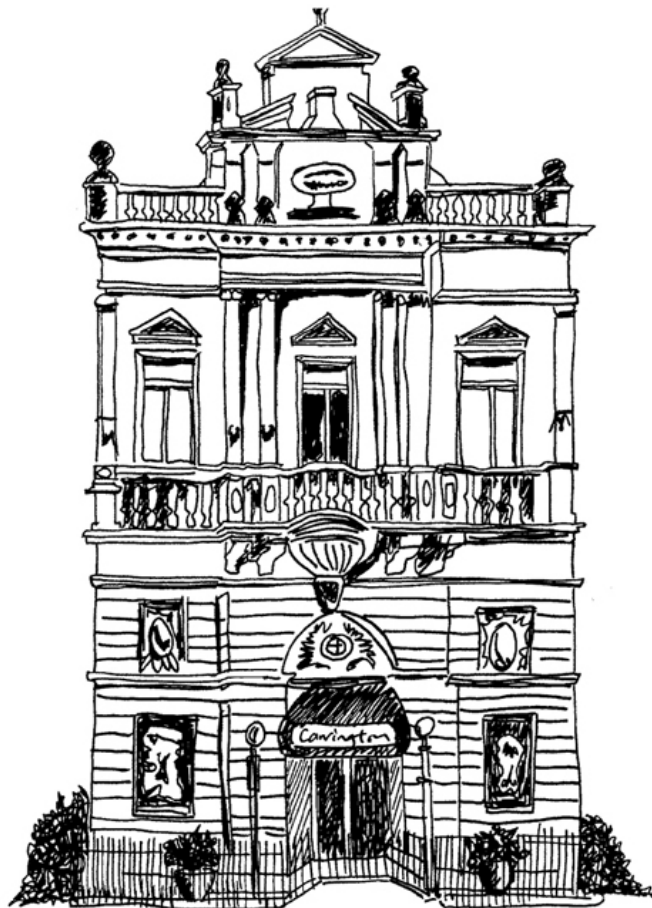


THE
Carrington
FUNCTION CENTRE BATHURST

CONFERENCE PACK



99 Keppel Street Bathurst NSW
P: 02 6332 5492 • F: 02 6334 2605 • E: function@bigpond.net.au • M 0409 527 546
www.carringtonbathurst.com.au

Thank you for considering The Carrington Function Centre for your event.

At The Carrington our aim is to make your event as easy an experience as possible. You don't need to be an expert in event management because we already are!

Our commitment to you is that we will deliver a high level of personal service and provide you with excellence in both food and beverage catering.

The Carrington offers three floors of dedicated function rooms. If you are seeking exclusivity, privacy and professionalism our venue and service is for you.

We will provide you with a one stop shop for any event at our venue. Our services include In House Catering, A Fully Licensed Bar, Gourmet Espresso Coffee, High Speed Internet Access, In House Audio Visual Technicians and state of the art audio visual equipment including a 6000w concert quality audio system.

The Ground Floor and Mezzanine levels can be used together to offer presentations up to 380 delegates, all with uninterrupted views of your presenter.

All floors may be booked either individually or the venue can be booked as a whole. Rooms can be used for stand alone events, or linked, to maximise your event effectiveness.

Our capacities and fees are outlined in this package. We offer an obligation free tailored quote service and welcome venue inspections at anytime by appointment (including after business hours).

Contact Details:

Mark Sullivan
Event Manager

Phone	02 6332 5492
Mobile	0409 527 546
Fax	02 6334 2605
Email	function@bigpond.net.au
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The Carrington Function Centre

Room Capacities

Room	Level	Board Room	Cock-tail	Theatre	U - Shape	Banquet	Class Room
Street Lounge Bar	Ground	36	72	50	38	60	32
Grand Ball Room	Ground	70	300	200	80	200	70
Combined Lounge & Ball Room	Ground	70	300	300	106	230	102
Mezzanine	Second	n/a	n/a	180	n/a	n/a	n/a
Combined Ball Room and Mezzanine Level	Ground & Sec		300	450	n/a	n/a	n/a
Loft Bar & Lounge	Third	26	120	60	32	50	32
Temple Ball Room	Third	48	160	120	64	90	60
Total Venue	All		450	380		320	320

You may book any number of rooms or levels. A booking fee is payable for each level / room required.

If Ground Floor Grand Ball Room is booked (eg wedding), the entire ground floor is made available to client including outside courtyards, Theatre and Street Lounge Bar.

