



# CORPORATE *events*



# WELCOME

TO AN EXCEPTIONAL CORPORATE FUNCTION AND EVENTS FACILITY  
LOCATED ON THE SOUTHERN EDGE OF ADELAIDE'S CBD

Boasting spectacular views with access to the South Parklands, Adelaide Pavilion is a unique event facility for 20 to 260 guests.

With two designated event spaces, each featuring floor to ceiling fenestration allowing panoramic views of the surrounding gardens, we offer versatile room layouts to accommodate a variety of corporate and social events.

Custom event packages are available to ensure your corporate event is a success.

Adelaide Pavilion is committed to delivering the best quality food, beverages and service to deliver a successful function for you and your guests. We are happy to discuss budgetary requirements and can tailor a package to best suit your needs.

We look forward to welcoming you to our venue.

CONFERENCES

LUNCHEONS

WORKSHOPS

AWARDS NIGHTS

GALA DINNERS

EXHIBITIONS

MEETINGS

SPEAKER EVENTS

THEATRE SHOWCASES

PRODUCT LAUNCHES

*...and so much more!*

# OUR VENUE

Adelaide Pavilion is located within Adelaide's stunning Veale Gardens, offering flexible corporate function facilities.

Boasting two distinct event spaces, our customisable spaces can be configured to accommodate business breakfasts, working lunches, keynote speakers, private dinners, Q&A sessions, engaging presentations, conferences and more.

Both function rooms are graced with natural lighting and spectacular views of the Southern Parklands.

Facilities include cost effective options for use of our in-house AV equipment including screens, lectern & microphone and a range of wireless microphones. Wi-Fi is also available upon request.

Complimentary onsite parking is available with approximately 80 parking bays subject to on the day availability.

Tailored corporate packages are available to ensure your event is a success and we are committed to delivering a seamless experience for you and your guests.

*'You can't  
fault this  
venue and  
the experience  
it comes with!'*



# THE PARKVIEW ROOM

With capacities ranging from 80 to 250 guests banquet style and up to 260 cocktail style, our Parkview Room is perfect for larger corporate affairs.

Overlooking the Southern Parklands, you and your guests will love the open plan layout and bright airy feel of this beautiful space.



ROOM SETUP	CAPACITY
Banquet	230
Cabaret	180
Cocktail	260
Theatre	250
U-Shape	45
Boardroom	55
Classroom	100

*Something else in mind?  
Contact our Event Team today!*

## ROOM FEATURES

- + Climate controlled reverse cycle A/C
- + Variable lighting
- + Panoramic floor to ceiling windows
- + Carpeted flooring with parquetry dance floor
- + Partition wall dividers [on request]

**Room Size** | 263sqm

**Ceiling Height** | Variable 4mH



# THE TERRACE ROOM

For smaller groups of up to 80 guests banquet style or 150 guests cocktail style, The Terrace Room offers panoramic views of the idyllic Veale Gardens with doors opening to a gorgeous alfresco area.



ROOM SETUP	CAPACITY
Banquet	100
Cabaret	80
Cocktail	150
Theatre	90
U-Shape	35
Boardroom	40
Classroom	30

*Something else in mind?  
Contact our Event Team today!*

## ROOM FEATURES

- + Climate controlled reverse cycle A/C
- + Alfresco area
- + Panoramic floor to ceiling windows with blinds
- + Grey tone epoxy coat flooring

**Room Size** | 160sqm

**Ceiling Height** | Variable 6-7mH





## *Dietaries*

Our Team have accommodated for the most challenging of dietary requirements and can expertly cater for all special diets.

Although we cater to those with food allergies, we cannot guarantee food is allergen free.

Guest dietary requirements must be advised when confirming final guest numbers for your event.



# CATERING & SERVICE

In a state famous for its wineries and local produce, our dedicated Team of experienced Chefs take pride in showcasing a menu offering that boasts fresh and seasonal produce.

Our packages include everything from breakfast and morning tea service, creative canapés, buffet lunches, delectable dishes for seated dining and freshly baked house-made specialties for your enjoyment.

All this will be served by our professional Front of House Team who strive to deliver a memorable guest experience.

