



THE
MARRYATVILLE

CONFERENCE PACK

PRESENTATIONS | MEETINGS
EVENT LAUNCHES | CONFERENCES

EVENTS@MARRYATVILLEHOTEL.COM.AU



WELCOME TO THE MARRYATVILLE HOTEL

THE MARRYATVILLE HOTEL IS SITUATED IN THE HEART OF METROPOLITAN ADELAIDE. AT THE MARRYATVILLE, YOU HAVE THE UNIQUE OPPORTUNITY TO HOLD A MEMORABLE FUNCTION FOR ANY OCCASION.

WE STRIVE TO CREATE AN UNFORGETTABLE EXPERIENCE FOR YOU AND YOUR GUESTS. OUR HIGHLY TRAINED STAFF WILL METICULOUSLY PLAN AND DELIVER YOUR SPECIAL DAY.

WITH TWO DEDICATED UPSTAIRS FUNCTION SPACES, YOU AND YOUR GUESTS CAN ENJOY PRIVACY THROUGHOUT YOUR EVENT. ADDITIONALLY, THE OPTION TO COMBINE THESE SPACES ALLOWS US TO ACCOMMODATE LARGER FUNCTIONS FOR UP TO 160 GUESTS.

UNLIKE MANY VENUES, THE MARRYATVILLE HOTEL BOASTS A LARGE PLAYGROUND, MAKING IT SUITABLE FOR VARIOUS EVENTS, FROM A 1ST BIRTHDAY TO A 60TH CELEBRATION. WE CATER TO ALL OCCASIONS.

OUR FUNCTION PACKAGES ARE DESIGNED TO GUIDE YOU IN PLANNING YOUR NEXT EVENT.

KENSINGTON ROOM

THE KENSINGTON ROOM IS LOCATED ON THE FIRST FLOOR OF THE HOTEL, ACCESSED VIA AN ELEVATOR OR STAIRCASE. THIS LIGHT + BRIGHT SPACE IS A UNIQUE AND SPACIOUS ROOM FOR PRIVATE MEETINGS AND CONFERENCES. THE KENSINGTON ROOM LEADS ON TO A LARGE BALCONY, THE PERFECT SETTING FOR BREAK OUTS.

IT HAS COMPLETE AUDIO FACILITIES THAT INCLUDE:

- AV
- DATA PROJECTOR
- LARGE 4X4M SCREEN
- FREE SECURED GUEST WIFI
- MICROPHONE
- SERVICE PAGING SYSTEM

THE KENSINGTON ROOM IS PERFECT FOR YOUR NEXT CORPORATE EVENT, ENQUIRE TODAY FOR A PROFESSIONAL + PRIVATE SETTING

CAPACITY:

8 - 26 GUESTS BOARDROOM STYLE
30 CABERET STYLE

ROOM HIRE: \$200

9AM - 5PM MONDAY - FRIDAY

EARLIER ROOM ACCESS IS NOT GUARANTEED

ADDITIONAL \$80 PER HOUR OUTSIDE OF REGULAR HOURS





MARRYAT ROOM

THE MARRYAT ROOM HAS A MODERN AND VERSITILE DESIGN, WITH LARGE WINDOWS CREATING A PEACEFUL SPACE TO WORK. IT IS LOCATED UPSTAIRS, ACCESSED VIA AN ELEVATOR OR STAIRCASE AND FEATURES AN OPEN FIREPLACE. IT HAS ACCESS TO A LARGE BALCONY AND COMPLETE AUDIO FACILITIES THAT INCLUDE:

- AV
- SMART TV
- FREE SECURED GUEST WIFI
- CORDLESS MICROPHONE
- SERVICE PAGING SYSTEM

SPACIOUS AND BRIGHT, THE MARRYAT ROOM IS AN IDEAL LOCATION FOR YOUR NEXT CORPORATE EVENT.

CAPACITY: MAXIMUM 14 GUESTS BOARDROOM STYLE

ROOM HIRE: \$200

9AM - 5PM MONDAY - FRIDAY

EARLIER ROOM ACCESS IS NOT GUARANTEED

ADDITIONAL \$80 PER HOUR OUTSIDE OF REGULAR HOURS



MARRYAT + KENSINGTON ROOM

NEED SOMETHING A BIT BIGGER? THE MARRYAT AND KENSINGTON ROOM JOIN TO OPEN UP TO OUR LARGE FUNCTION SPACE. ALL AUDIO FACILITIES ARE INCLUDED.

