



# Adelaide Meridien 2011/12 Conference & Function Kit

Superbly located on Melbourne Street, in the heart of trendy North Adelaide, just minutes away from the CBD, the **Adelaide Meridien Hotel & Apartments** is surrounded by popular restaurants, galleries, boutique shops and is walking distance to some of Adelaide's key attractions, including the Adelaide Oval, Zoo and Rundle Mall shopping precinct.

Offering 2 main conference rooms which have the capacity to be divided into 4 individual function spaces, the Adelaide Meridien is the ideal venue for your next corporate event or business conference. Fully equipped for your audio visual and conferencing requirements, with natural light and catering options to suit your needs, let our experienced team of hospitality professionals ensure a hassle free experience from start to finish.

Recently refurbished, the property offers 95 guest rooms, suites & apartments to ensure your delegates are accommodated in

comfort & style, with features including flat-screen television, iPod docking station, mini-bars & wireless internet access. For our house guests, we are also pleased to offer free car parking.

Our newly revamped Perfect Cup café offers a relaxed atmosphere with the option to dine alfresco on the deck, serving à la carte breakfast & bistro-style meals all day – not to mention the sensational coffee, gourmet teas, selection of sweet treats and pizza menu!

Whether you are planning a small meeting, seminar, gala dinner or large conference, we invite you to experience the convenience of our central location, combined with our friendly and attentive service.

More information is contained within this kit and our Functions Coordinator would be pleased to tailor a quote to suit your requirements.



## Adelaide Meridien

21-39 Melbourne Street,  
North Adelaide SA 5006

**Phone: (08) 8267 3033**

Email: [meridien@countryclubs.com.au](mailto:meridien@countryclubs.com.au)

# Property Overview

## Property Features

- Perfect Cup Café - open 7 days
- Wireless Internet
- Outdoor swimming pool
- Spa
- Guest laundry
- 24-hour reception
- Free on site car parking for house guests
- Licensed bar

## Accommodation

Offering a variety of configurations across **95 rooms**, our One Bedroom Suites feature a queen size bed with a separate lounge & bar area, with the option of a sofa bed for twin share. Executive Studio Rooms feature a king bed, with the option of twin share king single beds if required & also contain a sofa bed for triple share configuration.

## Accommodation Facilities

- 42" flat screen television
- Air-conditioning
- Mini bar
- Tea & coffee making facilities
- iPod docking station
- Iron & ironing board
- Hairdryer
- Balcony (most rooms)
- King beds (Executive Studio Rooms)
- Separate living area (One Bedroom Suites)

One Bedroom Suite	
Single	\$135 per room
Executive Studio Room	
Single	\$155 per room
Corporate Bed & Breakfast Package:	
<i>Overnight accommodation inclusive of breakfast in our Perfect Cup café. Breakfast: choose one item from our à la carte breakfast menu served with your choice of coffee, tea or juice.</i>	
Executive Studio Room	\$170 per night (single)
One Bedroom Suite	\$150 per night (single)



\*Twin & Triple share room rates are available upon request.

## Arrival / Departure

2.00pm Check-in.  
10.00am Check-out.

If rooms are available we are happy to check-in prior to 2.00pm. Luggage storage is also available.

Porterage is available for large groups, if prearranged. A nominal charge applies.



# Meeting Facilities

## Meridien Rooms - Ground Floor

Accessed from our main foyer area, the Meridien Rooms can be configured as 2 smaller rooms or opened into one large space to suit your requirements. Located nearby is the Perfect Cup Café & Bar, great for your guests' refreshment breaks & for registrations.



## Melbourne Rooms - First Floor

Our largest conferencing space, the Melbourne Rooms offer an abundance of natural light with a private balcony and bar facilities. Located on the first floor, these two conference rooms can be combined into one large space, perfect for conferences & seminars, trade displays, banquet dinners or lunches.