If Temple Ball Room is booked on the third floor, the entire third floor is made available to client including the Loft Bar & Lounge.

All room bookings are treated as exclusive bookings unless specified differently by the client. Eg if you book the ground floor, no other bookings are taken for this level. If you book the third floor, no other bookings are taken for this level.

The Carrington has the capacity to hold two separate events at the same time. We can hold venue wide functions setting up different rooms to suit your function requirements. Guests from one function are not permitted into other functions at the venue without clients permission. Despite this, there is usually one function at the venue at a time.

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The Carrington Function Centre - Room Hire

Room Hire fees are as follows.

No Room Charges apply to two course lunch or dinner bookings of over 70+ adults.

AREA	Week Day ½ Day 0 - 5 hrs	Week Day Full day 0 - 9 hrs	Week end ½ day 0 - 5 hrs	Week end Full Day 0 - 9 hrs	Public Holiday per 9hr day
Ground floor Street Lounge Bar	\$250	\$400	\$350	\$500	\$750
Ground floor Theatre Grand Ball Room & Street Lounge Bar	\$350	\$550	\$550	\$880	\$1100
Mezzanine (Level 2) 180 seats theatre style	\$330	\$330	\$330	\$330	\$660
Loft (Level 3) Lounge & Ball Room	\$250	\$400	\$350	\$500	\$750
Whole Venue Street, Mezz & Loft	\$790	\$1030	\$1100	\$1430	\$2200

Room Hire charges cover the cost of pre hire cleaning, post hire cleaning and to set up the room / venue to your requirements. Room hire charges apply to conferences / business meetings and to any function that does not meet the minimum number requirement offered. Room Hire charges do not include staffing of your event.

Lunch Bookings - Up to 4 hours room access is included with every exclusive lunch booking.

Dinner Bookings -Up to 6 hours room access is included with every exclusive dinner bookings.

Extended Hours - should your event run over time, charges for additional room hire of \$110 / hr or part thereof apply plus any additional staff and security charges if applicable.

Full Day Charges - based on up to 9hr usage between 7.00am and 5.00pm.

Half Day Charges - are based on morning up to 12 noon or 12 Noon up to 6.00pm or evening usage after 7pm. If your event crosses over 2 periods then the full day charge applies.

Weekend - for room hire purposes, weekend rates apply from 5.00pm Friday evening until midnight on Sunday.

Sporting Groups - please see manager for community sporting group offers.

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The Carrington Function Centre - Audio Visual

- The Carrington permits you to bring your own conferencing equipment in or alternatively you may hire off us at the pricing below.
Please advise of your audio visual requirements a minimum of 7 days in advance.
- We can organise a vast array of equipment to suit your needs, such as audio visual packs, video cameras, various wattage overheads, a variety of screens including giant screens and audio visual technicians. Price on application.
- All audio visual items must be pre ordered as they are not stored on site.
- We have a limited stock of equipment. If our stock is already in use we will have to pass on the cost of hiring in further external stock (which may be at a higher rate than listed below). Price on advisement.
- Audio visual technician charges apply to clients that need assistance in setting up their own equipment especially if client is supplying a component of equipment eg laptop but not data projector. Please arrange an appointment with us to assist you.
- Please test audio visual equipment prior to your guests arrival.

ITEM	COST	
Projector Screen (1.5m x 1.5m)	\$55 or complimentary w full day hire	
Lecturn w corded mic included PA hire.	\$110 or complimentary w full day hire	
White Board 900x600 combined flip chart	\$22 per day (comp with full day hire)	
White Board 1200x800	\$55 per day	
White Board Markers - set of 4	\$12 per day	
Electronic White Board	\$155 per day	
Electronic White Board Metallic Ink Markers Panasonic markers enabling electronic print outs	\$55 set of 4	
Extra Corded Microphones	\$25 each	
Flip Chart Paper (roll of 50 sheets)	\$25 each	
Radio Microphone - hand held	\$110	
Lapel Mic	\$75.00	
More than two radio / lapel mics,	Price on application - sound technician fees apply	
Concert quality sound system for your CD's, itune loaded laptop or ipod.	\$220 (includes PA)	
Data Projector	\$110 PC ready per day	
DVD player	\$55 per day	
Laptop w power point software	\$110 per day	
Audio Visual Technicians	\$55 call out, then \$55 per hour or part thereof	
Additional projectors, screens and whiteboards	Price on application	
Other Staffing - Ushers, Lighting etc	See service charges in T&C	
Lecturn with light	\$33	

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Conference Package 1 \$26 pp plus room hire (min 10 people)

- Morning tea/coffee with biscuits.
- Eat In or take away lunch box with gourmet roll, 100% juice popper. and a piece of whole fruit.
- Afternoon tea/coffee.
- Projector screen plus combination white board / flipchart included.

