



# ADELAIDE ROYAL COACH FUNCTION KIT

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## *Welcome to the Adelaide Royal Coach*

On the fringe of the City, adjacent beautiful Rymill Park, the Adelaide Royal Coach is the ideal choice for your next function. Offering 3 main function rooms, we have a space to meet your needs, whether you wish to hold a small, intimate event or gala celebration. Guests are invited to 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 and sauna.

Whether you are planning a small or large event, 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 or please contact our Functions Coordinator who would be pleased to tailor your event to suit your requirements.



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## FUNCTION ROOMS

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### *The Adelaide Room*

The largest function space at our property, the Adelaide Room offers an abundance of natural lighting and shares a foyer area with the bar facility, perfect for your pre-dinner canapés and drinks. The Adelaide Room is perfect for a gala dinner or birthday celebration and with its own dance floor, it is the ideal room for any special occasion.

For exclusive use of the Adelaide Room a minimum of 40 guests applies with maximum of 160.



### *Terrace Restaurant*

Situated at the front of the property, the Terrace Restaurant overlooks Dequetteville Terrace and beautiful Rymill Park. With adjoining bar facility and jarra wood finishes, the Terrace Restaurant offers an open, relaxed space for your next event.

For exclusive use of the Terrace Restaurant a minimum of 40 guests applies with maximum of 70.



### *The Boardroom*

Recently opened, our Boardroom features a large central boardroom table, which can comfortably seat up to 27 guests. Offering natural lighting, the Boardroom is perfect for meetings & corporate functions by day and provides an intimate atmosphere for private dinners.

For exclusive use of the Boardroom a minimum of 15 guests applies with maximum of 27.



Our Functions Coordinator is happy to consult with you on the best use of the venue for your particular function. We are also pleased to discuss the use of any audiovisual equipment for your event if required.

**Room hire fees apply if minimum numbers are not reached.  
Room setups may affect capacities.**



## SET MENU LUNCH OR DINNER FUNCTIONS

With the finest service, superb facilities and a sensational location on the fringe of the city, our reputation and commitment to excellence is what will make your function memorable.

Our set menu options are designed for your individual needs, ensuring an enjoyable dining experience. Special dietary options are available upon request.

### *Menu 1*

**Three course set menu @ \$38.00 per person**

1 Soup, choice of 2 Main Courses & 1 Dessert

### *Menu 2*

**Three course set menu @ \$42.00 per person**

choice of 2 Entrées, choice of 2 Main Courses & choice of 2 Desserts

### *Menu 3*

**Two course set menu @\$36.00 per person**

choice of 2 Entrées & choice of 2 Main Courses, or  
choice of 2 Main Courses & choice of 2 Desserts

### *Menu 4*

**Alternate drop two course menu @ \$32.00 per person**

either 2 Entrées & 2 Main Courses, or  
2 Main Courses & 2 Desserts

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

## ADDITIONAL SET-MENU SELECTIONS

Additional choice of Entrée - Add \$4.00 per person

Additional choice of Main Course - Add \$5.00 per person

Additional choice of Dessert - Add \$3.50 per person

Additional Cheese & Greens Plate - Add \$4.50 per person

Pre-dinner Canapès - Add \$3.50 per person



## MENU SELECTIONS

### *Soup / Entree Selections*

#### **Pumpkin Soup**

Cream of pumpkin with roasted almond flakes

#### **Two Colour Soup**

Basil & tomato with roasted pumpkin & coriander, topped with sour cream

#### **Potato, Leek & Bacon Soup**

#### **Crispy Skin Chicken Salad**

Crispy skin chicken breast on gourmet lettuce with semi-dried tomato & balsamic vinegar dressing

#### **Spinach & Mushroom Tart**

Individual spinach & mushroom tart, topped with cheese

#### **Prawn & Avocado Salad**

Fanned avocado & prawns served with a tomato salsa & toasted pita bread

#### **Chicken Satay**

Chicken tenderloin marinated in Thai spices, served with pilaf rice & peanut sauce

#### **Chicken Fungi**

Succulent chicken pieces sautéed with mushrooms & onions, napped with a champagne volute & served in a puff pastry case

#### **Lamb Salad**

Warm lamb fillet with gourmet lettuce, roasted roma tomatoes & prosciutto served with balsamic vinegar dressing

#### **Vegetarian Cannelloni**

Topped with a tomato, herb & olive sauce with cheese

#### **Trout Dumpling**

Smoked trout risotto rolled and fried with horseradish, mustard cream with caper salsa

