

Function Day: Thursday		Function Date: 6 October 2022	
Contact:		Extn:	
Host: Governor Philip Lowe		Location of Function: Board Suite, L11	
Budget Code:	No. Bank Staff: 17	Department Code:	
Budget Code:	No. Visitors: 13	Product Code:	
	Total Guests: 30	Project Code:	
Arrival Time: 16:00	Serving Time: 16:00	Finish Time:	18:00

WAYNE BYRES' (APRA CHAIR) FAREWELL FUNCTION

Other information/requirements:

Governor will say a few words. Details to be confirmed

Canapes:

- * Duck pancakes, hoisin sauce, spring onion
- * Vegetable rice paper roll, sweet chilli sauce
- * Mixed sushi
- * Seared scallop tartlet
- * Pumpkin and sage arancini
- * Mini Thai beef skewers
- * Mini Chicken tandoori and yoghurt skewers

- * Mini dessert canapes

Beverages:

- * Hentley Farm Blanc de Noir (Sparkling)
- * Tim Adams Pinot Gris
- * Bimbadgen 'Palmer Lane' Shiraz
- * Beers – James Boag, Hahn Premium Light
- * Soft drinks, juice and mineral water (sparkling and still)

Date: 28 September 2022

Authorised by: Anthony Dickman

In terms of PI-4, all executive catering services will need to be approved by a Level 7 officer (or above) or formally delegated officer.

Total Food: _____
Total Soft drinks: _____
Total Wine & Liquor: _____
Total: _____

Invitation

The Governor of the Reserve Bank, Philip Lowe, cordially invites you to a function for the RBA to thank Wayne Byres for his service as Chair of APRA

DATE

Thursday, 6 October 2022

TIME

4.00pm (to approx. 6.00pm)

VENUE

Board Suite, Level 11
Reserve Bank of Australia
65 Martin Place, Sydney

RSVP

Monday, 26 September 2022

Please advise any dietary requirements

DRESS

Business attire



RESERVE BANK OF AUSTRALIA

TAX RECEIPT

Reserve Bank of Australia

Secretary's Department
Reserve Bank of Australia
65 Martin Place
SYDNEY NSW 2000

Invoice Date
27 Oct 2022

Invoice Number

HOBART TAS 7000

Reference
Reserve Bank
of Australia (Tuesday
01/11/2022)

ABN

Description	Quantity	Unit Price	GST	Amount AUD
Tailored Dinner - 4 canape items per person, main course and dessert	109.00	120.00	10%	13,080.00
Beverages on consumption - to be separately invoiced after event	1.00	0.00		0.00
Tea and coffee served to table	109.00	6.00	10%	654.00
		INCLUDES GST 10%		1,248.54
		TOTAL AUD		13,734.00
		Less Amount Paid		13,734.00
		AMOUNT DUE AUD		0.00

Due Date: 1 Nov 2022

7 days from invoice date

For remittances and direct deposits via Electronic Funds Transfer:

BSB:

Account No:

Bank:

Account Name:

ABN:

All Credit Card payments (except deposits of \$500 or less) attract a surcharge as below:

VISA & MASTERCARD : 2.5%

AMEX : 3%

Please make all cheques payable to

A 10% administration fee may be applied to late payments. Should a third party collection agency be required in order to recover any funds owed to all costs involved will be added to the amount outstanding. Upon receipt of a deposit, the client is deemed to have agreed to all terms and conditions applicable.

Proudly wholly Tasmanian owned and operated.

TAX RECEIPT

Reserve Bank of Australia
 Attention:
 Secretary's Department
 Reserve Bank of Australia
 65 Martin Place
 SYDNEY NSW 2000

Invoice Date
 10 Nov 2022

Invoice Number

HOBART TAS 7000

Reference
 Reserve Bank
 of Australia (Tuesday
 01/11/2022)

ABN

Description	Quantity	Unit Price	GST	Amount AUD
Boags Premium stubbies	42.00	10.00	10%	420.00
Boags premium light stubbies	3.00	7.00	10%	21.00
Freycinet Louis Chardonnay (Bottle)	21.00	68.00	10%	1,428.00
Freycinet Louis Pinot Noir (Bottle)	20.00	68.00	10%	1,360.00
Devils Corner sparkling (Bottle)	7.00	54.00	10%	378.00
Soft drink (glass)	70.00	5.00	10%	350.00
		INCLUDES GST 10%		359.73
		TOTAL AUD		3,957.00
		Less Amount Paid		3,957.00
		AMOUNT DUE AUD		0.00

Due Date: 17 Nov 2022

7 days from invoice date

For remittances and direct deposits via Electronic Funds Transfer:

BSB:
 Account No:
 Bank:
 Account Name:
 ABN:

All Credit Card payments (except deposits of \$500 or less) attract a surcharge as below:

VISA & MASTERCARD : 2.5%


AMEX : 3%

Please make all cheques payable to

A 10% administration fee may be applied to late payments. Should a third party collection agency be required in order to recover any funds owed to all costs involved will be added to the amount outstanding. Upon receipt of a deposit, the client is deemed to have agreed to all terms and conditions applicable.

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From: Reservations Manager - Ramada Resort Port Vila
Sent: Wednesday, 12 October 2022 12:34 PM
To:
Cc:
Subject: RE: Reservation @delegate rate for South Pacific Central Bank Governors' Meeting - 3-4 November 2022

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Holding booking confirmed for a Lagoon Suite. Confirmation # is




We can also book your transfers with our transfer company, , who will greet you on arrival and bring you to the resort. The charges are 1,500 vatu per adult each way. Please let me know if you would like us to organise this for you when you make your reservation.

Kind regards

Front Office & Reservation

Ramada Resort by Wyndham Port Vila

Akiriki Parade, Paray Bay, Port Vila
Ramadaresort.com.vu

 + 678 28 000
 + 678 5438272


Facebook [Ramada Resort Port Vila](#)

RAMADA
BY WYNDHAM

MEMBER OF
WYNDHAM
REWARDS

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From: @rba.gov.au>
Sent: Wednesday, 12 October 2022 12:16 pm
To: @ramadaresort.com.vu

Cc:
Subject: Reservation @delegate rate for South Pacific Central Bank Governors' Meeting - 3-4 November 2022

Greetings from Sydney

Please book delegate below at special delegate rates as advised by the conference organiser.

- **Name and contact details:**
Philip Lowe
Email:
T: +61
Executive Assistant:
- **Check in:** Wednesday, 2 November 2022 – please note: guest arrives into Vanuatu airport @12.05am on Thursday, 3 November (QF3527).
- **Check out:** Friday, 4 November 2022
- **HSBC Mastercard:**
- **Room Type:** Lagoon Suite (Single Occupancy) VUV 19,500 per night (Wi-Fi Coverage and Breakfast included)
- **Booking Code:**

Kind regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

Disclaimer

This e-mail message (along with any attachments) is intended only for the named addressee and could contain information that is confidential or privileged. If you are not the intended recipient you are notified that any dissemination, copying or use of any of the information is prohibited. Please notify us immediately by return e-mail if you are not the intended recipient and delete all copies of the original message and attachments. This footnote also confirms that this message has been checked for computer viruses.

RESERVE BANK OF AUSTRALIA Order

6

Tuesday, 1 November 2022

Client:

Client Contact/s:

Venue Contact:

Booking Reference:
Booking Value: \$11,400.00 (\$0.00 paid__)

Program - Tuesday, 1 November 2022			Day 1 of 1
🕒 6:00 PM - 11:45 PM	🍽️ Dinner at PW1	👤 Attendees: 95	📅 PW1 (TBC)
Catering		Notes	
<ul style="list-style-type: none">• Beverages on consumption (6:00 PM - 11:45 PM) Notes<ul style="list-style-type: none">◦ Beverages on Consumption<ul style="list-style-type: none">Sparkling - Devil's Corner Sparkling Brut CuveeWhite - Joseph Chromy ChardonnayRed - Freycinet Louis Pinot NoirBeer - James Boags draught and James Boags draught lightSoft Drinks - Assorted soft drinks, orange juice and sparkling mineral water• Customised Seated dining (6:00 PM - 11:45 PM) Notes<ul style="list-style-type: none">◦ Canapes on arrival - 4 per person2 course dinnerStraight serve mainStraight serve dessertCreated using independently sourced local suppliers, showcasing the best of Tasmanian produce.<p>Canapes</p><ul style="list-style-type: none">▪ Salmon sashimi▪ Smoked duck breast▪ Bocconcini, tomato and basil skewers▪ Sweet potato, spinach and parmesan open pies<p>Main</p><ul style="list-style-type: none">▪ Grass-fed Tasmanian Cape Grim porterhouse on crushed potatoes with roast seasonal vegetables and pinot noir jus<p>Dessert</p><ul style="list-style-type: none">▪ Tart citrus tart with mascarpone cream, berry compote and crumbled meringue	<ul style="list-style-type: none">•<ul style="list-style-type: none">◦ 6:30 pm - Guests arrive - Pre-dinner drinks and canapes served◦ 7:15 pm - Guests seated◦ 7:20 pm - Speech by Reserve Bank Governor Philip Lowe◦ 7:40 pm - Dinner served (main and dessert)◦ 9:00/9:15 pm (approx) - Guests depart		

