

AUSTRALIAN  
HOTEL



*The Aussie*

**CONFERENCE PACK**

100 Cumberland Street, The Rocks | (02) 9247 2229  
australianheritagehotel.com | info@australianheritagehotel.com

*Welcome to the*

## **AUSTRALIAN HERITAGE HOTEL**

Whether it's business or social, the Aussie has a space for every occasion. From conferences and working lunches, to product launches and film locations, our team will find the perfect location for your next event.

Choose from one of our below packages, or send us your brief and we can design something bespoke!

**FULL DAY HIRE \$250**  
**HALF DAY HIRE \$150**

### **THE FOLLOWING SERVICES ARE INCLUDED WITH VENUE HIRE:**

- Complimentary Wi-Fi
- Flipchart and markers
- Chilled water, pens and notepads
- Screen for presentations and video (HDMI capable compatible)

### **THE WINE EMPORIUM**



The Wine Emporium is furnished with timely wooden pieces which provide adequate seating and ensure everyone's comfort.

This space is perfect for your next off site meeting, team strategy day or even end the day with a staff beer training!

**15 GUESTS BOARD ROOM STYLE | 14 GUESTS U-SHAPE**  
**30 GUESTS THEATRE STYLE**

# Catering Packages

The perfect morning snack - treat your team during the meeting or indulge afterwards!

## MORNING TEA \$20PP

Fruit platter

Mini assorted pastries

\*All catering packages include barista coffee and tea



## GRAZING BOARDS

SERVES 8 - 10 GUESTS

### SLIDER BOARD \$130

Cheeseburger, fried buttermilk chicken sliders, pulled chicken, lettuce & slaw sliders

### SKEWERS BOARD \$130

Beef kalbi, sriracha chicken, satay pork, antipasto

### CHARCUTERIE BOARD

STANDARD \$125 | METRE LONG \$225

Selection of sliced cold cuts; prosciutto,

Rodriguez chorizo, salami

Selection of cheeses; aged cheddar,

South Cape brie

Grilled antipasto vegetables,

marinated olives, hummus, lavosh



# BOOKING FORM

Contact Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Telephone / Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

## YOUR FUNCTION DETAILS

Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_

Event Title: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Event Space: *THE WINE EMPORIUM*

After your event do you intend to stay longer with us? Y / N

Menu Choice: \_\_\_\_\_

## PAYMENT

Credit Card Details: VISA / MASTERCARD / DINERS CLUB / AMEX

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ CVV: \_\_\_\_\_

Hire Fee: \$ \_\_\_\_\_

Please debit the amount \$ \_\_\_\_\_

(An additional 1% surcharge will be charged for all credit card payments)

I hereby authorise for the above amount to be debited from the card provided.

I hereby authorise for the above amount to be debited from my card.

Full payment must be received prior to the event.

If for any reason payment is not received by the venue prior to the event, I agree for the full amount to be debited from my card (details above) at the completion of the event.

Any and all outstanding moneys ancillary to the function costs will also be charged at this time.

Cardholder's signature: \_\_\_\_\_

Please email the booking form and signed terms and conditions to:

[info@australianheritagehotel.com](mailto:info@australianheritagehotel.com)

# TERMS & CONDITIONS

## **CONFIRMATION, HIRE FEE & DEPOSIT**

To confirm your event, the following is required:

- Hire fee
- Deposit
- Completed booking form
- Signed terms & conditions

Please note: Should the above mentioned forms, service charge & deposit not be received by the due date, the venue reserves the right to cancel the tentative hold on the client's behalf.

## **CANCELLATION**

If cancellation occurs within 14 working days of the event date, the hire fee is forfeited. If cancellation occurs within 7 working days prior to the event date, the client will be charged 100% of the food costs & hire fee.

## **FINAL NUMBERS AND DETAILS**

Guaranteed minimum numbers of guests attending and all final details should be notified to the events manager no less than 10 business days prior to the event. Once given, numbers can increase up to 5 business days prior to the event however not decrease.

## **PAYMENT**

Full payment of venue hire, food and beverage packages is required 5 business days prior to the date of the event. Payment can be made via direct deposit or credit card. Any beverage tabs opened throughout the event must be settled at the conclusion of the event. No extensions of payment will be permitted.

Credit card details and I.D must be given as security for all beverage tabs.  
An additional 1% surcharge will be charged for credit card payments.

## **INSURANCE/DAMAGES**

Our organisation will take reasonable care, but will not accept responsibility for damage to or loss of items before, during or after an event. You are financially responsible for any loss or damage sustained to the premises or our property during an event or by your guests when entering or leaving the premises. You are also responsible for any loss or damage to equipment hired on your behalf.

## **OTHER**

The client shall conduct the event in an orderly manner and in full compliance with the rules of The Australian Hotel's management and in accordance with all applicable laws. The client is responsible for the conduct of the guests and invitees and indemnifies the hotel for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees. No food or beverages of any kind is permitted to be brought to the function by the client, client's guests or invitees, unless prior permission has been obtained.

## **RESPONSIBLE SERVICE OF ALCOHOL**

In accordance with the NSW state governments RSA laws, The Australian Hotel reserves the right in its absolute discretion to exclude or remove any undesirable persons from the function or The Australian's premises without liability.

Management reserves the right to close the bar when it deems necessary.  
We also reserve the right to cancel the booking if:

- The Australian or any part of it is closed due to circumstances outside the hotels control.
- The client becomes insolvent, bankrupt or enters into liquidation or receivership.
- The event might prejudice the reputation of The Australian Hotel.
- The room hire and food has not been paid by the due date.

Signed \_\_\_\_\_

Date \_\_\_\_\_