



THE MARRYATVILLE

CONFERENCE PACK

ENQUIRE TODAY

PRESENTATIONS | MEETINGS

EVENT LAUNCHES | CONFERENCES

events@marryatvillehotel.com.au



WELCOME TO THE MARRYATVILLE HOTEL

The Marryatville Hotel is one of metropolitan Adelaide's most distinctive conference venues, offering two elegant upstairs function spaces in the heart of the city's inner east.

Whether you're hosting an intimate board meeting or a full-day conference for up to 100 guests, our dedicated events team will work with you to plan and deliver an experience your attendees will remember.

Both spaces are privately accessed, acoustically private, and fully equipped with audio-visual facilities. Hire one room or open both together to scale to your group. When you need a break, the wraparound balcony is right there, and barista-made coffee keeps the day moving.

Before your event, our team works with you to lock in run times, break schedules, and catering so the day flows without interruption. On the day, a dedicated staff member is on hand throughout, with a service buzzer in the room for anything you need. We also take care of the finer details, including custom welcome signage for your group.

Combined with a considered food and beverage offering, The Marryatville provides everything you need to focus on what matters most: the work in the room.

KENSINGTON ROOM

Located on the first floor and accessible via elevator or staircase, the Kensington Room is a light-filled, acoustically private function space with versatile room configurations to suit a range of conference and meeting styles. Large windows create a bright, considered environment for focused work, and the adjoining balcony serves as an ideal breakout space.

Room Hire: \$250

Monday to Friday, 9am to 5pm

Access outside these hours is available at \$80 per hour (subject to availability)

Room configurations + capacities: please see page 7

Room hire includes:

Filtered still + sparkling water

White linen tablecloths

Marryatville branded notepads + pens for use

Custom welcome signage for your group

Dedicated food table

Use of balcony breakout space

AV + Equipment:

Data projector + large 4x4m screen

Built in speakers

Cordless microphone

Free secured guest Wi-Fi

Service paging system

Flipchart (subject to availability)

Lectern (subject to availability)

Parking:

Guests are welcome to use the rear car park. As conferences often begin before the hotel opens, the Shipsters Road entry door will be unlocked at your designated access time.

Your event, your space:

Once your event is underway, your privacy is respected. Our team will attend the room at pre-arranged break times only. Should you need assistance at any other time, simply press the in-room buzzer and a staff member will be with you promptly.

Please note a food package is required for groups of 8 or more. No outside food or drink is permitted.

Press [here](#) for a virtual tour





MARRYAT ROOM

Located on the first floor and accessible via elevator or staircase, the Marryat Room is a spacious, light-filled function space featuring an open fireplace and large windows that create a warm, professional setting for meetings and conferences. The room offers versatile configurations to suit a range of event styles.

Room Hire: \$250

Monday to Friday, 9am to 5pm

Access outside these hours is available at \$80 per hour (subject to availability)

Room configurations + capacities: please see page 7

Room hire includes:

Filtered still + sparkling water

White linen tablecloths

Marryatville branded notepads + pens for use

Custom welcome signage for your group

Dedicated food table

Use of balcony breakout space

AV + Equipment:

Smart TV

Built in speakers

Cordless microphone

Free secured guest Wi-Fi

Service paging system

Flipchart (subject to availability)

Lectern (subject to availability)

Parking:

Guests are welcome to use the rear car park. As conferences often begin before the hotel opens, the Shipsters Road entry door will be unlocked at your designated access time.

Your event, your space:

Once your event is underway, your privacy is respected. Our team will attend the room at pre-arranged break times only. Should you need assistance at any other time, simply press the in-room buzzer and a staff member will be with you promptly.

Please note a food package is required for groups of 8 or more. No outside food or drink is permitted. press [here](#) for a virtual tour

MARRYAT + KENSINGTON ROOM

Need more space? The Marryat and Kensington rooms open together to create one of inner Adelaide's most versatile private conference and event spaces, accommodating up to 100 guests seated or 200 standing.

