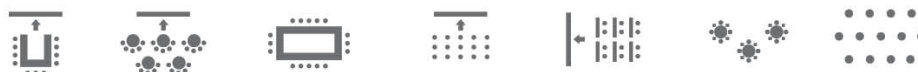


# ADELAIDE INN

## CORPORATE EVENTS



	U SHAPE	CABARET	BOARDROOM	THEATRE	CLASSROOM	BANQUET	COCKTAIL
WAKEFIELD ROOM	30	100	40	130	60	110	200
TORRENS ROOM	20	40	28	40	30	40	60
BOARDROOM	N/A	N/A	12	30	18	N/A	35
FOX RESTAURANT	N/A	N/A	N/A	N/A	N/A	N/A	100



Maximum numbers may reduce slightly to allow for audio visual equipment

Wheelchair accessibility on Ground Floor function rooms only (chairlift available to Wakefield Room)

## ROOM RENTAL – CORPORATE

Offered Mon - Sat  (8:00am – 12:00pm OR 1:00pm – 5:00pm)	HALF DAY	HALF DAY ALL INCLUSIVE	HALF DAY MINIMUM SPEND*
WAKEFIELD ROOM <i>Includes built in stage/dancefloor &amp; dedicated toilets</i>	\$350	\$450	\$750
<i>Wakefield Room contained noise only for all events and seminars</i>			
TORRENS ROOM	\$250	\$350	\$550
BOARDROOM	\$150	\$250	\$450
FOX RESTAURANT	POA	POA	POA

\*Minimum spend refers to pre-spend amount and excludes cash bar

Every endeavour is made to maintain prices as published. However, prices or menu items are subject to change without notice to cover unforeseen variations in cost.

Offered Mon – Sat (8:00am – 5:00pm)	FULL DAY	FULL DAY ALL INCLUSIVE	FULL DAY MINIMUM SPEND*
WAKEFIELD ROOM <i>Includes built in stage/dancefloor &amp; dedicated toilets</i>	\$450	\$550	\$2500
<i>Wakefield Room contained noise only for all events and seminars</i>			
TORRENS ROOM	\$350	\$450	\$1000
BOARDROOM	\$250	\$350	\$500
FOX RESTAURANT	POA	POA	POA

*\*Minimum spend refers to pre-spend amount and excludes cash bar*

#### HALF & FULL DAY COMPLIMENTARY INCLUSIONS

- FREE Wi-Fi internet access
- Secure carparking
- Continuous filtered water and mints
- Individual pads and pens
- Detailed event order emailed to you
- Room set up (exclude decorations and additional lighting)
  - Linen, crockery, cutlery, glassware
  - Printed menu (lunch and dinner events)
  - A3 Signage

#### HALF & FULL DAY ALL INCLUSIVE PACKAGE

- All complimentary inclusions
- 2 x reserved car parks (7 days notice required)
- Flipchart with markers
- Whiteboard with markers
- Lectern

#### OPTIONAL EXTRAS

*We can arrange any of the following services for you, simply contact us for further information and pricing*

- Additional car parking is offered at \$15 per park per day (for 8 hours) and \$25 per park per day for (24 hours)
- Additional Staging
- Venue Production (draping, decorations, theming) [www.venueproductions.com.au](http://www.venueproductions.com.au)

# SEMINAR PACKAGES

## HALF DAY PACKAGE

**\$39 per person**

Inclusions:

- Continuous percolated coffee and tea
- Morning Tea & Lunch
- OR
- Afternoon Tea & Lunch
- Continuous filtered water and mints
- FREE Wi-Fi internet access

## FULL DAY PACKAGE

**\$45 per person**

Inclusions:

- Continuous percolated coffee and tea (all day)
- Morning Tea
- Lunch
- Afternoon Tea
- Continuous filtered water and mints
- FREE Wi-Fi internet access



## AUDIO VISUAL UPGRADED OPTIONAL EXTRAS (per day)

- |  |      |
|--|------|
| ❖ Data projector and screen                        | \$49 |
| ❖ Cordless Microphone & PA Speaker system          | \$49 |
| ❖ Handsfree/Headset Microphone & PA Speaker system | \$49 |
| ❖ Windows Laptop hire                              | \$39 |
| ❖ Wireless laser pointer                           | \$19 |
| ❖ Additional whiteboard with markers               | \$9  |

*Pre-event check of audio-visual equipment compatibility is required by client*

Our PA Speaker system has inbuilt Bluetooth capability and as such you can use most mobile devices wirelessly transmitting audio for music and speaking purposes. Use the link to download the App here

<https://play.google.com/store/apps/details?id=wimlog.com.myandroidtest4&hl=en>

<https://itunes.apple.com/us/app/ampme-speaker-booster/id986905979>

*The unit supports iPad, iPhone, Samsung, HTC and Motorola, Nokia and other BT mobile devices*

*Every endeavour is made to maintain prices as published. However, prices or menu items are subject to change without notice to cover unforeseen variations in cost.*

## SEMINAR PACKAGE CATERING



### MORNING TEA / AFTERNOON TEA OPTIONS *(choose one for each session)*

- Freshly baked scones with jam selection and fresh cream
- Freshly baked homemade fruit muffins
- Banana Bread with whipped maple cream
- Assorted house-made biscuits
- Assorted selection of fresh warm danishes
- Sliced season fruit platter (GF) (DF) (V)

*Special dietary requirements \$9 per person per day*

### LUNCH OPTIONS (BUFFET)

*Hot options (choose three)*

- Assorted filled croissants
- Mini chorizo & onion frittata
- Bacon & Egg tart
- Spinach pastizzis (V)
- Tomato, basil & bocconcini mini pizzas (V)
- Thai green chicken curry with rice
- Baked barramundi with wilted spinach
- Beef ragu tortellini
- Vegetable korma with pappadums (V)

*Cold options (choose two)*

- Turkey, cucumber & cranberry on white
- Tuna, mayonnaise & lettuce on white
- Corned beef w pickled onion relish on white
- Egg, mayonnaise & lettuce on white
- Leg ham, vintage cheddar & Dijon mustard on white
- Chicken Caesar wrap
- Double brie, salad & roast pepper relish wrap (V)
- Lime BBQ chicken, carrot, cucumber & aioli wrap
- Smoked ham, roasted pumpkin, feta and salad wrap

*Special dietary requirements \$9 per person per day*

*Every endeavour is made to maintain prices as published. However, prices or menu items are subject to change without notice to cover unforeseen variations in cost.*

## SEMINAR CATERING – INDIVIDUAL LUNCH FOOD OPTIONS

### BREAKS – Morning Tea / Afternoon Tea Options

Morning Tea and / or option for Afternoon Tea

- Assorted house-made biscuits \$3.50 pp
- Sliced season fruit platter (GF) (DF) (V) \$3.50 pp
- Banana Bread with whipped maple cream \$3.90 pp
- Freshly baked homemade fruit muffins \$4.50 pp
- Freshly baked scones with jam selection and fresh cream \$5.50 pp
- Assorted selection of fresh warm danishes \$6.50 pp

### LUNCH - Hot Buffet Options

- Bacon & Egg tart \$9 pp
- Spinach pastizzis (V) \$11 pp
- Mini chorizo & onion frittata \$12 pp
- Assorted filled croissants \$13 pp
- Tomato, basil & bocconcini mini pizzas (V) \$13 pp
- Thai green chicken curry with rice \$16 pp
- Vegetable korma with pappadums (V) \$17 pp
- Beef ragu tortellini \$18 pp
- Baked barramundi with wilted spinach \$23 pp

### Cold Options

- Egg, mayonnaise & lettuce on white \$9 pp
- Tuna, mayonnaise & lettuce on white \$10 pp
- Corned beef w pickled onion relish on white \$11 pp
- Leg ham, vintage cheddar & Dijon mustard on white \$11 pp
- Turkey, cucumber & cranberry on white \$13 pp
- Double brie, salad & roast pepper relish wrap (V) \$14 pp
- Chicken Caesar wrap \$15 pp
- Lime BBQ chicken, carrot, cucumber & aioli wrap \$17 pp
- Smoked ham, roasted pumpkin, feta and salad wrap \$17 pp

*Special dietary requirements \$9 per person per day*

**Pp = Per person for individual catering choices only**

## INDIVIDUAL BEVERAGE OPTIONS

- Percolated coffee and tea (each session) \$3.50 pp
- Continuous percolated coffee and tea (8 hour max) \$9.50 pp
- Selection of soft drinks and fruit juices (each session) \$3.50 pp
- Continuous selection of soft drinks and fruit juices (8 hour max) \$9.50 pp
- Pod machine coffee (each session) \$4.50 pp
- Continuous Pod machine coffee (8 hour max) \$11.00 pp

*All coffee and tea offerings are served with served with milk and sugar*

## BREAKFAST OPTIONS

### Continental \$19 per person

- Orange Juice, filtered water, percolated coffee and tea
- Natural yoghurt
- Fresh fruit salad
- Cereal and muesli
- Biscuits
- Danishes

### Full Buffet \$26 per person

- All Continental inclusions
- Scrambled eggs
- Toast with butter and various spreads
- Tomatoes, Mushrooms, Hash browns
- Wilted spinach

***Please note: BYO and self-catering food and beverage is not permitted***

*Every endeavour is made to maintain prices as published. However, prices or menu items are subject to change without notice to cover unforeseen variations in cost.*

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## TERMS & CONDITIONS

Deposit Required\*: 25% of total function amount (approximate)

Deposit due: Within 5 business days of client receiving signed contract and final payment due 14 business days prior to event commencing

**\*Deposit is non-refundable**

### TERMS & CONDITIONS – FUNCTIONS

While we make every effort to ensure that our patrons and function guests have a wonderful event at Adelaide Inn, we put the safety of our guests and staff first at all times. Please read carefully the terms and conditions of booking the Adelaide Inn.

#### Bookings

A tentative booking is only secured and confirmed once the quoted deposit has been paid and completed booking confirmation form has been returned. Quoted bookings are held for five days only, after which Management reserves the right to re-book the room without notice.

#### Responsible Service of Alcohol

The Adelaide Inn and its staff provide responsible service of alcohol at all times, for the safety of the staff & patrons of the hotel. We reserve the right to refuse service to anyone deemed to be unduly intoxicated. Minors must be off the premises by 11:50pm, with absolutely no exceptions. Any guest who is found to supply a minor or intoxicated person with alcohol will be removed from the premises without exception.

#### Safety of patrons & staff

We reserve the right to remove any individual who is unduly intoxicated or acting in an objectionable manner, close a function early if large numbers of guests are intoxicated or acting inappropriately, or posing a risk to others safety. Any patron who show aggressive, intimidating or objectionable behaviour to any staff member will be removed from the premises immediately.

#### Noise Level Restriction

Those seminars and functions taking place from 5:00pm until late in the Wakefield Room will be required to review noise decibel equal to an ambient level from 10:00pm which includes music and PA system with speaker. This is for the comfort of the accommodation rooms being occupied by guests.

#### Final numbers & requirements

Final numbers & food selection are required 14 days prior to your function, communicated to the Function Manager/Supervisor 14 days prior to your function. Should your numbers have increased or dropped by more than 10% within 14 days of your function commencing, there will be additional costs associated for the loss or increase.

#### Price and Supplier Variation

Prices and equipment or menu items are subject to change. We reserve the right to update package and prices without notice. We continually strive to offer the best quality, value and local produce and suppliers, and reserve the right for comparable variations in food and beverage.

#### Cleaning

General cleaning is included in your room hire fee. If extra cleaning is required, the organiser may be charged a fee. You will be notified immediately on the night and invoiced 24 hours later, with payment due within 7 days. We do not permit the use of glitter or confetti.

#### Damages/theft

If damages are incurred, the function organiser is held solely financially responsible. Nothing may be adhered to the walls or glass with sticky tape. No confetti is to be used. Live candles are not permitted. If a guest is found to have damaged or stolen Adelaide Inn property, the organizer will be charged and in extreme cases, the appropriate authorities will be notified. Excessive glass breakages will be charged to the function organiser.

#### Functions Cancellations

Confirmed bookings that are cancelled before the event will forfeit their deposit. Bookings cancelled up to 28 days before the function will not be refunded. In discussion with Management, you may be able to transfer your deposit over for an alternative date – this is dependent on availability of request and circumstances surrounding the change. A 5% Administration fee will be charged on the booking total for accommodation as well as food and beverage for any transfer of dates.

#### Security

Security will be booked at Management discretion, and in the certain events or occasions Adelaide Inn deem necessary. Functions will be charged an additional fee to hire security. eg: 18<sup>th</sup>, 21<sup>st</sup> birthdays, hens/buck shows. This fee does not go towards the F&B spend of an event.

#### Goods/property

The Adelaide Inn will not be held responsible for any goods or property on the premises before, during or after an event. The owner leaves their property at Adelaide Inn at their own risk. All property must be collected within 24hrs of the event. Management must be informed if goods are to be dropped off or left for collection prior to an event.

#### 18<sup>th</sup>, 21<sup>st</sup> birthdays, Bachelor & Bachelorette shows

Please contact the Sales Manager to discuss separate terms and conditions for these types of functions.

*Every endeavour is made to maintain prices as published. However, prices or menu items are subject to change without notice to cover unforeseen variations in cost.*

#### **Payment of your account**

Payment of your account – To ensure your function runs smoothly, full pre-payment is required 14 business days before your function commences. Any additional requests or arrangements made within 72 hours of your function commencing will be attended to (within reason) and any outstanding monies will be invoiced and require payment no more than 7 days after the event has concluded.

We do not accept personal cheques without prior consent and arrangement from Management. The money would need to be cleared in our bank account 4 business days prior to function commencing. Any additional charges for damage, theft or excessive cleaning will be invoiced 24hrs after the event & payment due in 48hrs. Cash is welcome as an alternative payment, or prior direct debit payment.

#### **Agreement**

You accept that the Adelaide Inn has a responsibility to its staff and patrons to provide a safe and secure environment, and that Adelaide Inn staff will provide responsible service of alcohol without exception and have the right to refuse service to, or remove anyone who we believe is unduly intoxicated. You also accept that we have the right to close down any function with full payment due on non-compliance of the above conditions. Please note that prices and products are subject to availability and may change or alter with notification.

#### **Government Charges**

All rates are inclusive of GST and may alter at any time due to changes to, or imposition of, government charges, taxes or levies.

#### **Liability**

The person and organisation stated, as the Company/Client shall be liable in full for all costs and charges incurred as a result of the agreed booking. Room incidentals, room service or phone calls will be the responsibility of the Company/Client unless otherwise advised.

#### **Insurance**

Although all reasonable care will be taken, the Adelaide Inn cannot accept responsibility for property loss or damage during the groups stay. The client will be financially responsible for any theft or damage sustained to the Adelaide Inn, which has been caused by their guests during the period of their stay.

#### **Unforeseen Circumstances**

In the event of inability to comply with any of the provisions of this contract, by virtue of any cessation or interruption of electrical or gas supplies, industrial disputes, plant or equipment failure, unavailability of foodstuffs, or other unforeseen contingency or accident, the Adelaide Inn reserves the right to cancel reservations at any time.

#### **PARTY POLICY ACKNOWLEDGEMENT & AGREEMENT**

Adelaide Inn prides itself on promoting and providing a quiet and relaxed environment for all its guests to enjoy and as such it is the policy of the property to have a zero tolerance with regards to the holding of parties in guest rooms, inviting multiple unregistered guests within the property who may or are causing unrest towards other registered guests through unruly and noisy behavior along with any unruly behavior of the registered guests in general.

Any breach of these policies may and will result in the immediate eviction of the guest/s and the forfeit of any security deposit or monies paid in advance for services provided by Adelaide Inn.

By signing these Terms & Conditions I/we acknowledge that I/we have understood these policies and fully understand that this document serves as a first and only warning regarding the above stated policies and any breach of the aforementioned policies will result in the above stated actions to be undertaken by Adelaide Inn.

Adelaide Inn reserves the right to request and hold a security bond of a prior agreed amount and will refund that amount upon departure and the full successful abiding of the aforementioned policy.