

# HOTEL ROYAL

180 Henley Beach Road, Torrensville

8352 7855

[hotelroyal.com.au](http://hotelroyal.com.au)

## Functions



# Functions

## WELCOME



### CAPACITY

Theatre Style	65
Classroom	32
Boardroom	28
Banquet	50
Cocktail	120

### ROOM HIRE

Half Day (up to 4 hours)	\$165
Full Day (up to 8 hours)	\$220
Friday/Saturday (flat rate)	\$220
Prices include GST	

### INCLUSIONS

Whiteboard  
Microphone  
Projector and screen  
Lectern  
Nightlife Video Jukebox System  
DVD, CD and VHS

Thank you for considering The Hotel Royal, Torrensville for your upcoming event. I have much pleasure in enclosing the information you require for your function as well as some general information on the excellent facilities that The Hotel Royal has to offer.

We take pride in our facilities, service and the professionalism of our staff who will strive to ensure the smooth running and success of your event.

Bar 180 and Bistro offers a relaxing atmosphere with open fires and occasional live entertainment.

The Jervois Room located on the first floor is a versatile function room. It has the ability to suit formal dinners as well as a party atmosphere for those celebrating birthdays or Bucks/Hens nights.

Why not choose The Hotel Royal for your next meeting or conference. For a formal conference or theatre style presentation, The Hotel Royal is an ideal venue. We can also take care of your catering requirements. Morning or afternoon tea, a light working lunch or a formal three-course dinner can all be catered for.

Please don't hesitate to contact me on 8352 7855 for further information or to arrange a tour of our facilities.

Yours Sincerely

Shane Schembri  
Hotel Manager

# Functions

## CATERING



### MORNING & AFTERNOON TEA

Coffee, tea and assorted biscuits  
\$6.5 per person

Coffee, tea and danishes  
\$7.5 per person

Coffee, tea and scones served with jam and cream  
\$9 per person

Coffee, tea and carrot, chocolate, orange or banana cake  
\$9 per person

Coffee, tea and fresh fruit platters  
\$12 per person

### LIGHT LUNCHES

Double smoked ham  
and cheese croissants  
\$5 per person

Assorted gourmet sandwiches  
\$7 per person

Assorted muffins  
\$6 per person

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## TERMS & CONDITIONS



The following terms and conditions shall apply to any function held by you at The Hotel Royal.

### **TENTATIVE BOOKINGS**

We will hold a tentative booking for a maximum of seven days.

### **CONFIRMATION OF BOOKING**

To confirm your booking you are required to return a signed copy of the Terms and Conditions and credit card authority, as well as pay the deposit.

### **PAYMENT**

We require full payment for hire of the function room as well as for Platter foods ordered no later than 2 weeks prior to function. Deposit is the equivalent to the total cost of the required food. If no food is required, then the room hire fee will act as the deposit. Final numbers are required no later than 7 days prior to the function.

### **CANCELLATIONS**

Cancellations of the function must be advised in writing. If the function is cancelled with more than 30 days notice, the deposits may be refunded. If the function is cancelled with less than 20 days but notice, 50% of the deposit will be refunded. If less than 15 days notice is given then the deposit will be retained.

### **MENU SELECTION**

Food and beverage selections to be confirmed no later than 14 days prior to the event.

### **ROOM RATES**

Function room rate includes room hire, clothed tables, water and mints on the table for all meetings and conferences. The use of all in-house audiovisual equipment such as overhead projector and screen, television and video, whiteboard and lectern.

All items are subject to availability.

### **DAMAGE**

Please note that you are financially responsible for damage sustained to hotel property and fittings during the event. No attachments are to be used on the walls without prior permission from us.

### **CLIENT RESPONSIBILITY**

It is your responsibility to ensure that all attendees adhere to our dress code and behave in an orderly manner during the event.

### **SECURITY**

Arrangement for security can be made upon request. An additional charge will apply.