



## 2011 CONFERENCE KIT



Medina Grand Adelaide Treasury  
2 Finders Street, Adelaide SA 5000 Australia

Tel: (+61 8) 8112 0000 Fax: (+61 8) 8112 0199 Reservation: 1300 300 232  
Email: [mgat@medina.com.au](mailto:mgat@medina.com.au) Web: [www.medina.com.au](http://www.medina.com.au)

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## EVENTS WITH A DIFFERENCE

Finally an event and meeting space that is original and iconic...

- Imagine holding your meeting in the South Australian Premier's Cabinet room restored to its original condition with a stately historical flair
- Cocktail parties in the underground sandstone cellars of the former treasury building – used by The Beatles to escape the crowds on their 1964 Australian tour
- Or impress your guests in the relaxing leafy courtyard, an inner city garden oasis

Steeped in history yet graced with a contemporary style, Medina Grand Adelaide Treasury offers flexible and intimate conference rooms to facilitate productive and memorable meetings and events. Located in Adelaide's CBD, adjacent to the Town Hall and opposite the GPO, the former Treasury building overlooks Victoria Square and is an ideal destination for your next function.

## UNIQUE EVENT SPACES

Medina Grand Adelaide Treasury is home to conventional meeting room space as well as some of the most unique event spaces in Adelaide. Regardless of what type of event you are holding, Medina Grand Adelaide Treasury has a space for you to entertain and impress.

### Old State Cabinet Room

The original home of the South Australian Premier and Cabinet between 1876 and 1968, this iconic piece of South Australian history has been restored to original beauty complete with original furniture, parliamentary artifacts and period artwork. This one-of-a-kind meeting space is ideal for boardroom style meetings for up to 12 people and is the perfect space to impress clients, employers and delegates for any style of meeting.

### Treasury Courtyard

The home of the famed 1930's beef riots and used as an escape route for the Beatles on their 1964 tour, the treasury courtyard now serves as an inner city garden oasis. Entertain your guests in the leafy ambience of our courtyard, perfect for a lunch time escape or cocktail party with a difference.

### Treasury Tunnels

The ambient underground tunnels of the former treasury building were most used in the 1960's; overflowing with cartographers & surveyors who worked for the Lands Department, making and printing some of the best maps in the world. Today, the tunnels create a spectacular space to entertain. Whether it be an intimate dinner, wine tasting, cocktail party or special event, there is no space in Adelaide as special as the Treasury Tunnels.

### Vault Rooms

Originally housing government vaults, this area of the hotel has been completely redesigned to offer three modern and fully equipped meeting and event spaces for any form of function. Ranging in size and layouts, these rooms can cater for up to 80 people.



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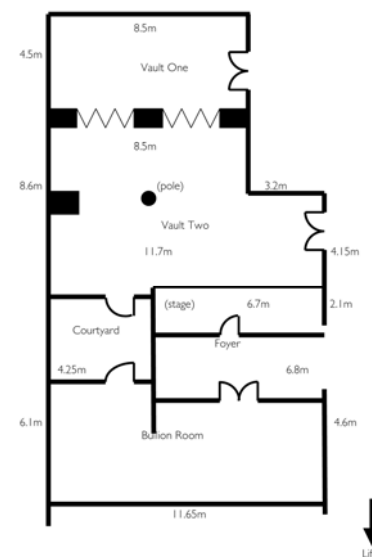
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## MEDINA VENUE CAPACITY

Room	Sq M	Height	Theatre	Classroom	Cabaret	U-Shape	Boardroom	Cocktail
Old State Cabinet Room	75	4.5m	N/A	N/A	N/A	N/A	13	40
Vault 1	38	2.4m	25	10	10	12	15	25
Vault 2	80	2.7m	65	30	30	20	25	70
The Bullion Room	60	2.4m	40	15	10	14	18	40
Treasury Tunnels	86	2.6m	21	N/A	N/A	N/A	N/A	40
Treasury Courtyard	288	N/A	N/A	N/A	N/A	N/A	N/A	170

## MEDINA ROOM HIRE

Room	Full Day	Half Day
Old State Cabinet Room	\$500	\$350
Vault 1	\$250	\$185
Vault 2	\$500	\$350
The Bullion Room	\$350	\$250
Treasury Tunnels	Price on Application	
Treasury Courtyard	Price on Application	



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## DAY DELEGATE PACKAGES at \$69.50 per person

### Includes:

Conference room hire\*, note pads, pens, iced water & mints, flipchart, standard whiteboard and screen.

#### Arrival Tea/Coffee

Freshly brewed coffee & specialty teas

#### Morning Tea

Freshly brewed coffee & specialty teas with gourmet muffins

#### Lunch

Your choice from our lunch menu

#### Afternoon Tea

Freshly brewed coffee and specialty teas, served with a selection of home style cookies

## CATERING ONLY OPTIONS

Arrival tea & coffee	\$4.00 per person
Morning tea & coffee with gourmet muffins	\$8.00 per person
Working Lunch option 1	\$31.00 per person
Working Lunch option 2	\$33.00 per person
Working Lunch option 3	\$23.00 per person
Buffet Lunch	\$45.00 per person
Afternoon tea & coffee with a selection of home style cookies	\$6.50 per person
See overleaf for menu options	

## UPGRADE YOUR COFFEE BREAKS

Fruit Platter	add \$1.00 per person per break
Yeast Bun	add \$1.50 per person per break
Doughnut	add \$1.50 per person per break
Carrot Cake	add \$1.50 per person per break
Chocolate cake	add \$1.50 per person per break
Banana Cake	add \$1.50 per person per break
Assorted Large Gourmet Danishes	add \$2.00 per person per break
Gourmet Savoury Croissants	add \$2.00 per person per break

\*If numbers fall below 15 guests, a room hire fee will apply



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## WORKING LUNCH OPTION 1

- Fresh baguettes, ribbon & open faced sandwiches and wraps with assorted fillings
- Fresh seasonal fruit platter
- Small sweets platter including a selection of chocolate brownies, melting moments, anzac biscuits, cup cakes, macadamia & white chocolate biscuits
- Freshly brewed tea & coffee
- Chilled orange juice

## WORKING LUNCH OPTION 2

- Ribbon & open faced sandwiches with assorted fillings
- Baked sundried tomato & pesto mini quiches
- Cheese and spinach filo pastry triangles
- Fresh seasonal fruit platter
- Small sweets platter including a selection of chocolate brownies, melting moments, anzac biscuits, cup cakes, macadamia & white chocolate biscuits
- Freshly brewed tea & coffee
- Chilled orange juice

## WORKING LUNCH OPTION 3

- Ribbon & open faced sandwiches with assorted fillings
- Fresh seasonal fruit platter
- Freshly brewed tea & coffee
- Chilled orange juice

## BUFFET LUNCH (choose your options)

*(add an additional \$15.00 per person to the day delegate package for the hot buffet lunch)*

The set menu will consist of two hot dishes, one fresh garden salad, cheese platter and fruit platter. Select from below options:

### Hot dishes

- Whiting rolls with lemon & dill sauce
- Atlantic salmon strudels with mango & chilli salsa
- Tandoori chicken pieces with jasmine rice & cucumber raita
- Tangine of chicken with toasted almonds & apricots
- Grilled marinated chicken with basil cream & onion rings
- Chicken, tomato, herb & vegetable casserole with baby potatoes
- Beef fillet on Mediterranean potatoes with roasted tomatoes & hollandaise sauce
- Tiny beef mignons with red wine glaze and chive mashed potatoes
- Vegetable lasagne
- Grilled assorted vegetables with 9 spices, chick peas, tzatziki & couscous
- Onion, olive & tomato tarts with zucchini, red capsicum garlic & thyme

### Salads

- Traditional green salad with iceberg & mixed lettuce, cherry tomato & avocado
- Mixed lettuce with chickpeas, lemon & grilled haloumi salad
- Kipfler potato salad with spring onion, mint, bacon, dijon & egg



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## AUDIOVISUAL & EQUIPMENT HIRE

	Per Day Price
Fixed screen	1x Complimentary
Standard whiteboard	1x Complimentary
Flipchart with markers	1x Complimentary
Overhead projector	1x Complimentary
Additional flipchart	\$20.00
Electronic whiteboard	\$265.00
CD player	\$40.00
DVD/VCR player	\$50.00
Lectern and microphone	\$185.00
Lapel microphone	\$250.00
Microphone (cordless)	\$250.00
Data projector	\$240.00
Wireless or broadband internet (per user)	\$24.95
Polycon conference speaker phone	\$250.00
Laptop computer	\$280.00

\*Please note a delivery charge of \$44.00 may apply and externally hired equipment prices are subject to change



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## BREAKFAST SELECTIONS

### Continental Buffet Breakfast at \$30.00 per person

- Chilled orange juice
- Freshly sliced fruit
- Selection of breakfast cereals with skim and whole milk
- Assorted bread (white & wholemeal)
- Mini bagels with smoked salmon & cream cheese
- Mini croissants with ham & cheese
- Mini sweet & savoury muffins and mini danish pastries
- Freshly brewed tea and coffee

### Deluxe Buffet Breakfast at \$35.00 per person

- Selection of breakfast cereals with skim and whole milk
- Baked eggs wrapped in bacon
- Pancakes with golden maple syrup
- Mini sweet & savoury muffins and danish pastries
- Freshly sliced fruit
- Chilled orange juice
- Freshly brewed tea and coffee

### Restaurant Breakfast

A continental buffet breakfast and a la carte breakfast menu is also available at the Treasury Restaurant.



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## SUNDOWNERS

### Vegetarian

- Risotto balls
- Sundried tomato & pesto quiches
- Cheese & spinach filo pastry triangles
- Vegetable spring rolls with sweet chilli sauce
- Fresh vegetables with avocado dip
- Frittata squares with pesto & tomato
- Parmesan crisp tartlets with guacamole

### Seafood

- Smoked salmon tartlets
- Individual smoked salmon frittatas
- Thai fish tartlets
- Oyster platter with seafood sauce
- Smoked trout canapés with horseradish butter
- Californian crab cakes with sweet chilli dip

### Something Sweet

- Chocolate brownie squares
- Caramel tarts
- Meringues
- Chocolate dipped strawberries
- Melting moments

5 pieces per person \$20.00 per person

7 pieces per person \$28.00 per person

11 pieces per person \$43.00 per person

\*Waiting staff will be an additional charge of \$40.00 per staff, per hour\*

### Meat and Chicken

- Curried lamb swirls
- Marinated grilled chicken on french stick with mango, chilli and cajun seasoning
- Crumbed sesame chicken pieces with lemon mayonnaise
- Sliced fillet of beef with horseradish on french stick
- Miniature open sandwiches
- Prosciutto-wrapped asparagus with hollandaise sauce
- Bruschetta with beef & pesto
- Mini pizzas
- Spiced coriander chicken parcels with peanut sauce
- Toasted prosciutto, rocket, tomato & parmesan fingers
- Chicken & avocado checkerboard sandwiches
- Tiny beef mignons with mustard hollandaise
- Thai chicken curry bites with sweet chilli sauce
- Tiny sausage rolls with home made tomato sauce



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## BEVERAGE PACKAGES

### Standard

Haselgrove "H Series" Semillon Sauvignon Blanc  
 Haselgrove "H Series" Cabernet Merlot  
 Victoria Park Premium Cuvee  
 Coopers Pale Ale  
 Coopers Light  
 Selection of chilled soft drinks  
 Chilled orange juice  
 Chilled water

½ hour duration	\$20.00 per person
1 hour duration	\$24.00 per person
2 hour duration	\$31.00 per person
3 hour duration	\$39.00 per person
4 hour duration	\$47.00 per person

### Deluxe

Gulf Station Sauvignon Blanc  
 Gulf Station Cabernet Sauvignon  
 Emeri Sparkling Sauvignon Blanc  
 Coopers Pale Ale  
 Coopers Light  
 Selection of chilled soft drinks  
 Chilled orange juice  
 Chilled water

½ hour duration	\$25.00 per person
1 hour duration	\$29.00 per person
2 hour duration	\$36.00 per person
3 hour duration	\$44.00 per person
4 hour duration	\$52.00 per person



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# TERMS & CONDITIONS

## CONFIRMATION:

Confirmation of a booking must be made in writing with signed Terms & Conditions within seven (7) days of the original reservation. A 10% deposit is to be paid within fourteen (14) days. Otherwise the Management of the Hotel reserve the right to cancel the tentative booking and allocate the venue to another client.

## PAYMENT:

All function accounts are to be paid in full, two (2) days minimum prior to the function unless alternative arrangements have been made with the Hotel Credit Manager. All approved credit arrangements require full payment within five working (5) days after the function.

Please note that for all credit card transactions, a surcharge of 1.5% applies. Guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee.

## NON PERFORMANCE OF CONTRACT:

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function.

Notification of 60+ days of the function deposit will be held for next confirmed event (must be within 6 months)

Notification within 30 days or more of the function date 10% of the estimated cost

Notification 14-30 days prior 50% of the estimated cost

Notification less than 14 days 100% of the estimated cost

## FINAL ATTENDANCE:

A guaranteed number of guests attending functions is required two (2) working days prior to the event. Charges for any changes after this time will be rendered accordingly.

## FINAL DETAILS:

To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection seven (7) days prior to your function. This will include details such as floor-plans and designs for exhibition & display space.

## COMMENCEMENT AND VACATING OF ROOMS:

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

## SET UP AND DELIVERY OF EQUIPMENT:

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised & agreed upon with the Banquet Coordinator and sent no earlier than 48hours prior to the function and must be marked with the name of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. Goods left in the Hotel without prior arrangement will be deemed abandoned and discarded by the hotel.

## CONSUMPTION:

No food or beverage of any kind will be permitted to be brought into the Hotel for consumption at the function by the client or any of the client's guests, invitee's or persons attending the function. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.



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**DISPLAYS AND SIGNAGE:**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audiovisual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the hotel.

**ROOM ALLOCATION:**

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

**COMPLIANCE:**

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

**DAMAGES:**

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client's guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include however is not limited to extra cleaning charges, cost to repair damaged furniture etc.

**RESPONSIBILITY:**

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security.

**SECURITY:**

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability.

**LIABILITY:**

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

**BASIS OF AGREEMENT:**

Performance of this agreement is contingent upon the ability of the Hotel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions: restrictions upon travel, transportation, food, beverages, or supplies: equipment failure, and other causes, whether enumerated herein or not, which are beyond the control of the Hotel, in no event shall the Hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. In no event shall the Hotel's liability be in excess of the total amount of the food and beverage contracted hereto.

**ACCEPTED BY THE CLIENT:**

Name of Company/Function

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Conference Sales

Signature of Responsible Party

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Date:

Date:

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