Additional Information for Tuesday, 1 November 2022	Day 1 of 1
Dietary Requirements -	
Please advise of any dietary requirements your group may have.	

Name: _____ Signature: _____ Date: ___ / ___ / ___

Printed Date: 12/09/2022

Page 1 of 2

RESERVE BANK OF AUSTRALIA Order

Tuesday, 1 November 2022

Daily Billing Summary for Tuesday, 1 November 2022			
ITEM	PRICE	QTY	SUB-TOTAL
Dinner at PW1 - Customised Seated dining (6:00 PM to 11:45 PM)	\$120.00	95	\$11,400.00
Dinner at PW1 - Beverages on consumption (6:00 PM to 11:45 PM)		1	\$0.00
		Day Estimated Total	\$11,400.00
		Day Estimated Total (Original)	\$11,400.00


END DAY 1 OF 1

Name: _____ Signature: _____ Date: ___ / ___ / ___

Printed Date: 12/09/2022

Page 2 of 2

From:
Sent: Monday, 5 December 2022 11:19 AM
To:
Cc:
Subject: RE: Run sheet | RBA Christmas Party - Friday 9 December [SEC=OFFICIAL]
Attachments: Final BEO Floorplan RBA Christmas Party 09120222.pdf

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thanks for the confirmation, please find attached the Final BEO and floorplan with the amendments highlighted in yellow.

If you could kindly review, signed at the bottom of each page and return to me for confirmation will be much appreciated.

Thanks

Kind Regards,

From:
Sent: Monday, 5 December 2022 10:22 AM
To:

Cc:

Subject: RE: Run sheet | RBA Christmas Party - Friday 9 December [SEC=OFFICIAL]

Hi all,

Parking is fine (can be charged to the master account). Catering also can we arrange for the same items as for guests to be provided please – i.e. we keep him in mind and make sure things find their way to him). 😊

Please see enclosed run sheet – any queries, please get in touch.

Looking forward to a great night on Friday and thanks to all of you for pulling it all together!

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

w: www.rba.gov.au


From:

Sent: Monday, 5 December 2022 9:22 AM

To:

Cc:

Subject: RE: DJ details | access time - RBA Christmas Party - Friday 9 December - seeking ideas [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you for the email. The event starts at 1700Pm and ends at 2100PM.

Parking and meal can be arranging, pending approval from first.

Kind Regards,

From:

Sent: Saturday, 3 December 2022 10:57 PM

To:

Cc:

Subject: Re: DJ details | access time - RBA Christmas Party - Friday 9 December - seeking ideas [SEC=OFFICIAL]

Hi Guys

Thank you for your email, If you could kindly send me the run sheet, normally I have my start as is sorting Pa, we only need a table so we can bring the console. Arrive 1 hour prior

Also we require parking and meal for

Can we please know the start time of the event. The Dj is booked in for 4 hour call
The point of contact is

We look forward hearing from you

Thank you

On 2 Dec 2022, at 12:40 pm

wrote:

Thanks for the information, I await for if not I put his name down as point of contact.
Thanks again for confirming the access time from 1500PM.

