



## Welcome Events Made Easy

Thank you for considering The Carrington Function Centre and for the opportunity to be of service to you.

We are located in the heart of Bathurst in historical Keppel St. Close to beautiful Machatti Park (ideal for out side weddings), tonnes of parking and walking distance to Bathurst's main churches and other hospitality venues.

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 can assist you with any of your requirements. Our team will look after your every need.

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, Fully Licensed Bar(s), Espresso Coffee, High Speed Internet Access, In House Audio Visual Technicians and state of the art audio visual equipment including a 6000w concert quality sound system.

The Ground Floor and Mezzanine levels can be used together to offer theatre events up to 450 attendee's or seated events seating up to 350 for sit down dinner, all with uninterrupted views of your presenter on our beautiful stage.

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  
General Manager

Phone        02 6332 5492  
Mobile       0409 527 546  
Fax            02 6334 2605  
Email        function@bigpond.net.au  
www         carringtonbathurst.com.au

## Room Capacities

Room	Level	Board Room	Cock-tail	Theatre	U - Shape	Banquet	Class Room
Street Lounge Bar	Ground	36	100	50	28	60	32
Grand Ball Room	Ground	70	300	250	80	170	70
Combined Lounge & Ball Room	Ground	70	300	300	106	230	102
Mezzanine	Second	n/a	150	150	n/a	90	64
Combined Ball Room and Mezzanine Level	Ground & Sec		450	450	n/a	320	166
Loft Bar & Lounge	Third	26	120	60	32	50	32
Temple Ball Room	Third	48	160	120	64	80	40
<b>Total Venue</b>	<b>All</b>		<b>450</b>	<b>380</b>		<b>350</b>	<b>320</b>

One booking per floor is taken at any one point in time. Eg if Ground Floor Grand Ball Room is booked (eg wedding), the entire ground floor is made available to you including the outside courtyards, Theatre and Street Lounge Bar. If the Temple Ball Room is booked on the third floor, the entire third floor is made available to you including the Loft Bar & Lounge.

The Carrington has the capacity to hold two separate events at the same time, one on the ground floor and one on the third floor. 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.

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

**NB - JANUARY 2010 - THE THIRD FLOOR HAS BEEN SUSPENDED FROM BOOKINGS FOR RENOVATIONS UNTIL FURTHER NOTICE.**

## Room Hire

Room Hire is included for two course lunch or dinner functions over 70 adult guests.

Room Hire charges are additional for functions under 70 adult guests.

A cleaning fee of \$500 applies to any function over 200 guests.

Staff, Service, Catering, Beverages, Sound & Audio not included in room hire.

AREA	MON to FRI Week Day ½ Day 0 - 5 hrs	MON to FRI Week Day Full day 0 - 9 hrs	SAT & SUN Week end ½ day 0 - 5 hrs	SAT & SUN Week end Full Day 0 - 9 hrs	Public Holiday per 9hr day
Ground floor Street Lounge Bar only	\$330	\$440	\$350	\$500	\$750
Entire Ground floor Including Theatre, Grand Ball Room & Street Lounge Bar	\$440	\$550	\$550	\$880	\$1100
Mezzanine (Level 2) 180 seats theatre style, 120 dining seats	\$220	\$330	\$330	\$330	\$660
Loft (Level 3) including Loft Bar & Ball Room	\$350	\$400	\$350	\$550	\$1100
Whole Venue Three Levels	\$880	\$1030	\$1100	\$1430	\$2200

**Room Hire charges** cover the cost of cleaning and to set up the room to your requirements. One hour complimentary room hire is included for you to set up decorations / flowers etc prior to event.

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

**Dinner Bookings** -Up to 4 hours room access is included with every dinner booking.

**Wedding Bookings** -Up to 6 hours room access is included with every wedding dinner booking.

**Extended Hours** - should your event run over time, charges for additional room hire of \$160 per hour or part thereof apply.