Function Rooms	Size m <sup>2</sup>	Board Room	U Shape	Classroom	Theatre/ Cocktail	Banquet/ Workshop	Price
Meridien Room 1	47	12	12	12	20	18	\$180
Meridien Room 2	68	20	25	20	50	40	\$230
Meridien Room (1 & 2 combined)	115	32	45	45	100	70	\$320
Melbourne Room 1	68	16	20	16	30	40	\$220
Melbourne Room 2	89.5	30	40	30	70	50	\$280
Melbourne Room (1 & 2 combined)	157	45	80	80	160	100	\$440

Capacity may be affected by set-up requirements.

Please speak with our Functions Coordinator for evening & half day rates.

## Equipment

The following equipment is **included** in your room hire cost:

- Lectern & microphone on stand
- Screen
- Flip chart (1 roll of paper included)
- Television
- VCR & DVD
- Pens
- Overhead projector
- Whiteboard (markers supplied)
- Display tables
- Chilled water & mints
- Wireless Internet access - charges apply

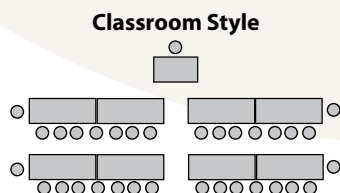
Additional equipment for hire:

Equipment	Cost
Data projector	\$60 per day
Electronic whiteboard	\$60 per day

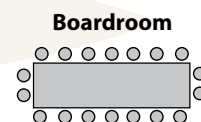
Additional audio visual support can be sourced & hired, upon your request, & billed to your final account.

## Conference Room Configurations

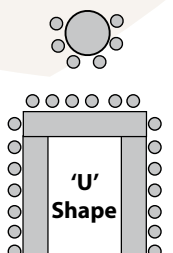
Please note that these diagrams are for guidance purposes only & are not to scale. Exact layout of tables will depend on your numbers & special requirements.



**Banquet or Workshop**



**Cabaret**  
Open-ended table faces front of room



# Breakfast, Refreshment Breaks & Lunch

## Day Delegate Package - starting from \$28<sup>pp</sup>, per day

- Includes tea & coffee on arrival, chef's selection morning tea, chef's selection light lunch and chef's selection afternoon tea.

(Conference Room hire is additional)

### Breakfast

All breakfasts are served with filtered coffee, selection of teas & juice.

**Express Buffet Breakfast**..... \$15.00 per person

Light continental buffet with a toasting area & a selection of condiments, cereals, pastries, danishes, fresh fruit platter, juice & coffee.

**Deluxe Plated Breakfast**..... \$24.00 per person

Served individually to your conference room plus a toasting area with a selection of condiments, pastries, danishes, fresh fruit platter, juice & coffee.

**Perfect Cup Breakfast**..... \$22.00 per person

Your choice of one item from our à la carte breakfast menu, served into your conference room with your own Perfect Cup coffee or one of our selections of teas, plus jugs of orange juice.

All can be pre-ordered if preferred. (Max. 15 delegates)

### Morning & Afternoon Tea

Morning & afternoon tea packages include a selection of teas & filtered coffee in addition to options below. Served to your conference room.

**Biscuit Time Out**..... \$5.90 pp/per session

**Muffin Break** ..... \$6.90 pp/per session

**Assortment of Sweet Slices**..... \$7.90 pp/per session

**Devonshire Tea**..... \$7.50 pp/per session

Your choice of homemade scones with jam & cream or savoury scones with either ham & cheese or onion & bacon. Mixed selection of both options available - additional \$1.00 per person/per session.

**Healthy Refresh** ..... \$8.90 pp/per session

Individual fruit kebabs, drizzled with honey & served with natural yoghurt & orange juice.

**Pastry Treat** ..... \$7.90 pp/per session

Your choice of ham & cheese mini croissants or a selection of pastries & danishes.

**A Selection of Teas & Filtered Coffee** ..... \$3.90 pp/per session

**Continuous Tea & Coffee** ..... \$9.90 per person

A selection of tea & filtered coffee continuously refreshed throughout the day.

