



MARION
HOTEL

S
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F
CORPORATE
FUNCTIONS



WELCOME

Thanks for picking up our function pack. Our blood, sweat and tears went into putting this together so we are over the moon that you are about to dive into reading it!

**Okay, blood and sweat is an exaggeration, but a lot of planning did occur.*

Welcome to the **Marion Hotel**. Whether you're a newcomer or one of our besties, we hope to see you in The Garden for a bevvy or two soon.

We are your go-to for good times big or small with spaces to suit you, your friends or your colleagues. Whether it's an inspiring team planning day or product launch, the Marion is that unique function space you have been looking for!

Leave the hard stuff up to us. All you need to bring is the **FUN**...and we'll do the **CTION**.

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**AHA | SA 2020
AWARDS FOR EXCELLENCE**

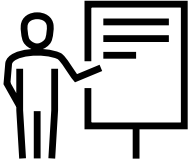
**WINNER**
BEST OVERALL HOTEL

 **REDEVELOPED HOTEL**
METROPOLITAN

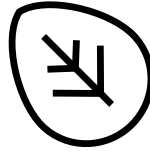
 **GAMING VENUE**
METROPOLITAN

 **OUTDOOR OR
NON-ENCLOSED FACILITY**





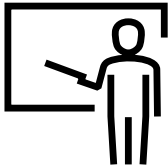
FLIP CHART



MINTS



PENS



WHITE BOARD

INCLUDED
IN ALL
SPACES



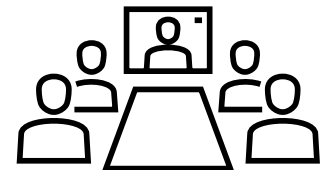
NOTE PADS



OUTSTANDING
MARION
SERVICE



FREE WIFI



HDMI
CONNECTION
& AUDIO
FACILITIES

STUDY

Whether you're hosting an intimate dinner or need a creative hub for your team's planning day the Study is the perfect nook for smaller groups. The exclusive room is graced with an Australian custom made live edge timber table, self-service bar, TV screen and private bathroom. Private wine dinners, loooooong lunches and corporate meets are easily and seamlessly catered for in the Study.

CAPACITY

	Cocktail	40
	Boardroom or Private Dining	22

ROOM HIRE

Exc GST	10% GST	TOTAL
\$200	\$20	\$220



TERRACE

You're the artist in this scenario, and the Terrace is your canvas to create the event of your dreams. A dynamic space for corporate functions, elaborate birthday parties and everything in between – the Terrace caters for all. With a private bar, big screen, Nightlife music system including Crowd DJ capabilities, the Terrace has everything you need. *Unless it's a unicorn, we can't promise unicorns.*

CAPACITY

	Cocktail	120
	Banquet	70
	U-Shape	30
	Boardroom	30
	Theatre	100
	Cabaret	50

ROOM HIRE

Exc GST	10% GST	TOTAL
\$250	\$25	\$275

MINIMUM SPEND

Friday & Saturday	\$1500
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GLASSHOUSE

Our Glasshouse function room definitely lives up to its name with plenty of natural light brightening up the already vibrant space. The room also leads into the Secret Garden outdoor area which is a magical space in itself *(not biased at all)*.

With a private bar, big screen and Nightlife music system including Crowd DJ capabilities, the Glasshouse can transform into whatever you need it to be. Whatever the occasion, business or pleasure, sit or stand – the choice is yours in the Glasshouse.

CAPACITY

	Cocktail	120
	Banquet	70
	U-Shape	30
	Boardroom	30
	Theatre	100
	Cabaret	40

ROOM HIRE

Exc GST	10% GST	TOTAL
\$300	\$30	\$330

MINIMUM SPEND

Friday & Saturday	\$1500
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SECRET GARDEN

The Secret Garden is the hidden gem of the Marion Hotel. Lush landscaping surrounds the space and the retractable roof and walls allow for complete flexibility. It's the picture-perfect space for a high tea, wedding ceremony (*I'm not crying, you're crying*) or maybe even a yoga class. With it's own bar and dedicated 'Grazing Station' food truck, the space can be hired on it's own or in addition to the adjoining function rooms, 'Terrace' and 'Glasshouse'.

CAPACITY

	Cocktail	150
	Banquet	80

ROOM HIRE

Exc GST	10% GST	TOTAL
\$300	\$30	\$330

MINIMUM SPEND

\$1500

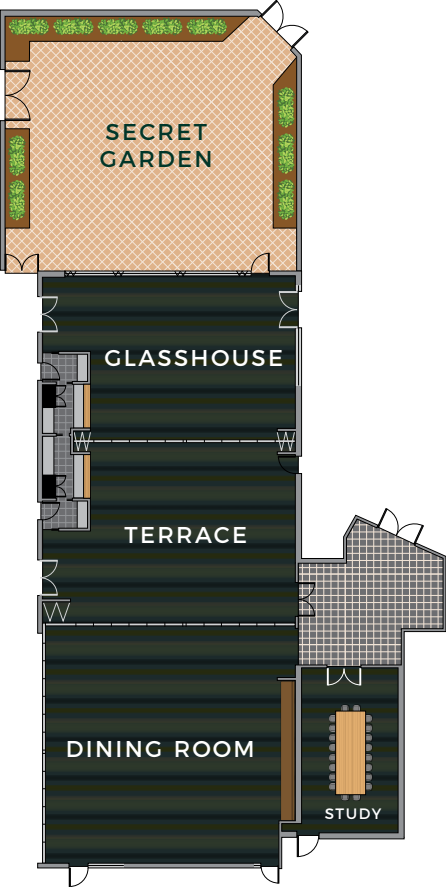
Neighbours are friends too.

