



THE  
MARRYATVILLE

CONFERENCE PACK

---

ENQUIRE TODAY

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 100 GUESTS SEATED, AND 200 STANDING.

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

ROOM SET + CAPACITY: PLEASE SEE PAGE 8

ROOM HIRE: \$200

9AM - 5PM MONDAY - FRIDAY  
EARLIER ROOM ACCESS IS NOT GUARANTEED  
ADDITIONAL \$80 PER HOUR OUTSIDE OF REGULAR HOURS

PRESS [HERE](#) FOR A VIRTUAL TOUR





## 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.

ROOM SET + CAPACITY: PLEASE SEE PAGE 8

ROOM HIRE: \$200

9AM - 5PM MONDAY - FRIDAY

EARLIER ROOM ACCESS IS NOT GUARANTEED

ADDITIONAL \$80 PER HOUR OUTSIDE OF REGULAR HOURS

PRESS [HERE](#) FOR A VIRTUAL TOUR

## 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 | 200 STANDING

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 filtered still + sparkling water*

*the beverage per person is either a coffee, tea, tap soft drink or juice at the designated break times*

*all other/ additional beverages will incur an additional cost*

*groups of 25 or more will use the tea + coffee station set up as their beverages*

### OPTION 1: JUST MORNING TEA | \$20PP

one beverage per person + 2 selections for morning tea

### OPTION 2: BAGUETTES OR WRAPS | \$40PP

two beverages per person + 2 selections for morning tea

**lunch:** fresh baguettes or wraps + greek salad

### OPTION 3: GREEK MEZZE | \$45PP

two beverages per person + 2 selections for morning tea

**lunch:** lamb koftas, grilled haloumi, hummus, mint yoghurt, tabbouleh, greek salad, char pita bread

### OPTION 4: WORKING LUNCH | \$60PP

two beverages per person + 2 selections for morning tea

**lunch:** please choose a meal from our [bistro menu](#)

*lamb rack, sirloin + specials not included*

## ADD AFTERNOON TEA | \$10PP

one selection for afternoon tea + 1 beverage

*this is an additon to any of the above packages*

## MORNING + AFTERNOON TEA OPTIONS

egg + cheese english muffins <sup>v</sup>

bacon + cheese english muffins

scones, jam + cream <sup>v</sup>

assorted danishes <sup>v</sup>

ham + cheese mini croissants

tomato + cheese mini croissants <sup>v</sup>

iced banana bread <sup>v</sup>

fresh fruit platter <sup>gf, ve, df</sup>

thai chicken sausage rolls, tomato sauce

## UNLIMITED INSTANT COFFEE + TEA STATION:

10 - 40 pax | \$50

40 - 80 pax | \$75

80 + | \$100

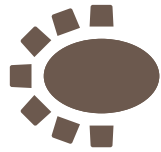
catering is required for groups of 8 or more

we will confirm menu two weeks prior to your event

dietary requirements will be catered for with prior notice

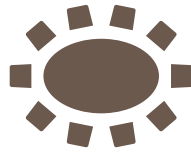
we can make a reservation for your lunch break in the bistro or meals can be served in the room or on the balcony.