**Tea & Coffee Package** ..... \$12.50 per person

Arrival coffee, continuous tea & coffee with biscuits served at refreshment breaks.

**Platinum Coffee Package** ..... \$15.50 per person

Arrival coffee, continuous tea & coffee plus chef's choice of any morning & afternoon tea items served at both breaks.

### Lunch

Lunch packages include a seasonal fresh fruit platter, jugs of soft drink & juice in addition to options below. Served to your conference room, unless otherwise stated.

**Sandwich Package**..... \$12.50 per person

An assortment of sandwiches (includes vegetarian options).

**Pizza Package**..... \$13.00 per person

An assortment of pizza platters (includes vegetarian options).

**Baguette Package**..... \$14.00 per person

An assortment of baguettes (includes vegetarian options).

**Quiche Package** ..... \$16.50 per person

Homemade quiches & sandwiches (includes vegetarian options).

**Pub Style Lunch Package** (served in the Perfect Cup Café)..... \$15.00 per person

Choice of 2 meals, served alternately: beer battered fish & chips, chicken parmigiana, steak sandwich, chicken burger or pasta of the day.

**Cold Finger Food Package**..... \$18.50 per person

An assortment of sandwiches plus chef's choice of 3 of the following items:

mini bruschetta, smoked salmon & cream cheese pancakes, Vietnamese cold rolls, house made sushi, dips platter, mini bocconcini, sundried tomatoes & kalamata olives.

**Hot Finger Food Package**..... \$18.50 per person

An assortment of sandwiches, plus chef's choice of 3 of the following items:

mini meat balls, quiches, spring rolls, samosas, pies, pasties, sausage rolls.



# Lunch or Dinner

## Cocktail Food

Each half hour is based on 4 items per person, with a choice of 4 morsel selections.

<b>1/2 Hour Conference Selection .....</b>	<b>\$8.50 per person</b>
<b>1 Hour Duration .....</b>	<b>\$20.00 per person</b>
<b>2 Hour Duration .....</b>	<b>\$31.00 per person</b>
<b>3 Hour Duration .....</b>	<b>\$39.00 per person</b>

A selection of hot & cold canapés & finger food with chef's selection of items that can include:

- Vietnamese Cold Rolls (vegetarian or meat) • Fruit Skewers - seasonal fruit selections (V) (G)
- Mini Bruschetta - toasted Italian bread with tomato • basil & bocconcini (V) • Cocktail Savoury Tartlets
- Meatballs - with dipping sauce • Mini Gourmet Party Pies - served with tomato sauce
- Cocktail Samosas • Spring Rolls - served with a sweet chilli dipping sauce • Cocktail Curry Puffs
- Selection of Dips • Smoked Salmon & Cream Cheese Pancakes • House made Sushi
- Mini Bocconcini, Sundried Tomatoes & Kalamata Olives

2 & 3 hour Duration is served with tea, coffee & a variety of petit fours to follow.

**Add a Selection of: Chicken, Lamb & Prawn Skewers .....** **Additional \$3.00 per person**

**Extra Dessert Selections .....** **\$8.50 per person**  
Includes extra variety of cake slices, tartlets & fresh fruit platter.

**Add Cheese Board.....** **\$5.50 per person**  
Australian cheeses, dried fruits & greens.

*Platter prices for trade display functions etc available on application.  
Please speak with our Functions Coordinator for further information.*

## Set Menu (Min. 20 delegates)

All menus are served with dinner rolls. Tea & coffee is served following dinner.

**Menu 1: 2 Course alternate drop.....** **\$29.00 per person**  
Alternate drop - main & dessert.

**Menu 2: 2 Course.....** **\$33.00 per person**  
2 choices of main & 2 choices of dessert **or**, 2 choices of entrée & 2 choices of main.