Conference Package 2 \$33.50 pp plus room hire (min 10 people)

- Freshly brewed coffee and Twinings Tea selections.
- Self serve available all day from 7.00am if required.
- Morning tea w Danish pastries.
- One and ½ assorted sandwiches per person plus seasonal fruit platter.
- Afternoon tea with home made biscuits.
- Projector screen plus combination white board / flipchart included.

Conference Package 3 - \$55 pp (min 20 people)

- Freshly brewed coffee and Twinings Tea selections.
Self serve available all day from 7.00am as required.
- Morning tea w Danish pastries.
- One and ½ gourmet bakers basket rolls pp plus seasonal fruit platter.
- Afternoon tea with home made biscuits.
- Iced water and mints.
- Projector screen plus combination white board / flipchart included.
- Includes meeting room hire up to 9 hours.

Conference Package 4 - \$68 pp (min 30 people)

- Freshly brewed coffee and Twinings Tea selections.
Self serve available all day from 7.00am if required.
- Morning tea w warm Danish pastries.
- Seated buffet lunch - see buffet menu.
- Afternoon tea with home made biscuits.
- Iced water and mints.
- Projector screen plus combination white board / flipchart included.
- Data projector and screen.
- Flip chart combination whiteboard.
- Lectern with corded microphone and mixing to laptop for power point audio requirements.
- Includes meeting room hire up to 9 hours.

The Carrington Function Centre

Conference Break Options

- All options are for minimum of 5 guests unless otherwise stated.
- A minimum of 48 hours notice is required for all conference catering.

NAME	DESCRIPTION	PRICE PER PERSON
Hot Break / on arrival	Bacon & Egg Roll	\$8.80
	Grilled Sausage & Roll	\$4.40
Farmers Hot Breakfast	Sausage, Bacon, Eggs, Hash brown, baked beans and toasted Turkish bread	\$14.00
	As above with scrambled egg	\$16.00
Basic Breaks	Freshly Brewed Coffee with selection of teas	\$2.50
	Bottled Iced Water & conference mints	\$2.50
Biscuit Breaks	Freshly brewed coffee with selection of teas and your choice of:-	
	popular biscuits	\$4.00
	gourmet cookies	\$5.50
Café Breaks	Freshly brewed coffee and selection of teas with	\$6.60
1	A selection of muffins & danishes	
2	Gourmet slices	
3	Plain scones with jam and cream.	
4	Assorted Patti cakes	
5	Dark Chocolate Brownies	
6	Ham & Cheese croissants	
7	Savoury Muffins	
8	Assorted Friands	
Platters & Bowls	Seasonal whole fruit	\$3.00
	Seasonal sliced fruit platter	\$4.40
	Bowl of muesli bars and health bars	\$3.00
	Cheese and fruit platter & crackers	\$6.60
Beverages / refreshments	Orange Juice	\$8.80 per carafe
	Assorted Cans of soft drink	\$2.20
	Bottled still mineral water	\$3.00
	Bottled spring water	\$2.00
	Gourmet Espresso Coffee	\$3.50
	Conference Mints	\$1.10
Desserts	See Buffet Dessert Menu Minimum 12 guests	\$6.60 per selection

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Breakfast Menu

Light Breakfast - \$11 pp

Fresh Orange Juice
Selection of freshly baked Danish pastries
Banana bread served with preserves
Freshly brewed coffee and tea
(min. 5 people)

Easy Breakfast - \$15 pp

Variety of chilled fruit juices
Croissants, Danish pastries and muffins
Seasonal fresh fruit platter
Freshly brewed coffee and tea
(min. 15 people)

Farmers Breakfast - \$22 pp

Variety of chilled fruit juices
Toast, butter and preserves
Croissants, Danish pastries and muffins
Scrambled eggs, bacon and grilled tomatoes
Seasonal fresh fruit platter with yogurt
Freshly brewed coffee and tea
(min. 15 people)

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The Carrington Function Centre

Lunch Selections

Take away Lunch offer - \$12 pp (Min. 10 people)

Perfect for delegates wanting to take lunch away from a conference or eating lunch at nearby Machattie Park.

Gourmet roll with piece of seasonal fruit and 100% juice popper.
Packed in a large take away container.

Roll combinations:

1. Honey ham, tasty cheese and oak lettuce with seeded mustard cream.
2. Smoked salmon, cucumber, oak lettuce, red onion, with a citrus cream.
3. Turkey, swiss cheese, cucumber, oak lettuce and cranberry sauce.
4. Vegetarian - roasted capsicum, eggplant, feta cheese, sun-dried tomatoes and oak lettuce.

Gourmet Sandwiches - \$14 pp

1 ½ gourmet sandwiches, fresh seasonal fruit platter, coffee, tea selection and orange juice.

Warm Lunch - \$17 pp

Warm quiches, one seasonal salad, assorted bread rolls, fresh seasonal fruit platter, coffee, tea selection and orange juice.

Cold Buffet Lunch - \$25 pp (Min 20 people)

Sliced meats and roast chicken
Sliced cheeses
2 selected salads
Vegetarian quiche (cold)
Selection of breads and rolls
Seasonal fresh fruit platter
Orange juice
Coffee and tea selection

Working Buffet Lunch - \$25 pp (Min 20 people)

Assorted sandwiches
Chefs hot pasta dish
2 selected salads
Selection of breads and rolls
Lunch desserts
Orange juice
Coffee and tea selection

Hot Buffet Lunch - \$25 pp (Min 20 people)

Two hot dishes (from Buffet Dish selections)
2 Selected salads
Selection of breads and rolls
Seasonal fresh fruit platter
Orange juice
Coffee and tea selection

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The Carrington Function Centre

Buffet Menus

Menu 1 - \$30pp (Min 20 people)

Selection of 2 salads.
Select 2 hot dishes (from Buffet dish selections).
Bread rolls and butter.
Assorted sweet slices.

Menu 2 - \$35pp (Min 20 people)

Selection of 2 salads.
Select 2 hot dishes (from Buffet dish selections).
Choice of either herbed mash potato, chunky wedges or steamed rice.
Bread rolls and butter.
Selection of 2 desserts (from Buffet dessert selections). Served with fresh whipped cream.
Freshly brewed coffee and selection of teas.

Menu 3 - \$40pp (Min 20 people)

Antipasto and Mezze Platters on arrival.
Select 2 hot dishes (from Buffet dish selections).
Selection of 2 salads.
Seasonal vegetables.
Choice of either steamed rice, roasted chat potatoes, herbed mash potato or chunky wedges.
Bread rolls and butter.
Selection of 2 desserts (from Buffet dessert selections). Served with fresh whipped cream.
Freshly brewed coffee and selection of teas.
After dinner mints.

Buffet Dish Selections

Beef Selection

Roast Beef with rosemary, garlic & a red wine sauce
Beef Stroganoff
Beef stir fry with asian vegetables

Poultry Selection

Butter chicken - a mild Indian chicken dish
Thai Chicken skewers with satay sauce
Chicken and Almond Stir fry
Tandoori Chicken with pappadums

Pasta Selection

Penne Pasta w crispy pancetta & roast tomato sauce
Beef Lasagne

Salad Selections

Mixed green garden salad
Roasted pumpkin, pine nut and rocket lettuce
Creamy Pasta Salad
Tomato and Basil Salad

Dessert Selections

Chocolate Indulgence mudcake
Class Lemon Citrus Tart
Caramel Sin Mudcake
Assorted Slices

Lamb Selection

Lamb Korma Curry
Roast Lamb with Mint Jus

Seafood Selection

Oven baked fish fillets with a lime aioli
Deep fried calamari rings w tartare sauce

Vegetarian Selection

Vegetarian Lasagne
Honey Soy Vegetarian stir fry
Mild Vegetarian Curry

Three bean salad
Traditional Greek Salad
Wild Rice Salad
Tabouli

Berry Swirl Cheesecake
Fresh Seasonal fruit salad
Lemon Meringue Pie

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The Carrington Function Centre

Buffet Menus

Buffet Menu Additional Options

Soup of the day	\$6 per person
Antipasto platter (20 people)	\$70.00
Prawn Platter (20 people)	\$360.00
Oyster Platter (60 pieces)	\$185.00
Cheese and fruit platter	\$6.60 per person

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BBQ Menu

Available ground floor only. Pricing excludes room hire.
Available for conferences only.

Sausage Sizzle - \$15pp (Min 20 people)

Fresh bread and butter.

2 sausages per person.

Sliced onions, grated cheese, tomato and BBQ sauces.

Assorted cans of softdrink and bottled water (1 per person).

Does not include staff to cook food.

Includes supply of BBQ, cooking utensils, disposable plates, serviettes & plastic cutlery.

This option not available on Saturday nights.

Chef's BBQ - \$22pp (Min 50 people)

Torpedo bread rolls and butter.

2 sausages per person, sliced onions.

2 BBQ salads, grated cheese.

Tomato and BBQ sauces.

Assorted cans of softdrink and bottled water (1 per person).

Does not include staff to cook food.

Includes supply of BBQ, cooking utensils, disposable plates, serviettes & plastic cutlery.

This option not available on Saturday nights.

Gourmet BBQ - \$33pp (Min 50 people)

Assorted rolls & fresh bread.

Marinated chicken thigh fillet, sausages, minute steaks.

Baked potato, corn on the cob, sliced onions.

Grated cheese.

Chefs selection of 2 salads.

Tomato and BBQ sauces.

Assorted cans of softdrink and bottled water (1 per person).

Includes staff to cook.

Includes supply of BBQ, cooking utensils, crockery plates, serviettes & stainless steel cutlery.

BBQ Additions

T-bone steaks 250g cut	\$7.00 each
Upgrade BBQ menu sausages to gourmet sausages	\$1.50 pp
Minute steaks 120g	\$3.00 each (min 10 steaks)
Beef patties - 180g	\$3.80 each (min 10 patties)
Marinated Chicken thigh fillet (1)	\$4.00 each (min 10 fillets)
Chicken, beef or vegetable skewers - 60g	\$3.00 each (min 10 skewers)
Jacket potatoes	\$1.20 each
Corn on the cob halves and butter	\$1.80 each
Sliced Mushrooms - bowl	\$4.50 per bowl

Staff to cook BBQ and monitor service

Mon - Fri	\$75 (1 staff for 3 hours)
Sat	\$90 (1 staff for 3 hours)
Sun	\$115 (1 staff for 3 hours)

Staffing guide for BBQ (if required)

1-50 guests	1 staff member
50-100 guests	2 staff members
100-150 guests	3 staff members
150-200 guests	4 staff members
200-300 guests	5 staff members

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Dinner Packages

Two course meal \$45 pp

Three Course meal \$55 pp

Includes venue hire for bookings of more than 70 adults.

Select two options from entrée, main or dessert menus. Served alternately.

Entree

1. Beetroot, fetta and sweet potato salad.
2. Egg and cheese tartlets with capsicum relish served with rocket lettuce.
3. Cheese, leek and bacon tart served with a baby rocket and parmesan salad.
4. Sweet Chilli and coriander prawns served on an avocado salad.
5. Chicken filo parcels stuffed with bacon and brie.
6. Creamy sweet pumpkin soup served with croutons.
7. Tandoori chicken with mesclun lettuce, yogurt mint sauce and pappadum.
8. Smoked salmon with a vegetable salad.
9. Seafood kebab with lemon mayonnaise.

Main

BEEF

1. Grain Fed Scotch Fillet (200g) served with a red wine and port jus.
2. Beef Wellington - Eye fillet of beef cooked in puff pastry.
3. Roasted Sirloin of beef with a Mustard crust.

LAMB

- 4.. Slow cooked lamb rump with a red wine jus.
5. Roast Lamb with fresh mint aioli.
6. Moroccan lamb with tomato, chickpea and herb couscous.
7. Slow cooked lamb shanks served with a Italian tomato sauce.

PORK

8. Herb crusted pork cutlet with a mango and cointreau salsa.
9. Rolled roast pork loin with apple sauce.
10. Pork Madeira - Fillet of pork with apple, madeira plums and soft cheese cooked in filo pastry. Served with a cranberry and orange jus.

POULTRY

11. Crumbed chicken breast stuffed with bacon and brie. Served with a white wine sauce.
12. Mediterranean chicken stuffed with sun-dried tomato, spinach and cream cheese. Served with a tomato paprika sauce.
13. Chicken stuffed with mango, cream cheese and pinenuts served with a sweet mango sauce.

SEAFOOD

14. Baked salmon fillet with a warm sesame & roast vegetable salad.
15. Baked Ocean Fish Fillets served with a coriander yogurt.
16. Sweet soy and ginger fish with asian greens.

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Dessert

1. Brandy Snap baskets filled with seasonal fruit
2. Baked Wild Raspberry Cheesecake
3. Lemon Lime Citrus Tart
4. Drunken Chocolate Mousse - a wicked delight with a hint of coffee and brandy
5. Classic Lemon Meringue Pie
6. Apple Pie (may be served either warm or cold)
7. Caramelised apple tartlets
8. Warm Chocolate Pudding with a rich chocolate sauce
9. Baked Mocha Cheesecake with a hint of coffee
10. Warm Sticky Date Pudding with butterscotch sauce
11. White Chocolate & Raspberry Baked Cheesecake
12. Orange and Almond Torte (flour less)

Desserts served with your choice of ice cream or cream.

Optional Extras

13. Petit fours - gourmet white and milk chocolate truffles plattered for each table. \$11 pp
14. Petit Cubes - cubed gourmet slices plattered for each table. \$7 pp
15. After dinner mints \$3.30 pp
16. Seasonal cheese and fruit platter \$6.60 pp

OPENING HOURS – Open anytime by appointment including after business hours.

SCHEDULED TIMES

Lunch – room hire up to 4 hours included. **Dinner** room hire up to 5 hours included. **Weddings** 6 hours room hire included.

Additional Room Hire charged at \$110.00 / hour plus service and security staff as applicable.

PRICES

All prices listed are inclusive of GST at the current rate. We will issue a Tax invoice showing the total GST paid. We endeavour to maintain prices as quoted, however prices quoted are subject to change with no notice.

DEPOSIT AND PAYMENT TERMS

A deposit of \$350 is required to confirm your booking. Cheques should be made payable to The Carrington Bathurst. Your deposit is due within 7 days of you making a verbal booking. If the deposit is not received within 7 days we reserve the right to cancel your verbal booking and associated catering and offer our services and time to other clients with no notice to you.

Community and Social Club Bookings may be payable on the day by arrangement.

Private Booking Food Catering – due 10 days prior to event.

Private Booking Bar – if cash bar – payable on the night.

Private Booking Bar – if drinks package – payable 10 business days prior to event.

We accept Cash, Eftpos, Bank Cheque or Direct Deposit (directly to our account).

Company or personal cheque is accepted 14 days prior to event. No personal cheques on the night. No personal or company cheques are accepted for large catering jobs without written approval. (100 plus adults).

Full Eftpos facilities are available at our venue at 99 Keppel St Bathurst. If you wish to pay by credit card, this may be done either in person or over the fax 02 63 34 2605.

Credit Card Fees:

Visa and Master Card 1.5% of total.

AMEX 3.5% of total.

If you fail to pay on time, we reserve the right to not refund your security bond and in extreme situations, to cancel the event.

Separate payment terms apply for large catering events (500+). This will be provided to you on application.

FUNCTION DETAILS / GUARANTEED NUMBERS

Final numbers / selections for your function must be supplied 10 days prior to the event. Should this deadline not be met, we cannot guarantee that all the clients' requests be fulfilled.

Numbers may only be increased after this deadline in consultation with Mark Sullivan. Should there be a **reduction in numbers** prior to your event, we reserve the right to charge the client for the numbers advised 10 days before the event. If there is a **delay in confirming final numbers** we will charge client for number of guests originally indicated or the actual attendance whichever is greater.

Table size and seating configuration must be supplied 14 days before event to ensure Linen requirements are met. 30 days notice for Catering events over 200 plus.

No refunds will be given for guests that do not show up to your function. All food catering is done based on the numbers provided by you 10 days prior to your event.

Minimum numbers apply to most package deal offers. This means you will be charged for the minimum number.

SPECIAL DIETARY NEEDS

- This quote does not include guest catering for special dietary needs.
- **Guests with special dietary needs must be advised to us 10 days before the event** otherwise we cannot guarantee they will be catered for.

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- **There is no extra charge for Coeliac, Diabetic or Vegetarian Meals advised to us 10 days before your event.**

SPECIAL DIETARY NEEDS

- Guests with special needs diets must be named and advised where they will be seated (by table number).
- Guests with special dietary needs advised to us after 10 days before your event will be treated as additional attendee's even if originally included in final number. Eg 200 guests advised. You advise late that 10 guests require special meals. Cost to you will be for 210 guests.

CANCELLATIONS

If you cancel your event we will endeavour to sell the date you had booked. If we sell the date, we will refund you your security deposit in full. If we do not sell your date, you will not be refunded your deposit. If you change your booking date, a new deposit will be required and the above condition will be applied.

Cancellations of event within 60 days will result in the loss of your security bond.

