








ADELAIDE INN

FUNCTIONS & CELEBRATION EVENTS



	U-SHAPE 	CABARET 	BOARDROOM 	THEATRE 	CLASSROOM 	BANQUET 	COCKTAIL 
WAKEFIELD ROOM	38	100	32	145	70	120	150
TORRENS ROOM	25	32	16	50	25	40	60
BOARDROOM	19	20	18	30	15	N/A	35
FOX RESTAURANT	N/A	<i>On Request</i>	40	<i>On Request</i>	N/A	<i>On Request</i>	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 – FUNCTIONS & CELEBRATIONS

	FUNCTION ONLY Mon – Sat (5:00pm – Late)	FUNCTION ONLY ALL INCLUSIVE Mon – Sat (5:00pm – Late)
WAKEFIELD ROOM <i>Includes built in stage/dancefloor & dedicated toilets, room set up</i>	\$480	\$580
<i>Wakefield Room contained noise only for all events and seminars</i>		
TORRENS ROOM	\$340	\$440
BOARDROOM	\$180	\$280
FOX RESTAURANT	\$500 (minimum spend) <i>Non-exclusive</i>	\$500 (minimum spend) <i>Non-exclusive</i>

**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.

	FUNCTION ONLY Sun & Public Holidays	FUNCTION MINIMUM SPEND Sun & Public Holidays
WAKEFIELD ROOM <i>Includes built in stage/dancefloor & dedicated toilets, room set up</i>	\$555	15% surcharge on total spend
<i>Wakefield Room contained noise only for all events and seminars</i>		
TORRENS ROOM	\$390	15% surcharge on total spend
BOARDROOM	\$210	15% surcharge on total spend
FOX RESTAURANT	\$575 (minimum spend) <i>Non-exclusive</i>	Surcharge included – excludes food

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

FUNCTION COMPLIMENTARY INCLUSIONS

- FREE Wi-Fi internet access
- 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

FUNCTION **ALL INCLUSIVE** PACKAGE (additional \$100 per day)

- All complimentary inclusions
- 2 x reserved car parks (*7 days notice required*)
- Data Projector & Screen
- Portable amplifier with Bluetooth cordless microphone OR wireless headset (corded mic option available)
- Flipchart with markers
- Whiteboard with markers
- Lectern

OPTIONAL EXTRAS

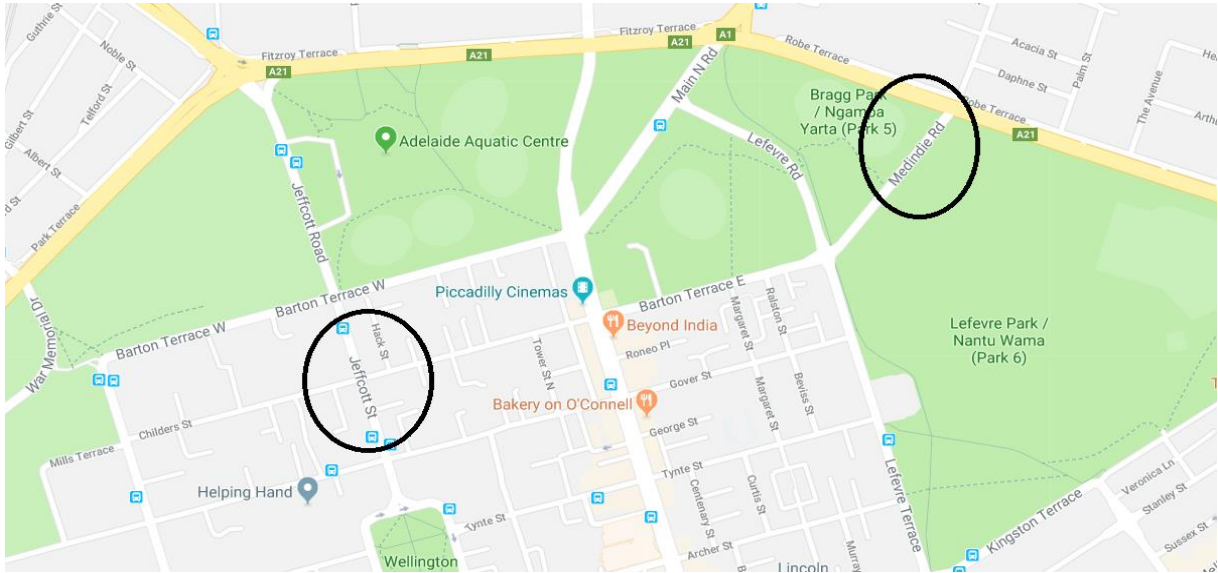
We can arrange any of the following services for you, simply contact us for further information and pricing

