



hotel
richmond

CORPORATE PACKAGES

2023



ROOM OPTIONS

BALCONY ROOM

\$500

Cabaret Style

35 people

U-Shape

20 people

Boardroom

22 people

Theatre Style

60 people

BOARDROOM

\$300

Boardroom Table

12 people

OUR CORPORATE ROOMS ARE AVAILABLE
WEDNESDAY - SUNDAY 9AM-5PM





INCLUSIONS & EXTRAS

INCLUDED IN ROOM HIRE

Note pads & pens

Filtered water

Mints (individually wrapped)

White board with markers &/or flipchart with markers
(ask about availability)

Balcony Room hire includes use of the data projector

Boardroom hire includes use of the TV screen with HDMI

ADDITIONAL EXTRAS

Nescafe tea and coffee pod station \$3.50 per person

Fully Serviced Bar \$45 per hour



CATERING

MORNING TEA / AFTERNOON TEA

\$30PP

CHOICE OF 2 ITEMS

House baked scones with jam & cream (V)

Assorted muffins (V)

Seasonal fresh fruit (GF)

Chocolate brownies

French Danishes (V)

Vegetarian frittata (GF)

Assorted savory mini croissants

WORKING LUNCH

\$30PP

Chef's selection of sandwiches with gourmet fillings (VO)

Arancini (V)

House salad (GF,V)

Chicken skewers (GF)

Chips (V)

A LA CARTE

POA

For groups over 20 people, a preorder is required 48 hours prior

Dietary requirements will be catered for if confirmed prior to the day. Regretfully dietary requirements advised on the day of the event may not be catered for.

*Please note that full catering is available on Wednesday-Sunday only.
A chef's selection of morning/afternoon tea platters may be available on Monday & Tuesdays by request only but must be prearranged with your function coordinator at least 2 weeks prior to your function.*



FAQ

CAN I PLACE A TENTATIVE BOOKING?

Yes, we can hold a room on a specific date for you for 7 days. After this, a booking form and deposit is required to secure your booking.

DO YOU HAVE PARKING?

The closest carpark to us is the Wilson's carpark on North Terrace

You may either purchase a \$25 24-hour ticket from us which allows you to come and go within a 24-hour period.

Alternately, you can prebook on their website for a discounted flat rate or pay by the hour on arrival.

CAN I BYO CATERING?

No, we do not allow BYO catering.

WHAT DO I NEED TO PAY?

A deposit equivalent to your room hire is taken to secure the booking. Final numbers and payment for any catering is due 14 days prior to your function.