**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 for **Saturday and Sunday** bookings.

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

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## On Arrival Options

**Combination / mixed orders are welcome.**

**Minimum order 20 persons per selection in the form of large platters.**

**Mezze Platters** \$3.30 pp  
Warm toasted Turkish breads with home made dips.

**Nibbly Platters** \$5.50 pp  
Assorted nuts, crackers, dried fruit and cheese.

**Individual Noodle Box** \$5.50 pp  
Marinated Honey Beef, Vegetarian or Satay Chicken available.

**Antipasto Platters** \$6.60 pp  
Char grilled roasted vegetables, olives, feta, sundried tomato and Turkish bread.

**Prawn Platters** (3 pp) \$9.90 pp  
Marinated sweet chilli and coriander tiger prawns

**Oyster Platters** (2 pp) \$6.60 pp

**Cheese and fruit platter** \$8.80 per person

**Sushi Platters** \$120 / platter (60 pieces / platter)  
5 business days notice required.

**Half Hour Mingling Entree** \$18.00 pp  
Mezze Platters plus Chefs choice of 3 seasonal canapes from our canape list providing 6 items per person.  
Includes staff to serve your guests.  
Not available as a stand alone event. Available to accompany a two or three course meal.

**One Hour Mingling Entree** \$26.00 pp  
Recommended for 1 hour or more duration. Mezze Platters plus Chefs choice of 5 seasonal canapes from our canapes list providing 10 items per person.  
Includes staff to serve your guests.

Please see canapés menu for other options.

Not available as a stand alone event. Available to accompany a two or three course meal.

## Canapés Menu

**Minimum 40 items per selection required (ex desserts). Minimum 'total' order \$250**  
**Price does not include wait service. Recommend 1:50 guests, Min 3 hr shift required.**  
**Price does not include Carrington room hire or off site catering set up and delivery.**

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### Cold Canapés \$2.50 per item

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- Savoury herb pikelets with smoked salmon and citrus cream
- Crispy baguettes with roast beef and seeded mustard cream
- Baguette with smoked chicken, feta and pesto
- Antipasto platter (V)
- Cheese and Nibbly platter (V)
- Mezze Platters - warm toasted Turkish bread with a selection of dips (V)
- Pastry tartlets with avocado mousse and tomato salsa (V)
- Sushi Platters (\$120 / platter, 60 items, 5 days notice required)

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### Hot Canapés \$2.50 per item

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- Beef Wonton triangles w sweet chilli and plum sauce
- Greek Style Meatballs w Tzatziki Sauce
- Crumbed crispy chicken strips with honey soy dipping sauce (2 pp)
- Mini spring rolls with plum sauce (4 pp)
- Assorted mini quiches
- Torpedo prawns with sweet chilli and plum sauce
- Spinach and Ricotta triangles (V) (2pp)
- Gourmet Cocktail Pies - eggs Chicken & Leek, Spring Lamb, Beef Burgundy & More.

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### Gourmet Selection \$3.50 per item unless otherwise individually priced.

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- Vietnamese Rice paper rolls filled w BBQ chicken and Asian Salad.
- Salt & Pepper Squid w lime aoli
- Home made sausage rolls with a selection of sauces (3 pp)
- Chicken, basil and feta tartlets
- Lime and Ginger Chicken Skewers.
- Crispy Pork and Prawn Dumplings.
- Sweet chilli and coriander king prawns
- Herbed lamb cutlets with a roasted tomato and capsicum relish \$4.50 pp
- Honey soy marinated beef skewers
- Prawn and scallop seafood skewers with a zesty citrus marinade
- Zucchini and feta fritters with a garlic yogurt dipping sauce (V)
- Caramelised onion tartlets with goats cheese and thyme (V)

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### Sweet Options \$2.50 per item

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- Profiteroles - filled w custard & covered w spun chocolate
- Chocolate Truffles and Gourmet Individual serve Belgian Chocolates.
- Gourmet Slices Chocolate Fudge, Chocolate Brownie, Almond and Coconut, Caramel, Chocolate Caramel
- Home made Scones w jam and cream
- Jam and Cream Roll
- Fruit and Walnut Loaf
- Sweet Danishes
- Home Made Biscuits - Anzac, Chocolate Chip, Chocolate.
- Muffins - Choc, Caramel, Orange and Poppy Seed, Blue Berry
- Mini Cupcakes (\$40 / platter, 20 cupcakes)
- Baked Tartlets, Passionfruit Brulee, Blackberry and Raspberry, \$4 each, Min 20.

(V) = Vegetarian options

## Buffet Menus

**Our Capacities - from 30 guests to 350 seated with dance floor.**  
**Room Hire is included for functions over 100 adult guests.**  
**Room Hire charges are additional for functions under 100 adult guests.**  
**Minimum Spend \$1100 excluding beverages.**  
**A cleaning fee of \$500 applies to functions over 200 guests.**

### Option 1 - \$40 pp

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.  
Please select 1 dessert from Buffet dessert selections. Served with fresh whipped cream.  
Freshly brewed coffee and selection of teas.