Room Hire: \$400

Monday to Friday, 9am to 5pm

Access outside these hours is available at \$80 per hour (subject to availability)

Room configurations + capacities: please see page 7

Room hire includes:

Filtered still + sparkling water

White linen tablecloths

Custom welcome signage for your group

Marryatville branded notepads + pens for use (subject to numbers)

Dedicated food table

Use of balcony breakout space

AV + Equipment:

Smart TV

Data projector + large 4x4m screen

Built in speakers

2 x Cordless microphone

Free secured guest Wi-Fi

Service paging system

Flipchart

Lectern

Parking:

Guests are welcome to use the rear car park. As conferences often begin before the hotel opens, the Shipsters Road entry door will be unlocked at your designated access time.

Your event, your space:

Once your event is underway, your privacy is respected. Our team will attend the room at pre-arranged break times only. Should you need assistance at any other time, simply press the in-room buzzer and a staff member will be with you promptly.

Please note a food package is required for groups booking both rooms.

No outside food or drink is permitted.





CONFERENCE FOOD PACKAGES

All packages include filtered still + sparkling water.

The beverage per person is either a barista coffee, tea or tap soft drink at the designated break times.

Alternative beverages will incur an additional cost.

MORNING TEA | \$20PP

One beverage per person + two selections for morning tea

BAGUETTES | \$40PP

Two beverages per person, morning tea + mixed baguettes + Greek salad

WRAPS | \$40PP

Two beverages per person, morning tea + mixed wraps + Greek salad

GREEK MEZZE | \$45PP

Two beverages per person, morning tea + lamb koftas, grilled haloumi, hummus, mint yoghurt, tabbouleh, Greek salad, char pita bread

WORKING LUNCH | \$60PP

Two beverages per person, morning tea + bistro lunch*

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 [✓]

bacon + cheese english muffins

scones, jam + cream [✓]

assorted danishes [✓]

ham + cheese mini croissants

tomato + cheese mini croissants [✓]

iced banana bread [✓]

fresh fruit platter ^{gf, ve, df}

thai chicken sausage rolls, tomato sauce

UNLIMITED INSTANT COFFEE + TEA STATION:

10 - 40 pax | \$50

40 - 80 pax | \$75

80 + | \$100

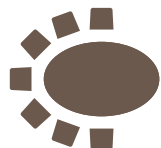
catering is required for groups of 8 or more

we will confirm menu two weeks prior to your event

dietary requirements will be catered for with prior notice

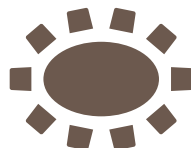
we can make a reservation for your lunch break in the bistro or meals can be served in the room or on the balcony.

