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CORPORATE FUNCTIONS

TORRENS ARMS HOTEL





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WELCOME TO THE:

kingswood.loft

Embracing the historic décor of the original hotel, this modernised space is picture-perfect for your next corporate event.

Are you planning a conference, meeting or networking event? We've designed this space with privacy and exclusivity in mind - with private bar, balcony and toilet facilities, two breakout areas and various floor plan options, we can cater to your every need.

With in-room AV facilities, flexible setups, privacy and more, accomplish your goals in the Kingswood Loft.

ROOM HIRE

Day Event : \$220 includes GST

KEY FEATURES:

- Fully contained upstairs space
- 2 large TV screens
- Private bar, balcony and toilets
- Two break out spaces
- Tailor the floor plan to your event
- AV facilities

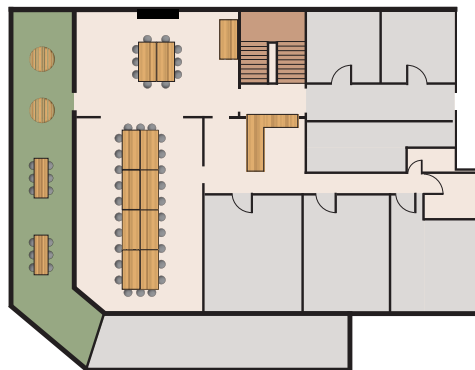
Sarah Veart
Functions Manager
functions@tahotel.com.au



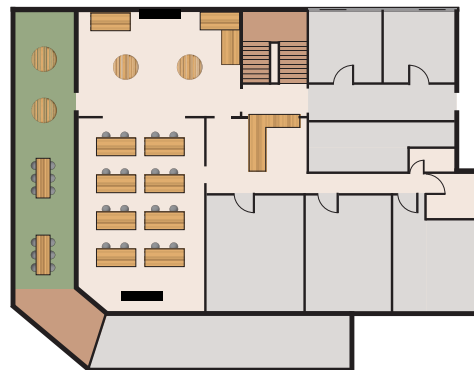
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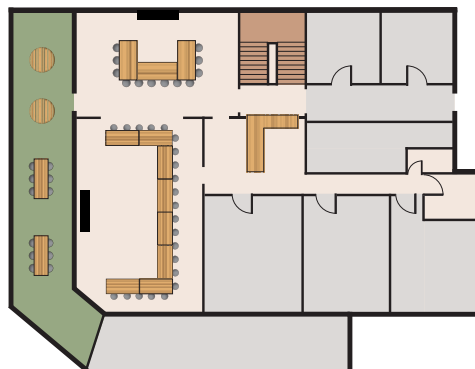
BOARDROOM
26PAX



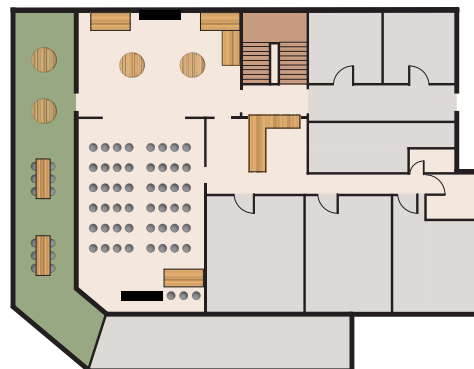
CLASSROOM
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U-SHAP
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CONFERENCE
55PAX





CORPORATE FUNCTION CATERING

SELF SERVE TEA & COFFEE

\$6 per person

MORNING & AFTERNOON TEA

1 ITEM: \$8 per person

2 ITEMS: \$12 per person

baked cookies, scones with jam and cream, Danish pastries, ham and cheese/ tomato and bocconcini croissants, spinach and ricotta triangles, fruit skewers

LUNCH ON THE GO

OPTION 1: \$17 per person

tortilla wraps with various fillings, fresh fruit platter, jugs of soft drink

OPTION 2: \$21 per person

fresh baguette selection, variety of pizzas, hot assorted pastries, fresh fruit platter, jugs of soft drink

