

FUNCTION PACKAGE

THE AMBASSADORS HOTEL

BALCONY ATRIUM | AMBER LOUNGE

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ABOUT AMBASSADORS

A CHARMING AND CHARISMATIC VENUE FOR YOUR SPECIAL EVENT, LOCATED IN THE HEART OF ADELAIDE

Bring the old to the new as you experience old world charm and the elegance at the Hotel Ambassadors, Located in the heart of the Adelaide CBD. The Hotel Ambassadors is one of the cities' oldest hotels and offers two unique function spaces: Balcony Atrium & Amber Lounge with a third one on its way late 2018.

Within the pages of this function pack, you will find our highly competitive package prices in addition to our food and beverage menu's. We wish to make your function unique and our events team is dedicated to work with you to create a function plan which best suits your individual requirements. Our attention to detail, excellent food and outstanding service will leave you and your guests with lasting memories, stunning photos and an event people will talk about.

We welcome all events such as Weddings, Engagements, Birthdays, Corporate and all Dining Experiences. If you are planning an event that has different requirements to what you see in our functions package please contact our functions manager who can help tailor something to your needs.



BALCONY ATRIUM

The Balcony Atrium is an elegant and stunning room for many occasions and can be transformed into many settings such as weddings, engagement parties, birthday and cocktail parties in addition to networking events, product launches and corporate presentations.

Balcony Atrium offers high ceilings, beautiful chandeliers, two open fireplaces, external balcony's and a glassed atrium overlooking King William St, which makes for a wonderful backdrop to any event. Television, stereo speakers, microphone, party lights are all included in the room. More AV facilities are available upon request.

CAPACITY

Cocktail: 200 guests

Seated: up to 90 guests

MINIMUM SPENDS

For exclusive hire of the Balcony Atrium the following minimum spend apply.

Monday—Thursday	\$800.00
Friday	\$1500.00 (\$2500.00 during December)
Saturday	\$2500.00 (\$3000.00 during December)
Sunday	\$1500.00

Please note that the Saturday room hire and spend will apply on a public holidays or days proceeding a public holiday.



AMBER LOUNGE

Amber Lounge is a retro inspired bar with multiple options for large groups that are seeking an underground stylish event. Couches, booths, mood lighting and the VIP area adds to the love of the room. Ideal for hens, birthdays and after work drinks, Amber Lounge offers all the excitement of a private space within a stylish city central lounge bar. Contact our Functions Manager today to start planning your next event.

CAPACITY

Cocktail: 130 guests

Seated: up to 50 guests

MINIMUM SPENDS

For exclusive hire of Amber Lounge the following minimum spend apply.

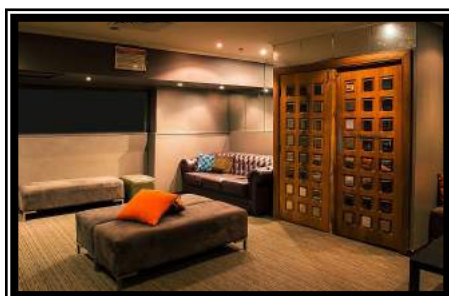
Monday—Thursday	\$1,000.00
Friday	\$1,500.00 (\$2,500.00 during December)
Saturday	\$2,500.00 (\$3,000.00 during December)
Sunday	\$1,500.00

Please note that the Saturday room hire and spend will apply on a public holidays or days proceeding a public holiday.

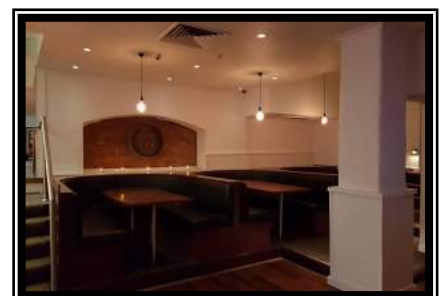
GROUP BOOKINGS: WHY NOT RESERVE AN AREA?



Jagermeister Lounge: 20 people



Private Room: 30 people



Booths: 10 people



COCKTAIL CATERING

EACH PLATTER IS SUITABLE FOR 25 GUESTS

SAVORY STARTERS

House Made Dips with Pita Bread	\$50.00
Antipasto Platter	\$70.00
Assorted Cheese Board	\$80.00

\$50 PLATTERS

Vegetarian Spring Rolls with Sweet Chilli Sauce
Mixed Sushi Rolls (Chicken, Tuna and Vegetarian)
Bruschetta Crostini

\$60 PLATTERS

Stuffed Mushrooms with Cheese and Herbs
Goats Cheese and Onion Tarts
Lamb Meatballs with Sugo Sauce
Falafels with Tzatziki
Vietnamese Style Chicken Wings with Sticky Soy

