person to your function coordinator. Cash payments must be received five (5) working days prior to your function date.

## REFUNDS AND CANCELLATIONS

Any cancellations must be made in writing to your function coordinator seven (7) days prior to your function date, to avoid being charged. Cancellations inside seven (7) days will be charged for full room hire and catering. Non-appearance without said notification will not be applicable for a refund. Full function payments are non-refundable and are not transferrable for any other products or services.

## DELIVERY AND COLLECTION OF GOODS

Momento Hospitality Venues will only accept delivery of goods on the day of the function; all goods must be collected on the same day unless prior arrangements have been made. Any goods delivered to our venues must be fully labelled with event details and organisers contact information.

## EXTERNAL PROVIDERS AND ENTERTAINMENT

All externally booked entertainment and suppliers must comply with these terms and conditions and management. As the function organiser, you are responsible for ensuring any external contacts are provided these terms and conditions.

All external entertainment or suppliers must be advised to your function coordinator prior to the day and any alternate set up or pack down times confirmed.

## RESPONSIBLE SERVICE OF ALCOHOL

Momento Hospitality and its venues practice the Responsible Service of Alcohol. Whilst we encourage guests to enjoy themselves, we will not allow guests to drink to excess and place themselves and other guests at risk. Venue staff members are instructed to check ID's, not serve alcoholic beverages to guests under the age of 18 years, or to guests perceived to be close to or in a state of intoxication. All minors must be in the immediate presence of their legal guardian at all times in our venues.

Please be aware management will support staff who refuse service to intoxicated, underage, quarrelsome, unruly or offensive guests. Such guests will be asked to remove themselves from the venue immediately.

Alcohol of any type cannot be brought into the venue at any time. This includes all alcohol given as gifts. Gifts containing alcohol must not be brought into the venue and cannot be stored for you, you will be asked to remove them from the venue.

## COMPLIANCE

If management has reason to believe that the behaviour of your guest(s) affects the smooth running of our Venues business or reputation, we reserve the right to remove the individual(s) from the premises at any point before, during or after your function.

## RESPONSIBILITY

Momento Hospitality and its venues does not accept responsibility for damage or loss of any guest's property left on the premises. Function organisers are financially responsible for any damages sustained to our venues property, fittings or equipment. Credit card details are taken as a precaution before your function and any damages will be charged if applicable.

## FORCE MAJURE

Where matters beyond the reasonable control of Momento Hospitality and its Venues prevent Momento Functions from fulfilling its obligations under this contract, the client agrees to release Momento Functions from any liability or loss incidental or consequential to such matters.





# Momento<sup>★</sup> HQ

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