



**GILBERT STREET
HOTEL**
Functions

88 GILBERT STREET, ADELAIDE SA 5000 | WWW.GILBERTSTHOTEL.COM.AU
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WITH RENOVATED UPSTAIRS FUNCTION ROOMS, CHARMING BEER GARDEN AND COSY DINING ROOM, THE GILBERT STREET HOTEL HAS A SPACE TO SUIT YOUR NEXT OCCASION. YOUR FUNCTION WILL BE STAFFED BY OUR FRIENDLY TEAM PROVIDING A SEAMLESS, STRESS FREE OCCASION LEAVING YOU TO ENJOY YOUR EVENT WITH YOUR GUESTS. WHETHER IT BE A SMALL DINING BOOKING, BREAKFAST MEETING OR LARGE COCKTAIL FUNCTION THE GILBERT'S FUNCTIONS TEAM WILL HELP YOU SELECT THE PERFECT SPACE AND CUSTOMISE A BILL OF FARE TO SUIT ANY EVENT YOU HAVE IN MIND.

the red room

PERFECT FOR DINING BOOKINGS OF UP TO 20 PEOPLE THE GILBERT'S MODEST DINING ROOM PROVIDES A COSY AND RELAXED EXPERIENCE FOR LUNCH AND DINNER 7 DAYS A WEEK.

THE RED ROOM'S A LA CARTE MENU USES FINE LOCAL SEASONAL PRODUCE. THE STYLISH 'SMALL PLATES' AND 'SIGNATURE PLATES' SHARE THE MENU STAGE WITH THE MORE TRADITIONAL 'PUB PLATES' OFFERING SOMETHING FOR EVERYONE WITH GLUTEN FREE AND VEGETARIAN OPTIONS ALWAYS AVAILABLE.

LUNCH IS SERVED FROM 12 PM AND DINNER FROM 6PM.

FULL TABLE SERVICE AVAILABLE FOR EVENING DINING ONLY SORRY, NO SEPARATE ACCOUNTS.

upstairs

THE BEAUTIFUL QUIRKY FEATURES OF THE GILBERT'S UPSTAIRS FUNCTION ROOMS CREATE A LAVISH BOHEMIA. COMPLETE WITH PRIVATE BAR AND BALCONY ACCESS THE PICCOLO AND GRANDE ROOM OPTIONS MAKE THE PERFECT SPACE FOR MEETINGS, PRIVATE DINING, WINE TASTINGS AND COCKTAIL EVENTS. BAR ACCESSED VIA THE PICCOLO ROOM OR HALLWAY.

EXCLUSIVE HIRE OF ENTIRE SECOND LEVEL WITH PRIVATE BAR AND BALCONY, \$500 (120 GUEST MAXIMUM)

ROOM FEATURES: PLASMA SCREEN TELEVISION WITH SD CARD, IPOD/MP3 UNPUT.

the grande room

\$300 HIRING FEE

SIT DOWN MEETING OR DINING (MAXIMUM 40 GUESTS)

STAND UP COCKTAIL FUNCTION INCLUDING PRIVATE BAR AND BALCONY (80 GUEST MAXIMUM)

the piccolo room

\$300 HIRING FEE

SIT DOWN MEETING OR DINING (MAXIMUM 20 GUESTS)

STAND UP COCKTAIL FUNCTION INCLUDING PRIVATE BAR AND BALCONY (50 GUEST MAXIMUM)

food and drink options

PAY AS YOU GO / DRINKS ON CONSUMPTION / HOUSE POUR OR OPEN BAR

SORRY, NO SUBSIDISED DRINK PACKAGES.

COCKTAIL PLATTERS ARE AVAILABLE WITH A \$300 MINIMUM SPEND. MENU AVAILABLE ON OUR WEBSITE.

beer garden

AVAILABLE FOR HIRE, \$500 (100 GUEST MAXIMUM, NOT AVAILABLE IN DECEMBER)

terms and conditions

CONFIRMATION A BOOKING IS DEEMED TENTATIVE UNTIL CONFIRMATION HAS BEEN RECEIVED BY PAYMENT OF THE ROOM HIRE. MANAGEMENT RESERVE THE RIGHT TO CANCEL A TENTATIVE BOOKING AND ALLOCATE THE VENUE TO ANOTHER CLIENT IF CONFIRMATION IS NOT RECEIVED WITHIN 2 WEEKS.

CANCELLATION IF CANCELLATION IS REQUESTED 3 MONTHS PRIOR TO BOOKING THE ROOM HIRE (DEPOSIT) WILL NOT BE REFUNDED.

FUNCTION ROOM TIMES 9AM TO 5PM AND 6PM TO MIDNIGHT. BOOKINGS OUTSIDE OF THESE HOURS WILL NEED TO BE DISCUSSED WITH MANAGEMENT. DINNER FROM 6PM, LUNCH FROM 12PM.