### *Main Course Selections*

#### **Macadamia Chicken**

Filled with avocado, roasted with macadamia nut & served with mango sauce

#### **Atlantic Salmon**

Grilled fillet served on a bed of mash potato & topped with mango & mint salsa

#### **Chicken Filo**

Fresh chicken breast filled with spinach & cream cheese, wrapped in filo pastry, baked until golden brown and served with whiskey garlic cream sauce

#### **Roasted Pork Loin**

Served on a potato rosti with traditional gravy

#### **Marinated Baked Fillet of Barramundi**

Served with a black pepper, caper and chive butter

#### **Char Grilled Vegetable Stack**

With grilled feta, seasoned in basil pesto & napoli sauce

#### **Lamb Wellington**

Tender lamb steaks topped with a mushroom paté wrapped in puff pastry & served with a creamy mushroom sauce

#### **Chicken Ballantine**

Boneless chicken pocketed with asparagus, wrapped in bacon & served with a rich hollandaise sauce

#### **Peppercorn Encrusted Roast Beef**

Roast beef served medium with a traditional gravy & Yorkshire pudding

#### **Angus Beef fillet\***

Served medium with a Swiss brown mushroom sauce  
\*Additional \$3.00 applies

### *Dessert Selections*

#### **Brandy Snap Basket**

Filled with fresh seasonal fruit, ice cream & raspberry coulis

#### **Individual Pavlova**

Marshmallow meringue topped with Chantilly cream & fresh seasonal fruit accompanied by a berry coulis

#### **Apple Strudel**

Country classic with a wonderful mix of ripe apples, sultanas & cinnamon, encased in crisp flaky pastry & served with vanilla ice cream

#### **Day Night Chocolate Mousse Cake**

Chocolate sponge with contrasting layers of dark & light mousse fillings, topped with chocolate ganache, served with Chantilly cream

#### **Berry Pudding**

Light & fluffy vanilla pudding with a cascading berry sauce, served with vanilla ice cream

#### **Brandy Alexander Profiteroles**

Golden profiteroles filled with fresh cream & drizzled with decadent brandy Alexander sauce

#### **Crème Caramel**

A light velvet custard drizzled with a toffee sauce

#### **Baked lemon Cheesecake**

Served with fresh cream & lemon zest



## COCKTAIL PLATTERS

### *Cold Selections*

#### **Two Dip Nibble Plate - \$40.00**

Chef's selection of dips served with toasted pita & vegetable crudités  
(Suitable for 20-30 people)

#### **Three Dip Nibble Plate - \$55.00**

Chef's selection of dips served with toasted pita & vegetable crudités  
(Suitable for 30-40 people)

#### **Anti Pasto Plates - \$50.00**

Includes a selection from the following items:

- Marinated Feta
- Olives
- Cold Cuts
- Greek Dolmades
- Sundried Tomatoes
- Dips (Tzatziki, Hommus)
- Vegetable Pickle

(Suitable for up to 20 people)

#### **Cheese Board - \$4.50 per person**

Assorted soft & hard cheese, nuts & dried fruit.  
(For a full platter based on number of guests)

#### **Fresh Fruit Platter - \$55.00**

(Suitable for up to 50 people)

#### **Assorted Sandwich Platter - \$5.50 per person**

(For a full platter based on number of guests)

#### **Mixed Cold Platter - \$89.00 per platter**

Includes a selection of 4 items from the following:

- Melon Balls with Prosciutto
- Rare Beef on Volkhorn with Horseradish
- Smoked Turkey & Asparagus Fingers
- Tomato & Basil Bruschetta
- Beef Pastrami with Char Grilled Vegetable Relish
- Peppered Kangaroo with Chilli Glaze Jam
- Smoked Salmon with Cream Fraiche
- Bocconcini & Tomato Skewers with Basil Oil
- Turkey & Mango Chutney Lettuce Parcel
- Cucumber Rounds with Smoked Salmon
- Asparagus Spears with Prosciutto
- Guacamole Rolls

(Approx 40 pieces on cold platter)

### *Hot Selections*

#### **Hot Cocktail Platter - \$90.00 per platter**

Includes a selection of 4 items from the following:

- Mini Spring Rolls
- Italian Meatballs
- Cocktail Pies, Pasties & Sausage Rolls
- Mini Triangle Samosa
- Cocktail Frankfurts
- Mini Quiches
- Mini Dim Sims
- Salt & Pepper Squid
- Battered Prawn Tails
- Deep Fried Wontons
- Chicken Drumettes in Spicy Batter

#### **Homemade Gourmet Platter - \$93.00 per platter**

Includes a selection of 4 items from the following:

- Homemade Curried Chicken Pies
- Caramelised Onion & Bacon Mini Quiches
- Thai Fish Cakes
- Homemade Vegetarian Pasties
- Homemade Cocktail Tartlets
- Corn & Potato Fritters
- Spinach & Dill Pies with Ricotta & Feta Cheese
- Potato Baskets with Cheese
- Chicken Quesadillas
- Sundried Tomato, Pesto & Roasted Chicken Mini Pizza
- Peppered Roast Beef & Mushroom Pies

#### **Deluxe Platter - \$99.00 per platter**

Includes a selection of 4 items from the following:

- Grilled Prawns wrapped in Bacon
- Salt & Pepper Prawn Sticks with citrus Aioli
- Tomato, Basil & Goats Cheese Tartlets
- Beef Encroute with Glazed Onions
- Grilled Oyster with Lime & Chilli Glaze
- Chicken Shashlik with Peanut Sauce
- Thai Beef Salad in Cucumber Cups
- Ham & Mushroom Croquettes
- Vietnamese Prawn Cold Rolls
- Sweet Potato Rosti
- Spanish Style Beef Kebabs
- Smoked Salmon Rolls
- Mushroom Risotto Fritters
- Herbed Mussel Tartlets
- Chicken Caesar Salad served in a Wonton Cup
- Marinated Vegetable Roulade Bruschetta

(Approx 40 pieces on each hot platter)



## CARVERY MENU

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**\$33.00 per person**

(Minimum numbers of 35 people)

### **Soup – chef's choice of 2**

Cream of Butternut Pumpkin  
Cream of Chicken & Baby Corn  
Italian Minestrone with Grated Parmesan  
Traditional Country Vegetable  
Potato, Leek & Bacon  
Cream of Mushroom

### **Entree – chef's choice of 3**

Tuna Mornay  
Sweet & Sour Pork  
Veal Ravioli with Neapolitan Sauce  
Spaghetti & Meatballs  
Tempura Battered Fish in Honey Glaze  
Penne Pasta with Carbonara Sauce  
Vegetarian Ravioli with Sun-Dried Tomato Cream Sauce  
Chicken Meatballs with Florentine Sauce  
Chicken Satay with Peanut Sauce  
Seafood Mornay  
(Entrees served with steamed rice)

### **Hot Roast – chef's choice of 2**

Rolled Leg of Lamb with Rosemary  
Mustard Crusted Roast Beef  
Rolled Leg of Cracked Pork with Apple Sauce  
Roasted Breast of Turkey with Cranberry Sauce  
(Served with roast potatoes and seasonal vegetables)

### **Salads – 4 assorted salads**

#### **Desserts**

**(Chefs selection of 5-6 desserts)**

Crème Caramel, Chocolate Mousse, Fruit Pavlova  
Chocolate Éclairs, Fruit Salad & Cream, Cheesecake,  
Fruit Flans, Lemon Meringue Tartlets & Assorted Gateau  
Selection of Tartlets & Cheesecakes

#### **Tea & Coffee**

Note: Menu is subject to change. For groups of more than 50 people a smorgasbord menu is available, extra charges may apply. Seafood options are also available, please speak to the Functions Coordinator.



## BEVERAGE PACKAGES

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### *Standard Beverage Package*

- 2 Hours @ \$18.00 per person
- 3 Hours @ \$24.00 per person
- 4 Hours @ \$28.00 per person
- 5 Hours @ \$32.00 per person

Includes: House Sparkling, White & Red Wines, Tap Beer, Soft Drinks and Orange Juice.

### *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, Tap Beer, House Bundy, Gin, Vodka, Whisky & Brandy, Soft Drinks and Orange Juice.

### *Premium Beverage Package*

#### **Premium Beverage Package 1 - Additional \$2.00 per person**

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

#### **Non-Alcoholic Beverage Package - Deduct \$7.00 per person**

(Only applies to hour packages)

#### **Add ½ hr pre-dinner drinks to your package - additional \$7.50 per person**

Includes House Sparkling, White & Red Wines, Heavy & Light Tap Beer, Soft Drinks and 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

The prices quoted in this Function Kit are valid until 30 June 2012.

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. Prices and Menus within this Kit are subject to change.

### 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 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.

\_\_\_\_\_  
**Name & Position**

\_\_\_\_\_  
**Group / Company Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**ARC Functions Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**