



# Conference Pack



**St Francis Resort**

**14 Bridge Street Old Reynella**

**Ph: 83222246 Fax: 83220921**

**[Functions.stfrancis@indpg.com.au](mailto:Functions.stfrancis@indpg.com.au)**

Thank you for considering St Francis Resort for your upcoming conference.  
We are pleased to provide you with our conference information for your perusal.

We are located in the historic town of Old Reynella, just 30 minutes from the CBD and  
20 minutes from the famous wine region of McLaren Vale.

St Francis Resort offers your delegates and guests a memorable experience for any  
business, organisation or event function.

At St Francis Resort we understand the importance of service and offer professional  
assistance in arranging all aspects of your seminar or conference.

Our experienced staff will provide all the ingredients to ensure that your conference,  
seminar, or meeting is a success.

Let us meet with you personally to discuss your requirements and show you our  
facilities first hand.

If you have any questions or queries please don't hesitate to contact us on 8322 2246 or  
at [functions.stfrancis@indpg.com.au](mailto:functions.stfrancis@indpg.com.au)

We look forward to being of further assistance  
Functions Department  
St Francis Resort



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## Conference Room Hire Charges

Rooms	Full Day	Half Day
Main Vines Room	\$500	\$250
Governor Phillip	\$400	\$200
Cellar Door	\$300	\$150
Lake View	\$200	\$100

Multiple rooms can be booked for same day use. Collective room hires will be charged.



## Room capacities

Room	Theatre	Cabaret	U-Shape
Main Vines	130	80	40
Governor Phillip	120	80	40
Cellar Door	40	30	25
Lake View	30	24	20

### **Technical Equipment included in room hire**

- Whiteboard
- Flipchart
- Lectern

Pens and paper for delegates will be provided upon request at no extra charge

### **Other equipment can be hired-**

- |                      |       |
|----------------------|-------|
| - Projector & screen | \$100 |
| - Microphone         | \$100 |

Other IT equipment can be hired for your conference by request. Please discuss any requirements with the functions department upon enquiry. Room restrictions apply.

### **Secretarial Support**

Photocopying, faxing, printing and e-mail facilities are available at reception upon request. Charges will apply.

**Ample Car Parking Facilities** - Complimentary car park available for all your delegates

# Conference Catering

## Conference Menu 1 - \$25.00pp

### Arrival Tea and Coffee

#### Morning Tea

Individual Sweet Danishes  
Continuous tea and coffee

#### Lunch

Assorted Gourmet Baguettes with Various Fillings  
Freshly Sliced Seasonal Fruit Platter  
Jugs of Soft drinks or juice

#### Afternoon Tea

Selection of muffins  
Continuous tea and coffee

Morning or Afternoon tea- only	\$8.90pp
Lunch only	\$12.90pp

\* Please state all dietary requirements when booking

Note: All conferences include iced water & mints which are refreshed in your breaks

## Conference Menu 2 - \$30.00pp

### Arrival Tea and Coffee

#### Morning Tea

Assorted Mini Muffins

Continuous tea and coffee

#### Lunch

House made vegetarian frittatas

Continental Meat Platter

Traditional Caesar Salad with Caesar Dressing

Green Garden Salad

Seasonal fruit platter

Jugs of Soft drink or juice

#### Afternoon Tea

Scones with jam and cream

Continuous tea and coffee



Morning or Afternoon tea -only	\$8.90pp
Lunch only	\$17.90pp

\* Please state all dietary requirements when booking

Note: All conferences include iced water & mints which are refreshed in your breaks

## Conference Menu 3 - \$30.00pp

### Arrival Tea and Coffee

#### Morning Tea

Assorted Mini Muffins  
Continuous tea and coffee  
Served in your function room

#### Lunch

Hot Lunch served in Walters Restaurant if under 30 people – otherwise you we can organize your lunch to be served in the Function Room or pergola area.  
Restaurant Lunch Options available – pre order form given on the day  
Jugs of Soft drink or juice

#### Afternoon Tea

Scones with jam and cream  
Continuous tea and coffee  
Served in your function room

Morning or Afternoon tea -only	\$8.90pp
Lunch only	\$17.90pp

- Please state all dietary requirements when booking
- We also have canapé options available for post function drinks & nibbles



Note: All conferences include iced water & mints which are refreshed in your breaks

## Conference Accommodation

With 41 rooms available there is definitely a room to suit your needs. All suites include a plasma television, mini bar facilities, private en-suite, selected foxtel channels and reverse cycle air conditioning. Spa suites are also available. Our Walters Restaurant is also open weekdays for Breakfast from 7am-9.00am, weekends from 8am -10am, Lunch 12noon-2pm Dinner 6pm-8.30pm.

Check in 2.00pm check out at 11.00am

### Room rates

All Spa Suites at a flat rate of \$110 per night- max double occupancy

Continental Breakfast-        \$10pp available weekdays  
Fully cooked Breakfast        \$18.90pp available weekends only  
(with Prior Arrangement only for week days)





# Event Agreement

The following Event Agreement ensures smooth running of your event from the time of booking until completion. All bookings are accepted by St Francis Resort based on the outlined terms and conditions, effective from July 2013.

## Contact Details

Ph: (08)8322 2246 Fax: (08) 8322 0921  
Email: functions.stfrancis@indpg.com.au  
14 Bridge Street  
Old Reynella SA 5161

## Confirmation of Reservation

Confirmation of booking must be made within 14 days of the tentative reservation. A non-refundable deposit (which equates to the venue hire fee) and signed acceptance form are required for confirmation.

## Confirmation of Final Numbers

The final number of guests is considered to be the guaranteed number attending your event and is not subject to change. A strict confirmed final number of guests attending are required 10 business days prior to your event, for catering purposes. Charges will be based on this number, or the actual number of guests attending the event, whichever is the greater.

## Confirmation of Menu and Pricing Policy

A guaranteed number of guests attending the event are required 10 business days prior to the event. At time of confirmation prices are current, but may subject to change at management discretion to meet rising costs. No external caterers are permitted.

Surcharges may apply when numbers fall below the required minimum numbers. (\$10.00 per person)

## Alcohol

Under the Liquor Licensing Act (section 125) with regard to Responsible Service of Alcohol, St Francis Resort Staff reserves the right to refuse service of alcohol to intoxicated or disorderly patrons. These patrons may also be asked to leave the premises. Through the Liquor Licensing Act, St Francis Resort has a duty of care for staff and patrons and therefore, we follow the RSA Act (Responsible Service of Alcohol) strictly and accordingly.

## Account Settlement

Final Payment is required 4 days (96 hours) prior to the event.

Additional Beverage sales on the day must be paid in full on close of function via Cash or Credit Card.

If paying via Direct Debit you need to contact us directly for banking details and we ask that you forward us written confirmation of the payment so we can locate and process your payment.

## Security

St Francis Resort has an onsite Security who oversee the operations of functions in conjunction with the Bistro and Gaming, at no extra charge. However if extra guards are required, which is at the discretion of management, this will be organized prior to your event and additional fees apply, \$45.00 per hour per guard for a minimum of 3 hours.

### **Cancellation and Postponement Policy**

In the event of a cancellation within 180 days (6months) prior to your function all deposits and monies paid shall be forfeited. Should cancellation occur within 28 days of the function, the client agrees to pay a fee equal to 50% of the total cost of the planned function (Loss of income due to limited time to rebook venue) or as negotiated with the Venue Manager at St Francis Resort. If the function is postponed before the 28 days prior to the function and the same function is to be held within 180 days (6months) of the original booking, the deposit may be transferred to the new date.

Once the booking has been transferred an additional fee of 20% deposit of the total anticipated charges will be required within 14 business days of transfer. Should cancellation occur after this time, then all payments are forfeited.

### **Delivery of Goods and Equipment**

Please ensure all deliveries are clearly labeled with the name, date and contact number of your event. The client is responsible of all goods delivered to the Venue and for collection of the goods after the event.

### **Function Hours**

Function hours are set by the guidelines of the SA Licensing Act and must be adhered to at all times by you and your guests. The beverage service will cease half an hour before conclusion of the function. Should an event run over time, St Francis Resort reserves the right to levy and charges of \$150.00 per hour.

### **Exhibitions and Equipment Hire**

All activities are the responsibility of the client and are to be set up and dismantled in accordance with the health and safety codes of St Francis Resort and SA Awards. The Function Coordinator must approve all activities, decorations and equipment prior to your event. Please note, there is no loan of equipment available on premise to be used for hanging decorations, you are to provide your own equipment.

### **Insurance**

St Francis Resort cannot take responsibility for any damage or loss of time before, during or after an event. We recommend that you arrange appropriate insurance for the event. Should the catering venue area booked for a function suffer for complete power failure due to a natural disaster or circumstances outside the control of St Francis Resort, remuneration from the party/parties involved will be at your responsibility.

### **Damage and Cleaning**

You will be responsible for any damage caused by your guests at St Francis Resort. St Francis Resort will charge for any repairs or replacement as deemed necessary by management. General cleaning is included in the cost of the function. If cleaning requirements following the function are deemed to be excessive, additional cleaning charges will apply.

### **Evacuation Procedures**

An authorized representative from St Francis Resort has the authority to evacuate all patrons from all catering areas should it be deemed that an emergency situation exists or if the safety of patrons is at risk.

### **Pricing**

All prices quoted are inclusive of GST, and are subject to change at management's discretion. 10% CPI increase is determined for every September.

## Signed Acceptance

I confirm that I have read, understood and accepted the policies in relation to the Event Agreement and conditions outlined. I acknowledge that deposit paid to confirm booking is non-refundable.

Name:.....Position / Title.....

Signature:.....Date:.....

Date of Function:.....

Name of Booking:.....

Contact Person:.....

Street:.....

Suburb:.....Post Code:.....

Phone:..... Mobile: .....

Email:.....

Room:.....

Guest Numbers:.....

Type of Function:.....

Catering:.....

Beverages:.....

If paying by Credit Card, Please record the following details below:

(Please Specify) VISA Master Card AMEX

Credit Card Number.....Expiry Date:.....

Credit Card Name:.....CCV:.....

<p style="text-align: center;"><b>St Francis Resort to Complete</b></p> <p>Deposit Amount:.....Date Paid:.....</p> <p>Account Number:..... Rec By:.....</p>
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