

THE
AUSTRALIAN
A HERITAGE HOTEL

2021

Conferences & Events



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Whether it's business or social, The Aussie has a space for every occasion.

Conferences, corporate gatherings, product launches, film and photography set locations, you name it!

As expert hosts, our team will work with you from start to finish to curate your perfect event.

Choose from one of our below packages or send us your brief and we can design something bespoke!

FULL DAY HIRE | \$250

HALF DAY HIRE | \$150

The following services are included with venue hire:

- COMPLIMENTARY WI-FI
- FLIPCHART AND MARKERS
- CHILLED WATER, PENS AND NOTEPADS
- SCREENS FOR PRESENTATIONS AND VIDEO (HDMI CAPABLE COMPATIBLE)

The Spaces & Set Up

The Wine Emporium



The Wine Emporium is furnished with timely wooden pieces which provide adequate seating and ensure everyone's comfort.

This space is perfect for your next off-site meeting, team strategy day or even end the day with a staff beer training!

**15 Guests Board Room Style | 14 Guests U-Shape
30 Guests Theatre Style**

The Parlour



A private and intimate space, ideal for those decision-making, seal-the-deal business meetings or your next working lunch.

12 Guests Board Room

Catering Packages

All catering packages include barista coffee and tea

The perfect afternoon snack, treat your team during the meeting or indulge afterwards!

Morning Tea

\$15.50pp

Fruit platter

Mini assorted pastries

Afternoon Tea

\$15.50pp

Mini assorted pies (vegetarian, beef, chicken)

Mini sausage rolls

Grazing Boards

Serves 8-10 guests

Slider Board \$85

Cheeseburger, buttermilk chicken with slaw, pulled chicken lettuce & corn salsa



Skewers Board \$95

Beef kalbi, sriracha chicken, satay pork, antipasto

Charcuterie Board

Standard \$125 | Metre Long \$225

Cured meats, prosciutto, chorizo, salami, grilled antipasto vegetables, south cape brie, aged cheddar, marinated olive mix, hummus, lavosh



BOOKING FORM

Contact Name: _____
Company (if applicable): _____
Telephone/Mobile: _____
Email: _____
Postal Address: _____

Date of Event: _____
Time: _____
Event Title: _____
Number of Guests: _____
Event Space: ☐ Wine Room ☐ Alcove ☐ Cafe ☐ Parlour ☐ Forecourt
After your event do you intend to stay longer with us? Y / N
Menu Choice: _____

PAYMENT

Credit Card Details: VISA / MASTERCARD / DINERS CLUB / AMEX

Cardholder Name: _____

Card Number: _____ / _____ / _____

Expiry Date: _____ / _____ CVC: _____

Hire Fee: \$ _____

Please debit the amount \$ _____

(An additional 1% surcharge will be charged for all credit card payments)

I hereby authorise for the above amount to be debited from my card. Full payment must be received prior to the event.

If for any reason payment is not received by the venue prior to the event, I agree for the full amount to be debited from my card (details above) at the completion of the event.

Any and all outstanding moneys ancillary to the event costs will also be charged at this time.

Cardholder's signature: _____

COVID-19 POLICY



Please note before booking: Our flexible cancellation policy is **STRICTLY** credit only. We are all navigating the pandemic in the best way we can. Please be kind to our management team when discussing cancellations and alterations to your booking. We have amended our cancellation policy to provide flexibility and peace of mind for guests when making bookings. We are closely monitoring the situation and reviewing this policy as required. We will make necessary changes as new government directives arise. We appreciate your patience and understanding.

CANCELLATIONS DUE TO COVID19 GOVERNMENT TRAVEL RESTRICTIONS:

For all reservations: Should your booking be affected by government imposed travel restrictions as a result of COVID19, we are offering flexibility in our current cancellation policy to provide a credit note for change of date to postpone your event. This credit will be valid for use for 36 months from the date of your cancellation. Credits are given at the full discretion of the management team, under consideration of government advice and travel restrictions in place at the time of scheduled events.

While we will inform you of any changes to the style of your event including any reduced capacities, it is also the responsibility of the guests to ensure they are adhering to current legislation and maintaining social distancing during their time with us.

TERMS AND CONDITIONS

CANCELLATION

If cancellation occurs within 14 working days of the event date, the hire fee is forfeited.

If cancellation occurs within 7 working days prior to the event date, the client will be charged 100% of the food costs & hire fee.

FINAL NUMBERS AND DETAILS

Guaranteed minimum numbers of guests attending and all final details should be notified to the events manager no less than 7 business days prior to the event. Once given, numbers can increase up to 5 business days prior to the event however not decrease.

PAYMENT

To confirm booking, 50% of total event of total event spend must be paid prior to event. Full payment of venue hire, food and beverage packages are required 5 business days in advance of the date of the function. For any outstanding beverage tabs, these are to be settled at the conclusion on the evening of the event. No extensions of payment will be permitted. Payment can be made by direct deposit, cheque or credit card 7 days prior to the event. Credit card details and I.D must be given as security for all beverage tabs.

INSURANCE/DAMAGES

Our organisation will take reasonable care, but will not accept responsibility for damage to or loss of items before, during or after an event. You are financially responsible for any loss or damage sustained to the premises or our property during an event or by your guests when entering or leaving the premises. You are also responsible for any loss or damage to equipment hired on your behalf.

OTHER

The client shall conduct the event in an orderly manner and in full compliance with the rules of The Australian Hotel's management and in accordance with all applicable laws.

The client is responsible for the conduct of the guests and invitees and indemnifies the hotel for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees. No food or beverages of any kind is permitted to be brought to the function by the client, client's guests or invitees, unless prior permission has been obtained.

RESPONSIBLE SERVICE OF ALCOHOL

In accordance with the NSW state governments RSA laws, The Australian Hotel reserves the right in its absolute discretion to exclude or remove any undesirable persons from the event or The Australian's premises without liability.

Management reserves the right to close the bar when it deems necessary. We also reserve the right to cancel the booking if:

- The Australian or any part of it is closed due to circumstances outside the hotels control.
- The client becomes insolvent, bankrupt or enters into liquidation or receivership.
- The event might prejudice the reputation of The Australian Hotel.
- The room hire and food has not been paid by the due date.

Signed _____

Date _____