### Option 2 - \$45 pp

Mezze Platters of toasted Turkish bread with dips 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.

## Buffet Dish Selections

### Beef Selection

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

### Lamb Selection

Lamb Korma Curry  
Roast Lamb with Mint Jus

### Poultry Selection

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

### Seafood Selection

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

### Pasta Selection

Penne Pasta w crispy pancetta & roast tomato sauce  
Beef Lasagne

### Vegetarian Selection

Vegetarian Lasagne  
Honey Soy Vegetarian stir fry  
Mild Vegetarian Curry

### Salad Selections

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

Three bean salad  
Traditional Greek Salad  
Wild Rice Salad  
Tabouli

### Dessert Selections

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

Berry Swirl Cheesecake  
Fresh Seasonal fruit salad  
Lemon Meringue Pie

## Lunch / Dinner

Our Capacities - from 30 guests to 350 seated with dance floor.  
Room Hire is included for functions over 70 adult guests.  
Room Hire charges are additional for functions under 70 adult guests.  
A cleaning fee of \$500 applies to functions over 200 guests.  
Minimum Spend \$1100 excluding beverages.

**Two Course Meal \$45 pp** (including gst)

**Three Course Meal \$55 pp** (including gst)

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

### Entree

1. Egg and cheese tartlets with capsicum relish served with rocket lettuce.
2. Sweet Chilli and coriander prawns served on an avocado salad.
3. Chicken filo parcels stuffed with bacon and brie.
4. Creamy sweet pumpkin soup served with croutons.
5. Tandoori chicken with mesclun lettuce, yogurt mint sauce and pappadum.
6. Smoked salmon with a vegetable salad.
7. 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 pine nuts 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.

## Lunch / Dinner Dessert Options

All desserts served with your choice of ice cream or cream.

1. Brandy Snap baskets filled with seasonal fruit.
2. Baked Wild Raspberry Cheesecake w strawberry garnish.
3. Lemon Lime Citrus Tart w chocolate garnish.
4. Poached Pear w cinnamon, double cream and chocolate lace swirl.
5. Classic Lemon Meringue Pie.
6. Apple Pie (may be served either warm or cold)
7. Caramelised apple tartlets.
8. Warm Chocolate Fudge Cake 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)

### CHILDREN'S MEALS

Children / Babies that do not require a meal

\$0.00 / person

Two Course Children's meal including room hire, service and gst

\$28 / child.

Please choose one:-

- Home Made Chicken Strips and Chips w tomato sauce.
- Spaghetti Bolognaise
- Fish Fillets and Chips
- Sausages and Mash

Dessert - Premium Vanilla Ice Cream w Chocolate Topping

### VEGETARIAN MEALS

Please choose one:-

- Mediterranean Roasted Vegie Stack with melted feta.
- Vegetarian Ravioli and Salad.
- Vegetarian Quiche and Garden Salad.
- Vegetable Lasagne (minimum 20 meals)

### SPECIAL DIETARY NEEDS

Can be provided with 10 days notice. Please let us know so we can look after you.

We recommend you ask your guests via your function RSVP process to your event if they have any special dietary needs.

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## After Dinner

The options below can be used as dessert replacement or served as a supper or served with tea / coffee station.

Platters can be brought out at 10pm at night or whenever you choose. Ideal for Tea/Coffee Station supplement.

<b>Petit fours</b> - gourmet white and milk chocolate truffles plattered for each table.	\$11.00 pp
<b>Petit Cubes</b> - cubed gourmet slices plattered for each table.	\$7.00pp
<b>After dinner mints</b>	\$3.30pp
<b>Seasonal cheese and fruit platters</b>	\$6.60pp
<b>Large Cheese and Fruit Platter (for 12)</b>	\$55.00
<b>Gourmet Chocolate Plate (for 15)</b>	\$55.00

## Beverages

### Tea / Coffee Options

**Tea / Coffee Station After Meal**                      **\$2.50 pp**  
Includes premium teas and freshly brewed percolated coffee. Bottomless Cup.

**Tea / Coffee Station On arrival**                      **\$3.50 pp**  
Includes premium teas and freshly brewed percolated coffee. Bottomless Cup.

**Tea / Coffee - from the bar**                      **\$3.50 per cup**  
Espresso Coffee and Premium Vittoria Tea Selections available from the bar.  
This option is not available for drinks on arrival at large functions.

### Beverage packages

Drink on arrival offer                      \$5.00 pp with pre issued ticket.