I will send the final BEO to review on Monday week

Kind Regards,

From:

Sent: Friday, 2 December 2022 12:05 PM

To:

Cc:

Subject: RE: DJ details | access time - RBA Christmas Party - Friday 9 December - seeking ideas
[SEC=OFFICIAL]

Hi

Thanks for your email. I can confirm we have engaged
but I am not sure yet of the DJ's name and contact number

In terms of access to the room, I will probably aim to come down to place some decorations etc
around 3.00/3.30, so 12pm not needed for me. I'm not sure when the DJ would like to set up and
test – I don't imagine it would be so early, around the same time as me would be more likely, but
can confirm that for us too.

Cheers

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

w: www.rba.gov.au

From:

Sent: Thursday, 1 December 2022 4:10 PM

To:

Cc:

Subject: RE: Would these options be ok ?- RBA Christmas Party - Friday 9 December - seeking ideas
[SEC=OFFICIAL]



EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

I have couple of questions for the event, Could you provide the following;

- DJ person Name and contact number - Time of arrival
- Confirming your team access time on the day, currently at 1200PM is this still the case?

Kind Regards,

Banquet Event Order

PAGE 1 of 3
Date Printed: 5 Dec 2022 11:12
AM

BEO#

FINAL

Account:	RESERVE BANK OF AUSTRALIA	Event Date:	Friday, December 09, 2022
Booking:	Reserve Bank of Australia Christmas Party 09.12.2022	Booked By:	
Address:	65 MARTIN PLACE 2000 SYDNEY NEW SOUTH WALES Australia	Contact:	
		Phone:	
		Mobile:	
		Email:	@rba.gov.au
		Onsite Contact:	
		Onsite Contact Tel:	
		PM Number:	

Start - End Time	Event Name Signage	Function Room	Setup	Pers.	Rental Package
12:00 PM - 3:00 PM	Hold			0	
3:00 PM - 5:00 PM	Client Access to Set Up			5	
5:00 PM - 9:00 PM	Cloak Room - Self Service			0	
5:00 PM - 9:00 PM	Cocktail Reception			0	
5:00 PM - 9:00 PM	Reception Cocktail			650	
9:30 PM - 11:59 PM	Bump Out			0	

FOOD	SETUP
<p>Reception Cocktail 17:00 - 21:00</p> <p>Customise Canape Package</p> <p>**BQT Note: Ensure DJ gets serves 1 portion of the Canapes + plate @ 1830PM**</p> <p>CANAPÉS</p> <ul style="list-style-type: none"> Vegetarian rice paper roll with nuoc cham dressing (GF, V) Roasted Mediterranean vegetable tartlets (V) Kingfish ceviche, coriander, mint shallot and lime (GF) Chicken Teriyaki with sesame and shallots (GF) <p>SUBSTANTIAL CANAPÉS</p> <ul style="list-style-type: none"> Grilled lamb cutlets, chimichurri sauce (2) (GF) Potato gnocchi, rocket pesto, shaved Grana Pandano Market fresh fried fish and chips with Gribiche sauce (2) <p>CATERING STATIONS</p> <ul style="list-style-type: none"> Cured meats house made pickles, selection of mustards Artisan bread display, dips, vinegars and extra virgin olive oil Local cheese, dried fruits, roasted nuts, grapes 	<p>Storage 17:00 - 21:00</p> <p>Set Up - Cloak Room Self Serve</p> <ul style="list-style-type: none"> Self service cloakroom / bag storage area Trestle table in the room for storage 2 Clothing rack in the room Side Station with pads pens (20pax) <p>Cocktail Reception 17:00 - 21:00</p> <p>Set Up</p> <ul style="list-style-type: none"> Not Required <p>Reception Cocktail 17:00 - 21:00</p> <p>Set Up - Reception Cocktail</p> <ul style="list-style-type: none"> Trestle table with 2 chairs 4 sets of Bollards to section off Security check point at the top of escalators for Staff ID checks Client staff to perform security checks
<p>BEVERAGE</p> <p>Reception Cocktail 17:00 - 21:00</p> <p>Beverage Package</p> <ul style="list-style-type: none"> NV Brut 	<p>FOYER</p> <ul style="list-style-type: none"> Rubbish bins Tea light candles on cocktail talls <p>ROOM</p> <ul style="list-style-type: none"> Setup style as cocktail as per floor plan Scattered cocktail/ marble table clothed in White Linen with tealights

Organization Authorized Signature

Date

Hotel Representative Signature

Date

BEO#:

PAGE 1 of 3
Date Printed: 5/12/2022 11:12 AM

BEO#:

FINAL

<ul style="list-style-type: none"> • Semillon Sauvignon Blanc • Shiraz Cabernet • James Boags Premium Light • Hahn Super Dry • Soft Drink, Mineral Water and Orange Juice 	<ul style="list-style-type: none"> • Scattered Hotel Lounge Furniture in the room • Chairs Scattered along the walls • Catering Station • Hotel dispense Beverage set in the room • 4 Stage pieces with steps Portrait w7.2m x d2.4m • 1 wide trestle black cloth on the stage for DJ • DJ via the client on the stage • Dance Floor - w10.12m x d 7.36m • AV Desk at back of the room • Camera Riser via hotel at the back of the room • Additional Hotel Bon Bons to be scatter on catering station and on Cocktails talls • Client will bring own Christmas decoration upon arrival
AUDIO VISUAL	
<p style="text-align: center;">Reception Cocktail 17:00 - 21:00</p> <p>Refer to the finalised quotation and agreement for finalised equipment and labour for duration of event program</p> <p style="text-align: center;">WIFI Complimentary WIFI SSID Network: Password</p> <p style="text-align: center;">DJ - Supplied via the client</p> <ul style="list-style-type: none"> • DJ - Supplied by the client 	
ACCOMMODATION	
<p>Event Charges @ 650pax</p> <ul style="list-style-type: none"> • AV Charges • Parking Voucher- DJ <p>Car Parking</p> <ul style="list-style-type: none"> • Guests to pay for their own parking <p>Authorised Signatory and Onsite Contact</p>	
BILLING	
<p style="text-align: center;">Reception Cocktail 17:00 - 21:00</p> <p style="text-align: center;">Billing Instructions Payment Terms</p> <ul style="list-style-type: none"> • Full prepayment prior to event • Additional charges made during the event will be invoiced post-event with credit card on file <p style="text-align: center;">MISCELLANEOUS</p> <p style="text-align: center;">Reception Cocktail 17:00 - 21:00</p> <p style="text-align: center;">Miscellaneous Items Agenda</p> <p style="text-align: center;">**BQT to direct guest to Self Service Cloakroom upon arrival if needed**</p> <ul style="list-style-type: none"> • 1200 - 1500: Room Hold • 1500 - 1700: Client Access Set Up 	

as
Organization Authorized Signature _____ Date 2/12/22

Hotel Representative Signature _____ Date _____

BEO#:

BEO#:


FINAL

	<ul style="list-style-type: none"> • 3x Guest Service access to to be • blocked off. • 1530 - 1600: Speech Rehearsals & AV run through • 1600 - 1630: DJ Sound check • 1645 - 1700: Food and Beverage Station and Room Ready 100% DJ Ready • 1700 - Cocktail Reception Commences • Early guests arrival All guests will pass security checks to gain entry • 1800 -1815: Speech by Governor Philip Lowe (15min) • 1815 -2100: Leisure time DJ plays • 1830: 1 pax of the Canapes served to the DJ on the stage + 1 pax • 2100 -2130: Cocktail Concludes Guests Departs DJ Bumps Out • 2130: Bump Out of Guests Concludes External supplier bump out • 2200 : Room Vacant <p>VIPs Philip Lowe - Governor of the Reserve Bank</p> <p>Signage 2022 Christmas Party</p> <p>Deliveries Client will bring own items upon arrival on the day.</p> <p>External Suppliers Contact Name: DJ Company: Bump In Date/ Time: Fri 9 Dec 2022 from 1600PM Bump Out Date / Time Fri 9 Dec 2022 from 2100PM Items if known: DJ Equipment</p>
--	--


2/12/22
 Organization Authorized Signature _____ Date

_____ Date
 Hotel Representative Signature

From:
Sent: Tuesday, 13 December 2022 9:20 AM
To:
Cc:
Subject: Tax Invoice RBA Christmas Party | Fri 9 Dec 2022
Attachments: Tax Invoice RBA Christmas Party.pdf

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hope you had an enjoyable weekend and especially an fabulous time last Friday. There was a lot of early arrivals on the day, and hopefully the guests party their way through ending the year with a high. The small décor touches in the room did added festive vibes.

