

THE GILBERT STREET HOTEL

CORPORATE FUNCTIONS
+ MEETINGS

FUNCTION INFORMATION

88 Gilbert Street, Adelaide | P: 08 8231 9909 | F: 08 8410 4604
W: gilbertsthotel.com.au | E: hello@gilbertsthotel.com.au

**The Gilbert provides two impressive private spaces for seminars,
conferencing, product launches and corporate dinners.**

Each space is entirely private.

**You can also get on-line at The Gilbert...
any Wi-Fi enabled computer can connect to our
wireless broadband connection automatically and free of charge.**

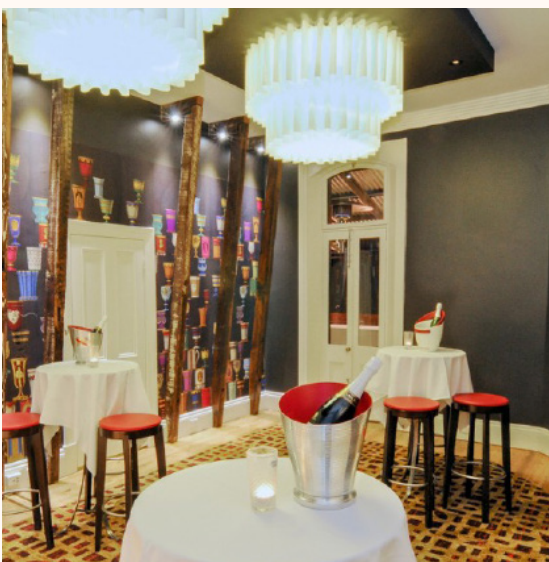
EXPLORE OUR SPACES



UPSTAIRS



THE PICCOLO ROOM



With its own private bar and private balcony access overlooking Gilbert Street, the Piccolo Room is ideal for smaller groups. It also includes dedicated audio and a plasma screen.

To hire:
\$250 per day available from 8am-5pm

Sit Down Meeting Or Dining
20 Guests Maximum

Standing cocktails
50 Guest Maximum



THE GRANDE ROOM



The largest of our function rooms, The Grande Room has its own private bar, with an adjoining balcony overlooking Gilbert Street.

It also includes dedicated audio and a plasma screen.

To hire:
\$250 per day available from 8am - 5pm

Sit Down Meeting Or Dining
40 Guests Maximum

Standing cocktails
70 Guests Maximum

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ALL OF UPSTAIRS

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THE PICCOLO ROOM

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THE GRANDE ROOM

To hire:

\$500 per day available from 8am- 5pm

Includes private bar access

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dedicated audio and plasma screens in both rooms

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balcony access overlooking Gilbert Street.

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FOOD OPTIONS

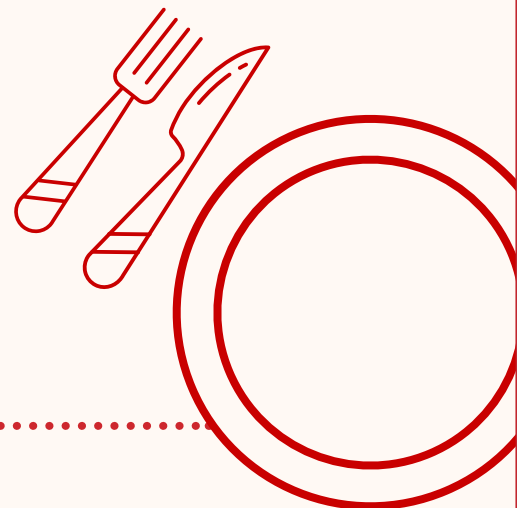
Morning Tea : \$15 per person
Includes filtered coffee and a selection of
English breakfast and herbal tea, fresh seasonal fruit
& a selection of house made muffins.

Afternoon Tea : \$15 per person
Includes filtered coffee and a selection of
English breakfast and herbal tea, fresh seasonal fruit
& a selection of house made muffins.

Corporate Lunch : \$15 per person
assortment of freshly made baguettes
Extra choices:
jug of fruit juice \$12.50
espresso coffee \$3.50
platter of assorted gourmet pies and sausage rolls \$40.0*
platter of dips & olives \$30.0*

To view our current menus
visit the 'Functions' page on our website
www.gilbertsthotel.com.au/functions

Please note : outside catering is also available



DRINK OPTIONS

Pay as you go, bar tab or
subsidised drinks options available.

We can tailor the drinks menu to include
a range of premium drinks to house options
to suit any budget.

Private upstairs bar available upon request

To view our current drink menu
visit the 'Bar' page on our website

www.gilbertsthotel.com.au/bar



**To discuss the specifics,
please give our functions manager a call
or send an email**



08 8231 9909

hello@gilbertsthotel.com.au

TERMS & CONDITIONS

1. TENTATIVE BOOKINGS

We will hold a tentative booking for a maximum of 7 days

2. SECURITY DEPOSIT

Your booking is secured by payment of the security deposit. Payment of the deposit also confirms your agreement to the Hotel's terms and conditions.

3. CANCELLATIONS

Cancellations must be advised to us in writing. If your event is cancelled with less than 30 days' notice all deposits will be forfeited. For bookings made within the 60- day cancellation period, the deposit is automatically non-refundable unless negotiated otherwise. Should your booking be cancelled within 72 hours of the function date, all deposits shall be forfeited and you will also be required to pay the full value of the agreed cost of the function per your function quote.