## ROOM SET + CAPACITY



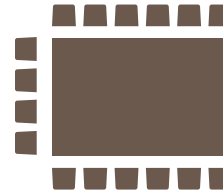
### OPEN ROUND

MARRYAT	18
KENSINGTON	30
BOTH	54



### CLOSED ROUND

MARRYAT	30
KENSINGTON	60
BOTH	100



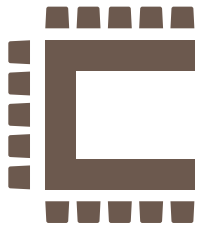
### OPEN BOARD ROOM

MARRYAT	20
KENSINGTON	26
BOTH	46



### CLOSED BOARD ROOM

MARRYAT	22
KENSINGTON	28
BOTH	50



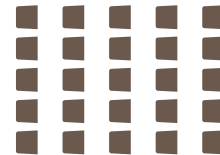
### U SHAPE

MARRYAT	11
KENSINGTON	28
BOTH	54



### CLASSROOM STYLE

MARRYAT	12
KENSINGTON	16
BOTH	28



### THEATRE STYLE

MARRYAT	40
KENSINGTON	60
BOTH	120



### ONE LONG TABLE

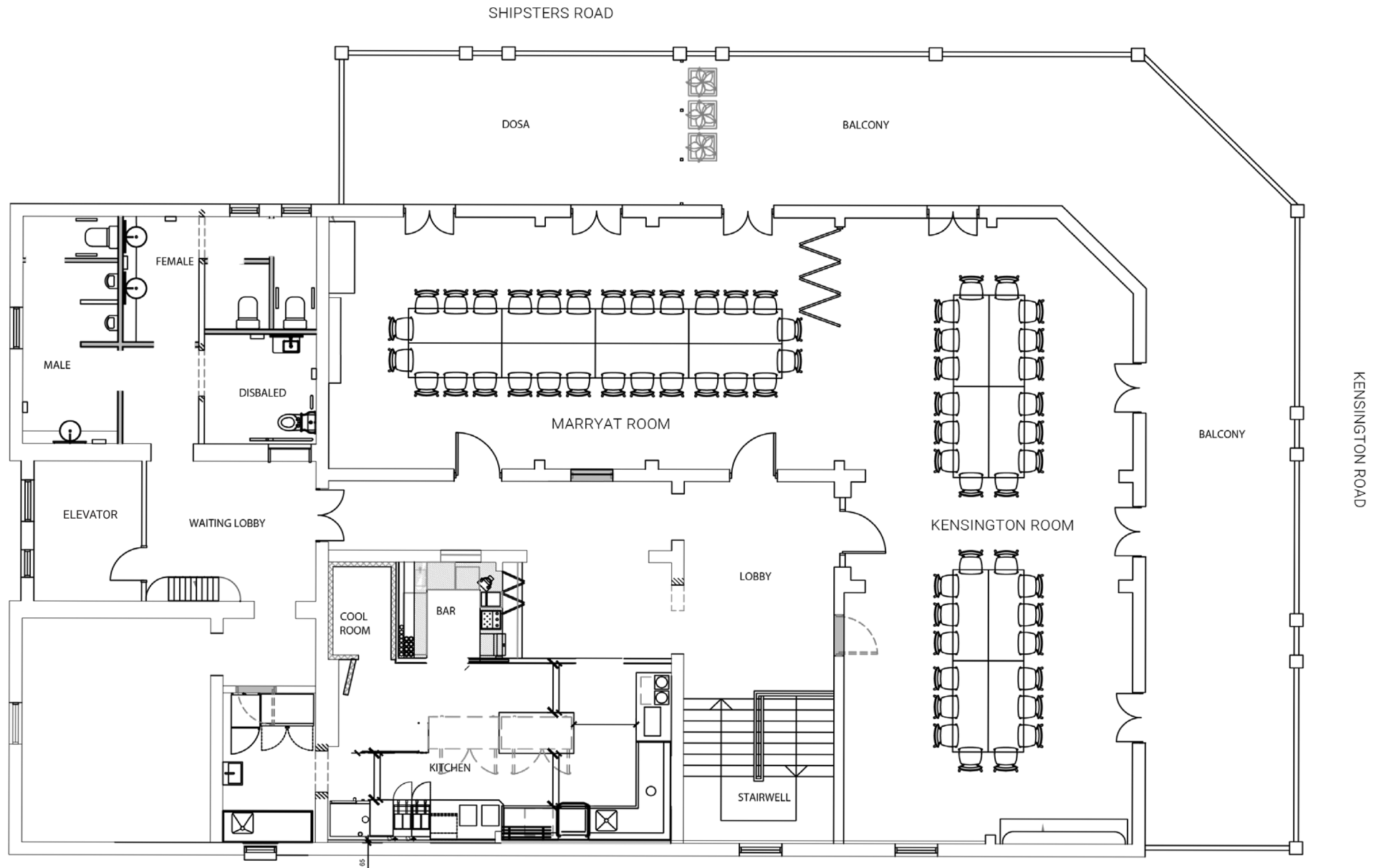
MARRYAT	28
KENSINGTON	34
BOTH	NA



### TWO LONG TABLES

MARRYAT	NA
KENSINGTON	52
BOTH	NA

# FLOOR PLAN



## 2026 TERMS & CONDITIONS

### BOOKING CONFIRMATION & DEPOSIT

A TENTATIVE BOOKING WILL BE HELD FOR 7 DAYS. TO CONFIRM YOUR EVENT, A DEPOSIT MUST BE PAID WITHIN THIS PERIOD.