\$70 PLATTERS

Prawn Twisters with Sweet Chilli Sauce
Gourmet Steak Pies
Chicken Parmigiana Pies
Bacon & Cheese Sausage Rolls
Spinach & Cheese Rolls

\$70 PLATTERS (CONTINUED)

Quiche (Lorraine or Spinach, Cheese and Onion)
Zucchini & Capsicum Frittata
Bacon & Potato Frittata
Smoked Salmon, Cream Cheese & Dill Crostini

\$80 PLATTERS

Chargrilled Zucchini & Bacon Arancini
Mac & Cheese Balls with Jalapeno Relish
Pulled Lamb Sliders
Spicy Pakora Sliders
Satay Chicken Skewers
Spicy Lamb Skewers with Tzatziki

DESERT PLATTERS

Mixed Fruit Platter	\$40.00
Chocolate Brownie Bites	\$60.00
White Chocolate & Raspberry Cake Bites	\$60.00
Caramel Slice	\$60.00
Lemon Meringue Tart	\$60.00
Jam Filled Donut Bombs	\$80.00
Nutella Filled Donut Bombs	\$80.00

CATERING PER PERSON—MINIMUM 25 GUESTS

Keep it simple with our per person catering options where you can select any of our savoury starters, platters and desert options above to be served to your guests.

6 CANAPES \$24 PP | 8 CANAPES \$32 PP | 10 CANAPES \$40 PP



MORNING TEA / HIGH TEA

CONTINUOUS CATERING

Prices per person, minimum 20 people

Perfect for quick meetings and corporate events or to compliment additional catering choices.

Juice & Soft Drinks	\$5.00
Tea & Coffee Station	\$5.00
Tea & Coffee with Assorted Biscuits	\$7.00

PLATTER OPTIONS

Each platter is suitable for 20—25 guests

Assorted Fruit Platter	\$40.00
Assorted Sandwiches with Classic Fillings	\$60.00
Assorted Sandwiches with Gourmet Fillings	\$80.00
Croissants with Butter and Jam	\$60.00
Savoury Muffins	\$50.00
Sweet Muffins	\$50.00
Mixed Fruit Danish's	\$60.00
Mixed Savoury Danish's	\$60.00
Scones with Jam & Cream	\$50.00



SEATED MEAL OPTIONS

Suitable for large formal and corporate events, prices below are per person with a minimum of 25 people for this menu option. Please speak to your Function Manager if you have special dietary requirements that are not catered to in the menu below.

One course		Two courses		Three courses	
0:1:0	\$30	1:1:0	\$45	1:1:1	\$60
0:2:0	\$32	0:1:1	\$50	2:2:1 / 1:2:2	\$65
		1:2:0 / 0:2:1	\$50	2:2:2	\$75
		2:2:0 / 0:2:2	\$50		

ENTRÉE SELECTIONS

Roast Butternut Pumpkin and Goats Cheese Torte with Onion Jam and Rocket Salad.

Roast Pork Belly served with Pickled Green Apple and a Celeriac and Fennel Salad

MAIN SELECTIONS

Dukkha Crusted Maryland Chicken Breast served with Sautéed Green Beans, Roast Pumpkin Puree and Sundried Tomato Pesto

Crispy Skinned Barramundi with a side of Garlic Butter and Thyme Potatoes and Grilled Asparagus with a Lemon and Caper Beurre Blanc Sauce

400g Rib Eye served with a side of Hand-Cut Chips, Grilled Asparagus and a Veal Jus

Wild Mushroom Risotto served with Parmesan and Truffle Oil

DESERT SELECTIONS

Chocolate Brownie with Almond Praline, Blueberry Compote and Vanilla Ice Cream

Lemon Sorbet served with Candied Lime and Toasted Macadamia Nut Crumb



BEVERAGE PACKAGES

BALCONY ATRIUM | AMBER LOUNGE | MARBLE BAR

Beverage packages are a great way to make sure you don't go over your bar tab budget at your next special event. If you have specific requests for your function or event please have a chat to our functions manager who will work with you to tailor a package to your requirements. While our beverage packages already include soft drinks, juice, tea and coffee if you are planning on having minors

Basic Package - 3 Hours: \$40.00 / 4 Hours: \$45.00

Coopers Clear, Coopers Pale Ale, Thatchers Cider, Angove's Sauvignon Blanc, Angove's Sparkling, Angove's Shiraz Cabernet

Premium Package - 3 Hours: \$45.00 / 4 Hours: \$49.00

Coopers Clear, Coopers Pale Ale, Coopers Session Ale, Thatchers Cider, Angove's Sauvignon Blanc, Angove's Moscato, Adelady Sparkling Pinot Noir Chardonnay, Langmeil Rose, Black Dog Shiraz