# BREAKFAST

## FROM *\$30pp\**

MINIMUM 25 GUESTS | 2 HOUR SERVICE

### CONTINENTAL BREAKFAST

## \$30pp

*A buffet breakfast served  
to a station for guests to  
help themselves*

#### INCLUDES:

**Sliced Fresh Fruit**

**Assorted Sweet Muffins**

**Ham & Cheese Croissants**

**Toast**

Served with assorted preserves

**Yoghurt**

Served with muesli and honey

#### **BEVERAGES | 2 Hour Service**

Continuous orange juice, filtered water  
and freshly brewed coffee and tea

### HOT PLATED BREAKFAST

## \$32pp

*Individual hot plated breakfast  
served to your guests*

#### CHOOSE ONE (1) OF THE FOLLOWING:

##### **Full Breakfast**

Scrambled eggs with bacon, grilled  
tomato, gourmet sausage and toast

##### **Sourdough Eggs Benedict**

Toast topped with ham,  
poached egg and hollandaise sauce

##### **Spanish Tortilla**

Served with smoked salmon OR  
fresh mushrooms

#### **BEVERAGES | 2 Hour Service**

Continuous orange juice, filtered water  
and freshly brewed coffee and tea

*Looking for more?*

Add extras from our Morning / Afternoon Tea selections.

# MORNING / AFTERNOON TEA SELECTIONS

CHOOSE FROM A VARIETY OF OUR DELICIOUS  
SELECTIONS FOR YOUR MORNING  
AND / OR AFTERNOON TEA

BEVERAGE SELECTIONS	\$ PER PERSON
Freshly brewed coffee and assorted teas – ½ Hour Service	\$ 6.50pp
Freshly brewed coffee and assorted teas – All Day Continuous	\$17.50pp
Orange Juice or Soft Drinks	\$ 4.50pp
HOUSE MADE BAKED SELECTIONS	\$ PER PERSON
Muffins	\$ 5.50pp
Banana & Date Loaf	\$ 5.50pp
Chocolate Brownies	\$ 5.50pp
Carrot Cake	\$ 5.50pp
Scones with preserves and whipped cream	\$ 5.90pp
Spinach & Ricotta Triangles	\$ 5.90pp
Ham & Cheese Croissants – variations available on request	\$ 5.90pp
ADD ONS	\$ PER PERSON
Biscuits – an assortment of classic favourites	\$ 3.00pp
Assorted Danishes	\$ 5.50pp
Sliced fresh seasonal fruit platters	\$ 6.50pp

# LUNCH OPTIONS

## FROM *\$18.90pp\**

*Standard*

### FOCACCIA LUNCH

**\$18.90pp**

Focaccia filled with scrumptious meat and vegetable fillings

+ Delicious cocktail sized savoury pastry

### GOURMET SALAD LUNCH

**\$18.90pp**

\*\*\*Chef's Selection\*\*\* of salad

+ Leafy green salad

Served with bread rolls and butter

### LOW CARB LUNCH

**\$24.00pp**

\*\*\*Chef's Selection\*\*\* of a selection of wraps filled with scrumptious combinations of meats, vegetables and salad fillings with condiments to suit

+ Soup **OR** Frittata \*\*\*Select One\*\*\*

+ Gourmet Salad (v) \*\*\*Chef's Selection\*\*\*

*A little bit more*

### LUNCH BUFFET

**\$40.00pp**

(Example menu)

Asian Beef Salad | Succulent beef dressed in a South East Asian dressing on a bed of salad

+ Spinach & Ricotta Ravioli | With Napolitana sauce

+ Tuscan Chicken | With Aioli

+ Garden Salad

+ Gourmet Salad \*\*\*Chef's Selection\*\*\*

+ Bread Rolls | With butter

+ Fresh seasonal fruit platter

+ Local cheese selection | With seasonal greens

### HOT WORKING LUNCH

**\$40.00pp**

ALTERNATELY SERVED

Two (2) pre-selected main course meal choices from our Main Menu selections.