- 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

Please note decorations are not included in the room rental

CARPARKING – FUNCTIONS & EVENTS

- ❖ 3 x reserved carparks available from 5:00pm –2:00am **free of charge** (subject to availability)
- ❖ Additional car parking is offered at \$15 per park per day (for 8 hours) and \$25 per park per day for (24 hours)
- ❖ Free street parking options and walking distance to Adelaide Inn



- ❖ Paid parking at CARE PARK, North Adelaide Village



RATES	OPERATING HOURS	MORE INFORMATION
CASUAL PARKING (BEFORE 6PM)		
0-2 hours		FREE
2-3 hours		\$4.00
3-4 hours		\$7.00
4-5 hours		\$10.00
5-24 hours		\$20.00
Lost ticket		\$20.00
EVENING PARKING (AFTER 6PM)		
\$6.00 flat rate thereafter		

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.

FUNCTIONS & CELEBRATION EVENTS – CATERING



SHARE PLATTER FOOD OPTIONS

Each platter suited to 10 guests and priced per platter

Cold Options

- House made dips, warm grilled pita bread \$59
- Smoked salmon & horseradish cream crostini \$69
- Assorted cocktail sandwiches \$69
- Antipasto grazing platter \$89

Hot Options

- Moroccan spiced eggplant strips with tzatziki \$59
- Asian selection of spring rolls, samosas & dim sims with dipping sauces \$59
- Southern-fried popcorn chicken with BBQ sauce \$59
- Party pies and sausage rolls with ketchup \$69
- Mini gourmet pizza selection (vegetarian also available) \$69
- Tandoori chicken skewers with mint yoghurt dipping sauce \$69
- Pork gyoza, soy sesame dipping sauce \$69
- Wild mushroom and parmesan Arancini balls with garlic and herb aioli (V) \$69
- Australian cheese board, assorted biscuits, dried fruits, almonds & fruit paste \$89
- Mixed seafood platter \$140
 - Salt & Pepper calamari
 - Crumbed Barramundi (pieces)
 - Insalata di Mari (poached prawns)
 - 2 x house made dipping sauces
 - *Add - Oysters (natural only) with lemon wedges* \$190

Special dietary requirements \$9 per person per day

LUNCH & DINNER BUFFET MENU PACKAGES



DINNER BUFFET MENU

\$60 per person (minimum 15 guests)

Includes: 4 cold selections, 2 hot selections, 2 salads, 2 sides, 2 Dessert

Cold Dishes (choose four)

- ❖ Smoked salmon, capers, Spanish onion, cucumber and chopped parsley drizzled with sour cream
- ❖ Antipasto plate a mixture of cold cuts, roast meats served with marinated feta cheese, olives, roast capsicum, pickled gherkins & crispy selection of breads
- ❖ Rare roast beef with crispy fried onion & horseradish cream
- ❖ BBQ rubbed chicken portions
- ❖ Seafood platter available (price on product)

Hot Dishes (choose two)

- ❖ Traditional Hungarian goulash
- ❖ Indonesian chicken curry
- ❖ Medium roasted BBQ spice rubbed scotch fillet served with bourbon BBQ sauce
- ❖ Tandoori & yoghurt marinated chicken thighs with tomato, mint & yogurt dressing
- ❖ Eggplant & spinach moussaka
- ❖ Baked barramundi parcels with basil, onions, butter, lemon & white wine
- ❖ Carvery available on request (price on product)

Salads (choose two)

- ❖ Traditional Caesar salad
- ❖ Moroccan couscous salad
- ❖ Tossed garden green salad
- ❖ Greek salad
- ❖ European potato salad

Sides (choose two)

- ❖ Steamed jasmine rice
- ❖ Mixed vegetable ratatouille
- ❖ Baked new potato with rosemary and sea salt
- ❖ Green beans, bok choy, broccoli stir fried with garlic butter

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.