Add Basic Spirits - 3 Hours: \$12.00 / 4 Hours: \$15.00

Smirnoff, Johnny Walker Red, Jim Beam, Tanqueray

Gold Package - 3 Hours: \$54.00 / 4 Hours: \$59.00

Coopers Clear, Coopers Pale Ale, Coopers Session Ale, Thatchers Cider, Atlas Sauvignon Blanc, Skilloogallee Riesling, O'Leary Walker Hurtle Chardonnay (Sparkling), Langmeil Rose, Two Hands Angel Share Shiraz, Giant Steps Pinot Noir

Add Basic Spirits - 3 Hours: \$12.00 / 4 Hours: \$15.00

Smirnoff, Johnny Walker Red, Jim Beam, Tanqueray

Add Premium Spirits - 3 Hours: \$18.00 / 4 Hours: \$23.00

Grey Goose Vodka, Johnny Walker Black, West Winds Gin, Sailor Jerry's Rum

Platinum Package - 3 Hours: \$64.00 / 4 Hours: \$72.00

Coopers Clear, Coopers Pale Ale, Coopers Session Ale, Thatchers Cider, Host' Choice of 4 Bottled Beers & Ciders, Shaw & Smith Sauvignon Blanc, Chaffey Bros Dufte Punkt Riesling, Bleasdale Pinot Gris, Varichon & Clerk Burgundy, Paulette's Sparkling Red, Two Hands Angel Share Shiraz, Kalleske GSM

Add Basic Spirits - 3 Hours: \$12.00 / 4 Hours: \$15.00

Smirnoff, Johnny Walker Red, Jim Beam, Tanqueray

Add Premium Spirits - 3 Hours: \$18.00 / 4 Hours: \$23.00

Grey Goose Vodka, Johnny Walker Black, West Winds Gin, Sailor Jerry's Rum



BEVERAGE OPTIONS

BAR TAB / SUBSIDISED TABS

- Bar Tab** Selected beverages available to guests for free for a nominated amount of time or until the bar tab expires.
- Subsidised Bar** Selected beverages available to guests at a reduced price where the difference is paid by the client.
- Beverage Packages** Basic, premium or platinum beverage packages are available for a three or four hour duration in our Balcony Atrium & Amber Lounge. A beverage package must be purchased for each attending guest during this time.
- Cash Bar** The bar is open for guests to purchase drinks at their own expense.

COCKTAILS

Add a touch of class to your event by including cocktails on your beverage menu. Ambassadors Hotel offers a large range of cocktails for your guests to enjoy, please speak with your functions manager prior to your event to select your desired cocktail/s.

COCKTAIL ON ARRIVAL

Choose a cocktail for your guests to enjoy on arrival to your event for just **\$15.00 pp.**

PUNCH

A punch is a unique way to add something special to your event. Either as a complimentary addition to the beverage menu for your guests or for a small amount.

4 Litres \$150.00 (approx. 26 serves)

9 Litres \$300.00 (approx. 60 serves)

- | | |
|--------------------|---|
| White Wine Sangria | Peach schnapps, peaches, sparkling wine and ginger ale. |
| Red Wine Sangria | Orange liqueur, fresh oranges, ginger ale and red wine |
| Amber Pash Punch | Peach schnapps, pineapple juice, sparkling wine, passion fruit and Lychees |
| Berry Swizzle | Vodka, pink Moscato, raspberry liqueur, fresh lime, cranberry and strawberries. |
| Tiffany Blue | Fresh lemon, lemonade, vodka, peach schnapps and a touch of blue curacao. |

ADDITIONAL INFORMATION

AUDIO VISUAL

Our Function rooms are equipped with large stereo speakers, microphone, 42 inch LCD television screen, party lights and dimmable lighting. Picture slide shows are best viewed with JPEG images placed on a USB, however, if you require video presentations and sound, a laptop is required and must be pre-arranged with the function manager to ensure your presentation is adaptable. We suggest visiting the function venue prior to your event to ensure all audio and visual aids are working, as no responsibility will be taken by the venue if you are unable to present your images at the event.

ADDITIONAL AUDIO VISUAL

PROJECTOR: \$100.00

PROJECTOR SCREEN: \$50.00

By request, we are able to supply additional function requirements to include Lecterns, electronic whiteboards, wireless lapel microphones etc. Please let our function manager know and a quote will be arranged for you.

FUNCTION ROOMS

Access to the room for set up and event start times can be negotiated with the function manager. Function room access is granted until midnight, which at this point, guests will be asked to leave in a quiet and quick manner.

