



John Pirie Motor Inn 2011/12 Conference Kit

Renowned for its country hospitality and built to a traditional Colonial style, the ★★★☆ **John Pirie Motor Inn** is set in landscaped gardens, conveniently located at the entrance to the Port Pirie township from Adelaide. Only a short 2½ hours from Adelaide, Port Pirie forms part of the Upper Spencer Gulf Triangle of cities and is the gateway to the 'Great Southern Flinders Ranges'.

Offering 43 quality rooms ranging from the 3½ star Standard & Family Rooms to 4 star Executive & Spa Suites, the John Pirie Motor Inn has accommodation to suit even the most discerning business person and those wanting a little added luxury.

Enjoy sumptuous cuisine in JP's Restaurant, featuring an extensive wine list from the Clare Valley and surrounding regions.

With an abundance of natural light, JP's and the adjoining Conference Room are both ideal conference, meeting and seminar venues and your delegates will enjoy a wide range of snacks, meals and beverages throughout your function. Our casual alfresco area adjacent the restaurant is the perfect spot for your refreshment breaks.

During your stay, enjoy the property's leisure facilities, including swimming pool, lawned BBQ area and licensed bar.

Whether small or large, leave your conference, function or corporate event in our dedicated hands and our staff will ensure a unique and successful event and a comfortable, enjoyable stay in Port Pirie. More information is contained within this kit, and our Functions Coordinator would be pleased to tailor a quote to suit your requirements.

John Pirie Motor Inn



John Pirie Motor Inn

166-172 Warnertown Road,
Port Pirie SA 5540

Phone: (08) 8632 4200

Email: pirie@countryclubs.com.au

Property Overview

Property Features

- JP's licensed restaurant & bar
- Outdoor swimming pool
- Picturesque BBQ lawn area
- Guest laundry facilities
- Dry cleaning service
- Room service
- Wireless Broadband Internet access
- Secure off-street parking adjacent rooms
- Manager on duty 24-hours
- Disabled guest facilities
- Alfresco dining area

Accommodation

Our **43 Rooms** feature Double or Queen Size beds & ensuite bathrooms. Some room types have additional single bed/s for twin & triple share configuration with the capacity to sleep up to 70 people comfortably at the property.

Accommodation Facilities

- Digital LCD television
- Austar TV
- Wireless Internet access
- Minibar
- Tea/coffee making facilities
- Alarm clock
- Reverse cycle airconditioning
- Hair dryer
- Direct dial phone
- Iron & Ironing board
- Table & chairs
- Electric blanket
- Room service
- Spa bath (some room types)
- Separate bedroom area (some room types)

<i>Standard Room</i>	
Single	\$135.00 per room
<i>Executive Room</i>	
Single	\$144.00 per room
<i>Spa Room</i>	
Single	\$162.00 per room



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

Arrival / Departure

2.00pm Check-in.
10.30am 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

Conference Room

The Conference Room is situated adjacent to the main building & restaurant, offering natural lighting & direct access to outdoors - perfect for coffee breaks & lunches. Often utilised for Board Meetings, Training Seminars & Workshops, it is also ideal as a breakout room for larger conferences being held in JP's.

JP's Restaurant

For larger functions, conferences, private lunches & dinners, JP's provides a vast space with natural lighting & is adjacent the Alfresco dining area.

Function Rooms	Size m ²	Board Room	U Shape	Classroom	Theatre/Cocktail	Banquet/Workshop	Price
Conference Room	38.7	24	20	18	30	24	\$140
JP's Restaurant	82	40	36	40	100	50	\$300

Capacity may be affected by set-up requirements.

