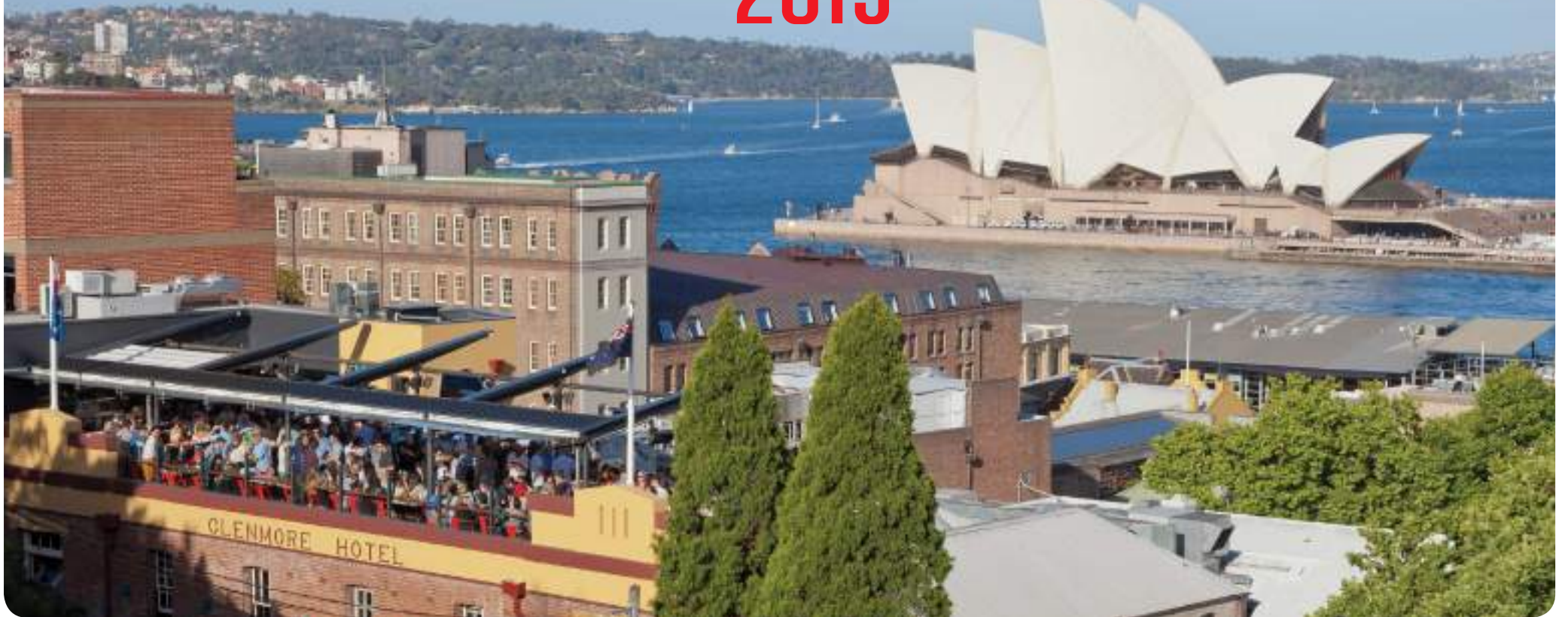


THE
GLENMORE
AT THE ROCKS

Conference Pack
2019





THE GLENMORE

THANK YOU FOR CONSIDERING THE GLENMORE HOTEL FOR YOUR CORPORATE EVENT.

The Glenmore Hotel offers a private space for any style of conference, corporate meeting or workshop. Located on the middle level of the Glenmore Hotel the unique space includes three separate conference meeting areas.

We offer ALL DAY or HALF DAY Packages, complete with catering, beverages + stationery.