CAPACITY: 100 SIT DOWN | 70 CABARET STYLE

ROOM HIRE: \$400

9AM - 5PM MONDAY - FRIDAY

EARLIER ROOM ACCESS IS NOT GUARANTEED

ADDITIONAL \$80 PER HOUR OUTSIDE OF REGULAR HOURS



CONFERENCE FOOD PACKAGES

ALL PACKAGES INCLUDE BARISTA MADE COFFEE, TEA, FILTERED STILL + SPARKLING WATER, TAP SOFT DRINKS + JUICE AT DESIGNATED BREAK TIMES. ALL OTHER BEVERAGES WILL INCUR AN ADDITIONAL COST

OPTION 1: BAGUETTES | \$40PP

TWO ROUNDS OF COFFEE PER PERSON
2 SELECTIONS FOR MORNING TEA
LUNCH FRESH BAGUETTES + GREEK SALAD

OPTION 2: BUFFET | \$45PP

TWO ROUNDS OF COFFEE PER PERSON
2 SELECTIONS FOR MORNING TEA
LUNCH CHEF 'S SELECTION OF
1 HOT DISH & 2 SEASONAL SALADS

OPTION 3: BISTRO LUNCH | \$60PP

TWO ROUNDS OF COFFEE PER PERSON
2 SELECTIONS FOR MORNING TEA
LUNCH
PLEASE CHOOSE A MEAL FROM OUR BISTRO MENU
SPECIALS ARE NOT INCLUDED

ADD AFTERNOON TEA | \$10PP

1 SELECTION FOR AFTERNOON TEA + COFFEE
THIS IS AN ADDITON TO ANY OF THE ABOVE PACKAGES

CONFERCING | FOOD CHOICES

MORNING + AFTERNOON TEA

SCONES WITH JAM & CREAM
ASSORTED DANISHES
HAM + CHEESE MINI CROISSANTS
TOMATO + CHEESE MINI CROISSANTS
BANANA BREAD, BUTTER
FRESH FRUIT PLATTER (GF, VE, LF)
THAI CHICKEN SAUSAGE ROLLS, TOMATO SAUCE
CHEESE PLATE WITH LAVOSH + RELISH (GFA)

ADD ON PLATTERS (SERVES 10-12 PAX)

TWO HOUSE MADE DIPS \$40
MEAT + CHEESE BOARD \$80
SEASONAL FRUIT \$40
HOUSE MADE PETIT FOURS (30 ITEMS) \$80

WE WILL CONFIRM MENU TWO WEEKS PRIOR TO YOUR EVENT. DIETARY REQUIREMENTS WILL BE CATERED FOR WITH PRIOR NOTICE

STAFF CAN MAKE A RESERVATION FOR YOUR LUNCH BREAK IN THE BISTRO OR MEALS CAN BE SERVED IN THE ROOM/ ON THE BALCONY

2025 TERMS & CONDITIONS

CONFIRMATION OF A FUNCTION MUST BE MADE WITHIN (48 HOURS/DAYS) OF THE ORIGINAL RESERVATION. PAYMENT OF ROOM HIRE/PRE-AUTHORISATION AND COMPLETION OF TERMS & CONDITIONS IS REQUIRED TO CONFIRM ALL TENTATIVE BOOKINGS. FAILURE TO PROVIDE THE ROOM HIRE/PRE-AUTHORISATION PAYMENT AND SIGNED COPY OF THE TERMS AND CONDITIONS WITHIN (48 HOURS/DAYS) MAY RESULT IN THE CANCELLATION OF THE BOOKING WITHOUT NOTICE.

FOOD PAYMENT MUST BE MADE 1 WEEK PRIOR TO THE DAY OF THE FUNCTION. PLEASE NOTE THAT OUR FOOD AND BEVERAGE MENU IS SUBJECT TO CHANGE.