+ Bread rolls

+ Seasonal vegetables

*Looking for more?* Add extras to your lunch offering:

#### HOT +\$5.90 PER PERSON, PER SELECTION

- Fish goujons
- Crumbed chicken tenderloins
- Spinach and ricotta triangles

#### COLD +\$6.50 PER PERSON, PER SELECTION

- Sliced fresh seasonal fruit platters
- Cheese and Greens platter with crackers

# BANQUET PACKAGES

## FROM *\$50pp\**

CORPORATE LUNCH OR DINNER EVENTS

### *Two Course*

OPTION 1 | SET MENU  
MAIN + DESSERT

**\$50.00pp**

MAIN | One selection

DESSERT | One selection

OPTION 2 | SET MENU  
ENTRÉE + MAIN

**\$55.00pp**

ENTRÉE | One selection

MAIN | One selection

### *Three Course*

OPTION 3 | SET MENU  
ENTRÉE | MAIN | DESSERT

**\$63.00pp**

ENTRÉE | One selection

MAIN | One selection

DESSERT | One selection

Includes freshly brewed coffee and tea

OPTION 4 | ALTERNATE MENU  
ENTRÉE | MAIN | DESSERT

**\$73.00pp**

ENTRÉE | Two selections

MAIN | Two selections

DESSERT | Two selections

Includes freshly brewed coffee and tea

*Looking for more?*

Tailor any of our packages with additional course options.

**Contact our Event Team to discuss.**

- ADD ENTRÉE CHOICE **+\$5.00pp**
- ADD MAIN CHOICE **+\$7.00 pp**
- ADD DESSERT **+\$4.00pp**
- **OPTION 3 OR 4 ONLY** | ADD SOUP **+\$10.00pp**

# ENTRÉE SELECTIONS

ENTRÉE SERVED WITH DINNER ROLLS & BUTTER

## THAI PUMPKIN SOUP

A thick pumpkin soup, flavoured  
with coriander, lemongrass  
and a touch of chilli

## POTATO, BACON & LEEK SOUP

A traditional thick and creamy  
potato and leek soup, with  
chunky bacon pieces

## CAPRESE PLATE

Fior di Latte – tomato – basil – pear  
– white balsamico – vin cotto – crostini

## SPINACH & RICOTTA RAVIOLI

Pillows of pasta filled with spinach  
and ricotta served with traditional  
napolitana sauce topped with  
freshly shaved parmesan

## BEEF RAGU

Orecchiette pasta with traditional  
slow cooked beef and pork sauce  
topped with parmigiano

## CHICKEN TORTELLINI

Italian chicken dumplings –  
rose sauce – basil – pecorino

## SALT & PEPPER CALAMARI

Served with mixed greens and lime  
and coriander dressing

## SMOKED SALMON & AVOCADO TIMBALES\*

Served with greens and lemon  
garlic dressing

## NT BARRAMUNDI

Leek pilaf – lemon – dill – rocket

## BEETROOT SALAD

Lentils – pearl barley – almond –  
pinenuts – goat cheese – vinaigrette

## PRAWN & AVOCADO SALAD\*

An avocado cheek and ocean fresh  
prawns, served with either:

\*\*\*Select One Only\*\*\*

- Tangy Lime And Dill Vinaigrette
- OR

- Marie Rose Sauce

## LEEK & FETA TART

Shortcrust pastry shell filled with  
leek, feta and caramelised onion  
seasoned with thyme and served  
warm with fresh salad greens

## MUSHROOM ARANCINI

Porcini – swiss brown – parmesan  
–tomato coulis – bitter greens

## BEEF MEDALLIONS

Succulent Moroccan spiced beef  
fillet served with rosemary and  
garlic sweet potatoes

## BAKED BISTILLA

Layers of sliced char-grilled chicken  
breast, eggplant, almond and cinnamon  
wrapped in filo pastry, oven baked  
and served on tomato coulis

## LEMON CHICKEN A LA GRECQUE

Tender thigh fillet marinated and  
served on a bed of salad

## THAI CHICKEN SALAD

Marinated sliced chicken breast  
and garden fresh greens tossed in  
lime, ginger and coriander dressing

## PORK BELLY

South Australian roasted pork  
belly served on pumpkin and sweet  
potato puree drizzled with warm  
honey balsamic glaze