Please note that we need to be courteous to our neighbours. In the Secret Garden music must finish by 10pm and close by midnight.

Our pals at Modern Party hire provided the furniture in this photo, ask us about pricing.



FUNCTION ROOM COMBINATIONS



SECRET GARDEN + GLASSHOUSE

CAPACITY

Cocktail	270
Banquet	150
Banquet & Dance Floor	120

ROOM HIRE

Exc GST	10% GST	TOTAL
\$500	\$50	\$550

MINIMUM SPEND

\$3000

SECRET GARDEN + GLASSHOUSE + TERRACE

CAPACITY

Cocktail	390
Banquet	220
Banquet & Dance Floor	170

ROOM HIRE

Exc GST	10% GST	TOTAL
\$750	\$75	\$825

MINIMUM SPEND

\$4000

GLASSHOUSE + TERRACE

CAPACITY

Cocktail	240
Banquet	140
Theatre	200

ROOM HIRE

Exc GST	10% GST	TOTAL
\$500	\$50	\$550

MINIMUM SPEND

\$2500

SECRET GARDEN + GLASSHOUSE + TERRACE + DINING ROOM

CAPACITY

Cocktail	500
Banquet	300
Banquet & Dance Floor	240

ROOM HIRE

Exc GST	10% GST	TOTAL
\$1000	\$100	\$1100

MINIMUM SPEND

\$15000

ACCOMMODATION

The Marion Hotel is home to some seriously sophisticated rooms where industrial chic meets luxury. Boasting creative flair, the new guest rooms have been crafted with tailored furnishings and unusual fixtures. Our rooms have their own unique personality and are bound to surprise you. Offering all our function guests the best rates – speak to our function manager for the best pricing.

ROOM TYPES

CLASSIC TWIN ROOM	2 Queen beds
CLASSIC KING ROOM	King bed
CLASSIC FAMILY ROOM	Queen bed + King single bunk
NOOK ROOM	King bed + Soaking tub
TREETOPS ROOM	King bed

ALL ROOMS INCLUDE:

- Exceptionally comfortable, custom designed beds
- Free high speed Wi-Fi
- Free parking
- Tea and coffee making facilities
- Smart TV with ability to stream your own content
- Operable windows
- Large working desk





BREAKFAST

MINIMUM 20 PEOPLE

CONTINENTAL 18

sliced fresh fruit, croissants, danishes, fruit muffins, toast and spreads, assorted yoghurts, orange juice, T-Bar tea and filtered coffee.

COOKED PLATE 24

poached eggs, grilled tomato, crisp bacon, potato rosti and sour dough toast, orange juice, T-Bar Tea and filtered coffee

THE WORKS 30

sliced fresh fruit, danishes and assorted yoghurts, poached eggs, grilled tomato, crisp bacon, potato rosti and sour dough toast, orange juice, T-Bar Tea and filtered coffee

OPTIONAL EXTRAS

MIMOSAS 7 per person

ESPRESSO COFFEES 6 per person



CORPORATE CATERING

TEA AND COFFEE

HALF DAY	4 per person
FULL DAY	6 per person

MORNING AND AFTERNOON TEA

1 ITEM.	6
2 ITEMS.	10
choose from:	
baked cookies	
scones with jam and cream	
banana bread	
danish pastries	
fruit muffins	
ham and cheese croissants	
bacon and cheese scones	
spinach and ricotta puffs	
protein balls	

WORKING LUNCH

OPTION 1	15
wraps with variety of fillings	
fresh fruit platter	
soft drink jugs	
OPTION 2	19
Turkish bread sandwiches	
variety of pizzas	
vegetable quiches	
fresh fruit platter	
soft drink jugs	
ADD ONS	5 extra per person
choose from:	
greek salad	
caesar salad	
roasted vegetable and quinoa salad	
potato salad	

LONG LUNCH

DINING ROOM25
pre order from our limited a la carte menu,
ready for you at your lunch break
soft drink jugs

SHARED ROAST30
30pax minimum
platters of roast beef, roast potatoes, baby
carrots, gravy and condiments
soft drink jugs

GRAZING LUNCH.35
30pax minimum
table of cold meats including salami, leg ham,
prosciutto and smoked fish, salads, breads,
condiments, antipasto and Woodside cheeses
soft drink jugs

CASUAL BBQ40
30pax minimum
gourmet sausages, minute steaks, marinated
chicken, beef rissoles, salads, breads and
condiments
soft drink jugs



