



Adelaide Royal Coach 2011/12 Conference Kit

Welcome to the **Adelaide Royal Coach**, on the fringe of the city overlooking beautiful Rymill Park. Our ★★★★★☆ property is conveniently located within walking distance of the National Wine Centre, Norwood Parade, Adelaide's Cosmopolitan East End Precinct and CBD.

Offering 3 main conference venues, business is a pleasure every time at the Royal Coach. Our primary function room, the Adelaide Room, has the capacity to cater for up to 160 for conferences or banquet dinners and our state-of-the-art Boardroom is the perfect option for meetings of up to 25 people.

Your delegates will stay in comfort in our 49 rooms, ranging from Standard & Family Rooms, to Executive and Spa Suites. For the enjoyment of our guests, the property features a heated indoor swimming pool, sauna and 24-hour room service.

There's no need to travel far with our fully licensed Terrace Restaurant open 7 days for breakfast & dinner and weekdays for lunch. The adjacent bar & lounge area is an ideal place to meet for a quiet drink after a hard day of conferencing and can also be utilised for pre-dinner drinks and canapés before your function.

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 Royal Coach

24 Dequetteville Terrace,
Kent Town SA 5067

Phone: (08) 8362 5676

Email: royalcoach@countryclubs.com.au

Property Overview

Property Features

- Fully licensed Terrace Restaurant & bar
- Indoor heated swimming pool
- Sauna
- Guest laundry
- 24-hour room service
- Wireless broadband Internet access
- 24-hour reception
- Free on site car parking for house guests

Accommodation

Offering a variety of configurations across the **49 rooms**, our Standard Rooms feature queen size beds, with the option of an additional single bed, sofa or rollaway for twin & triple share configuration. Family rooms offer additional bedding for children, Executive Rooms feature an archway through to a separate sitting area & our Spa Suites are a larger room with a 2-person corner spa bath in the ensuite.

Accommodation Facilities

- Flat screen TV with Foxtel
- Wireless Internet access
- Minibar
- Tea/coffee making facilities
- Clock radio
- Reverse cycle air-conditioning
- Hair dryer
- Direct dial phones
- Iron & ironing board
- Dry cleaning service
- Room service
- Electric blanket
- Spa bath (some room types)
- Separate sitting area (some room types)

<i>Standard Room</i>	
Single	\$135 per room
Twin Share	\$145 per room
<i>Executive Room</i>	
Single	\$155 per room
Twin Share	\$165 per room
<i>Spa Suite</i>	
Single	\$180 per room
Twin Share	\$185 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.

Porterage is available for large groups, if pre-arranged. A nominal charge applies.



Meeting Facilities

Day Delegate Package - starting from \$30pp, per day

- Includes arrival coffee & tea, chef's selection morning tea, baguette lunch & chef's selection afternoon tea

(Conference Room hire is additional)

Adelaide Room

The largest function space at our property, the Adelaide Room offers an abundance of natural lighting & shares a foyer area with the bar & lounge area, perfect for your registrations, refreshment breaks or pre-dinner canapés & drinks. The Adelaide Room is perfect for conferences & seminars, trade displays, banquet dinner or lunches & other functions.



Boardroom

With 2 large boardroom tables in the centre of the room, the Boardroom can comfortably seat 25 delegates & features a wall-mounted LCD television, ideal for laptop presentations. Offering natural lighting, the Boardroom is perfect for meetings & presentations, plus it can also be utilised as a breakout room for conferences being held in the Adelaide Room.



Terrace Restaurant

Situated at the front of the property, the Terrace Restaurant overlooks Dequetteville Terrace & beautiful Rymill Park. Adjoining the bar, the Terrace can also be utilised for private functions. Minimum numbers & some conditions apply for dinners.



