CORPORATE PACKAGES

events
BY PIER HOTEL





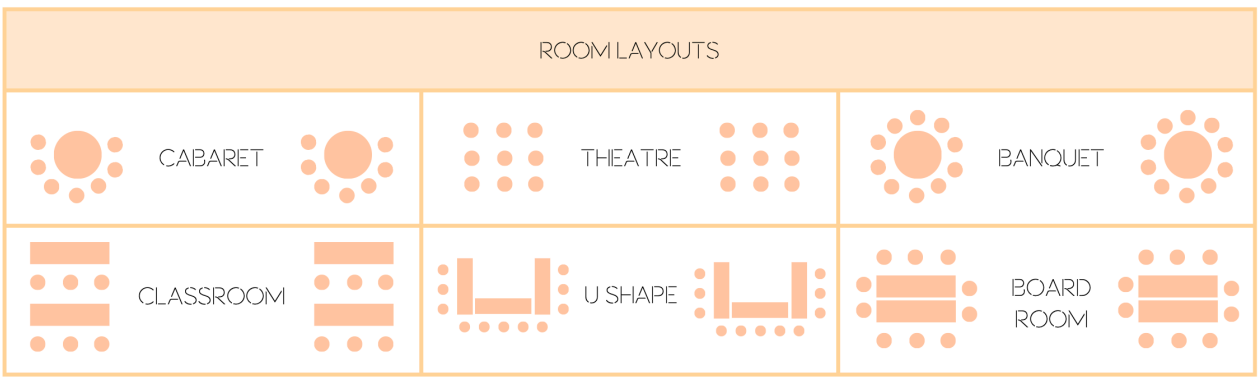


CORPORATE EVENTS BY PIER HOTEL

Welcome to Corporate Events by Pier Hotel.

We offer a variety of professional meeting spaces. Hosting anywhere between 2 and 120 guests, across various setup styles. Perfect for both intimate meeting rooms and large conference events. All rooms feature bifold walls, and can be used separately or combined to suit your needs.
Our conference rooms offer a variety of professional meeting spaces that are filled with bright natural light and uninterrupted views of Glenelg Beach. All rooms have data projectors, screens, HDMI cabling, wifi and audio for presentations. Food and beverage options consist of a choice of full day, half day or iindividual session, catering is offered for your delegates wuth dietary options available.

Please *enquire within for room 4, which includes a private bar, best suited to networking events.*



CORPORATE PACKAGE INCLUDES:

HDMI | Data screen | Data projector | Audio | Wifi

Mints | Writing Pads | Filtered Water | Pens

ROOM ONE

Capacity

Theatre: 20 people
Board: 16 people
Cabaret: 15 people
Classroom: 18 people

Room Hire
Monday - Sunday

Half Day (up to 4 hours)
$400

Full day (up to 8 hours)
$650

ROOM TWO

Capacity

Theatre: 20 people
Board: 16 people
Cabaret: 15 people
Classroom: 18 people

Room Hire
Monday - Sunday

Half Day (up to 4 hours)
$400

Full day (up to 8 hours)
$650

ROOM THREE

Capacity

Theatre: 50 people
Board: 30 people
Cabaret: 40 people
Classroom: 40 people

Room Hire
Monday - Sunday

Half Day (up to 4 hours)
$400

Full day (up to 8 hours)
$650

DAY DELEGATE PACKAGES

FULL DAY DELEGATE PACKAGE $65 PP | HALF DAY DELEGATE PACKAGE $50 PP

SINGLE BREAKS $15PP TEA BREAK $25PP LUNCH BREAK

INCLUDES:

TEA & PERCOLATED COFFEE STATION, MORNING TEA, LUNCH, AFTERNOON TEA, WATER & GLASSES, MINTS, WRITING PADS, AND PENS, CATERING SERVED IN CONFERENCE ROOMS.

