



Conference & Function Centre

Off-site Function Checklist

This checklist is a guide for a basic set up. All requirements are subject to your particular function and style of service required. We will assist you in determining the equipment needed.

Item	Required	Number
Bar		
Ice and tubs		
Facilities for glass washing		
Tables for bar		
Tablecloths if required		
Cloths for wiping glasses		
Glasses		
Wine		
Champagne		
Beer		
Soft drinks/water/all purpose		
Glass jugs for juice & water		
Drink trays		
Bottle openers		
Wine coolers/Champagne buckets		
Canapés/Cocktail Function		
Platters for food service		
Cocktail napkins		
Sit down Lunch/Dinner		
Tables and chairs		
Tablecloths		
Linen/paper napkins		
Butter dishes		
Salt & pepper		
Water jugs		
Wine & water glasses		
Side plates and side knives		
Soup bowls and spoons		
Entrée crockery and cutlery		
Mains crockery and cutlery		
Dessert crockery and cutlery		
Extras		
Service cutlery		
Bowls for salad or vegetables		
Cheese knives and plates		
Tea & Coffee		
Tea/coffee cups, saucers and teaspoons		
Milk jugs		
Sugar bowls		
Coffee percolator		
Water urn		
Plunger pots		