Please find attached the tax invoice for the event for you perusal with NIL Balance

It has always been a pleasure working with you on this event and of course, if you want to rebook events we are always here to assist. Let us know.

Have a wonderful festive season and enjoy the break with your family and friends.

Stay Safe and take care.

Kind Regards,

TAX INVOICE

Reserve Bank of Australia
65 Martin Place
Sydney NSW 2000

[@rba.gov.au](http://rba.gov.au)

Date 13/12/2022

Invoice No.#

Event Name: Reserve Bank of Australia
Arrival Date: Friday 9 December 2022
Departure Date: Friday 9 December 2022

DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
09.12.2022	Catering			
	Canape Package	650		
	Parking - DJ	1		
	Audio Visual			
		1		

Total Charges
Deposits Received

Deposit
Initial Deposit Received
Second Deposit Received
Third Deposit Received
Final Deposit Received

Balance \$0.00
GST included

All rates are in Australian dollars and should be paid in Australian dollars. If payment is made in foreign currency, the exchange rate calculated will be that of the Hotel/s on the date of receipt

NB: All of the above rates are inclusive of GST

PAYMENT INFORMATION

RESERVE BANK OF AUSTRALIA STAFF CHRISTMAS PARTY

FRIDAY 9 DECEMBER 2022

<p>From 4.00pm</p> <p>4.45pm</p>	<p>DJ – set up and ready</p> <p>food/beverage stations ready</p> <p>Lift access to Ballroom level blocked please</p> <p style="text-align: center;">for self-service bag/jacket storage</p>
<p>5.00/30pm</p>	<p>Guests arrive</p> <p>Entry (for security pass checking – guests will use their staff ID passes to gain entry).</p> <p>Beverages: Beverage Package, 4 hours</p> <p>Canapes:</p> <ul style="list-style-type: none"> - Kingfish ceviche - Vegetarian rice paper roll - Chicken teriyaki - Roasted Mediterranean vegetable tartlets (V) <p>Substantial canapes:</p> <ul style="list-style-type: none"> - Grilled lamb cutlets - Potato gnocchi - market fresh fish and chips <p>Self Service Stations</p> <ul style="list-style-type: none"> - cured meats - bread and dips - local cheese, dried fruits, roasted nuts, grapes <p>Background music (not too loud, for conversations)</p>
<p>6.00 to 6.15pm</p>	<p>Governor’s speech.</p> <ul style="list-style-type: none"> - not recorded
<p>6.15 – 8.45pm</p>	<p>DJ - Party Set</p>
<p>9.00pm</p>	<p>Service concludes</p>
<p>9.30pm</p>	<p>Venue cleared, event concludes</p>

RBA Contacts:

From:
Sent: Monday, 28 November 2022 2:44 PM
To:
Cc:
Subject: FW: Would these options be ok ?- RBA Christmas Party - Friday 9 December - seeking ideas [SEC=OFFICIAL]
Attachments: BEO Floorplan RBA Christmas Party 09122022 .pdf;

Hi

Thanks for all your work on this – it has been crazy busy for us too – seems like everyone is very much back into the swing of things like it is 2019!

The BEO and floor plan looks great and the catering options sound delicious and I am sure they will be very popular!

We have decided against the photo booth, and thanks for your advice about Christmas decorations. Some scattered bon bons would be great and I like your suggestion for us to source some of our own decorations (I will do that and get some tinsel and some other baubles to put around). Nothing over the top and even a little bit of Christmas cheer will be nice!


You may have seen another email just now – has lined up a DJ for us via the supplier you suggested (which is great).

Looking forward to a great night!

Cheers

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

From:
Sent: Monday, 28 November 2022 1:58 PM
To:
Cc:
Subject: RE: Would these options be ok ?- RBA Christmas Party - Friday 9 December - seeking ideas [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you for your patience with me. It's been a crazy month in the office, hence I've been out of office last couple of days.

I loved the grilled lamb cutlets, didn't realise we had it on the menu.

I have attached the draft BEO and floorplan for your review. – please feel free to make any adjustment to suit the event.

In regards to the Christmas decorations, sadly the hotel has minimal decorations and some are used for the lobby. We have bon bon's to enhance a bit of Christmas spirit to be scattered on the cocktail rounds and on the cheese catering station for your event. There are decorative company to assist but I think it might be a bit costly. An alternative option is for your team to purchase some items I know sounds not attractive but Kmart and Big W have some good Christmas decoration at a budget price.