One hour package                      \$16 pp

1 ½ hour package                      \$21 pp

4 hour package                      \$29 pp

5 hour package                      \$35 pp

6 hours                      \$41 pp

Includes Bottled House Red and White Wine,  
Select from Tyrrells or Rothbury House Wine Range.

Bottled House Sparkling Wine,  
Tyrrells or Rothbury.

Local Full Strength and Local Light Beer,  
Includes Tooheys New, Carlton Draught, VB, Old, XXXX Gold, Hahn Premium Light,  
Cascade Premium Light

Soft Drink and Orange Juice,  
Includes all the usual favourites from Schweppes Pepsi Range

#### BEVERAGE PACKAGE TERMS

- Available for most functions including 21sts and Weddings.
- Includes bar service. Table service is additional.
- Minimum 30 adult guests.
- Available to accompany Cocktail Party or Lunch/Dinner Orders Only.
- Charged for pre ordered adult attendees or actual number whichever is the greater.
- No charge for children under 10 years of age.
- Management reserves the right not to offer beverage package to any event it deems inappropriate.

## Optional Service Surcharges

### Table Service for drinks

Carrington provides bar staff for bar service.

Our table service staffing requirement is - 1 attendant to 50 guests.

If Table Service for drinks is required, the following charges apply.

Monday to Friday	\$25.00 / hr. Minimum 3 hr shift
Saturday	\$30.00 / hr. Minimum 3 hr shift
Sunday	\$36.00/ hr. Minimum 3 hr shift
Public Holiday	\$60.00/ hr. Minimum 3 hr shift

## Security Attendants

No security is required for most weddings and most private functions.

Small intimate family function- 18<sup>th</sup>s and 21sts - no security required at management discretion.

Security required for all student functions, 21sts, sporting groups, and any other function management deems there is a need. Please note security costs are included in 21<sup>st</sup> Pack offer from The Carrington.

Security required 30 minutes before function to 30 minutes after function load out finishes. Load out includes guests and entertainment or props equipment.

**Charges**      Monday to Sunday      \$40.00 per hour (minimum 4 hour shift)

Recommend 1 security staff per 60 guests. Two staff required for 60 plus events to comply with OH&S legislation.

For public events such as Band Performances, a minimum of two security attendants will be required.

## Sound & Vision

- The Carrington permits you to bring your own conferencing equipment in or you may hire off us at the pricing below. If you bring your own, this must be set up and tested prior to guest arrival. **Please advise of your audio visual requirements a minimum of 7 days in advance.**
- We can organise a range 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 are bring there own equipment and need assistance in setting up or are using with a component of our equipment eg laptop and data projector. We recommend client be at the venue at same time as our technician during set up to ensure all equipment working. **An appointment for on the day set up is required 7 days in advance.**
- No gaurantee's are given by the venue that own technician your equipment component will work with our equipment.
- Please test audio visual equipment prior to your guests arrival.
- **Loading in and Loading Out charges may apply to live band performances and decorating.**

ITEM	COST	Tick
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 (included when sound system hired)	
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)	
Professional JBL 1000w sound system with mic and laptop / ipod link	\$165 - available for conferences ground floor and any event 3 <sup>rd</sup> Floor. Inc set up.	
Giant Screen (theatre) with 4000 lumin projector	\$660.00	
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	
Loading in and out charges apply to bands, access for decorating, setting your own AV equip.	\$66 per call out and or per hour. Weekend Rate \$110 / hour then part therof	
Additional projectors, screens and whiteboards	Price on application	
Other Staffing - Ushers, Lighting etc	See service charges in T&C	
Spotlights - theatre spot lights available	Price on application - technicians extra.	
Catwalk - make to specification	Price on application	
Lecturn with light	\$33	

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## Optional Extras

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### LINEN

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Paper Serviettes (2ply) are included in all packages	\$0.00
Linen Look Serviettes	\$1.10 pp
Linen Serviettes x 8 colours available - including set up	\$2.20 pp
Chair Covers including coloured sash, set up and pull down	\$5.25 pp
Table Runners / Sash	\$4.40 / table
Bridal Table Curtain Skirting	\$75.00
Cake Table Curtain Skirting	\$33.00
Bridal Table Sashing	\$66.00
Bridal Table Silk Backdrop with Fairy Light Curtain	\$330.00
Additional Linen (non dining)	\$7.70 per cloth

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### CAKEAGE

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Your celebration cake plattered and served with serviettes	no charge
Profiteroles or individual Cup Cakes supplied by you	\$44.00
Includes set up of cake table, linen, platters, serviettes & cleaning.	
Your cake cut for guests to help themselves	\$2.20 pp
Includes serviettes, cutlery and crockery as required.	
Your cake individually plated and served to your guests	\$3.30 pp
Your cake individually served with cream & strawberries	\$6.60 pp
Cake Table	no charge
Decorative Cake Knife	no charge
Present / Registration Table	no charge
Set up charges - creation of cake creations at venue	\$66 / hour

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### DECORATIONS

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Clients are welcome to bring their own decorations at no charge. T&C apply.