CAKE AND SWEET CHARGES

Ambassadors Hotel welcomes you to bring your own special cake, cupcakes or set up a candy buffet free of charge, however, the following costs apply to cake cutting:

\$1.00 p/p to cut the cake and present on platter with napkins

\$2.00 p/p to cut the cake and serve on plates with cutlery and napkins

\$3.00 p/p to cut the cake and decorate with cream and serve with fork and napkin

DECORATIONS

Our Function rooms are unique in their own way, however, we welcome your own personal touch and set up of decorations is permitted. Items may be attached to walls with blue-tack, freestanding balloons, candles are all welcome, however, if damage is occurred a fee will be charged to the client. Please note: Confetti and table scatters are not permitted.

SECURITY

Security is required for certain events and may be requested by the client or deemed necessary by the function manager. Security will be charged at \$50.00 per hour and paid by the organiser.

ACCOMMODATION

Hotel Ambassadors offers thirty guest rooms ranging from large suite rooms to family and triple rooms at affordable prices. Special room discounts apply to guests involved in functions wishing to stay at the hotel. Speak to your function manager for further details.

TERMS AND CONDITIONS

CONFIRMATION

Ambassadors hotel will hold tentative bookings for a total of 7 days, following this time we require a completed booking form and a \$500 deposit to secure your booking.

FINAL NUMBERS / FOOD AND BEVERAGE CHOICES

Food and beverage choices must be finalised and sent in writing to the functions manager at least 7 days prior to the event date. Final numbers must be verified 3 days prior to the event—if numbers decline within the 3 days, you will be charged for the original guest numbers stated. We will do our best to accommodate an increase to these numbers, given a reasonable time. Please note that Food and Beverage menus are subject to change due to seasonal variations and availability.

PAYMENTS AND MINIMUM SPENDS

Function food payment must be made one week prior to the event and any outstanding payment must be made before or at the conclusion of the event. Should your function not meet the minimum spend, you shall be charged the outstanding amount required to meet the spend.

CANCELLATIONS

If a function is cancelled with more than 7 days notice there will be no refund of the \$500 deposit. If a function is cancelled within 7 days prior to the event date the minimum event spend will still apply.

RESPONSIBLE SERVICE OF ALCOHOL AND MINORS

Please be aware that although we wish for your guests to have a wonderful time at your function, we are bound by legislation regarding responsible service of alcohol and this will be strictly enforced. Guests who are intoxicated or behaving in an inappropriate or irresponsible manner will be asked to vacate the premises. Guests under the age of 18 are welcome at all functions, but must vacate the premises before midnight in accordance with licensing law. All minors between the ages of 12-17 must be identified to the hotel management and will be required to wear a coloured wristband to ensure they are not served alcohol. Please ensure that you inform your Guests to bring proof of age identification as any guests who can not supply this when asked will not be allowed to consume alcohol.

CORKAGE

Clients are permitted to supply their own wine for a corkage fee of \$15.00 per bottle. You will only be charged for opened bottles. Clients are not permitted to supply their own Spirits or Beers.

CLEANING / DAMAGES / THEFT / BEHAVIOUR

General cleaning is included in the overall function cost. Should the cleaning requirements after your function be deemed excessive, the room hire fee will not be returned and if extra costs are required, the charge will be processed via the clients credit card. Cleaning and damage include, but not limited to - excessive glass breakage, graffiti, damage to interior and exterior structures and items of the venue. The Hotel will not hold responsibility for any loss of property or damage to personal items from the event and strongly recommend that all presents, cards, money are secured and removed from the event at the conclusion. Any guests found consuming or providing drugs will be removed immediately and police will be informed.

CLIENT RESPONSIBILITY

It is the clients responsibility to ensure that all guests adhere to the dress code of the hotel and act in a responsibly manner.



Functions and Events Booking Form

CONTACT DETAILS

Name: _____ Mobile: _____ Email: _____

FUNCTION DETAILS

Function: _____ Date: _____ Start Time: _____

Function Space: _____ Expected Amount of Guests: _____

Beverage Selection: Basic Premium Platinum Subsidised Bar Bar Tab Cash Bar

Food Selection: Platters Canapé Package Set Menu A La Carte Menu

Deposit: \$ _____ Minimum Spend Required: \$ _____ Expected Total Spend: \$ _____

I wish to pay my deposit by: Bank Transfer Credit Card

CREDIT CARD AUTHORISATION

Name: _____

Card type: _____

Card Number: _____

Expiry Date: _____ CVC: _____

The undersigned acknowledges that I have read and accepted the terms and conditions and that I commit to honour the minimum spend. I hereby authorize Ambassadors Adelaide Pty Ltd to charge any shortfall of the minimum spend requirement and any cost of damages to the credit card provided above.

Name: _____ Date: _____

Signature: