

Adelaide Meridien Hotel & Apartments

2010 Conference Kit



21-39 Melbourne Street, North Adelaide SA 5006

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Email meridien@countryclubs.com.au



Property Overview

Property Features

- Fully licensed Cafe & Bar
- Outdoor Swimming pool
- Guest laundry
- 24-hour Reception
- 24-hour Room Service
- Sauna & Spa
- Wireless Internet Access
- Free secure car parking for house guests

Accommodation

Offering a variety of configurations across **95 rooms**, our **One Bedroom Suites** feature a separate lounge & bar area, with queen size bed & ensuite.

Executive Rooms feature either a king bed or 2 king single beds for twin share configuration. **1 & 2 Bedroom Apartments** are also available.

Accommodation Facilities

All accommodation rooms feature a 42" LCD TV, air-conditioning, mini bar, tea and coffee making facilities, **new i-Pod compatible alarm clocks**, iron and ironing board, hairdryer and most rooms have balconies facing Melbourne Street or overlooking the river Torrens through Adelaide.

<i>One Bedroom Suite</i>	
Single	\$135.00 per room/room only
Twin Share	\$140.00 per room/room only
<i>Executive Room</i>	
Single	\$150.00 per room/room only
Twin Share	\$155.00 per room/room only

Corporate Bed & Breakfast Package, includes deluxe plated cooked breakfast with your choice of tea, coffee or juice served in our restaurant.

<i>One Bedroom Suite</i>	
Single	\$155.00 per room
Twin Share	\$180.00 per room
<i>Executive Room</i>	
Single	\$170.00 per room
Twin Share	\$195.00 per room

Arrival / Departure

2.00pm Check-in / 11.00am Check-out

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



Conference Rooms

Our two large conference rooms can to be divided into four, giving the property the ability to offer a conference venue for individual requirements.

Conference Rooms	Size m ²	U-Shape	Cabaret	Classroom	Theatre Style	Banquet	Price
Meridien 1	47	12	12	12	20	18	\$180
Meridien 2	68	20	25	20	40	40	\$200
Meridien 3	68	16	28	20	50	40	\$220
Meridien 4	89.5	30	40	30	70	50	\$280
Meridien 1 + 2	115	32	45	45	100	70	\$320
Meridien 3 + 4	157	45	80	80	160	100	\$440

Capacity may be affected by set-up requirements

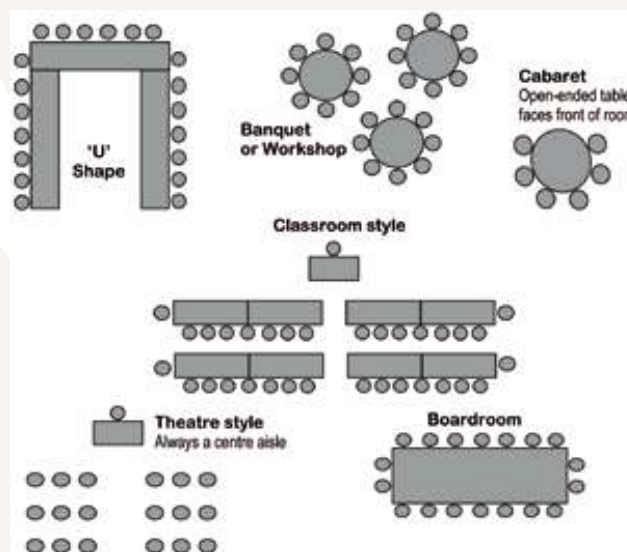
Equipment

The following equipment is **included** in the Room Hire cost

- Lectern & microphone on stand
- Screen
- Flip Chart (1 roll of paper included)
- Television
- VCR, DVD & CD Players
- Pens
- Overhead Projector
- Whiteboard (markers supplied)
- Electronic Whiteboard
- Display Tables
- Chilled Water & Mints

Additional Equipment

Any additional equipment required can be hired and billed to your account.