Free 2 hour Venue Access for client to decorate for weddings

Free 1 hour venue access for client to decorate for all other functions

Additional Venue Call out / Decorating charges	\$66 then per hour part there of
Organza coloured table runners	\$4.40 / table
Candelabra Hire - Wrought Iron Tall (includes 3 candles)	\$33.00 ea
Candelabra Hire - Wrought Iron short (incl 4 candles)	\$22.00 ea
Candelabra Hire - Tea Lights includes 5 candles	\$11.00 ea
All candelabra hire includes set up and pre event lighting	
Tall 'Spaghetti' vases (for flowers)	\$12.50 ea
Bridal Bouquet Vases - bridal party	\$5.50 ea
Helium Balloons (5) and base (21 <sup>st</sup> , 30 <sup>th</sup> etc) many colours	\$25.00/table
T Light Vase including t light, set up and pre event lighting	\$2.20 ea
Table Numbers and stands	no charge
Wine Coolers on each table	no charge
Water Bottles and glasses each table	no charge

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### ENTERTAINMENT

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Concert Quality Sound System including cordless mic (bring your own CD's or Ipod or computer)	\$220.00
Audio Visual technician	\$55 call out then per hour.
Karaoke Duke Box	\$350.00
DJ (4 hours) with nightclub quality sound system (6000w)	\$550.00
Band loading in and out charges.	\$66.00 / hour
Acoustic Guitarist \$160, Jazz Trio \$660, Rock Band \$1200	\$100 bond required to book.

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## 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 Bond 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. No minimum applies to conferences or catering - tailored quotes apply.
- A minimum bar guarantee of \$500 applies otherwise Bar attendant charges apply.
- Menu choices, bar specification and food catering payment is due **7 days before your function**.
- Bar Tab payable 50% 7 days in advance, balance on the night. Credit Card or Drivers license required as security for bar tab. Beverage Packs payable 7 days in advance.
- Payment may be made by Cash, Cheque, AMEX, Mastercard, VISA or by Electronic Deposit.
- Please 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.
- Sunday 15% Surcharge, Public Holiday 40% Surcharge to total account applies.
- All pricing is subject to change pending market and supplier price changes.

*I accept the above terms:*

Print name in full: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT OPTIONS** - We accept cash, personal cheque and eftpos available at venue.

### (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 directly into The Carrington Bathurst bank account.

Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms & Conditions

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**OPENING HOURS – Open anytime by appointment including after business hours.  
Venue / Rooms are available 7 days a week.**

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### **SCHEDULED TIMES**

**Lunch** – room hire up to 4 hours included. Eg 12 till 4pm

**Dinner** room hire up to 4 hours included. Eg 7pm till 11pm

**Weddings / Balls** up to 6 hrs included. Eg 6pm till Midnight.

**Additional Room Hire** (on the day) is charged at \$110.00 per hour plus service and security staff labour charges as applicable to your event.

**Conferences & Wakes** – opening hours by arrangement.

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### **INCLUSIONS**

**All sit down table service lunch and dinner bookings include:**

White linen tablecloths, White Two Ply Paper Serviettes, Hand Polished Cutlery, Crockery and Glass wear. Glass wear includes a wine glass, a water glass and filtered chilled water bottle placed on each table complimentary. All tables are set with a wine cooler, condiments (salt and pepper) and table numbers on tall number stands. A guest seating board, presents table, registration table and cake table is provided on request at no charge. Fully licensed bar is provided on request (conditions apply).

Entertainment, Sound & Visual Requirements, Loading In and Out plus Bar / Beverage requirements are by specification and are not included.

**Decorating:**

For Weddings, two hours is provided for decorating at no charge. Appointment required.

For all other functions, one hour is provided for decorating at no charge. Appointment recommended.