All cancellations are required in writing. Cancellations via E mail require a copy to be sent to Carrington fax on 02 63 34 2605

BAR SERVICE & GUARANTEE

At Carrington - For cash bar events there is a guarantee of \$250.00 or \$5.00 pp (whichever is greater)

If the takings over the bar are lower than the guaranteed amount, then the client will be charged the difference which will be added to the invoice for the event.

At Carrington, bar service is assumed. Bar Staff are rostered one to 50 guests. If you require table service, additional service charges apply. We recommend an additional one steward per 50 guests for table service.

Off Site - For cash bar events off site there is a guarantee of \$550.00 or \$5.00 pp (whichever is greater)

If the takings over the bar are lower than the guaranteed amount, then the client will be charged the difference which will be added to the invoice for the event.

If table service is required, we recommend additional stewards 1:50 guests recommended.

A minimum steward charge of \$150 applies per bar set up for off site catering. If bar turnover exceeds \$1000 the steward charge will be waived.

SURCHARGES

Equipment Hire – no surcharge on any day (except when Audio Technician is required)

Saturday events – no surcharge applies.

Sunday events – 15% surcharge applies to both food and beverages account.

Public Holidays – 40% surcharge applies applicable on all food and beverage charges.

STAFFING SERVICE

Applicable for Ushers, Drinks Table Service and Cocktail Food Service if requested.

Monday to Friday (per hour – 3 hr min) \$25 / hr Saturdays (per hour – 3 hr min) \$30 / hr

Sundays (per hour – 3 hr min) \$36 / hr Public Holidays (per hour – 3 hr min) \$60 / hr

Calculated on one steward per 40 guests or part thereof.

Audio Visual Technicians, Lighting Technicians and Security Staff – price on application.

For conferences, to comply with our place of public assembly license, a minimum of one manager must be rostered on whilst your event is being held. Cost is \$35 / hr commencing ½ prior to delegates arriving until ½ hour after delegates leave.

CONDUCT OF GUESTS

Should Carrington management believe that any guest(s) may affect the smooth running of the function operations, management reserves the right to remove the offending person(s) from the premises (including off site catering locations) and / or in extreme cases, to terminate the function.

The Carrington is required by law to cease service of alcohol to guests displaying signs of intoxication.

SUPPLY OF FOOD & BEVERAGE

We have a strict policy that all food (and beverages if applicable) be supplied by The Carrington. Food or beverages not supplied by us is not to be brought onto or consumed on our premises or off site catering location. Any person not complying with this or not complying with liquor regulations will not be permitted to remain in attendance at the function (including off site).

99 Keppel Street Bathurst NSW

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DECORATIONS & TABLE CENTRE PIECES

One hour complimentary set up is provided to any event at the Carrington by appointment.

- You may either supply your own or hire off us.
- Supervision Charges (Loading in and Loading out charges) apply to setting up decorations (after 1st hr)
- Please respect that The Carrington is a protected heritage building.
- Candles must be white only unless provided in an enclosed glass.
- The use of confetti, table scatters, angel dust, metallic tinsel or rice are not to be permitted on the premises, on tables or on the paths entering the building.
- Flowers or tables centres must be brought to the venue fully made.
- Pins or nails must not be used to put up decorations anywhere in the venue. Any damages caused to the venue will be taken from your security bond. Decorations must comply with OH&S requirements. Permission must be sought to place any materials up anywhere in the venue..
- Decorations not removed / taken down by client incur cleaning and removal fees.
- Please ensure that table centre pieces are not too large. If you have ordered a entrée platter (popular with very large functions), up to 3 large platter plates plus a bread roll basket may be required to be placed on the table to serve your guests. Note that these items will not be placed on your tables until just before your guests are due to arrive.
- Failure to comply with decoration conditions will result in the loss of your security bond.

SECURITY

Carrington Security staff are required for student functions, 21sts, any event with a drinks package, corporate events with bar tabs and any other event management deems appropriate. As a guide, approximate cost is \$3.50 pp calculated per 50 guests. Cost is higher during Bathurst Race Weekends.

INSURANCE / DAMAGES / LIABILITY

The Carrington Bathurst requires that all clients arrange their own insurance for events. The client will be responsible for the loss or destruction or damage to any property or any part of the used property or for any claim or loss, damage or injury however caused by the client or its employees, contractors, agents or guests. Should any damage occur, the patron will be charged for repairs accordingly. The Carrington takes all possible care but cannot guarantee any responsibility for damage to or loss of articles left on our premises or the off site premise location.