Desserts (choose two)

- ❖ Chocolate mousse
- ❖ Tiramisu
- ❖ Baked cheese cake
- ❖ Pear & apricot crumble
- ❖ Cheese plate to share 3 types of cheeses with crisp bread
- ❖ Occasion Cake (client supply own - \$3.50pp cakeage applies)
 - Includes cake cut, garnished and served on plates or share platters with cutlery)

Special dietary requirements \$9 per person per day

LUNCH & DINNER SET MENU PACKAGES

SIT DOWN DINING MENU

Main Course Only \$25 per person

Alternate Drop

Your celebration cake cut served as dessert on platters

Two Course Meal \$40 per person

Alternate Drop

Your celebration cake cut served as dessert on platters

Three Course Meal \$55 per person

Alternate Drop

Your celebration cake cut and served on platters

OPTIONAL EXTRAS

- Bread rolls and butter to share \$2.50 per person
- Mixed salad to share \$2.50 per person

Choice Menus can be arranged at an additional cost of \$9 per person

Kids Menu \$25 per person (Under 12 years)

Available for children 12 years & under

Includes soft drinks /juice & ice cream dessert

- Hawaiian pizza with chips
- Chicken schnitzel with chips & salad
- Chicken nuggets with chips & vegetables
- Penne bolognese with cheese
- Battered fish with chips & salad

Mature Kids Menu \$50 per person (13 - 17 years)

Available for children 13 – 17 years

Includes soft drinks /juice package & ice cream dessert

- Offered Adult (mains) food options

Special dietary requirements \$9 per person per day

LUNCH & DINNER MENU CATERING



ENTRÉE OPTIONS

- Twice cooked pork belly, flavoured with spiced aromatics, accompanied by petite salad and cilantro (coriander)
- Swiss brown mushroom and brie tart with dried cranberries and candied pecans
- Spinach and ricotta cannelloni with rosé sauce and shaved parmesan
- Green pea risotto cake with prosciutto chips and pear & parmesan salad
- Thai inspired beef salad with crisp julienne vegetables and fragrant herbs, dressed with a sesame & lime vinaigrette
- Grilled chicken tenderloins with a salad of caramelised corn, baby spinach & tomato coriander salsa
- Caprese salad of fresh bocconcini, basil and an array of seasonal tomatoes with Coriole extra virgin olive oil and sea salt flakes

MAIN OPTIONS

- Crispy skinned chicken breast on potato and spinach galette with light chicken jus and seasonal greens
- Baked barramundi on a warm salad of roasted beets, red onion and crisp green beans
- King henry pork cutlet on colcannon with buttered fava beans and port wine jus
- Golden haloumi layered with Moroccan spiced chickpea crush, topped with sumac zucchini ribbons and semi dried tomato pesto (V)
- Spinach and ricotta ravioli, beef ragu sauce (Vegetarian option available)
- Mediterranean salad: olives, fetta, semi-dried tomatoes, Spanish onions, lettuce, extra virgin olive oil and balsamic dressing

DESSERT OPTIONS (shared platter)

- Brandysnap basket filled with dark chocolate mousse and fresh strawberries
- Chocolate fudge brownie, served warm, topped with double cream and praline
- Blueberry baked cheesecake with house made shortbread and tangy lemon butter
- Passionfruit curd tart topped with raspberry coulis
- Cheese selection, dried fruit and crackers - \$6.00 per person (extra)

Cakeage – offered for non-inclusive packages only and includes storage of cake in our inhouse fridges. This price also includes crockery and cutlery

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.

COCKTAIL FOOD PACKAGES

All prices shown as per person

Special dietary requirements \$9 per person per day

➤ **Chefs Choice \$15 – 45 mins of food service**

Chef's selection of food offerings

➤ **Silver \$34 - 1.5 hours of food service**

6 canapé options + 1 mini substantial

➤ **Gold \$48 - 2.5 hours of food service**

8 canapé options + 2 mini substantials

➤ **Deluxe Premium \$65 - 3.5 hours of food service**

10 canapé options + 2 mini substantials

OPTIONAL UPGRADE OPTIONS

- | | |
|----------------------------------|----------------------------------|
| ❖ <i>Roaming food offered</i> | <i>\$5 per person per hour</i> |
| ❖ <i>Extra canapés</i> | <i>\$7 per person per choice</i> |
| ❖ <i>Extra mini substantials</i> | <i>\$9 per person per choice</i> |

COCKTAIL FOOD CATERING



CANAPÉ OPTIONS

Ambient & Warm selection

- Smoked salmon rosette on pumpernickel with chive crème
- Rare roast beef on sourdough crostini with horseradish
- Oysters with champagne shallot vinaigrette
- Thai inspired chicken wonton baskets
- Bocconcini chorizo tart with pesto
- Triple smoked ham and brie quiche with tomato relish
- Butternut pumpkin & spinach frittata with caramelised onion jam
- Baked lime and sea salt barramundi skewers with garlic aioli
- Crispy Szechuan pepper beef skewers
- Braised chicken with caramelised leek en croute

Mini Substantials

- Salt and pepper squid with chips and lemon
- Caesar salad with house made dressing and crispy bacon
- Butter chicken curry with steamed jasmine rice
- Fragrant crispy beef and glass noodle salad
- Pumpkin and pine nut risotto with shaved parmesan
- Twice cooked pork belly with sautéed Asian greens

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.

HIGH TEA



High Tea is offered in Fox Restaurant from 2:00pm – 4:30pm each day
A minimum of 72 hours notice is required.

Offered on Sundays and Public Holiday and charges will apply
Room Rental of \$380 for private function room

TRADITIONAL HIGH TEA

\$35 per person (minimum 15 people)

Inclusions:

- ❖ Assorted finger sandwiches (*with Chef selection fillings*)
- ❖ Mini quiches
- ❖ Vol au vents with filling
- ❖ Petite citrus tarts
- ❖ Scones with jam and cream
- ❖ Biscuits, mini cupcakes (*Chef selection*)
- ❖ Orange Juice
- ❖ Tea and percolated Coffee
- ❖ The Guest/s celebrating birthday, bridal shower, or other special occasion will be treated to a glass of sparkling wine complimentary

Champagne is available for purchase

PRESTIGE HIGH TEA

\$45 per person (minimum 20 people)

Inclusions:

- ❖ Finger Sandwiches (assorted fillings such as)
 - Cucumber cream cheese
 - Turkey cranberry-Ham
 - Corned beef and mustard pickle
- ❖ Blini with cream cheese, smoked salmon and dill
- ❖ Scones Jam and Cream
- ❖ Vol au Vents
- ❖ Pie (assorted flavours)
- ❖ Assorted cakes
- ❖ Mini Chocolate Tarts
- ❖ Chocolate Pretzels
- ❖ Orange Juice
- ❖ Tea and percolated Coffee
- ❖ Glass of sparkling wine per guest

Additional alcoholic and non-alcoholic beverages are available for purchase
Special dietary requirements \$9 per person

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.

BEVERAGE PACKAGES OPTIONS



BEVERAGE OPTIONS

All prices shown as per person

Silver Package 3hrs - \$39 4hrs - \$46 5hrs - \$52

- ❖ Cool Woods Sparkling Brut
- ❖ Cool Woods Sauvignon Blanc
- ❖ Cool Woods Shiraz
- ❖ Coopers Pale Ale
- ❖ Coopers Light
- ❖ Coopers Lager
- ❖ Soft drink & Juice

Gold Package 3hrs - \$45 4hrs - \$52 5hrs - \$58

- ❖ Grant Burge Petit Bubbles
- ❖ Alta 'for Elise' Rose
- ❖ Lost Buoy 'Gulfview' Sauvignon Blanc
- ❖ Montadarn Barossa Shiraz
- ❖ Coopers Pale Ale
- ❖ Crown Lager
- ❖ Hahn Super Dry
- ❖ Coopers Light
- ❖ Soft drink & Juice

Deluxe Package 3hrs - \$49 4hrs - \$59 5hrs - \$69

- ❖ The Black Chook Sparkling Cuvee
- ❖ Shaw + Smith Sauvignon Blanc
- ❖ Shaw + Smith Chardonnay
- ❖ Lost Buoy 'The Edge' Shiraz
- ❖ Thorn-Clark 'Sandpiper' Cabernet Sauvignon
- ❖ Coopers Pale Ale
- ❖ Crown Lager
- ❖ Corona
- ❖ Hahn Super Dry
- ❖ Hills Apple Cider
- ❖ Coopers Light
- ❖ Soft drink & Juice

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.

INDIVIDUAL BEVERAGE OPTIONS

- 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

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

Corkage \$15 per bottle service fee

You are more than welcome to provide your own wines if you prefer.

Cash Bar

Cash Bar is available for any function from 5:00pm Monday to Friday or 12:00pm noon – late Saturday and Sunday (not included in minimum spend)

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

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.

Decorations & Theming

Decorations and theming for and in the venue room is not included in the rental. Client is permitted to decorate the room as they wish providing no damage to fixtures or fittings of the room and that the decorations and/or theming is removed at the end of the event. Christmas Bon Bons (per place setting) are provided by Adelaide Inn for Christmas related bookings.

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: 18th, 21st birthdays, hens/buck shows. This fee does not go towards the F&B spend of an event.

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.

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.

18th, 21st birthdays, Bachelor & Bachelorette shows

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

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.