

Corporate Functions



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

Monday – Thursday	$200 inc. GST
Friday - Sunday	$350 inc. GST

Minimum Spend

Please note: Friday, Saturday and Sunday events in the Kingswood Loft incur a minimum spend subject to the hotel's discretion.

Day Event	$1500
Night Event	$2500

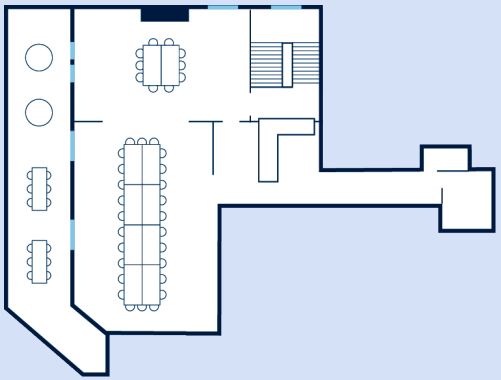
Key Features

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

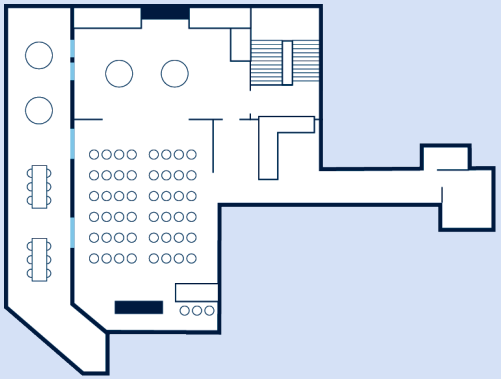
Capacity

Cocktail	100 pax
Boardroom	25 pax
Seated	55 pax
Theatre	60 pax
Classroom	25 pax

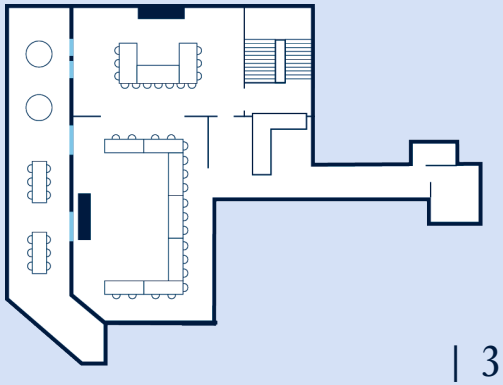
Boardroom 25 pax



Conference 55 pax



U Shape 22 pax





Corporate Catering

MINIMUM 5 PEOPLE

Snack Break

morning/afternoon tea

1 ITEM / 8PP
2 ITEMS / 16PP
3 ITEMS / 24PP

Savory

tomato & basil arancini v

homemade pork and fennel sausage rolls

spinach & feta triangles v

burrata bruschetta v

chicken & veg spring rolls v

Sweet

fresh fruit ve gf

scones with strawberry jam & cream v

baked danishes v

chocolate chip cookies v

Corporate Lunch

assorted freshly made wraps / 14pp

wraps & sushi / 21pp

v vegetarian va vegetarian available ve vegan vea vegan available
gf gluten free gfa gluten free available



Terms & Conditions

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.

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.

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.

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 our Functions Manager in advance and must be paid within 7 days.

menu selection

Food and beverage selections must be confirmed in writing no later than 14 days prior to the event. Any changes requested within 7 days prior to the event can not be guarenteed.

dietary requirements

We require notification of all dietary requirements 14 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.

wet weather

Our courtyard space, whilst having a retractable roof and heaters, can be affected by extreme weather. Should this impact your function, an alternative space will be offered. Partial refunds will only be offered in the instance where an alternate space is not available.

security

All 18th and 21st Birthday events must have security at your cost. Minimum charge is $240 per guard for 4 hours, with extra hours charged accordingly. For other events, final numbers and discretion of Functions Manager will determine if security is required at your cost.

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 but is not guaranteed. Please note that certain fixings will not be allowed, and charges will apply for any damage caused to the property.



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