**Present Pick up** is either on the day/night or next day Monday to Saturday.

**Please see optional extra pricing for non included options and pricing.**

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### **LICENSE HOURS / ENTERTAINMENT**

**Liquor License up to 3.00am. Your reception may up go to 3am by arrangement.**

**Entertainment License up to 11.45pm. Band must cease playing by 11.45pm.**

The Carrington permits clients to organise and book their own entertainment for events at the venue. However, Entertainment must be approved by management.

Management reserves the right to control the volume of noise to meet our Place of Public Entertainment license requirements and to ensure our neighbours are not unnecessarily disturbed.

Performers must not place themselves or function guests at risk.

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

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### **SECURITY BOND & PAYMENT TERMS**

**A Security Bond of \$350 is required to confirm your booking. Cheques should be made payable to The Carrington Bathurst. Your Bond is due within 7 days of you making a verbal booking. If the Bond 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.**

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### **CONDITIONS OF ENTRY**

**No Alcohol or any illegal substance** is to be brought into the venue by you or your guests or by a supplier for consumption, injection or inhaling or for use as a give away or a present. Any person that brings alcohol or a prohibited substance into the venue will be asked to leave the venue regardless of their status or importance to the event. **Our venue policy** is that if any person is asked to leave and does not do so immediately that Police will be called and management will support police efforts to charge the person with "failure to leave licensed premises" which carries an on the spot fine of \$550.

**At live entertainment events**, under 18's are usually permitted but must be in the immediate presence of a parent or legal guardian. Proof of ID may be required by both the under 18 and the parent to prove the relationship.

The Carrington reserves its right to conduct over 18 years of age events. This is usually advertised.

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99 Keppel Street Bathurst NSW 2795

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## TERMS & CONDITIONS

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### CONDITIONS OF ENTRY

**For Ticketed events** – either a hard copy ticket or an E ticket must be presented to gain entry. Persons part of a group must enter as part of the group ticket via a pre registered door list and group ticket.

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### PRICING

We endeavour to keep our prices consistent however, all pricing is subject to change with no notice pending market and supplier price rises. All prices listed are inclusive of GST at the current rate.

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### 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. Please note Sunday commences midnight on Saturday night for late ending Saturday events.

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

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### SECURITY BOND & PAYMENT TERMS

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).

**Bar Tab - 50% payable 7 days in advance, balance payable on the night.**

**Beverage Pack** – payable in full 7 days in advance.

**Entertainment Deposit** - \$100 non refundable deposit to book an artist(s)

**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 are charged to any payment made via credit card.**

Visa and Master Card 1.5% of total.

AMEX 3.5% of total.

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

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### 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 and service catering is done based on the numbers provided by you 10 days prior to your event.

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### 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.
- There is no extra charge for Coeliac, Diabetic or Vegetarian Meals advised to us 10 days before your event. Special dietary meals advised after 10 days before event attract a 20% surcharge.
- 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.

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### BABIES

Babies are welcome at The Carrington. Although we do not charge for infants that are not dining, it is very important that a **full space is allocated to infants** at a table. Eg 7 adults and 1 baby. Note that a pram takes up more room than a chair. It is dangerous to place infants in cots in walkways etc Infants are not permitted to be placed in basinets on the floor.

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### 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 or posted to 99 Keppel St Bathurst.

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### 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.

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### 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.

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### 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.

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### 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. (excludes celebration cakes).

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### DECORATIONS & TABLE CENTRE PIECES

- **Free 2 hours venue access is available for weddings by appointment.**
- **Free 1 hour venue access is available for all other functions by appointment.**
- **You may either supply your own decorations or hire off us.**
- Supervision Charges (Loading in and Loading out charges) apply to setting up decorations outside of the free time allocated to all events.
- Please respect that The Carrington is a protected heritage building.
- Candles must be white unless provided in an enclosed glass.
- Candles must be enclosed and not drip on tables or guests. Covers under candles are required.
- Replacements - Table clothes damaged by wax or flame \$55 / cloth.
- **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. Use results in the automatic loss of your security bond.**
- 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.

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### 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.

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### 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.

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### 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.

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### LOADING IN AND LOADING OUT CHARGES

**Suppliers that deliver during clients free venue access for decorating – no charge.**

Loading In and Loading Out charges apply to any entertainment brought to the venue. Cost is \$66 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 or fire hazards to meet OH&S requirements and venue operating overhead costs.

Loading in and out charges may 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.

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### 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. 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.**

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### 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.

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### SMOKING

Is not permitted anywhere inside the building including back stage.

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

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### SECURITY BOND

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