PAYMENT OF THE DEPOSIT IS CONSIDERED ACKNOWLEDGMENT AND ACCEPTANCE OF THESE TERMS & CONDITIONS. IF CONFIRMATION IS NOT RECEIVED WITHIN 7 DAYS, MANAGEMENT RESERVES THE RIGHT TO CANCEL THE BOOKING AND REALLOCATE THE SPACE.

### DURATION & VENUE HIRE

DURATION IS DEPENDENT ON WHICH PACKAGE IS CHOSEN AND FOR HOW MANY HOURS. THIS TIME WILL BE CONFIRMED ON YOUR INVOICE. ALL PATRONS MUST VACATE THE AREA AT THE DESIGNATED END TIME, ORGANISERS ARE PERMITTED TIME TO CLEAN UP AFTERWARDS. SERVICE FEE APPLIES TO SIT DOWN PACKAGES.

### ACCESS TIMES

ACCESS TIMES MUST BE ARRANGED IN ADVANCE AND WILL BE CONFIRMED IN WRITING. EARLY ACCESS IS NOT GUARANTEED AND MAY INCUR ADDITIONAL CHARGES IF THE SPACE IS ENTERED PRIOR TO THE AGREED TIME.

### CANCELLATIONS

CANCELLATIONS MUST BE SUBMITTED IN WRITING VIA EMAIL TO: EVENTS@MARRYATVILLEHOTEL.COM.AU

THE FOLLOWING CANCELLATION POLICY APPLIES:

-MORE THAN 2 MONTHS' NOTICE: FULL REFUND OF DEPOSIT

-LESS THAN 2 MONTHS' NOTICE: 50% OF DEPOSIT REFUNDED

-LESS THAN 4 WEEKS' NOTICE: DEPOSIT IS FORFEITED

WRITTEN ACKNOWLEDGMENT OF CANCELLATION MUST BE OBTAINED TO PROCESS ANY APPLICABLE REFUND.

FOOD PAYMENTS: REFUNDED WITH AT LEAST 1 WEEKS' NOTICE

FOOD PAYMENTS: FORFEITED IF LESS THAN 1 WEEKS' NOTICE

### POSTPONEMENT

IF AT LEAST 4 WEEKS' NOTICE IS PROVIDED, THE DEPOSIT MAY BE TRANSFERRED TO A NEW DATE WITHIN 6 MONTHS. IF LESS THAN 4 WEEKS' NOTICE IS GIVEN, THE DEPOSIT WILL BE FORFEITED.

### PAYMENT TERMS

ITEMISED INVOICES ARE AVAILABLE UPON REQUEST. THE BALANCE OF THE EVENT ACCOUNT (INCLUDING ANY UNUSED PORTION OF A MINIMUM SPEND) WILL BE INVOICED.

### FINAL NUMBERS & TIMINGS

FINAL GUEST NUMBERS, ARRIVAL TIMES, AND FOOD SERVICE TIMES MUST BE CONFIRMED 14 DAYS PRIOR TO THE EVENT.

MENU SELECTIONS MUST BE FINALISED 14 DAYS PRIOR TO THE EVENT. FOOD PAYMENT IS DUE 7 DAYS PRIOR TO THE EVENT.

ALL MENUS ARE SUBJECT TO SEASONAL CHANGES AND PRODUCT AVAILABILITY. PACKAGE PRICING IS SUBJECT TO CHANGE UP UNTIL 3 MONTHS PRIOR TO THE EVENT. WITHIN THE 3-MONTH WINDOW, QUOTED PRICING WILL BE HONOURED.

### PRICING & AVAILABILITY

ALL PRICING AND PRODUCT OFFERINGS ARE SUBJECT TO AVAILABILITY AND MAY CHANGE WITH NOTICE.