TEA BREAK ITEMS (CHOICE OF 1)

FRIANDS - RASPBERRY, BLUEBERRY (GF)

ASSORTED MUFFINS (GF AVAILABLE)

ASSORTED DANISH PASTRIES

HOUSE GRANOLA BOWLS W BERRY COMPOTE & GREEK YOGHURT

BANANA AND WALNUT LOAF (GF, VEGAN)

ORANGE AND ALMOND LOAF (DF, GF)

SEASONAL FRUIT CUPS WITH YOGHURT

FRUIT AND GRAIN SLICE (DF, VEGAN)

CARAMEL SLICE (GF)

ROCKY ROAD SLICE

MINI HAM & CHEESE CROISSANTS

ARANCINI BALLS W TRUFFLE AIOLI (V)

ASSORTED PETITE QUICHES (VOA)

SPINACH AND FETA PARCELS (V)

SHEPHERDS PARTY PIES

CHEESEBURGER SPRING ROLLS

WORKING LUNCH (CHOICE OF TWO)

CHEF'S SELECTION OF WRAPS

THAI BEEF SALAD, RICE NOODLES, CARROT, CORIANDER, BEAN SHOOTS, LIME (GF, DF)

CAESAR SALAD, COS LETTUCE, PARMESAN, BACON, EGG, CAESAR DRESSING

CHICKEN SCHNITZEL SLAW SALAD

SPANISH RICE SALAD (VEGAN)

HALOUMI SALAD W CHILLI HUMMUS & SLAW

GARDEN SALAD WITH CHERRY TOMATOES, CUCUMBER, RED ONION, & HOUSE VINAIGRETTE (V)

SPINACH AND RICOTTA CANNELLONI (V)

LASAGNE - BEEF OR VEGETARIAN

BARRAMUNDI YELLOW CURRY WITH STEAMED RICE

ADDITIONAL EXTRAS

FRUIT PLATTER $80
CHEESE BOARD $100
TAPAS BOARD $120
DIPS AND PITA $80

JUICE JUGS $15.50 EACH
LARGE MINERAL WATER BOTTLES $9 EACH
SELF-SERVE COFFEE $8PP 1/2 DAY $15PP FULL DAY



ADDITIONAL SERVICES

AUDIO & VISUAL

Microphone
Half Day $50
Full Day $100

Whiteboard + Markers
Half Day $50
Full Day $50

Flip Chart
Half Day $50
Full Day $50

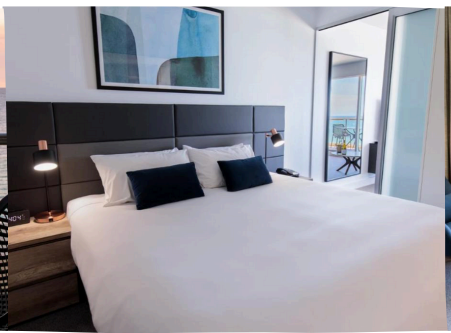
Lecturn (x1)
Half Day $50
Full Day $50

Webcam
Half Day $75
Full Day $75

Something you need that's not here, let our Events Manager know at the time of booking and we will source it out with additional costs involved. Please Note: Client to supply own laptop/device.

ACCOMODATION

Looking for somewhere close by to stay?
Our friends Oaks Plaza Hotel are located just upstairs! Please ask our Events Manager how to arrange this.
For room options, and availability please check out their website
www.oakshotels.com/en/oaks-plaza-pier
or give them a call on : 1300 551 111



Terms and Conditions

Deposit- $1000 when confirming the booking Follow up payment- $1000 due 30 days prior to the function date
Final payment- 7 days prior to the event
Day of the event- any miscellaneous charges from the day of the event. Eg. bar tab

TENTATIVE BOOKING
We will hold a tentative booking for a maximum of 7 days. If no contact is made before the end of the 7 day period the function room will become available to other parties of interest.