FULL DAY \$300/ HALF DAY \$200

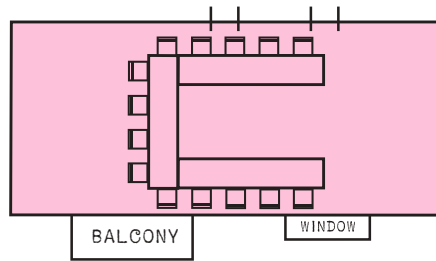
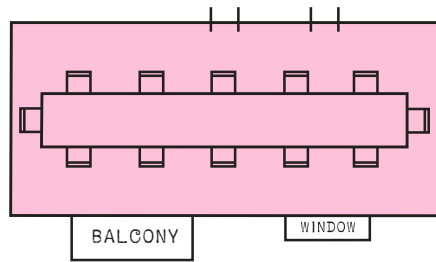
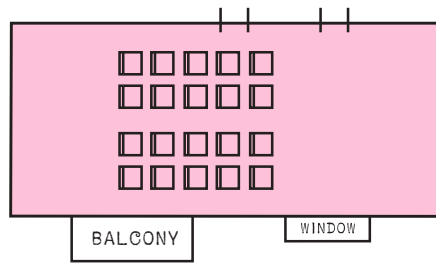
The following services are included with venue hire:

- Complimentary wifi
- Flip chart and markers
- Chilled water, pens and notepads
- Plasma television screens for presentations and video (HDMI cable compatible)

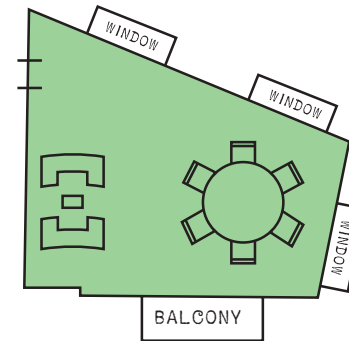
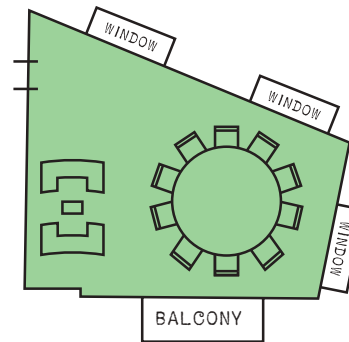


SETUP OPTIONS

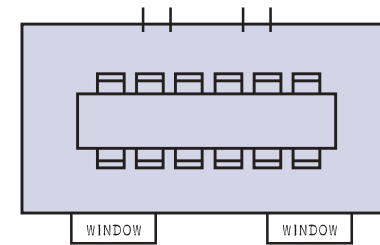
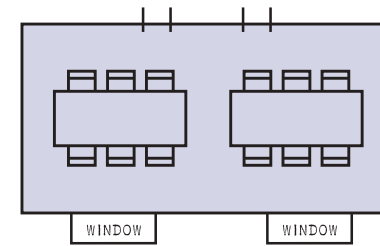
GRAND DINING



CLUB ROOM



DRAWING ROOM





DRAWING ROOM

CLASSROOM
14 GUESTS



CLUB ROOM

ROUND TABLE
2 LOUNGERS
JULIETTE BALCONY
8 GUESTS



GRAND DINING ROOM

CLASSROOM 20 GUESTS
U-SHAPE 14 GUESTS
BOARD ROOM 12 GUESTS
JULIETTE BALCONY



EAT



**all menus include barista coffee and tea*

MORNING TEA PACKAGE

\$18.50 per person

Assorted mini fruit muffins

Mini Danish pastries

Fruit platter (gf)

CONFERENCE PACKAGE

\$27.50 per person

Assorted mini fruit muffins

Banana Bread (gf)

Fruit platter

Yoghurt & museli jars

Mini leg ham & cheese croissants

AFTERNOON NIBBLES

\$18.50 per person

Assortment of cured meats, artisanal cheeses, seasonal fruit, pita bread, hummus

ADDITIONAL PACKAGE OPTIONS

HAPPY HOUR DRINKS & CANAPÉS - ROOFTOP AREA

5:00pm-6:00pm | \$40.00 per person

DRINKS

Restless Rebel
Pocketwatch Chardonnay
Pocketwatch Pinot Noir
Bulmers
Pure Blonde
Soft Drinks

CANAPÉS

Bocconcini, semidried tomatos, min & olive oil (gf)(v)