**Menu 3: 3 Course.....** **\$36.00 per person**  
Soup, 2 choices of main, 1 dessert.

**Menu 4: 3 Course.....** **\$42.00 per person**  
2 choices of entrée, 2 choices of main, 2 choices of dessert.

*Additional Set Menu Selections can be made upon enquiry.*

*Please refer to current conference menu selections for more information about package inclusions and menu selections.*



## Beverage Packages

### Standard Beverage Package:

½ hour for pre-dinner drinks .....	\$8.50 per person
2 hours .....	\$19.00 per person
3 Hours.....	\$23.00 per person
4 Hours.....	\$26.00 per person
5 Hours.....	\$32.00 per person

Includes House Sparkling, White & Red Wines, Heavy & Light Beers, Soft Drinks & Orange Juice.

### Premium Beverage Package 1 ..... Additional \$2.00 per person

Includes Rymill Sauvignon Blanc & Rymill "The Yearling" Cabernet Sauvignon, Step Rd Chardonnay Pinot Noir, Heavy & Light Beers, Soft Drinks & Orange Juice.

### Premium Beverage Package 2 ..... Additional \$4.50 per person

Includes D'Arenberg "Broken Fishplate" Sauvignon Blanc & d'Arenberg "Footbolt" Shiraz, Step Rd Chardonnay Pinot Noir, Heavy & Light Beers, Soft Drinks & Orange Juice.

### Non-Alcoholic Drinks Package (2 hours) ..... \$14.00 per person

### Standard Spirits Package:

2 hours .....	\$32.00 per person
3 Hours.....	\$38.00 per person
4 Hours.....	\$43.00 per person
5 Hours.....	\$47.00 per person

Includes House Sparkling, White & Red Wines, Heavy & Light Beers, House Rum, Gin, Vodka, Whisky & Brandy, Soft Drinks & Orange Juice.

### Add Premium Range Beers to your package..... \$8.00 per person

### Beverages also available on consumption.

Please note: NO BYO Beverages; Beverage packages are charged at the same number of guests as dinner package.



# Event Terms & Conditions

*The Adelaide Meridien takes pride in its facilities, service and professionalism, and its people, who strive to ensure the success of your event. To ensure the satisfaction of all guests, the following terms and conditions are applicable to your event. All bookings are made upon, and are subject to, these terms and conditions.*

## Booking & Deposit Requirements

The Adelaide Meridien will hold a tentative booking for a maximum of 10 days. We suggest you undertake a complete site inspection of the hotel prior to confirming your booking.

A draft running sheet of your event must be agreed upon prior to the deposit being paid.

- A non-refundable deposit equal to the room hire charge must be paid to the Adelaide Meridien within an agreed time period.
- You must return a signed copy of these terms and conditions to the Adelaide Meridien.

## Labour Charges

General cleaning is included in the room hire. Additional cleaning charges may be incurred where an event has created cleaning requirements to be over and above normal general cleaning. Any event continuing beyond the confirmed departure time will incur a labour surcharge.

## BYO

The Adelaide Meridien retains the right to provide all catering on the premises, and no food or beverages may be brought onto the premises unless prior permission from management has been obtained.

## Liquor Licensing Act

Management and staff will abide by all conditions set down in the Liquor Licensing Act.

## Price Variations, Pricing & GST

Quoted prices are subject to change outside of 12 months prior to the event.

All rates are given in Australian dollars and are inclusive of Goods and Services Tax (GST) as defined in A New Tax System (Goods and Services) Tax Act 1999.

## Payment Policy

Payment of the balance of the function (including room hire, equipment, food & beverage) is required 4 days prior to the function unless credit has been established and accepted in writing by the Adelaide Meridien. Payment can be made by cheque, cash or credit card. A surcharge applies to American Express and Diners Card payments. Should payment of the account fail to be received in full within a reasonable time after the conclusion of the function, any collection costs resulting from this non-payment will be passed onto the client.

## Cancellations

The following cancellation fees may apply if you cancel your function(s) or part(s) thereof:

All deposits are non-refundable.