4. PAYMENT TERMS

CHEQUES - will not be accepted

DEPOSIT - Required within 7 days of making your tentative booking. The required payment amount will be provided on your function quote.

FINAL PAYMENT - 14 days prior to the event. Payment of all anticipated food, beverage and extra charges

DAY OF EVENT - Any miscellaneous charges from the day of the event such as your bar tab.

Our preferred method of payment is EFT for your security deposit and final payment.

Our preferred method of payment for miscellaneous charges on the day of your event is credit card.

5. ACCOUNTS

We do not offer credit accounts for functions. Payment must be made, in full, at the completion of your function by credit card (preferred), cash or bank transfer. Cheques will not be accepted.

6. FINAL GUEST NUMBERS

You must provide us with your final guest number at least 14 days prior to your function. We will calculate charges on the greater of this final number or the attendance number. The floor plan and seating arrangements for your function will also be agreed at the time of confirming your final guest number.

The ability for you to increase guest numbers after confirming the final number will be dependent on the availability of space and food preparation.

7. FOOD AND BEVERAGE SELECTIONS

Your final food and beverage selections, including any special dietary requirements, must be provided to us in writing at least 14 days prior to your function. Any dietary requirements that are not disclosed to us until the day of the event will be charged in addition to the meals ordered. Scheduled service times will also be agreed with you at the time of finalising your food and beverage selections.

8. FOOD AND BEVERAGE

You may not bring in any food or beverages for consumption with the exception of celebration cakes, to which cakeage fees will apply.

9. AUDIO VISUAL EQUIPMENT

If you have reserved an area for your function where we have audio visual (AV) equipment, you will have complimentary use of our AV equipment in that area. However, we ask that you provide us with your video file at least 48 hours prior to your event so we can test its compatibility with our equipment. We may refuse to play your video file if we do not have opportunity to test prior to your event.

10. MUSIC & ENTERTAINMENT

If you have preferred music selections for your function, we must approve your music selection and / or live entertainment at least 14 days prior to your event. We will

not approve any selections that may be considered offensive or interrupt the enjoyment of our Hotel by other patrons. Live entertainment that has not been approved will be refused entry to our Hotel. You will be charged an additional \$200 live music license fee.

We reserve the right to control volume levels of entertainment.

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TERMS & CONDITIONS

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11. SECURITY

Should you request it, we can arrange security for your function. An additional charge will apply for this service.

Alternatively, if we deem that security is required for your event, the cost of this service will be charged to you. We will discuss this requirement with you prior to finalising the details of your function.

Functions with over 80pax will automatically be allocated security.

12. EXTENDING HOURS

Any event continuing beyond the confirmed departure time may incur an additional charge.

13. INSURANCE & DISCLAIMER

We cannot take responsibility for damage to or loss of items before, during and after an event, and recommend that you arrange appropriate insurance cover.

We will not be liable for and you shall indemnify us against any loss, injury, theft or damage of personal goods brought to the venue by you or your guests.

Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

14. DAMAGE

You are financially responsible for the cost of repairing any damage or breakage of hotel property by your guests.

15. DECORATIONS

We welcome decorations for your function, however no attachments are to be used on the walls without prior approval by us.

You are responsible for the set up and pack down of the function room if you are bringing in your own decorations. Activities must be undertaken in accordance with our health and safety policies.

Confetti, scatters or similar are not permitted anywhere in the venue, including the grounds. If these items are used, a cleaning fee of \$200 + GST will be charged to you.

16. CLEANING

General cleaning is included in the cost of your function. However, cleaning requirements which we deem to be over and above normal circumstance may incur an additional charge.

17. ENJOYMENT FOR ALL

It is your responsibility to ensure that all guests adhere to our dress code and behave in an appropriate manner that does not impact on the enjoyment of our Hotel by other patrons.

We reserve the right to exclude or eject any objectional persons from the venue.

We reserve the right to shut down any function if you have supplied misleading information when booking.

No refunds will be provided as a result of exclusion

18. RESPONSIBLE SERVICE OF ALCOHOL

Our Hotel practices the responsible service of alcohol. Any person deemed intoxicated may be refused the service of alcohol, and asked to leave the venue.

19. REGULATIONS

All functions must comply with liquor licensing regulations. It is a condition of our licence that all evening entertainment finishes at 12:00am with all guests to depart the venue prior to 1:00am. The location in our venue, of entertainment, is also governed by these regulations. All persons under the age of eighteen (18) is not allowed on the venues premise after 12:00am, unless accompanied by a responsible adult.

20. MINORS

Minors must be off the premises no later than midnight.

21. SMOKING

Our Hotel is a non-smoking venue. There are limited outdoor smoking areas where ashtrays are provided.

TERMS & CONDITIONS

22. SURCHARGE

A surcharge of 10% applies to food and beverage prices on Public Holidays

23. WEATHER

Whilst we will do our best to make a suitable alternative area available to you in the case of inclement weather, this cannot be guaranteed. We will not provide a refund because inclement weather has impacted your function.

24. DATABASE

We will add you to our customer database to keep you up to date with offers and events. You may opt out of this communication database at any time.

25. ADVERTISING

Prior permission is required for you to use the hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by hotel management prior to publication.

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BOOKING FORM

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Function Date:	Type of Function:
Room:	Time of Event:
Host's Name:	Contact Name:
Email:	
Phone:	Tentative Numbers:
Room Hire:	Final Numbers:
Payment Details:	Booking Taken by:
Food menu:	Beverages:
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Time food to go out:	Food Total: \$
Cake:	
Music:	

Special Requirements:

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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

Name: Date: Signed:

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

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