Bolognese, peas & parmesean arancini balls & wasabi mayo

Pork & fennel sausage rolls

YOUR MEETING BOOKING FORM

Contact Name: _____

Company (if applicable): _____

Telephone/Mobile: _____

Postal Address: _____

Email: _____

YOUR MEETING DETAILS

1. Date of Function: _____

2. Time: Please circle 9am - 12pm | 12pm - 5pm | 9am - 5pm

After your function do you intend to stay longer with us? _____

3. Event Title: _____

4. No of Guests: _____

5. Menu Choice: _____

OFFICE USE ONLY

Area: _____

Event no.: _____

HIRE FEE PAYMENT

Credit Card Details: VISA / MASTERCARD / DINERS CLUB / AMEX

Cardholder Name: _____

Card Number: __/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/

Expiry Date: __/__/__

Hire Fee: \$ _____

Please debit the amount \$ _____ (hire fee)

(An additional 1% surcharge will be charged for all credit card payments)

I hereby authorise for the above amount to be debited from my card. Full payment must be received prior to the function. If for any reason payment is not received by the venue prior to the function, I agree for the full amount to be debited from my card (details above) at the completion of the event.

Any and all outstanding moneys ancillary to the function costs will also be charged at this time.

Cardholder's signature:

Please email the function booking form and signed terms and conditions to: functions@theglenmore.com.au

TERMS AND CONDITIONS

CONFIRMATION, HIRE FEE & DEPOSIT

To confirm a function booking, the following is required:

1. HIRE FEE
2. COMPLETED BOOKING FORM
3. SIGNED TERMS & CONDITIONS

Please note: A deposit of \$500 is required January through to October & a \$1000 deposit is required in November & December. Hire fees will be advised by the functions manager. Should the above mentioned forms, hire fee & deposit not be received by the due date, the venue reserves the right to cancel the tentative hold on the client's behalf.

CANCELLATION

If cancellation occurs within 4 weeks of the event date, the deposit & hire fee is forfeited.
If cancellation occurs within 10 working days prior to the event date, the client will be charged 100% of the food costs & hire fee.

FINAL NUMBERS AND DETAILS

Guaranteed minimum numbers of guests attending and all final details should be notified to the functions manager no less than 10 business days prior to the event. Once given, numbers can increase up to 5 business days prior to the event however not decrease. Absolutely no changes on the increase in numbers will be taken after this time.

PAYMENT

Full payment of venue hire, food and beverage packages are required 7 days in advance of the date of the function. For any outstanding beverage tabs, these are to be settled at the conclusion on the evening of the function. No extensions of payment will be permitted.

Payment can be made by direct deposit, cheque or credit card 7 days prior to the function.

Service fee will be assessed for credit card purchases and all credit cards will incur a 2% surcharge.

Credit card details and I.D must be given as security for all beverage tabs.

INSURANCE/DAMAGES

Our organisation will take reasonable care, but will not accept responsibility for damage to or loss of items before, during or after a function. You are financially responsible for any loss or damage sustained to the premises or our property during a function or by your guests when entering or leaving the premises. You are also responsible for any loss or damage to equipment hired on your behalf.

OTHER

The client shall conduct the function in an orderly manner and in full compliance with the rules of The Glenmore management and in accordance with all applicable laws.
The client is responsible for the conduct of the guests and invitees and indemnifies the hotel for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees. No food or beverages of any kind is permitted to be brought to the function by the client, client's guests or invitees, unless prior permission has been obtained.

RESPONSIBLE SERVICE OF ALCOHOL

In accordance with the NSW state governments RSA laws, The Glenmore reserves the right in its absolute discretion to exclude or remove any undesirable persons from the function or The Glenmore's premises without liability.

Management reserves the right to close the bar when it deems necessary. We also reserve the right to cancel the booking if:

- The Glenmore or any part of it is closed due to circumstances outside the hotels control.
- The client becomes insolvent, bankrupt or enters into liquidation or receivership.
- The function might prejudice the reputation of The Glenmore.
- The room hire and food has not been paid by the due date.

Signed _____

Date _____

Thank you for taking the time to fill out these forms.
We look forward to hosting your event soon.

***Please note: This must be signed and returned with the booking form**