\*Selections incur a \$3.50 surcharge  
Menu subject to seasonal changes

# MAIN SELECTIONS

## MAIN SERVED WITH SEASONAL VEGETABLES

### FILLET STEAK

*-Served Medium-*

Served with potato dauphinoise,  
served with either:

\*\*\***Select One Only**\*\*\*

- Light red wine jus  
**OR**
- Light cream pepper sauce

### LAMB SHANKS

Red sauce, rosemary, thyme,  
mirepoix, dry sherry, pommes puree

### PORK FRENCH CUTLET

Char-grilled served with Beurre  
Maitre d'Hôtel on a bed of  
apple and fennel slaw

### CHICKEN PASSANDA

Tender chicken thigh fillet in a fragrant  
almond & yoghurt curry served  
with rice and eggplant

### SUPREME OF CHICKEN

Crispy skin chicken breast served with  
brie and mustard cream sauce  
and pangrattato

### CHICKEN MÉDITERRANÉE

Marinated spiced thigh fillet served with  
banquet of Mediterranean vegetables

### CHICKEN MIGNON

Tender chicken breast wrapped in bacon  
and served with mushroom sauce

### LEMON HERB NT BARRAMUNDI

Fillet of barramundi oven baked with  
herbs, drizzled in a lemon and extra  
virgin olive oil dressing

### CRISPY ATLANTIC SALMON

Tender grilled salmon, served with  
greens and lemon and dill aioli and  
roast baby potatoes

VEGETARIAN OPTIONS AVAILABLE ON REQUEST  
Menu subject to seasonal changes

*For the  
kids*

UNDER 12 YEARS

### OPTION 1 MAIN & DESSERT

Crumbed chicken tenderloins  
served with chips  
and ice-cream  
*Includes soft drinks & OJ*

**\$40 PER CHILD**

### OPTION 2 ENTREE, MAIN & DESSERT

Pasta napolitana  
Crumbed chicken tenderloins  
served with chips  
and ice-cream  
*Includes soft drinks & OJ*

**\$48 PER CHILD**

**Older children and  
young adults (9-17yrs)  
may better enjoy  
our Main Menu offering**

# DESSERT SELECTIONS

## A SWEET WAY TO FINISH

### APPLE BRÛLÉE

A smooth and creamy crème brûlée caramelised and partnered with spiced baked apple

### SWEET DREAMS

Choux pastry puffs with crème pâtissière custard, served with spiral of chocolate sauce

### STRAWBERRIES & CREAM

The famous vanilla panna cotta topped with strawberry salad and accompanied with a biscotti treat

### BRANDY - SNAP BASKET

Brandy-snap basket, filled with boysenberry ice-cream served with mixed berry compote

### CHOCOLATE MOUSSE & FRIENDS

Traditional French recipe accompanied with strawberries and nutty biscotti to dip and swirl

### VANILLA BEAN SEMIFREDDO

A creamy semi frozen parfait spiced with vanilla beans and served with pecans and sweet splash of Pavilion chocolate sauce

### BROWNIE POINTS

An adult version, dark Callebaut chocolate, a Frangelico laced sauce and mélange of nuts give this family favourite a sophisticated edge

### APPLE PIE

Classic pâte sucrée with apple and sultana filling dressed with cascading cream and vanilla ice cream

### SEMI FREDDO BAKLAVA

East meets West; traditional creamy parfait, flavoured with the nuts and spices of Anatolian baklava & finished with honey syrup

### STICKY PUDDING

Steamed sticky date pudding served with vanilla ice cream and sweet butterscotch sauce



# MENU UPGRADES

STARTERS ON ARRIVAL CAN BE ADDED  
TO YOUR SELECTED PACKAGE

## ½ HOUR PRE-DINNER BEVERAGES & CAPAPES

**+\$18.00** PER PERSON

Offered in conjunction with an event which has a beverage package or beverages on consumption.

