



ADELAIDE INN

Functions

Meeting space – Seminars – Workshops – Panel interviews – Training courses



Spaces

From small business meetings through to major training sessions and workshop seminars; the Adelaide Inn has the perfect space to suit your corporate event.

Torrens Room

The Torrens Room, located on the ground floor and adjacent to our restaurant, is an intimate event space and our most popular function room. With direct access to the outdoor pool area, this space is perfect for medium sized functions and events.

Wakefield Room

The Wakefield Room, located on level 2 and accessed by a grand staircase in the hotel foyer, is the largest event space available. With a stage and private bathrooms, the Wakefield Room can seat up to 130 guests in theatre style or 110 for a sit-down event.

Boardroom

The Board Room, located on the ground floor near reception, is suitable for meetings, theatre style presentations, training or even interviews. Perfect also as a breakout room, the Board Room can provide the perfect space to complement your conference, when another private space for your guests is required.

Torrens Room



Room Hire Rates

Torrens Room

\$175 Half Day | \$225 Full Day

Board Room

\$125 Half Day | \$175 Full Day

Wakefield Room

\$250 Half Day | \$300 Full Day

Board Room



Wakefield Room



Catering

Morning or Afternoon Tea

Priced per person

Assorted Mini Muffins

\$4

Banana Bread with butter

\$4

Scones with Jam & Cream

\$4

Assorted Biscuits

\$4

Lunch Platters

Priced per platter (8-10 people)

Assorted Wraps Platter | Meat

\$55

Assorted Wraps Platter | Vegetarian

\$45

Seasonal Fruits Platter

\$50

Grazing Platter

\$50

Beverages

Priced per person

Percolated Coffee | Tea

\$4

Fruit Juice

Orange Juice | Apple Juice

\$2

Soft Drink

Coke | Sprite | Fanta

\$3

Event Details

Event Organiser Details

Business name:		Contact person:	
Email:		Phone:	
Event name:			
Event date:		Event start time:	Event end time:
Number of persons attending event:			

Room Hire

Torrens Room		Board Room		Wakefield Room	
Half Day \$175	Full Day \$225	Half Day \$125	Full Day \$175	Half Day \$250	Full Day \$300

Room Set-up

U-Shape
 Cabaret
 Boardroom
 Theatre
 Classroom
 Banquet
 Cocktail

** Please note the following set-ups are not available for the Boardroom: U-Shape, Cabaret, and Banquet.*

Morning or Afternoon Tea

Assorted Mini Muffins \$4 per person	Banana Bread \$4 per person	Scones with Jam & Cream \$4 per person	Assorted Biscuits \$4 per person
Quantity: <input type="text"/>	Quantity: <input type="text"/>	Quantity: <input type="text"/>	Quantity: <input type="text"/>

Lunch Platters

Meat Wraps Platter \$55 per platter	Vegetarian Wraps Platter \$45 per platter	Seasonal Fruits Platter \$50 per platter	Grazing Platter \$50 per platter
Quantity: <input type="text"/>	Quantity: <input type="text"/>	Quantity: <input type="text"/>	Quantity: <input type="text"/>

Beverages

Percolated Coffee & Tea \$4 per person	Fruit Juice \$2 per person	Soft Drink \$3 per person										
Quantity: <input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Apple Juice</td> <td>Quantity: <input type="text"/></td> </tr> <tr> <td>Orange Juice</td> <td>Quantity: <input type="text"/></td> </tr> </table>	Apple Juice	Quantity: <input type="text"/>	Orange Juice	Quantity: <input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Coke</td> <td>Quantity: <input type="text"/></td> </tr> <tr> <td>Sprite</td> <td>Quantity: <input type="text"/></td> </tr> <tr> <td>Fanta</td> <td>Quantity: <input type="text"/></td> </tr> </table>	Coke	Quantity: <input type="text"/>	Sprite	Quantity: <input type="text"/>	Fanta	Quantity: <input type="text"/>
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Payment Details

Adelaide Inn Banking Details

Bank name:	Westpac
Account Name:	Antigo PTY LTD Bank Account
BSB:	035 - 047
Account Number:	120 210

Deposit: Payment Method

Bank Transfer	Mastercard	Visa	Amex
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Credit Card Details

Card Holder Name: _____

Card Number:

Expiry: _____

CCV: _____

Card Holder Signature: _____

Signature Date: _____

Deposit amount: _____

Adelaide Inn Functions

– Terms & Conditions –

While we make every effort to ensure that our patrons and function guests have a wonderful event at Adelaide Inn, we always put the safety of our guests and staff first.

Please carefully read the Adelaide Inn's Terms and Conditions:

Deposit / Final Payment

Deposit due: 25% of total amounts owing (non-refundable) within 5 days of booking.

Preferred methods of payment: EFT or credit cards.

Final (full) payment is due 5 days prior to the function. Final payment is non-refundable and non-transferable if the function is cancelled up to 28 days before the function's scheduled date. See 'Functions Cancellations' for further details.

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 5 days only, after which Management reserves the right to re-book the room without notice.

Safety of Patrons & Staff

We reserve the right to remove any individual who is acting in an objectionable manner, close a function early if large numbers of guests are acting inappropriately, or posing a risk to others safety. Any patrons who display 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 retain a 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.

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 are 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.

Function Cancellation

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.

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.

Full Payment of your Account

Final confirmation and full pre-payment are required 5 business days before your function commences.

Our preferred methods of payment are EFT and credit card.

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.

Agreement

You accept that the Adelaide Inn has a responsibility to its staff and patrons to provide a safe and secure environment. You also accept that we have the right to close 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.



ADELAIDE INN

*We look forward to organising your function with you.
Please do not hesitate to contact our team with any queries or requests:*

Phone: 08 8267 5066

Fax: 08 8267 2946

Chloe@adelaideinn.com.au

160 O'Connell Street, North Adelaide, South Australia 5006