ITEMISED INVOICES ARE AVAILABLE BY PRIOR ARRANGEMENT WITH STAFF. THE BALANCE OF ANY ACCOUNT WILL BE CHARGED TO THE CREDIT CARD DETAILS PROVIDED. [THIS INCLUDES ANY UNUSED MINIMUM SPEND]

FINAL NUMBERS ARE REQUIRED 1 WEEK PRIOR TO THE EVENT ALONG WITH ARRIVAL TIMES AND FOOD SERVICE TIMES

COMPLIANCE - THE ORGANISER WILL CONDUCT THE EVENT IN ACCORDANCE TO THE MARRYATVILLE HOTELS POLICY AND ALL OTHER LAWS. MANAGEMENT RESERVE THE RIGHT TO EXCLUDE OR EJECT ANY OBJECTIONABLE PERSONS FROM THE MARRYATVILLE HOTEL WITHOUT LIABILITY

ORGANISERS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE/ BREAKAGES SUSTAINED TO THE MARRYATVILLE HOTEL BY THE ORGANISER, ORGANISER'S GUESTS, INVITEES OR OTHER PERSONS ATTENDING THE FUNCTION. THE MARRYATVILLE HOTEL WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE DAMAGE OR LOSS OF MERCHANDISE LEFT PRIOR TO OR AFTER THE FUNCTION.

LIQUOR LICENCING LAWS REQUIRE THAT: WE DO NOT SERVE ALCOHOL TO MINORS (CHILDREN UNDER THE AGE OF 18). CHILDREN MUST BE ACCOMPANIED BY AN ADULT. AND THAT CHILDREN MUST LEAVE THE PREMISES BY 12 MIDNIGHT.

CONFECTIONARY CHARGES (CAKES, LOLLY AND DESSERT BARS). THE MARRYATVILLE HOTEL WILL PROVIDE THE USE OF PLATES, SERVIETTES, CUTLERY & SERVING KNIFE SHOULD YOU WISH TO BRING A CAKE, CUPCAKES OR LOLLY, DESSERT BAR. THE FEE FOR THIS WILL BE \$50. IF YOU SHOULD NOT REQUIRE ANY OF THE ABOVE THE FEE IS \$12. A FEE OF (\$2.50PP) APPLIES IF GUESTS WOULD LIKE FOR STAFF TO CUT AND SERVE THEIR CAKE

CLEANING IS INCLUDED IN THE COST OF THE FUNCTION. IF CLEANING REQUIREMENTS FOLLOWING YOUR FUNCTION ARE JUDGED TO BE EXCESSIVE, AN ADDITIONAL CLEANING FEE MAY BE CHARGED. CONFETTI RICE OR OTHER SIMILAR PRODUCTS ARE NOT PERMITTED IN FUNCTION ROOMS OR ANY PART OF THE MARRYATVILLE HOTEL NOR WITHIN THE GROUNDS. A \$200 CLEANING BOND WILL BE REQUIRED TO ENSURE CLEANLINESS OF THE ROOM. IF THE CARPET OR FURNITURE IS DEEMED TO REQUIRE STEAM CLEANING, THE BOND WILL NOT BE REFUNDED.

SECURITY IF SECURITY IS DEEMED NECESSARY FOR CERTAIN OCCASION & WILL BE CHARGED ACCORDINGLY. THE PREFERRED SECURITY COMPANY USED BY THE MARRYATVILLE HOTEL IS THE ONLY SECURITY COMPANY TO BE USED IN SUCH CIRCUMSTANCES. ALL 21ST BIRTHDAY PARTIES ARE REQUIRED TO HAVE ONE SECURITY GUARD FOR THE ENTIRE DURATION OF THE FUNCTION. THIS WILL BE CHARGED AT THE RATE OF (\$60) PER HOUR.

EQUIPMENT - ORGANISERS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE/ BREAKAGES OF EQUIPMENT OWNED BY THE MARRYATVILLE HOTEL OR SUB-HIRED BY THE MARRYATVILLE HOTEL.

THE MARRYATVILLE HOTEL PRACTISES RESPONSIBLE SERVICE OF ALCOHOL ON ALL OCCASIONS. INTOXICATED INDIVIDUALS WILL NOT BE SERVED ALCOHOL.

DISPLAY AND SIGNAGE - NOTHING IS TO BE NAILED, SCREWED OR ADHERED TO ANY WALL OR OTHER SURFACE OR PART OF THE BUILDING. BLUETAC IS BY HOTEL MANAGEMENT APPROVAL ONLY

CANCELLATION - THE MARRYATVILLE HOTEL WILL REFUND DEPOSIT BOOKINGS WITH MORE THAN 2 MONTHS NOTICE. LESS THAN 2 MONTHS NOTICE WILL RESULT IN 50% OF THE DEPOSIT TO BE REFUNDED. LESS THAN 1 MONTH NOTICE THE DEPOSIT WILL BE FORFEITED. CANCELLATIONS MUST BE SUBMITTED IN WRITING. ACKNOWLEDGMENT OF WRITTEN CANCELLATION MUST BE SOUGHT IF CLAIMING REFUND.