Equipment

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

- Screen
- Flipchart (paper & markers supplies)
- Whiteboard (markers supplied)
- DVD player
- TV/VCR
- Overhead projector
- Wireless Internet access
- Telephone/fax/modem ports
- Clothed display tables
- Chilled water & mints

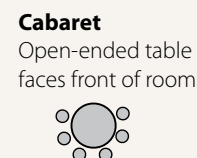
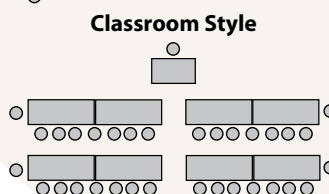
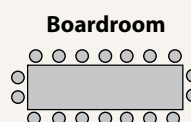
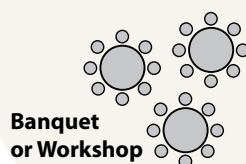
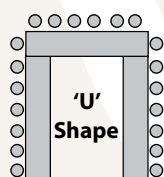
The following equipment is available on-site with prior arrangement - charges apply:

- Portable data projector
- Electronic whiteboard
- Lectern & roving microphone

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



Recreational Activities

The following can be arranged by the John Pirie Motor Inn to make your conference more memorable:

- Take a tour of the Port Pirie Historical Museum
- Visit the Port Augusta Outback Tourist Centre
- Visit the beautiful Germain Gorge
- Tour nearby historic towns & discover early SA heritage
- Shop at quaint country art & craft galleries
- Organise a fun Ambrose style golf tournament
- Enjoy a relaxed BBQ by the pool



Breakfast, Refreshment Breaks & Lunch

Day Delegate Price - starting from \$28 pp/per day

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

(Conference Room hire is additional)

Breakfast

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

Served in JP's Restaurant: 7am-9am daily.

Continental Buffet Breakfast \$15.00 per person

Cooked Buffet Breakfast \$25.00 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. (min. 10 delegates)

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

Bronze Coffee Package \$5.00 pp/per session

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

Silver Coffee Package \$8.50 pp/per session

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

Gold Coffee Package \$14.50 pp/per day

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

Platinum Coffee Package \$16.50 pp/per day

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

Jugs of soft drink \$10.90 per jug

Lunch

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

Served to your conference room.

Sandwich Lunch \$11.90 per person

An assortment of meat & salad fillings.

Baguette Lunch \$14.90 per person

An assortment of gourmet fillings.

Finger Food Lunch \$16.90 per person

A selection of cocktail items including mini pies, pasties, sausage rolls, Asian pastries, mini spring rolls, samosas, money bags, dims sims & mini quiches.

BBQ Lunch \$29.50 per person

Sit back & let our chef cook for you - steak, chicken kebabs, sausages, patties, onion, potato, choice of 3 salads, breads & condiments.

Cheese Platter \$9.90 per person

Sit down lunches & set menus available on request.



Dinner & Beverages

Dinner *(min. 20 delegates)*

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

2 Courses **\$31.00 per person**
2 choices of main & 1 choice of dessert.

3 Courses **\$38.00 per person**
Soup, 2 choices of main, 2 choices of dessert.

3 Courses **\$46.00 per person**
Soup or 1 choice of entrée, 3 choices of main, 2 choices of dessert.

Additional Selections

Extra Choice of Entrée or Dessert **\$6.00 per selection**

Extra Choice of Main Course **\$7.00 per selection**

Pre Dinner 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 **\$12.00 per person**

Full Cocktail Dinners/Functions are available - please speak with our Functions Coordinator for further information.

The John Pirie Motor Inn can cater for all range of Dietary requirements however please ensure that we are informed prior to the event.

Beverage Packages

Standard Beverage Package:

2 hours **\$22.00 per person**

3 Hours **\$29.00 per person**

4 Hours **\$37.00 per person**

Additional Hour or Part thereof **\$9.00 per person**

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

Additional packages available on request.

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

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

The John Pirie Motor Inn 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 John Pirie Motor Inn may disturb other guests or disrupt other operations.

Circumstances beyond the control of the John Pirie Motor Inn & Venue Alterations

If the John Pirie Motor Inn 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 John Pirie Motor Inn's control, the John Pirie Motor Inn 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 John Pirie Motor Inn for:

Loss or damage to the John Pirie Motor Inn arising out of your use, or any person attending the event and/or accommodation.

Loss, damage or theft of any merchandise brought into the John Pirie Motor Inn, 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.

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Name & Position

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Company Name

.....
Signature

.....
JPMI Functions Coordinator

.....
Date

.....
Date