Function Rooms	Size m ²	Board Room	U Shape	Cocktail	Theatre	Banquet	Price
Adelaide Room	185	30	40	160	140	140	\$330
Boardroom	48	25	-	-	-	-	\$230
Terrace Restaurant	102	30	25	130	100	70	\$280

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)
- Display tables
- Chilled water & mints



Additional Services

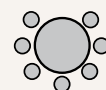
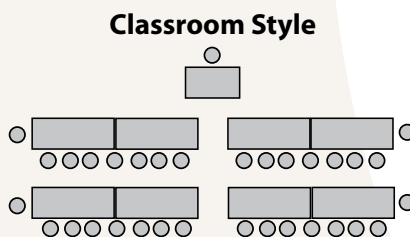
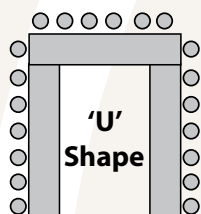
Additional equipment for hire:

Equipment	Cost
Wireless Internet access (per computer/per day)	\$10
Additional butchers paper (per roll)	\$15
Electronic whiteboard (per day)	\$45
Data projector (per day)	\$65
Lapel microphone (per day)	\$240

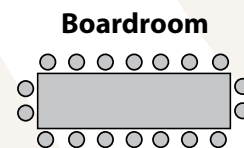
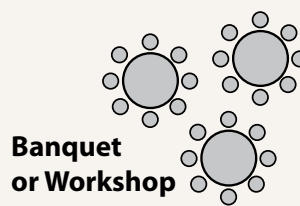
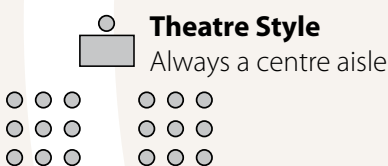
Additional audio visual support can be sourced & hired, upon your request, & billed to your final account.

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.



Cabaret
Open-ended table faces front of room



Corporate Massage

As an additional aspect of your conference agenda, why not consider the well-being of your delegates by adding a corporate massage. **Workflow Massage** specialise in corporate massage, having established a strong reputation in Adelaide & throughout the Fleurieu Peninsula. They would be pleased to provide their services on-site at the Royal Coach.

Corporate Table Massage

Massage is performed through clothing, with the aim to relieve any tension points & provide a little relaxation. Sessions can range from 10-30 minutes per delegate. For larger groups, massage can be provided by multiple therapists in a separate conference room, to be negotiated.

10 min session **\$13.00 per person**

Minimum 12 people, over 2 hour duration, based on 1 therapist.

30 min session **\$39.00 per person**

Minimum 4 people, over 2 hour duration, based on 1 therapist.

* Cost subject to change with decrease of numbers, or additional therapists required.

Information Sessions

Human Movement Specialist, Andrew Roesler, can provide a fun & interactive session to educate your delegates about good posture, stance, the importance of stretching & exercise for work & life in general.

5-9 delegates **\$15.00 per person**

10-19 delegates **\$13.00 per person**

20+ delegates **\$11.00 per person**

Please note that all massage sessions must be pre-booked at least 14 days prior to your conference.



Breakfast, Refreshment Breaks & Lunch

Breakfast

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

Served in Terrace Restaurant.

Continental Buffet Breakfast..... \$15.00 per person

Fully Cooked Buffet Breakfast..... \$22.00 per person

Served to your conference room. *(min. 20 delegates)*

Business Plated Breakfast..... \$15.90 per person

Morning & Afternoon Tea

Morning & afternoon tea packages include a selection of teas & filtered coffee in addition to options below:

Served to your conference room.

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

Bronze Coffee Package..... \$5.90 pp/per session

Morning **OR** afternoon tea served with biscuits.

Silver Coffee Package \$7.90 pp/per session

Morning **OR** afternoon tea served with 1 morsel selection.

Gold Coffee Package..... \$13.90 pp/per day

Morning & afternoon tea with 1 morsel selection at both breaks.

Platinum Coffee Package..... \$15.90 pp/per day

Arrival coffee, continuous tea & coffee plus 1 morsel selection at both breaks.

Lunch

Lunch packages include a seasonal fresh fruit platter, selection of teas, filtered coffee, juice, chilled water & jugs of squash in addition to options below:

Served to your conference room.

Baguette Lunch..... \$15.00 per person

An assortment of baguettes & sandwiches (including vegetarian).

Pizza or Lasagne Lunch..... \$16.50 per person

Your choice of either house-made pizza or lasagne, both served with garlic bread & fresh tossed salad with balsamic dressing.