WORKSHOP PACKAGES

OPTION 1 35 per person

ALL DAY TEA AND COFFEE

MORNING TEA

banana bread

LUNCH

Turkish bread sandwiches

variety of pizzas

vegetable quiches

caesar salad

fresh fruit platter

soft drink jugs

AFTERNOON TEA

bacon and cheese scones

OPTION 2 55 per person

ALL DAY TEA AND COFFEE

MORNING TEA

ham and cheese croissants

CASUAL BBQ

gourmet sausages, minute steaks, marinated

chicken, beef rissoles, salads, bread and

condiments

vegetable quiches

fresh fruit platter

soft drink jugs

AFTERNOON TEA

scones with jam and cream

SUNDOWNER PACKAGE
NETWORKING DRINKS
IN THE GARDEN

SUNDOWNER PACKAGE ADD ON. 5 per person
add a knock-off drink per person; tap beer, house wine or base spirit

TERMS AND CONDITIONS

- 1: **TENTATIVE BOOKINGS** We will hold a tentative booking for a maximum of 7 days.
- 2: **CONFIRMATION AND DEPOSIT** A confirmation form needs to be completed within 7 days of making the booking, deposit equal to the room hire cost must be made to secure the booking.
- 3: **CANCELLATIONS** Cancellation of function rooms and/or accommodation by you must be advised in writing. If the event is cancelled with less than 60 days notice all deposits will be forfeited. For bookings made within the 60 day cancellation period, the deposit is automatically non refundable unless negotiated otherwise.
- 4: **PAYMENT** Please see below for your payment schedule
DEPOSIT - Within 7 day of making the booking - Equal to amount of room hire.
FINAL PAYMENT - 7 days prior to event - 100% anticipated food, beverages and additional extras requested.
DAY OF THE EVENT - Any miscellaneous charges from the day of event (eg bar tab) *An invoice can be generated for payment after the event if approved by the Function Manager and must be paid within 7 days.
- 5: **MENU SELECTION** Food and beverage selection must be confirmed in writing no later than 7 days prior to the event.
- 6: **FINAL NUMBERS** We require written notification of final number of expected guests 7 days prior to your event. Charges will be made based on the final number, or the attendance number, whichever is greater.
- 7: **SLIPPAGE FEE** A decrease in numbers in excess of 20% of the estimated numbers at time of booking with less than 14 days notice to the event will incur a slippage fee.
- 8: **DIETARY REQUIREMENTS** We require written notification of all dietary requirements 7 days prior to your event. Any dietary requirements that are not disclosed until the day of the event will be charged in addition to the meals ordered and must be paid for on the day of the event.
- 9: **INSURANCE** We cannot take responsibility for damage to or loss of items before, during and after an event, and recommend that you arrange appropriate insurance cover.
- 10: **DAMAGE** Please note, you are financially responsible for damage sustained to hotel property and fittings during the event. No attachments are to be used on the walls without prior arrangement with us.
- 11: **CLIENT RESPONSIBILITY** It is your responsibility to ensure that all attendees adhere to our dress code and behave in an orderly manner during the event.
- 12: **SECURITY** Arrangement for security can be made upon request and will be required for events over a certain number of people. An additional charge will apply.
- 13: **ACCOMMODATION** Subject to availability, function rates will be offered in conjunction with your event.
- 14: **PARKING** Is free, please note that all parking is subject to availability.
- 15: **EXTERNAL CATERING** No food or beverage may be brought onto the hotel premises for consumption during the event unless prior arrangement has been made.
- 16: **ENTERTAINMENT** Background music can be provided in our functions rooms if requested. Private entertainment can be arranged at your cost should it be required. Vendor Terms and Conditions must be signed prior to function.
- 17: **NOISE RESTRICTIONS** We need to be courteous to our neighbours. In The Secret Garden music must finish by 10pm and close by midnight. Amplified live music is not permitted.
- 18: **FUNCTION ROOMS** We reserve the right to re-allocate function rooms due to circumstances beyond our control or if the final numbers increase or decrease significantly from those advised at the time of reservation. We will discuss any changes with you when the decision is made.
- 19: **EXHIBITIONS** Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment in accordance with health and safety codes.
- 20: **ADVERTISING** Prior permission is required to use the hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by hotel management prior to publication.
- 21: **CLEANING** General and normal cleaning is included in the cost of the room hire. Additional charges will apply in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning. Use of table scatters or confetti cannons will incur additional charges.
- 22: **RESPONSIBILITY** Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.
- 23: **ADDITIONAL SERVICES** We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, etc. A charge may be incurred for some services. If the event is cancelled, any charges for additional services may not be refunded.
- 24: **WET WEATHER** The Secret Garden and Garden Deck are outdoor spaces and can be effected by extreme weather. Should this impact your function an alternative space will be offered. Refunds will not be offered for cancellations due to weather inside our cancellation policy.



MARION HOTEL

849 Marion Road, Mitchell Park, SA 5043 | 8276 8888
functions@marionhotel.com.au
marionhotel.com.au   /marionhotel