### CONDUCT & RESPONSIBILITY

THE EVENT ORGANISER IS FINANCIALLY RESPONSIBLE FOR ANY DAMAGE OR BREAKAGES CAUSED BY THEMSELVES, THEIR GUESTS, OR ANY THIRD-PARTY SUPPLIERS. THE MARRYATVILLE HOTEL ACCEPTS NO RESPONSIBILITY FOR LOSS OR DAMAGE TO ITEMS LEFT BEFORE, DURING, OR AFTER THE EVENT.

### EQUIPMENT & PROPERTY

ORGANISERS ARE LIABLE FOR DAMAGE TO ANY MARRYATVILLE HOTEL EQUIPMENT OR THIRD-PARTY EQUIPMENT HIRED THROUGH THE VENUE.

### SMOKE-FREE POLICY

ALL INDOOR FUNCTION SPACES ARE STRICTLY SMOKE AND VAPE FREE. A \$200 CLEANING FEE APPLIES IF ANY GUEST SMOKES/ VAPES INSIDE. SMOKING AREAS WILL BE POINTED OUT AT THE VENUE.

### DECORATIONS, SIGNAGE & CLEANING

NO ITEMS ARE TO BE NAILED, SCREWED, OR ADHERED TO ANY SURFACE. BLU-TACK OR STICKY TAPE IS PERMITTED ONLY WITH MANAGEMENT APPROVAL. GENERAL CLEANING IS INCLUDED IN THE VENUE HIRE. EXCESSIVE CLEANING MAY INCUR ADDITIONAL CHARGES. CONFETTI, CONFETTI FILLED BALLOONS, RICE, SAND, ROSE PETALS, AND SIMILAR PRODUCTS ARE NOT PERMITTED INSIDE THE VENUE OR ON THE GROUNDS. A \$200 CLEANING FEE WILL BE CHARGED IF THESE ARE USED.

SECURITY, ALL 18TH AND 21ST BIRTHDAY PARTIES ARE REQUIRED TO HAVE ONE SECURITY GUARD FOR THE ENTIRE DURATION OF THE FUNCTION FOR EVENTS OVER 70PAX. THIS WILL BE CHARGED AT THE RATE OF (\$60) PER HOUR. THE PREFERRED SECURITY COMPANY USED BY THE MARRYATVILLE HOTEL IS THE ONLY SECURITY COMPANY TO BE USED IN SUCH CIRCUMSTANCES.

### EVENT CONCLUSION

ALL FUNCTIONS CONCLUDE BY 12:00 MIDNIGHT, WITH LAST DRINKS AT 11:45PM. GUESTS ARE REQUIRED TO VACATE THE PREMISES BY 12:00AM. PLEASE ENSURE ANY ENTERTAINMENT (E.G., DJS, BANDS) IS AWARE OF THESE TIMINGS.

### BAR ACCESS POST-EVENT

ACCESS TO THE PUBLIC BAR AFTER YOUR EVENT CANNOT BE GUARANTEED.

### RESPONSIBLE SERVICE OF ALCOHOL

THE MARRYATVILLE HOTEL PRACTICES THE RESPONSIBLE SERVICE OF ALCOHOL AT ALL TIMES. ALCOHOL WILL NOT BE SERVED TO INTOXICATED PERSONS OR MINORS. MANAGEMENT RESERVES THE RIGHT TO REMOVE DISRUPTIVE GUESTS AND MAY TERMINATE THE EVENT EARLY IF NECESSARY, WITHOUT REFUND.

### TRANSPORTATION

GUESTS ARE RESPONSIBLE FOR ARRANGING TRANSPORT TO AND FROM THE VENUE.

### CHILDREN

IN ACCORDANCE WITH LIQUOR LICENSING LAWS: ALCOHOL WILL NOT BE SERVED TO ANYONE UNDER 18. MINORS MUST BE ACCOMPANIED BY A RESPONSIBLE ADULT AT ALL TIMES. ALL MINORS MUST LEAVE THE VENUE BY 12:00 MIDNIGHT.

### PUBLIC HOLIDAYS

A 15% SURCHARGE APPLIES TO ALL FUNCTIONS HELD ON PUBLIC HOLIDAYS.