As for entertainment, I believe [redacted] was not able to assist with a DJ for this event. I have a recommended supplier that does all sort of genre and other entertainment, Perhaps this might provide you some insight?

Kind Regards,

From:

Sent: Wednesday, 23 November 2022 5:39 PM

To:

Cc:

Subject: RE: Would these options be ok ?- RBA Christmas Party - Friday 9 December - seeking ideas [SEC=OFFICIAL]

Hi

Quick update –
instead of the items earlier listed in red:

if possible, can we get the following (listed in **blue**)

Canape Items

Kingfish ceviche

Vegetarian rice paper roll

Chicken teriyaki

Roasted Mediterranean vegetable tartlets (V)

Substantial Items to be served individually:

Grilled lamb cutlets

Potato gnocchi

Market fresh fried fish and chips

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

w: www.rba.gov.au

From:

Sent: Wednesday, 23 November 2022 5:20 PM

To:

Cc:

Subject: RE: Not long now - RBA Christmas Party - Friday 9 December - seeking ideas [SEC=OFFICIAL]

Hi

Hope all is well with you!

For the catering changes noted below, can you let me know what the alternative suggestions (to replace the items in red) are please.

As you will have seen, [redacted] has been in touch about AV (and I have just answered).

Separate to that, would it be possible to arrange a Christmas tree somewhere in the ballroom, and also some other Christmas decorations around the room? We won't be doing a photobooth, but if there could be a nice tree in the room that people can use as background for photos, that would be great.

Also, I'm not sure what options there might be, but perhaps a sweets/lollies station could work well and provide a point of difference to August. Could you let me know what is possible and indicative costs.

Looking forward to hearing from you and thanks in advance for your advice!

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

w: www.rba.gov.au


From:

Sent: Thursday, 17 November 2022 10:17 AM

To:

Cc:

Subject: RE: Not long now - RBA Christmas Party - Friday 9 December - seeking ideas [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you for your email below and we are looking forward to welcoming you back to the hotel again.

Noted on your menu & beverage selections – There is a good variety of food selections.

Regarding the content or the screens and also the DJ request. can get back you on these points.

Thank you for touching base so that I can begin to draft your event order and floor plan in the coming weeks

Kind Regards,

From:

Sent: Tuesday, 15 November 2022 4:29 PM

To:

Cc:

Subject: RE: Not long now - RBA Christmas Party - Friday 9 December - seeking ideas [SEC=OFFICIAL]

Hi

I hope this message finds you both well. Not long now until the Christmas Party will be upon us, so I'm getting in touch to see if we might tweak a few things catering and set up wise compared to August (only for a bit of variety), and would welcome your ideas.

For the menu, we currently have the following in place, but would like to change it up a little.

Here are the options currently listed, could we please look to replace the ones noted in red (happy to hear suggestions):

4 Hours Classic Beverage Package (no change)

Sparkling Wine, House Red and White Wine,
Beer, Orange Juice and Soft Drink.

Canape Items

Salt & pepper calamari

Vegetarian rice paper roll

Peking duck pancakes

Roasted Mediterranean vegetable tartlets (V)

Substantial Items to be served individually:

Thai beef noodle salad

Chilled tiger prawns

Market fresh fried fish and chips

Catering Stations (no change):

Cured meats

bread display, butter, dips, vinegars and extra virgin olive oil

Local Cheese, dried fruits, roasted nuts, grapes

Timing will be from 5.00pm to 9.00pm, with venue cleared by 9.30pm or just after.

We are also interested in perhaps some Christmas decorations (or perhaps some Christmas scenes projected on a loop on screens either side of the stage)? I might also ask our internal comms team if they have enough images from across the year that could be a slide show summarising the year just gone. Will let you know about that in the next couple of days, but could we prepare on the basis we will have screens either side of the stage and something on them.

Also thinking about perhaps a photobooth (at no cost to people) with funny hats etc, and also any other ideas that might add a bit of variety to what we had in August.

We would also like to again go with a DJ for the night – that worked really well last time and very happy to do the same again.

Please let me know if there is anything else you need from me at this stage, and I look forward to hearing from you soon.

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

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