

ADELPHI ROOM

Conference Packages

Our refurbished function room is well equipped for small to medium groups requiring conference facilities. Whether you require conference or meeting facilities for a full day, hours or just a morning tea, we can tailor a package to suit your needs. Accommodation can be found within walking distance as we are located in the heart of Ballarat.

Facilities

The Golden City Hotel conference and function room offers the latest in conference and presentation technology. Featuring, large pull down screen with in-built data projector, power point presentation terminals, internet access, electronic whiteboard, flipcharts and overhead projector.

Catering

With our renowned quality of food and innovative team of chefs you and your guests can be assured of meals and catering that is of a high standard. Morning and afternoon teas can be catered for on our balcony overlooking Sturt Street with espresso coffee being served from our newly equipped bar.

Room Layout

With small to medium groups in mind the conference room can accommodate up to 50 people theatre style, 25 people boardroom style and 20 people horseshoe. Cocktail parties can also be catered for after the conference or as a function all on its own, with the room being able to hold 80 people inside plus the balcony area.

About Us

The Golden City Hotel was built in 1856 and originally named the Adelphi Hotel. Since its first opening the hotel has seen many changes including the transformation to a café-bar in December 1996. We no longer see ourselves as a traditional hotel, but have moved with the times to provide a comfortable, safe environment where persons of any age can enjoy a coffee, wine or beer together with good affordable food. Our most recent renovation is that of the Adelphi Room and Zillie's room to accommodate functions from birthdays to conferences with the latest technology



Conference Requirements

Name of business & Account details:.....

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Type of Function:..... Number of Delegates:.....

Function Date:..... Time:.....

Room Layout:.....

Room Charge: ½ day @ \$90 Full day @ \$150

Equipment Requirement:

- Pens
- Note-pads
- White board
- White board markers
- Flip Chart
- Electronic Whiteboard
- A4 paper for Whiteboard
- Data Projector
- CD/DVD Player
- Internet Connection @ metered charge
- Overhead projector – price on application

Please note- a lap top computer is not provided for use of data projector or PowerPoint presentations

Photocopying and facsimile facilities are available.

All sessions are provided with iced water and mints

Additional Requirements:

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Catering Requirements

Breakfast Options

\$18.00 per person

- Coffee & Tea –30+ delegates
- Assorted cereal with milk
- White & Multigrain Toast
- Fruit Salad
- Assorted Juice

Hot cooked breakfast also available upon request

Morning & Afternoon Tea Options:

\$9.00 per person

- Coffee & Tea –30+ delegates
- Biscuits – Home-made
- Slices/Cakes

Lunch Options:

\$17/person Options:

- Gourmet Sandwiches with variety of fillings
- Tortilla wraps with variety of fillings
- Focaccia Bread with variety of fillings

Platter Options:

- | | | |
|---|--|---|
| <input type="checkbox"/> Fruit Platter | <input type="checkbox"/> Small - \$30.00 | <input type="checkbox"/> Large - \$50.00 |
| <input type="checkbox"/> Sandwich Platter | <input type="checkbox"/> Small - \$50.00 | <input type="checkbox"/> Large - \$80.00 |
| <input type="checkbox"/> Cheese Platter | <input type="checkbox"/> Small - \$40.00 | <input type="checkbox"/> Large - \$50.00 |
| <input type="checkbox"/> Antipasto Platter | <input type="checkbox"/> Small - \$70.00 | <input type="checkbox"/> Large - \$120.00 |
| <input type="checkbox"/> Dips, Bread & Crackers Platter | <input type="checkbox"/> Small - \$35.00 | <input type="checkbox"/> Large - \$55.00 |

- A la carte lunches from our cafe menu are also available and are served in the Café-Bar or, weather permitting, on our balcony.
- Post conference drinks and savouries are available on the balcony overlooking Sturt Street.
- 2 and 3 course set menu's are available for dinner options as well as our extensive a-la-carte café menu.

Function Room Guidelines Conditions of Hire "Use"

Thank you for choosing to have your function at the Golden City Hotel. To ensure that your function is enjoyable, we ask that the following guidelines and conditions of use be adhered to.

Persons under the age of 18 years may attend but cannot, by law, consume any alcohol on these premises, whether or not accompanied by a parent or guardian.

The inside areas are to remain smoke free and provisions will be made on the balcony area only for smokers.

In accordance with our Food Safety Plan no food items are to be brought onto the premises.

Intoxicated and/or offensive behaviour will not be tolerated. Management reserves the right to refuse service and/or entry.

No alcohol purchased outside the premises is to be consumed on the premises. Management will confiscate any BYO alcohol.

Liquid and projectiles coming over balcony edge will not be tolerated. Persons found doing so will be kindly asked to leave.

A deposit of \$250 is required within 7 days of booking. – **"No Refunds"**

A minimum spend of \$2000 is required for all functions on Friday and Saturday nights.

All charges (except Bar tabs and business invoices) are to be paid in full one week prior to the function when confirmation of numbers is made.

All decorations are to be temporarily affixed. We ask that you use blu-tac, not sticky tape.

***Damages** – Any property or equipment damage caused by guest patrons will be invoiced at the cost of repair.

Our aim is to provide all patrons with a safe environment to be enjoyed by all. If our management feels that any of the above conditions are not being met, we reserve the right to close the function. Thank-you for your co-operation.

Name:

Signature:

Date:

