



Corporate  
Events

2024-25

Hotel  
Richmond

# The Board Room

LEVEL 2 | 12 PEOPLE | \$350.00

## Includes...

- \* All tables, chairs and linen
- \* Television with HDMI capabilities
- \* Whiteboard on Easel with markers
- \* Notepads with ballpoint pens
- \* Water station & mints
- \* Coffee & tea station

## Room Set Up

**BOARDROOM** 12

# The Green Room

LEVEL 1 | 40 PEOPLE | \$500.00

## Includes...

- \* All tables, chairs and linen
- \* Data projector with HDMI capabilities
- \* Whiteboard on Easel with markers
- \* Notepads with ballpoint pens
- \* Water station & mints
- \* Coffee & tea station

## Room Set Up

**CABERET** 24  
**U-SHAPE** 15  
**BOARDROOM** 16  
**THEATRE** 40

# The Balcony Room

LEVEL 2 | 60 PEOPLE | \$650.00

## Includes...

- \* All tables, chairs and linen
- \* Data projector with HDMI capabilities
- \* Microphone and sound system
- \* Portable whiteboard with markers
- \* Notepads with ballpoint pens
- \* Water station & mints
- \* Coffee & tea station

## Room Set Up

**CABERET** 35  
**U-SHAPE** 20  
**BOARDROOM** 24  
**THEATRE** 60  
**WORKSHOP** 30





# food menus...

## Morning Tea | \$20 pp

Seasonal Fruit Platter, Fruit Juices and **one** of the following;

- Breakfast Rolls with Egg, Bacon, Cheese, Spinach and Tomato Relish
- Ham & Cheese and Cheese & Tomato Croissants
- Muesli Pots with Greek Yoghurt and Berry Compote
- Assorted Sweet Muffins and Danishes

## Working Lunch | \$30 pp

Assorted Wraps & Ciabatta Sandwiches, House Salad, Chips with Aioli and **two** of the following;

- Grilled Chicken Skewers with Tikka Marinade and Minted Yoghurt [gf.dfo]
- Homemade Pork Sausage Rolls with Bacon Jam and Spiced Tomato Chutney
- Crispy Fried Chicken with a Sweet and Sour Glaze with Pickled Daikon [df.gfo]
- Vegetable Spring Rolls with a Honey Soy Dipping Sauce [v]
- Homemade Pumpkin & Fetta Arancini with Garlic Aioli [gfo.v]
- Cocktail Quiches with Mixed Vegetables and Cheese [v]

## Afternoon Tea | \$15 pp

Your choice of two of the following;

- Assorted Tea Cakes
- Fresh Baked Muffins
- Chocolate Brownies
- French Danishes

# terms and conditions

## Bookings

Bookings will be considered tentative for a maximum seven (7) days. However, to confirm the booking a deposit must be paid to the Hotel within seven (7) days of your tentative booking (by paying a deposit you accept the Hotel's terms and conditions).

1.1 All functions are booked for a maximum of a 6-hour period. A surcharge will be charged to extend beyond this time frame.

## Deposit

The deposit amount required to secure your booking will be advised by Hotel's functions coordinator.

## Final Numbers

Final guest numbers are required fourteen days prior to your event. You will be quoted and charged for the guaranteed final number of guests or the final head count, whichever is greater. Please note that there are no refunds available should there be a reduction in final numbers within 14 days of your function.

## Security

All 18th's, 21st's, weddings, bucks, hens nights and large function bookings will incur a security charge. Other functions may also incur this charge at management's discretion. Security will be required for a minimum of 4 hours and up the full duration of the event, at the cost of the client. Security is contracted therefore costs are not included in the minimum spend. Security cost: \$60 per hour.

## Amendments

5.1 Any amendments made to the event, including cancellation, confirmation of number of guests, amendments to timing, and amendments to the food or beverage order must be received in writing. The Hotel Richmond will not be held responsible for delivery of services not received in writing.

5.2 As exclusive hire of First Floor is available, occasionally after securing a booking for a reserved area of 'First', we will receive an exclusive hire booking request. In this situation we will offer the smaller booking an upgrade to a private room at no extra cost. Note, also for Area Hire bookings. Specific areas of 'First' are not guaranteed. Final floor plans will be decided close to the events once all bookings have been secured. Your requests may always be accommodated when possible.

## Cancellations and Postponements

7.1 Exclusive Hire of First Floor - If the exclusive function is cancelled or postponed sixty days or less prior to the date, 50% of the total minimum spend/estimated guest numbers and room hire will be forfeited/charged.

7.1.1 If the exclusive function is cancelled or postponed thirty days or less prior to the event, the total minimum spend/estimated guest numbers, and room hire will be forfeited/charged.

7.1.2 All Other Bookings - If the function is cancelled fourteen days or less prior to the date, the total cost of food and/or minimum spend (whichever is greater) will be charged.

7.2 For postponements, we will move your date to another later available date, to be determined at the time of your postponement. All postponements must be submitted in writing. To postpone to a new date, 50% of the deposit may be charged. Postponements within 14 days of your event, 100% of deposit will be charged.

7.2.1 A maximum of one complimentary change of date will be given. Multiple changes of date may result in the deposit being charged at the Hotel's discretion.

7.2.2 Deposits will not be held for longer than 6 months to secure new postponement date.

## Corona Virus Cancellations

8.3.1 In the event that Hotel Richmond is affected by South Australian Government imposed lockdown or restrictions, Hotel Richmond will transfer your deposit to another available date once restrictions allow your event to go ahead at its desired capacity.

8.3.2 If postponement or credit transfer for another area of the venue is not deemed to be applicable or appropriate by the client, the cancellation policy above will apply.

8.4 The Hotel Richmond reserves the right to cancel a function and return the deposit if deemed necessary.

8.5 By signing this form, you agree that both you and your guests will adhere to any current Covid-19 restrictions.

## Cancellations and Postponements

Full payment for minimum spend and any pre-arrange food and beverage above that amount are due 14 days prior to your booking. Credit card details will be required to at the time of your booking. The Hotel Richmond reserves the right to charge any outstanding balances to the credit card provided.

## Response Service / Liquor Licensing

The Hotel Richmond staff are trained in the "Responsible Service of Alcohol" and by law may refuse to serve alcohol to any person/s they deem to be intoxicated. Last drinks will be called 45 minutes prior to the end of your function to allow for guests to responsibly finish their drinks. The bar will be closed 30 minutes prior to the end of your function.

10.1 Our staff are directed to check proof of age before serving any person who looks younger than 25 years old. If proof of age is requested by Hotel Richmond staff or security, valid identification must be supplied. Valid identification includes valid driver's license, proof of age card or passport. If no identification can be supplied the guest will not be served alcohol and may be asked to leave the premises.

10.2 MINORS. If minors are expected to attend the function, they must be accompanied by a parent or guardian. The Hotel Richmond must be aware of how many are expected to attend upon confirmation of final numbers. Upon arrival at the venue all minors must be promptly identified to the Responsible Person on duty. Please note that it is the Organisers' and Parent or Guardian's responsibility to ensure that minors do not consume alcohol. If the minor is found to be consuming alcohol the Parent or Guardian and the minor will be required to leave the premises immediately. The Responsible Person will not hesitate in involving the police if necessary.

10.3 ILLICIT DRUGS. Illicit drugs are not permissible onsite and if illicit drug use is seen or suspected on hotel property, the Hotel Richmond reserves the right to request guests to leave the premises, terminate the function and/or contact the authorities.

## Damages

To the extent it is negligent, organisers are financially responsible for any loss sustained by The Hotel Richmond including damage to the premises, its fittings, equipment, and grounds. The organisers are also responsible for damage caused by their guests, outside contractors or agents prior to, during or after the event.