BOOKING CONFIRMATION AND DEPOSIT
A confirmation agreement form needs to be completed when confirming the booking. The deposit required is $1000 and must be made to secure the booking.

CANCELLATIONS
In the unfortunate instance of a cancellation, please refer to the confirmation agreement form which outlines the policy for refunds and postponement.
PAYMENT POLICY

CATERING & MENU SELECTION
Food and beverage selection must be finalised with the manager at least 14 days prior to the event.

FINAL NUMBERS
As confirmed with the manager, final number of expected guests due at least 14 days prior to the event. Charges will be made based on the final number, or the attendance number, which ever is greater.

DIETARY REQUIREMENTS
All dietary requirements must be made at least 14 days prior to the event. Any dietary requirements that are not disclosed until the day of the event maybe charged an additional amount, and must be paid for on the day of the event.

DAMAGES
Please note, any damages sustained to the venue property and fittings during the event you are financially liable for. No attachments are to be used on the walls or ceiling without prior permission from the management.

CLIENT RESPONSIBILITY
The staff will adhere to responsible service of alcohol. No alcohol will be served to minors (less than 18 years of age) or intoxicated persons. Management reserve the right to exclude or remove any persons whose conduce is deemed inappropriate or unruly.

EXTERNAL CATERING
Wedding cake and cupcakes are the only permitted external catering allowed. Cakeage fee may apply. No other food or beverage may be bought onto the premises for consumption during the event unless approved by the manager.

NOISE RESTRICTIONS
Apply in all areas of the venue, and must be followed by the directions of management. All music will conclude no later than midnight. Upon conclusion of the event, guests must leave in a timely manner & noise kept to a minimum out of respect to our accommodation guests.

FUNCTION ROOMS
We reserve the right to relocate function rooms due to circumstances beyond our control, or if the numbers increase or decrease significantly from those advised at the time of reservation. Management will discuss any changes with you when a final decision is made.

OUTSOURCED SUPPLIERS
All outsourced suppliers are responsible for the transport, setup and dismantling of their own equipment in accordance with health and safety codes.

GENERAL CLEANING
Standard cleaning is included in the cost of room hire. Additional charges will apply for instances where the event has created cleaning requirements which are over and above normal cleaning. Use of table scatters and confetti are not permitted, use of these will incur a additional cleaning fee of $100.

INCLEMENT WEATHER *BEACH CEREMONIES
Our outdoor spaces can be affected by inclement weather. Should this impact the function an alternative space maybe negotiated with the manager. Refunds will not be offered due to weather, please refer to the cancellation policy.

events
BY PIER HOTEL

Event Agreement

CANCELLATION AND POSTPONEMENT POLICY
In the event of a cancellation by the customer, the following shall apply. Note that a deposit of $1000 is required to be paid upon booking, in addition to any special expenditure items requested such as signs. Full payment must be made at least 7 days before the event.

Cancellation with 90 days' notice or more: all monies paid by the customer shall be refunded, save any monies expended by the venue on items for the function that cannot otherwise be utilised.

Cancellation with at least 60 days but less than 90 days' notice: half of the amount first paid by the customer (that is, half of $1000) shall be retained by the venue in addition to any monies expended by the venue on items for the function that cannot otherwise be utilised.
Cancellation with at least 30 days but less than 60 days' notice: the amount first paid by the customer (that is, $1000) shall be retained by the venue.

Cancellation with between 30 and 7 days' notice: the venue shall retain 50% of the amount paid/ordered by the customer (that is, half of $1000 plus half of the food orders shall be retained by the venue).

Cancellation with less than 7 days' notice: the venue shall retain all monies paid by the customer.

In the event of postponement of the event by the customer with at least 30 days' notice, all monies paid by the customer shall be credited to any new booking made for a similar function provided such similar function is to be held within 120 days of the postponed function. Otherwise, a postponement shall be treated as a cancellation.

All references to "notice" means notice in writing, whether by letter, email or SMS text message.