Includes \*\*\***Chef's Selection**\*\*\* of Canapés: 2 Hot & 1 Cold

**+\$3.50 per person  
to serve outdoors**

## MEDITERRANEAN DELIGHT PLATTER

**+\$6.00** PER PERSON

Freshly baked Turkish bread pieces, served with our very best house made dips and a delicious olive oil, balsamic vinegar and cracked pepper dipping vinaigrette

## EUROPEAN PLATTER

**+\$10.00** PER PERSON

Chef's selection of marinated bocconcini, mature cheddar, kalamata olives, selection of quality small goods, marinated mushrooms, cornichons, mini frittata and Turkish bread pieces

**OR +\$12.50 per person  
for individual serves**



*Feeling social?*  
1-HOUR POST  
PRESENTATION  
NETWORKING  
PACKAGE  
**\$38pp**

MINIMUM  
30 GUESTS

\*\*\***Chef's Selection**\*\*\* of Canapés  
(3-Hot & 3 Cold)

**+** 1 Hour Standard  
Beverage Package



# BEVERAGE PACKAGES

BEVERAGE PACKAGES + AVAILABLE UPGRADES

## Standard

2 HOURS | **\$24pp**

3 HOURS | **\$28pp**

4 HOURS | **\$33pp**

5 HOURS | **\$38pp**

- HOUSE BEER
- CASCADE PREMIUM LIGHT
- SVELTE SAUVIGNON BLANC
- SVELTE SHIRAZ
- WILLOWGLEN SPARKLING BRUT
- ASSORTED SOFT DRINKS
- ORANGE JUICE

## PREMIUM + \$10pp

### RED WINE | SELECT ONE

Hedonist Shiraz (McLaren Vale)

Barristers Block Tempranillo Cabernet Shiraz  
(Adelaide Hills)

Tomich Hill Cabernet Sauvignon (Coonawarra)

### WHITE WINE | SELECT ONE

Brothers at War The Grape Grower Riesling  
(Barossa Valley)

Serafino Bellissimo Pinot Grigio (McLaren Vale)

Clouded Isle Sauvignon Blanc (Marlborough NZ)

Serafino Chardonnay (McLaren Vale)

### INCLUDES

House Beer, Cascade Premium Light,  
Hardy's The Riddle Brut Reserve (South/East Australia),  
Assorted Soft Drinks & Orange Juice

## DELUXE + \$15pp

### RED WINE | SELECT ONE

Brothers at War Fist Fight Shiraz (Barossa Valley)

Barristers Block Pinot Noir (Adelaide Hills)

Barristers Block Wrattenbully Cabernet Sauvignon  
(Wrattenbully)

Hedonist Grenache (McLaren Vale)

### WHITE WINE | SELECT ONE

Haselgrove Chardonnay (McLaren Vale)

Barristers Block Sauvignon Blanc (Adelaide Hills)

Barristers Block Pinot Gris (Adelaide Hills)

Barristers Block Rose (Adelaide Hills)

### INCLUDES

House Beer, Cascade Premium Light,  
Tomich Hill M Sparkling (Adelaide Hills),  
Assorted Soft Drinks & Orange Juice

## Other options

Alternate beverage options can be  
discussed with our Events Team  
such as a cash bar or bar tab

## NON-ALCOHOLIC \$27pp

4 HOURS MINIMUM

Assorted soft drinks and orange juice  
Sparkling Grape Juice can be added to this  
package at an additional \$4.00 per person

# SOMETHING SOCIAL

POST PRESENTATION PACKAGES OR  
CORPORATE COCKTAIL EVENTS

## NETWORKING PACKAGE

*\$38pp\**

ONE HOUR ADD-ON PACKAGE

### 1-HOUR CANAPÉ SERVICE

\*\*\*Chef's Selection\*\*\* of Canapés:  
3 Hot and 3 Cold

+

### 1-HOUR STANDARD BEVERAGE PACKAGE

INCLUDES

House Beer  
Cascade Premium Light  
Svelte Sauvignon Blanc  
Svelte Shiraz  
Willowglen Sparkling Brut  
Soft Drinks & Orange Juice