11.1 General cleaning of the function space is included in the room hire however if additional cleaning is required a surcharge will apply.

11.1.2 Don't attach anything to the wall unless pre-approved in writing.

11.1.3 FIRE ALARM If the Hotel fire alarm is activated at the fault of the organiser or their guests, the fee for the fire callout will be forwarded to the organiser for payment and may be charged to the card on file.

## Smoking

The Hotel Richmond function room and restaurant are 'smoke free' environments. However, the First-Floor balcony and the Balcony Room Second Floor balcony can accommodate smokers.

## Dress Code

Neat/casual dress standards apply at all times.

## Pricing

A surcharge may be charged for New Year's Eve, Public Holidays and Special Events.

14.1 Prices at time of confirmation are valid for six (6) months from the time of booking – prices may be subject to increase at the Hotel's discretion.

## Food and Beverage

Hotel Richmond does not allow external food and beverage onto the premises (with the exception only of the occasion cake) A cakeage fee may apply to cakes or dessert brought into the venue.

15.1 Final catering and beverage selection is to be confirmed at least 14 days prior to the function. Menus are subject to change at the Hotel's discretion.

15.2 No BYO alcohol is permitted at any Hotel Richmond function. The Hotel Richmond reserves the right to confiscate any alcohol that is brought in. As well as charge a corkage fee for outside alcohol or end your function (management's discretion)

15.3 If a beverage pack is chosen, all adults guests are required to be on the same beverage pack. The Hotel Richmond can offer a discounted non-alcoholic beverage pack to underage guests.

## Amendments

5.1 Any amendments made to the event, including cancellation, confirmation of number of guests, amendments to timing, and amendments to the food or beverage order must be received in writing. The Hotel Richmond will not be held responsible for delivery of services not received in writing.

5.2 As exclusive hire of First Floor is available, occasionally after securing a booking for a reserved area of 'First', we will receive an exclusive hire booking request. In this situation we will offer the smaller booking an upgrade to a private room at no extra cost. Note, also for Area Hire bookings. Specific areas of 'First' are not guaranteed. Final floor plans will be decided close to the events once all bookings have been secured. Your requests may always be accommodated when possible.

## Decorations

All Functions: No scatters or glitter are allowed. \$200 cleaning fee will apply immediately if scatters or glitter are used. Any other excess cleaning or damage may be charged at Hotel Richmond's discretion. Balloon removal will incur a \$50 surcharge. All cleaning fees must be paid at the conclusion of your event or the credit card on file will be charged following the event.

16.1 Excess labor may incur a surcharge to be charged at the Hotel Richmond's discretion.

## Photography

The Hotel Richmond may take photos of set up within their venue to use for social media and marketing purposes.

## Force Majeure / Disclaimer

Should any incident such as, but not limited to, earthquake, fire, flood or civil disturbance prevent either the organiser or the Hotel Richmond from carrying out their obligations under this agreement, neither the organiser nor the Hotel shall be liable for the non-performance under this Agreement. No refunds will be given in the occurrence of such events.

9.1 Hotel Richmond will not be responsible for any costs or compensation due to changed circumstances relating to force majeure

## Payment

Full payment for minimum spend and any pre-arrange food and beverage above that amount are due 14 days prior to your booking. Credit card details will be required to at the time of your booking. The Hotel Richmond reserves the right to charge any outstanding balances to the credit card provided.

## Loss and Damage of Property

Hotel Richmond will not accept any responsibility for any damage or loss of property left on the premises prior, during or after the function. This responsibility lies solely with the organiser.

12.1 All personal belongings must be removed at the conclusion of your function. Only upon prior negotiation with the Hotel Richmond may goods be left after the function for collection. Any goods left behind may be discarded by the Hotel after this time. All deliveries must be approved by the Hotel Richmond prior to the event. Delivery/pick up times must be approved with function staff prior to your event.