EXTENDED HOURS

Should your event run overtime or not run to schedule, all incurred costs with servicing the function beyond expected event times will be passed onto client. Eg speeches delaying food service, off site venue not being ready to set up at agreed time and or event running beyond agreed time.

Any service charges applicable to adjusting the venue design or seating arrangements will be charged to the client. (mainly applies to conference set up changes or late advisement of additional guests).

ENTERTAINMENT LICENSE

The Carrington is licensed for live entertainment up to 11.45pm. All music must cease by this time.

The Carrington permits clients to organise and book there own entertainment for events at the venue.

However, Entertainment must be approved by The Carrington.

Management reserves the right to control the volume of noise to meet our POPE license requirements and to ensure our neighbours are not unnecessary disturbed.

Performers must not place themselves or function guests at risk.

No smoke machines or lighting involving the use of exposed fire permitted.

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LOADING IN AND LOADING OUT CHARGES

All functions booked at The Carrington Function Centre have a complimentary room access of up to one hour for decorations or deliveries.

Loading In and Loading Out charges apply to any entertainment brought to the venue. Cost is \$65 per hour or part thereof. This costs covers supervision of band, assisting band with power requirements, management of band cabling requirements and making sure your guests are not exposed to trip hazards to meet OH&S requirements.

Loading in and out charges also apply to any contractors associated with your event including but not limited to florists, cake suppliers, decorators and also to staff the venue to accept deliveries or pick up equipment after your event. Surcharges apply to Sundays and Public Holidays.

LIQUOR LICENSE

We are licensed until 12 midnight. Management reserves the right to close the bar prior to this time.

TABLE FLOOR PLAN / SEATING PLAN

Please advise us in writing the numbers of guests that will be seated on each table.

Please provide us with a copy of your table floor plan a minimum of 3 days before your function. This plan must be exactly the same as any plans given to the venue (if off site catering). If there are any changes to this plan, please advise us in writing. **By Law, the Final plan must be signed off with us to ensure an OH&S Work Safe Environment.**

Failure to co sign off spacial arrangements may result in cancellation of our services.

For dinning events, it is our policy to have seating set up for pre paid guests only to ensure that pre paid guests are given priority of service. (excluding conference events). Eg we do not set up extra seating.

RUBBISH REMOVAL

Please take all excess rubbish and decorations with you before leaving the function. We can do this for you for an additional cleaning fee.

AUDIO VISUAL EQUIPMENT

All audio visual equipment is additional to food and beverage catering requirements and must be organised in advance of your event.

Hire of audio visual equipment includes set up and testing of equipment but does not include audio visual technician(s) to assist you during your event.

SMOKING

Is not permitted anywhere inside the building including back stage.

Smoking is permitted outside in either of our 3 outside courtyard areas.

SECURITY BOND

Your security bond of \$350.00 will be refunded within 14 days of your event providing the terms and conditions of holding your event have been met

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The Carrington Function Centre - Booking Form

Name: _____

Organisation: _____

Address: _____ Town: _____

Post Code: _____ Phone: _____ Fax: _____

Mobile: _____ Email: _____

Date function to be held: _____

Have you paid the security deposit? Yes No

Approximate number of adults attending: _____

TERMS:

- I agree to pay for any damages or theft incurred at this function.
- A security deposit of \$350.00 is due within 7 days of placing your verbal booking.
- A minimum charge of \$1100 applies to lunch, dinner or cocktail parties.
- Menu choices, bar specification and food catering payment is due 7 days before your function.
- Payment may be made by Cash, Cheque, AMEX, Mastercard,, VISA or by Electronic Deposit.
- Make Cheques payable to The Carrington Bathurst.
- Credit Card Fees Apply. Visa and Mastercard 1.5% of total invoice, AMEX 3.5% of total invoice.

I accept the above terms:

Print name in full: _____

Signature: _____ Date: _____

PAYMENT OPTIONS - Please tick preferred payment option

(1) Credit Card Payment

Name on Card: (eg John H Smith) _____

Name of Provider: (eg Westpac) _____

Card Number: (16 digits) _____

Card Expiry Date: (month plus year) _____

I authorize The Carrington Bathurst to charge payment to my credit card above \$350.00 plus credit card fee.

Signature: _____ Date: _____

(2) Online Payment via The Carrington Bathurst Bank Account

Bank: St George, Howick St, Bathurst, NSW, 2795

Account Name: The Carrington Bathurst

BSB: 112879 Account Number: 028657119

I have paid the deposit of \$350 to the Carrington Bathurst bank account.

Authorised Signature: _____ Date: _____

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