



# S T. FRANCIS WINERY RESORT

Conference Packages tailored to suit your requirements, please ask our Friendly Function Staff for assistance

Why not enjoy your stay here at St Francis Winery and Treat yourself to our Corporate Accommodation Suites, Discounts apply for Conference Guests. Please contact Reception and speak with our Friendly Staff for availability and pricing.

## **Conference Menus**

Morning or Afternoon Tea Conference Menu including-

Freshly Brewed Coffee  
Selection of Teas  
Assorted Juice  
Spring Water

With your selection of one of the following-

Assorted Individual Sweet Danish  
A Selection of Sweet Mini Muffins  
Freshly Sliced Seasonal Fruit  
Assorted Australian Cheeses and Variety of Crisp Breads  
Vegetable Crudities with a Variety of Dips

Cost per person \$8.95

## **Conference Menu 1**

### On Arrival

Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

### Morning Tea

Individual Sweet Danishes  
Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

### Lunch

A Variety of Gourmet Finger Sandwiches  
Or  
Assorted Gourmet Baguettes with Various Fillings  
A Selection of Cocktail Vegetarian Quiches  
Freshly Sliced Seasonal Fruit Platter

Soft drink available over lunch

### Afternoon Tea

A Selection of Cookies  
Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

Cost per person \$27.80

## Conference Menu 2

### On Arrival

Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

### Morning Tea

Assorted Sweet Mini Muffins  
Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

### Lunch

A Selection of Individual Gourmet Quiches  
Warmed Mini Ham and Cheese Croissants (Vegetarian available)  
Continental Meat Platter  
Traditional Caesar Salad with Caesar Dressing  
Green Garden Salad

Soft drink over lunch

### Afternoon Tea

A Selection of Biscuits  
Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

Cost per person \$35.80

## Conference Menu 3

### Arrival

Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

### Morning Tea

Melting Moments  
Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

### Lunch

BBQ Wok Tossed Chicken Stir Fry with Hokkien Noodles  
A Selection of Individual Gourmet Quiches  
Ocean Prawns with Homemade Cocktail Sauce  
Traditional Greek Salad with Balsamic Dressing  
Green Garden Salad

### Soft Drink over Lunch

### Afternoon Tea

Freshly Sliced Seasonal Fruit Platter  
Individual Sweet Danishes  
Freshly Brewed Coffee & a Selection of Teas  
Assorted Juices and Spring Water

Cost per person \$41.00

- menu may change to availability of seasonal produce
- spring water available all day and mints
- finish your day with our Chef's Selection of canapés, refreshing beverages, discounted prices on application

## Beverage Package Prices

### Hardy's Riddle Package

Hardy's Riddle Sparkling Brut, Chardonnay, Sauvignon Blanc and Shiraz Cabernet  
South Australian Tap Beers  
Assorted soft drinks and juice

3 Hour Package	\$30.00 per person
4 Hour Package	\$34.00 per person
5 Hour Package	\$38.00 per person

### Silver Package

Lindeman's Sweet Seasons Sparkling Brut, Sauvignon Blanc, Shiraz Cabernet  
South Australian Tap Beers  
Assorted soft drinks and juice

3 Hour Package	\$38.00 per person
4 Hour Package	\$43.00 per person
5 Hour Package	\$58.00 per person

### Gold Package

Trilogy Pinot Chardonnay, Montana Marlborough Sauvignon Blanc, Jacobs Creek Reserve  
Shiraz  
Corona and Crown Beer  
Assorted soft drinks and juice

3 Hour Package	\$48.00 per person
4 Hour Package	\$56.00 per person
5 Hour Package	\$64.00 per person

- Availability of selections will be at the discretion of management only
- Optional beverages available, please ask our Friendly Function staff for assistance
- BYO is permitted, \$15.00 corkage per bottle

# 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 Winery based on the outlined terms and conditions, effective from July 2010.

## St Francis Winery 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 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 Winery 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 Winery has a duty of care for staff and patrons and therefore, we follow the RSA Act (Responsible Service of Alcohol) 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 Winery 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.

## 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 Winery. 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 all monies are forfeited.

## Event Agreement Continued

### Venue Hire Fees

The Vines Main Function Room	\$600.00
The Governor Phillip Banquet Room	\$300.00
The Lakeview	\$150.00
The Cellar Door	\$150.00

### 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 Winery 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 Winery 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 Winery 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 Winery, 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 Winery. St Francis Winery 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 authorised representative from St Francis Winery 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.

# Signed Acceptance

I confirm that I have read, understood and accepted the policies in relation to the Event Agreement and conditions outlined.

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

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

Date of Function:.....

Name of Booking:.....

Contact Person:.....

Street:.....

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

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

Email:.....

Venue:.....

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:.....

St Francis Winery to Complete

Deposit Amount:.....Date Paid:.....

Account Number:..... Rec By:.....