## COCKTAIL PACKAGE

*\$83pp\**

FIVE HOUR EVENT PACKAGE

### 2-HOUR CANAPÉ SERVICE

Your selection of  
7 Hot and 6 Cold Canapés

+

### 5-HOUR STANDARD BEVERAGE PACKAGE

INCLUDES

House Beer  
Cascade Premium Light  
Svelte Sauvignon Blanc  
Svelte Shiraz  
Willowglen Sparkling Brut  
Soft Drinks & Orange Juice



# CANAPÉ SELECTIONS

## COCKTAIL PACKAGES *Select 7 Hot & 6 Cold*

*Hot*

### LEMON PEPPER ARANCINI

Cracked pepper and lemon zest  
flavoured rice balls, crumbed  
& fried

### BEER BATTERED PRAWNS

Marinated with Asian seasoning  
served with a lemongrass  
dipping sauce

### CHICK STIX

Char-grilled lemon and paprika  
chicken skewers

### CHORIZO BOMBS

Baked chorizo coupled  
with haloumi cheese

### SPICED LAMB PASTRY BITES

Red wine and thyme lamb with  
mushroom cocktail sausage  
rolls, served with tomato  
and basil relish

### SPANAKO BITES

Spinach and ricotta spanakopita  
(with onion and garlic,  
wrapped in filo pastry)

### SAVOURY SPRING ROLLS

Julienne of Asian vegetables  
wrapped with wonton paper  
served with traditional  
Asian sauce

### GOURMET MEATBALLS

Prime ground lamb with tomato,  
onion, black olives and spices  
served with a light tomato curry  
sauce

### GRILLED SAGANAKI

Char-grilled cheese Greek style

*Cold*

### OYSTERS

Fresh SA oysters either

\*\*\***Select One Only**\*\*\*

- Natural
- Vodka and lime
- Chilli and coriander sauce

### BRUSCHETTA ITALIANO

Toasted baguette with  
tomato, basil and garlic

### SMOKED SALMON

### SANDWICHES

Sandwiches with fresh smoked  
salmon, dill and cheese

### SUSHI

Pickled Asian vegetables and  
rice wrapped with nori paper  
served with honey soy and  
wasabi dipping sauce

### MEXICAN ZUCCHINI SLICE

Infused Mexican and French  
julienne of zucchini, capsicum,  
tomato, egg, cheese  
and oven baked

### ROAST BEEF SCROLLS

Rare roast beef sliced and  
rolled with olive and mushroom  
tapenade glazed with  
fruit chutney

### SELECTION OF DIPS

Baguette crostini topped with  
house made seasonal dips

### CHEESE AND GREENS

Fine cheese with seasonal  
fresh greens

## ADDITIONS & SUBSTITUTIONS

*Dessert Canapes*

**DESSERT CANAPÉS CAN BE  
SUBSTITUTED FOR ANY CHOICE OR  
ADDED FOR \$4.50 PER SELECTION**

MINI BERRY PANNA COTTA

MINI LEMON CURD TARTS

CHOCOLATE MOUSSE KISSES

ASSORTED SEASONAL FRUIT  
*Dipped in Belgium chocolate*

PROFITEROLES

*Filled with crème pâtissière*

*Mini meals*

**MINI MEALS CAN BE SUBSTITUTED  
FOR ANY 2 CHOICES OR ADDED  
FOR \$6.00 PER SELECTION**

FISH & CHIPS

CHICKEN STRIPS & CHIPS

BEEF TORTELLINI

MINI BURGERS

GREEN CHICKEN CURRY  
& PILAF RICE

*For the kids*

CHICKEN STRIPS  
& CHIPS

+

ICE CREAM

+

SOFT DRINKS & OJ

**\$35 per child**  
UNDER 12 YEARS

# STREET EATS MENU

**\$48.50pp\***

**2 HOUR SERVICE | PLUS BEVERAGES**

## BEEF SLIDERS

Ground beef burger served  
with melted cheese and tomato  
relish on brioche

## ARANCINI

Cracked pepper and lemon  
with mozzarella centre

## FISH + CHIPS

Crumbed fish  
served with  
chips



## BANH MI BAO BUNS

Warm bao bun  
filled with pork  
belly, pickled  
carrot, cucumber  
and kewpie mayo



## CHICKEN YIROS PLATE

Chicken thigh marinated  
in spices served with pita bread,  
tomato, lettuce, onion and  
of course tzatziki



# FIND US

## OUR LOCATION

Adelaide Pavilion is situated on the southern edge of Adelaide's green belt. We are located in the Veale Gardens, on the Corner of South Terrace and Peacock Road.

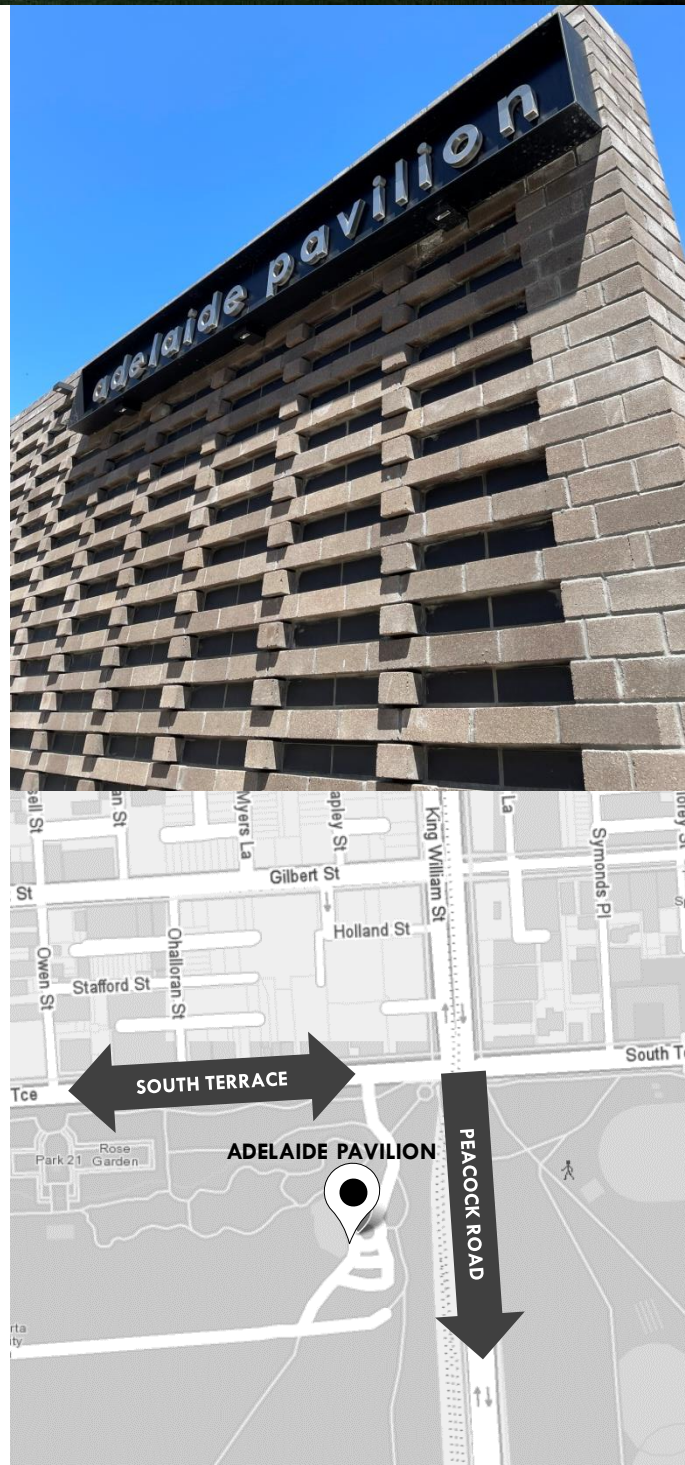
## GETTING HERE

Adelaide Pavilion is easily accessible by car, tram, train or a short stroll from the CDB and surrounds.

## PARKING

There are 80 car parks available within our grounds. Complimentary passes are available for guests for the duration of your event. Please note these are not reserved spaces and subject to on-the-day availability.

If arriving by car, the entrance is from the paved driveway on South Terrace, close to the intersection of South Terrace and Peacock Road.



# TERMS & CONDITIONS

**BOOKING CONDITIONS:** Deposit / room hire is requested by Tax Invoice. Payment must be made within (7) business days from date of invoice to secure your booking. Payment of deposit / room hire implies agreement with the Terms and Conditions as stated within.

**PAYMENT POLICY:** Payment of balance is required (7) business days in advance of the event. Payment can be made by cash, EFT or credit card. A surcharge will apply to all credit card payments. No split accounts. Charge account facilities will not be extended unless by prior approval with Management.

**CANCELLATIONS:** In the unfortunate instance of cancellation, deposit or room hire will be forfeited.

**FINAL DETAILS:** To ensure the smooth running of your event, we require:

- Confirmed number of guests (14) business days prior. This number will be charged as the minimum as per initial booking and is not subject to reduction.
- Guest names with any respective dietary requirements (14) business days prior.
- Menu details to be finalised (30) business days prior.

**MENU & BEVERAGE SELECTIONS:** All menu selections are subject to seasonal changes and availability of ingredients. Similarly beverage packages and selections are subject to change and subject to availability.

**SIGNAGE AND DECORATION:** You may wish to decorate the function room yourself, however please note that an additional cleaning fee of \$250.00 will be charged if glitter, sparkles or confetti is used.

**DEPARTURE:** Guests will be required to vacate occupied area no later than ½ hour after agreed departure time.

**PRICING:** Current package prices are to be honoured only when full menu – including Meal and Beverage selections are made and confirmed with Adelaide Pavilion. CPI will be applied to bookings made over 12 months in advance. (i.e. 2.8% for 2022/2023).

**FOOD & BEVERAGE:** No food or beverages of any kind can be brought to the venue without prior arrangement.

**RESPONSIBLE SERVICE OF ALCOHOL:** Adelaide Pavilion Management reserve the right to refuse service to any guests who are deemed to be intoxicated. Guests are respectfully reminded that photographic ID may be required to purchase and/or consume alcohol.

## SECURITY

Security may be deemed as a requirement by the Adelaide Pavilion Management. If security is required, this cost will be covered by the Client.

## DAMAGE OR LOSS OF GOODS

Adelaide Pavilion does not accept any responsibility for the damage or loss of goods hired by the Client for their function or by Adelaide Pavilion on behalf of the Client, nor responsibility of any damage or loss of goods left by the Client's guests or by outside contractors engaged by the Client. The Client is financially responsible for any damage or loss sustained before, during or after the function by the Client's guests or by outside contractors engaged by the client.

## OUTSIDE CONTRACTORS

To ensure quality control and efficiency, the following decorating and theming services:

- Chair covers and sash hire
- Draping and backdrops hire
- Staging

Must be undertaken and provided by the preferred service providers of the Adelaide Pavilion (booked through Adelaide Pavilion). Every effort has been made to ensure a variety of choices and quality of service.

Should Non-Preferred Providers (contractors) be engaged for the other mentioned products and services then:

- A current liability insurance policy is to be provided to the Adelaide Pavilion by any contractors
- Delivery and bump in times can only be given by the Adelaide Pavilion directly to the contractor
- Collection of any equipment delivered by the contractor is to happen within 30 minutes after the end of the event. If a bump out time is to be outside of this timeframe (subject to approval by the Adelaide Pavilion), a \$220 fee applies (inclusive of GST)

**SMOKING:** Adelaide Pavilion is a non-smoking venue at all times. If guests wish to smoke, they will need to be off premise.

**NAKED FLAMES:** Naked flames are not allowed due to the risk of fire and personal harm. However, candles and flames protected by glass are permitted.

**CAR PARKING:** Subject to availability there are approximately 85 casual bays onsite. The entrance to the carpark is located on South Terrace. Please refer to our website for further information on parking.

## PUBLIC HOLIDAYS

Public holiday surcharges apply – POA

Let's  
talk...

## WE WOULD LOVE TO HEAR FROM YOU!

For further information on our Corporate Packages and to arrange a tailored proposal for your event, contact our Events Team today:

**(08) 8212 7444**

**CONTACT@ADELAIDEPAVILION.COM.AU**

VEALE GARDENS | CNR SOUTH TERRACE & PEACOCK ROAD | ADELAIDE SA 5000

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