- **More than 30 days notice** – deposit will be forfeited.
- **Between 30 and 7 days notice** – all deposits paid will be forfeited and you must pay an additional 25% of the estimated total function cost (unless the function room is re-booked in which case the Adelaide Meridien, in its discretion, may waive part of the cancellation fee.)
- **With less than 7 days notice** – all deposits paid will be forfeited and you must pay the estimated total function cost (unless the function room is re-booked in which case the Adelaide Meridien, in its discretion, may waive part of the cancellation fee).

## Catering & Guest Numbers Confirmation

To ensure the efficient running of your event, we require:

- All menu selections confirmed 14 days prior to your function
- All catering numbers and times are to be confirmed 4 working days prior to your function. This is the minimum number of guests that catering will be charged for, even in the event that fewer guests attend. Changes to scheduled catering times during your function are required within a reasonable time frame and made direct with the Functions Coordinator to ensure quality and freshness of food.
- Final accommodation room requirements must be confirmed 7 days prior to the event.
- The final rooming list must be provided 7 days prior to the event.
- If a reserved room is cancelled within 48 hours of arrival, one full nights' accommodation charge may apply.



# Event Terms & Conditions

## Function details

The prior approval of the Adelaide Meridien is required for:

- All plans for decorations that you propose to use during your event. These must be provided for approval at least 14 business days before your event.
- Attaching anything by nails, screws or adhesive in any way to any wall, door or other part of the Adelaide Meridien.
- The use of smoke machines, special balloon effects and/or pyrotechnics due to the effect on the Adelaide Meridien's smoke detectors. Should the Fire Brigade respond to an alarm, which has been set off by an unauthorised use of smoke machines, special balloon effects and/or pyrotechnics, you will be liable for any charges incurred.
- All deliveries to the Adelaide Meridien must be advised before delivery and must be delivered marked with the name and date of the event.

## Conduct of the function

Unless otherwise agreed by the Adelaide Meridien, your event must finish at the time specified. The Adelaide Meridien reserves the right to terminate your event if the Adelaide Meridien reasonably believes that your event is not being conducted in an orderly and lawful manner. The Adelaide Meridien has no responsibility to you for costs, damages or expenses that you incur in relation to the termination of your event.

The Adelaide Meridien may remove or deny entry to anybody being disruptive or acting in a disorderly manner.

You are not permitted to exceed any noise levels, which in the opinion of the Adelaide Meridien may disturb other guests or disrupt other operations.

## Circumstances beyond the control of the Venue & Venue Alterations

If the Adelaide Meridien is unable to provide the facilities (including function rooms & accommodation) or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the agenda due to circumstances beyond the Adelaide Meridien's control, the Adelaide Meridien is not responsible for any costs, damages or expenses that you may suffer or incur and reserves the right to substitute similar or comparable accommodation/venues for the function, which substitution shall be deemed by the patron as full performance under this agreement.

## Indemnity

As your hosts we take every possible care, however, you are responsible for and must indemnify the Adelaide Meridien for:

Loss or damage to the Adelaide Meridien arising out of your use, or any person attending the event and/or accommodation.

Loss, damage or theft of any merchandise brought into the Adelaide Meridien, or any goods that may be in the carpark, and any introduction of food to the event and the effect of it afterwards.

Any claims by any persons for loss, injury, death or damage of any kind arising from your use, or any persons attending the event and/or accommodation, which is caused or contributed to by your negligence or that negligence of the persons attending the event.

## Terms & Agency

Unless otherwise agreed, the party which signs these terms and conditions will be the party responsible for the payment of the event charge.

Certain functions may require specific guidelines that are not contained above. Whilst every attempt has been made to cover these, the Functions Coordinator will highlight any additional concerns.

Please read these terms and conditions carefully. If you do not understand any of the terms or have any questions, please discuss them with the Functions Coordinator or Manager. If you have read and understood the event and accommodation Terms and Conditions set out above and accept them, please sign the terms. In signing the terms, they are binding upon you. Please keep a photocopy for your records.

.....  
*Name & Position*

.....  
*Company Name*

.....  
*Signature*

.....  
*Meridien Functions Coordinator*

.....  
*Date*

.....  
*Date*