Quiche Lunch..... \$18.00 per person

Homemade quiche, with soup of the day & bread rolls, plus an assortment of baguettes or sandwiches & fresh tossed salad with balsamic dressing.

Finger Food Lunch..... \$19.50 per person

Hot finger food with soup of the day & bread rolls, plus an assortment of sandwiches & fresh tossed salad with balsamic dressing.

Filo Lunch..... \$21.00 per person

2 flavours of filo pastry triangles, crusty bread & condiments & fresh Greek style salad with honey mustard dressing.

Pub Style Lunch..... \$23.00 per person

Meals served alternate drop: beef schnitzel with gravy, chips & salad or whiting with chips & salad. *(max. 50 delegates)*

Australian Cheese Board..... additional \$4.50 per person

Added to any of the above lunch packages.

Buffet Lunch *(min. 20 delegates)*

Choice of 2 Main dishes..... \$19.90 per person

Refer to current conference menu selections for more information about package inclusions & selections



Dinner & Beverages

Dinner (min. 20 delegates)

All main meals are served with seasonal vegetables & dinner rolls.
Tea & coffee is served following dinner.

2 Courses	\$35.00 per person
Alternate drop - 2 choices of Main & 2 choices of Dessert.	
2 Courses	\$38.00 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 Entrée, 2 choices of Main, 2 choices of Dessert.	
3 Courses	\$49.00 per person
3 choices of Entrée, 3 choices of Main, 2 choices of Dessert.	

Cocktail Food

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

1/2 Hour Duration or part thereof	\$7.90 per person
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*Platter prices for trade display functions etc available on application.
Please speak with our Functions Coordinator for further information.*

Refer to current conference menu selections for more information about package inclusions & selections

Beverage Packages

Standard Beverage Package:

2 hours	\$24.00 per person
3 Hours	\$28.00 per person
4 Hours	\$32.00 per person
5 Hours	\$36.00 per person

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

Premium Beverage Package 1.....additional \$2.00 per person

Includes Wirra Wirra Scrubby Rise Sauvignon Blanc & Shiraz, Fleur de Lys Chardonnay Pinot Noir Sparkling, Heavy & Light Tap Beer, Soft Drinks & Orange Juice.

Premium Beverage Package 2.....additional \$4.50 per person

Includes Jim Barry Watervale Riesling, Chapel Hill Unwooded Chardonnay, Rymill MC2 Merlot Cabernet, Fleur de Lys Chardonnay Pinot Noir Sparkling, Heavy & Light Tap Beer, Soft Drinks & Orange Juice.

Premium Beverage Package 3.....additional \$8.00 per person

Includes Hill Smith Estate Sauvignon Blanc, Taylors Cabernet Sauvignon, Wirra Wirra Church Block, NV Jansz, Heavy & Light Tap Beer, Soft Drinks & Orange Juice.

Standard Spirits Package:

2 hours	\$35.00 per person
3 Hours	\$40.00 per person
4 Hours	\$45.00 per person
5 Hours	\$49.00 per person

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

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 Royal Coach (ARC) 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

ARC 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 ARC within an agreed time period.
- You must return a signed copy of these terms and conditions to the ARC.

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 ARC 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 ARC. 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:

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 ARC, 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 ARC, 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 7 days of arrival, one full nights' accommodation charge may apply.



Event Terms & Conditions

Function details

The prior approval of the ARC 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 ARC.
- The use of smoke machines, special balloon effects and/or pyrotechnics due to the effect on the ARC'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 ARC.
- All deliveries to the ARC 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 ARC, your event must finish at the time specified. The ARC reserves the right to terminate your event if the ARC reasonably believes that your event is not being conducted in an orderly and lawful manner. The ARC has no responsibility to you for costs, damages or expenses that you incur in relation to the termination of your event.

The ARC 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 ARC may disturb other guests or disrupt other operations.

Circumstances beyond the control of the ARC & Venue Alterations

If the ARC 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 ARC's control, the ARC 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 ARC for:

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

Loss, damage or theft of any merchandise brought into the ARC, 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 of 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.

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Name & Position

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Company Name

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Signature

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ARC Functions Coordinator

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Date

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Date