OPTIONAL EXTRAS:

\$6 extra per person

Greek salad, roasted vegetable nourish salad, housemade potato salad

LONG LUNCH

A LA CARTE:

up to 40 people

pre order from our limited a la carte menu, ready for you on your allocated lunch break

SHARED ROAST:

minimum 15 people - \$35 per person
platters of our rosemary roasted lamb shoulder, roast potatoes and pumpkin, steamed broccolini, rich brown gravy and mint jelly, jugs of soft drink



WORKSHOP PACKAGE

OPTION 1: \$38 per person

SELF SERVE TEA AND COFFEE

MORNING TEA: scones with jam and cream

LUNCH: fresh baguette selection, variety of pizzas, hot assorted pastries, fresh fruit platter, jugs of soft drink

AFTERNOON TEA: Danish pastries

OPTION 2: \$48 per person

SELF SERVE TEA AND COFFEE

MORNING TEA: ham and cheese croissants

LUNCH: choice of meal from our reduced a la carte menu

AFTERNOON TEA: Danish pastries, baked cookies, fruit

KNOCK-OFF PACKAGE:

\$5 per person

add one alcoholic drink per person at the end of your event; tap beer, house wine or base spirit







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TERMS & CONDITIONS

BOOKING CONFIRMATION

TENTATIVE BOOKINGS: are held for a maximum 14 days.

CONFIRMATION AND DEPOSIT: a signed client contract must be completed, along with a deposit of the applicable room hire fee.

MINIMUM SPEND: will be confirmed by the Functions Manager upon booking. Minimum spend is for catering and beverages only, and must be met upon completion of your event.

CANCELLATION: all cancellations must be advised in writing. If the event is cancelled with less than 14 days notice all deposits will be forfeited. For bookings made within the 14 day cancellation period, the deposit is automatically non-refundable unless negotiated otherwise.

FINAL NUMBERS: expected number of guests must be provided 7 days prior to your event. Charges will be made based on the final number, or the attendance number, whichever is greater.

ACCESSIBILITY: the Kingswood Loft is accessible by stairs only; this will need to be considered when confirming your booking. Guests that require wheelchair access or are mobility challenged should consider our other function spaces at the time of booking.

PAYMENTS

DEPOSIT: must be paid within 14 days of making the booking, or within 48 hours if booking is less than 14 days away.

FINAL PAYMENT: due 7 days prior to the event, based on final numbers provided. Full costs for catering, beverage packages and additional extras.

DAY OF EVENT: any miscellaneous charges (e.g. bar tab, additional catering) must be settled on completion of the event. An invoice may be generated for payment after the event if approved by Function Manager in advance and must be paid within 7 days.

CATERING TERMS

MENU SELECTION: food and beverage selections must be confirmed in writing no later than 10 days prior to the event.

DIETARY REQUIREMENTS: we require notification of all dietary requirements 10 days prior to your event. Any dietary requirements that are not disclosed until the day of the event will be charged in addition to the meals ordered and must be paid for on the day of the event.

EXTERNAL CATERING: no food or beverages may be brought onto the hotel premises for consumption during the event unless prior arrangement has been made.

FUNCTION SPACES: we reserve the right to re-allocate function rooms due to circumstances beyond our control or if the final numbers increase or decrease significantly from those advised at the time of booking. We will discuss any changes with you when the decision is made.

RESPONSIBILITY

NOISE RESTRICTIONS: the hotel has the right to restrict excessive noise volumes in courtesy to our neighbours. We also request that guests depart quietly.

CLIENT RESPONSIBILITY: it is your responsibility to ensure that all attendees adhere to our dress code and behave in an orderly manner during the event. You are financially responsible for any damage sustained to hotel property and fittings during the event.

CLEANING: general cleaning is included in the cost of your event. Additional charges will apply in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning. Use of table scatters or confetti cannons will occur additional charges.



DECORATIONS: early access to rooms for decorating can be arranged on request, please note that certain fixings will not be allowed, and charges will apply for any damage caused to the property.



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TORRENS ARMS HOTEL

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