ROOM SET + CAPACITY



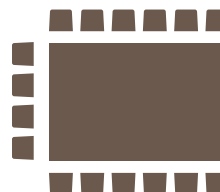
OPEN ROUND

MARRYAT	18
KENSINGTON	30
BOTH	54



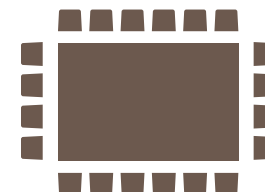
CLOSED ROUND

MARRYAT	30
KENSINGTON	60
BOTH	100



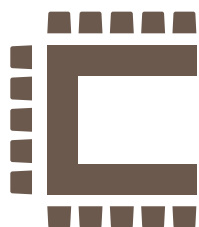
OPEN BOARD ROOM

MARRYAT	20
KENSINGTON	26
BOTH	46



CLOSED BOARD ROOM

MARRYAT	22
KENSINGTON	28
BOTH	50



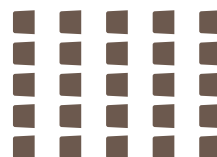
U SHAPE

MARRYAT	11
KENSINGTON	28
BOTH	54



CLASSROOM STYLE

MARRYAT	12
KENSINGTON	16
BOTH	28



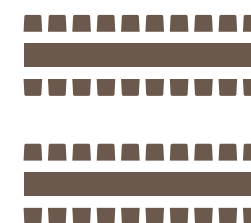
THEATRE STYLE

MARRYAT	40
KENSINGTON	60
BOTH	120



ONE LONG TABLE

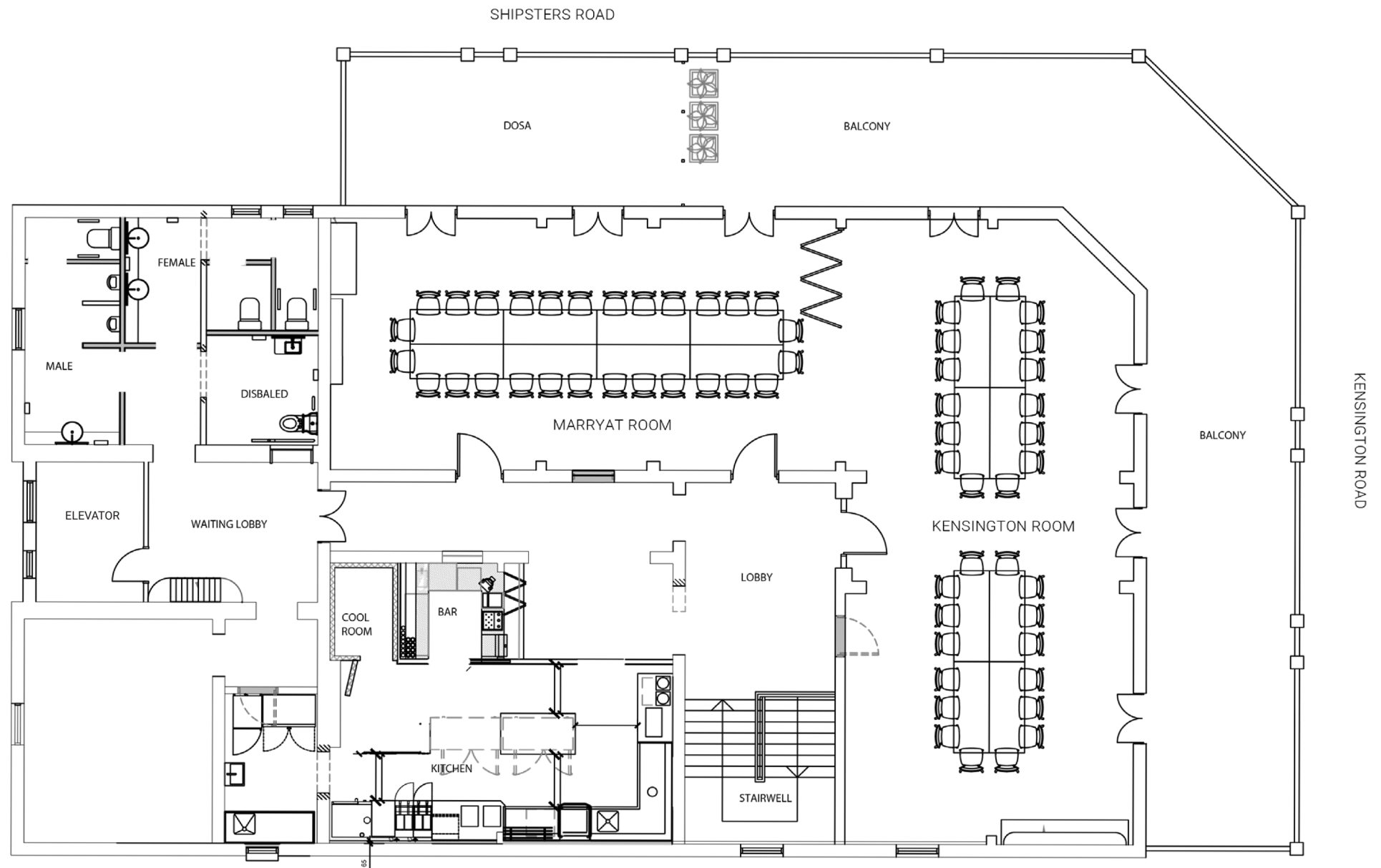
MARRYAT	28
KENSINGTON	34
BOTH	NA



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.