FINAL NUMBERS FINAL NUMBERS ARE REQUIRED 2 WEEKS PRIOR TO YOUR EVENT. DOWNSTAIRS BOOKINGS HAVE A MAXIMUM OF 12 PEOPLE PER TABLE. MENU FUNCTION FOOD MUST BE ORDERED WITH THE HOTEL FOR ANY FUNCTION. DETAILS OF THE FOOD MENUS MUST BE FINALISED 2 WEEKS PRIOR TO THE FUNCTION DATE SO THAT OUR CHEFS CAN ASSURE QUALITY AND AVAILABILITY OF FOOD. PLEASE NOTE DUE TO SEASONAL CHANGES IN PRODUCE, SET MENUS AND COCKTAIL PLATTERS MAY VARY SLIGHTLY.

RESPONSIBILITY ORGANISERS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE/BREAKAGES SUSTAINED TO THE GILBERT FUNCTION ROOMS BY THE ORGANISER, ORGANISERS GUESTS, INVITEES OR OTHER PERSONS ATTENDING THE FUNCTION. THE GILBERT WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE DAMAGE OR LOSS OF MERCHANDISE LEFT PRIOR OR AFTER THE FUNCTION.

COMPLIANCE IT IS UNDERSTOOD THAT THE ORGANISER/S WILL CONDUCT THE FUNCTION IN AN ORDERLY MANNER AND IN FULL COMPLIANCE WITH THE GILBERTS REGULATIONS AND ALL LIQUOR LICENSING LAWS. THE GILBERT STREET HOTEL AND ITS EMPLOYEES PROMOTE THE RESPONSIBLE SERVICE OF ALCOHOL AND MANAGEMENT RESERVE THE RIGHT TO REFUSE AND/OR REMOVE INTOXICATED OR OBJECTIONABLE PERSONS FROM ANY FUNCTION WITHOUT LIABILITY. ALL PERSONS ATTENDING MUST BE ABLE TO PROVIDE LEGAL ID ON REQUEST. ALL MINORS MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN AND MUST VACATE THE PREMISES BY 12AM.

AUDIO VISUAL HIRE EQUIPMENT ORGANISERS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE/BREAKAGE OF EQUIPMENT OWNED BY THE GILBERT OR SUB-HIRED BY THE GILBERT ON BEHALF OF THE ORGANISERS.

DISPLAYS & SIGNAGE NOTHING IS TO BE NAILED OR SCREWED TO ANY WALLS OR OTHER SURFACE OR PART OF THE BUILDING. BLUE-TAC OR TAPE IS NOT TO BE USED ON WALLS. ANY DAMAGES TO WALLPAPER WILL BE CHARGED ACCORDINGLY. NO SCATTERS, PLEASE.

PAYMENT PREPAYMENT IS REQUIRED IN FULL FOR CATERING AT LEAST 7 DAYS BEFORE THE FUNCTION UNLESS BY PRIOR ARRANGEMENT. EXTRA EXPENSES INCURRED ON THE NIGHT MUST BE PAID IN FULL AT THE CONCLUSION OF THE EVENT BY EITHER CASH, EFT OR MAJOR CREDIT CARD. CHEQUES ARE ACCEPTED AS PAYMENT ONLY BY PRIOR ARRANGEMENT. CHEQUES WILL NOT BE ACCEPTED DAY OF FUNCTION.

CAKEAGE \$30 PER CAKE (DEPENDING ON TYPE OF CAKE AND REQUIREMENT)

CLEANING GENERAL CLEANING IS INCLUDED IN THE COST OF THE FUNCTION. IF CLEANING REQUIREMENTS FOLLOWING YOUR FUNCTION ARE JUDGED TO BE EXCESSIVE, ADDITIONAL CLEANING CHARGES WILL BE INCURRED.

EXTRAS \$200 FEE IS REQUIRED FOR LIVE ENTERTAINMENT (DJ AND/OR BAND). A MAXIMUM OF SIX BYO PERMITTED, A CORKAGE FEE OF \$18 PER BOTTLE APPLIES. NO SUBSIDISED DRINKS.

gilbert street hotel function form

Date of Function..... Type of Function.....

Room..... Time of Event.....

Hosts Name..... Contact Name.....

Address.....

Email.....

Phone..... Tentative Numbers.....

Room Hire..... Final Numbers.....

Deposit Amount..... Deposit Paid.....

Payment Details..... Booking taken by.....

Food Menu

Beverages

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Time Food to go out..... Food Total \$.....

Cake..... Linen.....

Music..... Security Bond Refund.....

Special Requirements.....

Credit card details can also be taken over the phone & this form returned by post, fax or hand delivered.

Full payment is required one week prior to the event. The Gilbert Street Hotel accepts cash, major credit cards and EFT.

Cheques by prior arrangement only.

I have read and accepted the Terms and Conditions of the Gilbert Street Hotel

Date..... Signed.....

Thank you for choosing the Gilbert Street Hotel for your function. Our aim is to make your function a success.