Breakfast, Refreshment Breaks & Lunch

Breakfast

Breakfast is served with filtered coffee, selection of teas and juice.

Deluxe Plated Breakfast \$24.00 per person
Served individually to your conference room

Morning & Afternoon Tea

Served to your conference room.

Morning & Afternoon Tea packages include a Selection of Teas and Filtered Coffee in addition to options below:

A Selection of Teas and Filtered Coffee Only \$3.50pp/per session

Morning OR Afternoon Tea Session \$7.50pp/per session
Refreshment break is served with 1 morsel selection

Tea and Coffee Package \$12.50 per person
Arrival Coffee, Continuous Tea & Coffee with biscuits served at both refreshment breaks.

Platinum Coffee Package \$16.50 per person
Arrival Coffee, Continuous Tea & Coffee plus 1 morsel selection at both breaks.

Lunch

Served to your conference room, unless otherwise stated.

Lunch packages include a seasonal fresh fruit platter, Selection of Teas, Filtered Coffee, Juice, Chilled Water & Jugs of Squash in addition to options below:

Lunch Menu 1 \$17.00 per person
An Assortment of baguettes & sandwiches (including vegetarian)

Lunch Menu 2 \$18.00 per person
A selection of cocktail pies, pasties and sausage rolls served with tossed garden salads.

Lunch Menu 3 \$18.00 per person
Homemade quiche, plus an assortment of sandwiches & tossed salad with balsamic dressing.

Buffet Lunch \$21.50 per person
Choice of two hot dishes served with jasmine rice, bread rolls and tossed garden salads. (*minimum 20 delegates*)

Dinner

All main meals are served with Seasonal Vegetables and Dinner Rolls. Tea & Coffee is served following dinner.

2 Course..... \$36.00 per person
2 Choices of Main & Dessert.

3 Courses..... \$41.00 per person
Soup, 2 Choices of Main, 1 Choice of Dessert

3 Courses..... \$45.00 per person
2 Choices of Entree, 2 Choices of Main, 2 Choices of Dessert.

*Please speak with Functions Coordinator for more information about additional menu course choice options. **Beverage & cocktail food packages available.***

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



Terms & Conditions

The **Adelaide Meridien Hotel & Apartments** ('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 total 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 & Public Holiday Surcharge

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. A labour surcharge of \$500 (Five Hundred Dollars) applies to all functions held on a South Australian or National Public Holiday.

BYO & Liquor Licensing Act

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

Price Variations, Pricing & GST

The prices and packages quoted in this Conference Kit are valid until 30 June 2011. 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 food & beverage, room hire (if applicable) equipment etc) is required 4 (four) 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. 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:

- **More than 30 days notice** – non-refundable 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 (Fourteen) days prior to your function
- All catering numbers and times are to be confirmed 4 (Four) 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 your function.
- If a reserved room is cancelled within 7 days of arrival, one full night's accommodation charge may apply.

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 (Fourteen) 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 by the Adelaide Meridien.
- All deliveries to the Adelaide Meridien must be advised before delivery and must be delivered marked with the name and date of the event.



Terms & Conditions

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 staff & management reasonably believe 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 Adelaide Meridien & 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 car park, 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.

Print Name:

Signature: Date:

On Behalf of: (Company)

Payment Method If paying by Credit Card, please record details below:

TOTAL COST OF FUNCTION INCLUDING DEPOSIT \$.....

DEPOSIT ONLY \$.....

EFT PRE PAYMENT If required, please contact the hotel for relevant bank details

Please be advised that the hotels requires either full pre-payment prior to your event, or payment on completion, before vacating the hotel premises.

Company accounts for invoicing can also be arranged prior to your event.

Visa

MasterCard

Bankcard

Amex

Diners

Name on Credit Card:

Card Number:/...../..... Expiry:/.....

Signature: Date:

