

ATHOL HALL CAFÉ & FUNCTION CENTRE

Ashton Park, Bradley's Head Road, Mosman 2088

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Corporate Packages

Welcome to Athol Hall. We are happy to offer you a conference package for your enquiry. We can cater for your group seminar/conference/Product Launches/ Team building days/Workshops/Presentations/Board meetings or similar.

We are offering some standard menu options for corporate groups. Our co-ordinators are happy to discuss your individual requirements and needs for your corporate day. We aim to accommodate your requests wherever possible.

Athol Hall is a full function centre where we do all the catering on the premises and are fully licensed; **therefore we do not allow BYO or outside caterers.**

Capacity:	We can cater for up to 150 guests for a conference <ul style="list-style-type: none">• Theatre – up to 150 guests• Banquet – up to 120 guests with seats for lunch (i.e. round tables with 10 per table, less number of people per table if would like no back to speaker (60 pp) - <i>excellent for group workings</i>)• Classroom – up to 50 guests• U Shape – max – 40 guests• Boardroom – max – 35 guests
Duration:	We can accommodate to your required duration A guide is 8.30 am – 4.30 pm.
Hall Hire:	\$ 800.00 per day
Available days	Monday – Thursday (please check with availability)
Audio Equipment	We do not have any audio equipment this needs to be hired in. You are also more than welcome to bring in your own audio equipment.
Menus	Menu cost will is determined by your menu choice. We offer three standard menus (see menu sheets). Variations to the menu will incur a new costing. Please discuss any variations/add ons with your co-ordinator who are happy to be of assistance.
Food Service	Food service will be served inside the hall on a buffet table with staff serving and attending the table throughout. Water jugs will be provided throughout the entire day. Mixed lollies & sweets are place on each table for guests.
Seating for breaks	We can accommodate 35 people on the verandah for breaks with additional seating at the bottom of the stairs (with small round tables) and in the gazebo area. If there is adequate room inside the hall, tables can be erected at the back of the hall (near buffet) for lunch. Banquet Style: If you are having a banquet style conference then your guests are able to have breaks at their tables.

Beverages Juices/mineral water & soft drinks are included in the menu cost.

Alcohol

- Alcohol is available by consumption (payable at end)
- Cash basis by guests

Selection is made from our Wine & Beverage list prior to your corporate day.

Decorations Athol Hall can provide chair covers for your corporate day at \$5.50 per chair. Athol Hall can also provide excellent contacts to re-create the hall in your specific colours/themes/styles. Ask your co-ordinator.

LUNCH BREAKS/WORKSHOPS

Guests are invited to utilize the verandah, gazebo & outside area for breaks & workshops

TEAM BUILDING GAMES

Guests are also invited to utilize the outside area and the lawns for team building games, etc.

Booking Athol Hall

Athol Hall accepts tentative advance bookings. A date may be tentatively held for up to fourteen days should the booking fee of \$ 550.00 inc GST not be received within the above mentioned fourteen day period, the booking will be considered lapsed and date held will be released. Please check with co-ordinators for availability.

Terms & conditions

Please ensure you have read & understood the terms & conditions of Athol Hall. On payment of deposit of \$ 550.00 a signed terms & conditions page (page 7) is also required to secure the date.

Car Parking

There is limited guest and public parking available on a first come first served basis. The car park is located at the entrance to Ashton Park on entering the park it is directly on your left with Athol Hall on the right.

The service area directly behind Athol Hall is for staff and authorised personnel only. The gate in this area is the emergency entrance to the park and must be kept clear at all times. Please inform your guests and servants.

Refunds/Cancellations

The booking fee is refundable if Athol Hall is notified **in writing at least ninety days prior** to the function date. If a cancellation occurs within the ninety-day period the booking fee maybe refunded providing the function date has been resold

Transfers

The hirer may under special circumstances, with the approval of management, transfer the booking fee to another available date. Athol Hall requires ninety days notice for this special arrangement to take place. Athol Hall reserves the right to alter all or part of the scheduling, hiring and conditions of a function or event.

Cancellations

Should the functions or event be cancelled within six working weeks, the hirer agrees to pay Athol Hall function Centre any losses for goods purchased by Athol Hall on the hirer's behalf.

The hirer also agrees to pay Athol Hall the loss of profit to be calculated at one third of the total estimate function retail cost.

Food/Beverage/Final Guests Numbers

Athol Hall requires the final numbers for catering purposes a minimum of fourteen days prior to the function date. After the fourteen days no reduction of final number of guests will be allowed. This final number will be the minimum number of guests charged on your invoice.

Please ensure you allow ample time to receive your RSVP.

Costs

All costs include GST and are subject to seasonal availability & price changes.
Menus change every June/July.

Method of payment of function

All food choices, estimated beverages, surcharge and extension fees (if applicable) are to be paid no later than **seven** working days prior to your function

- **Bank cheque or cash** - Must be received **seven** days prior to your function
- **Company or personal cheques** - Must be received **eleven** working days prior to your function
- **Credit cards - Visa, MasterCard and bankcard** - Will be accepted on the day of function for excess beverages and **also** accepted for deposit payment. Function invoice payments made by credit card facilities will incur a 2.2% surcharge onto your total invoice.
- **Direct Banking** - Please contact Athol Hall for direct banking details.

Important: *A fax, letter, email or phone call must accompany direct banking amounts stating date of function, amount paid and person responsible for payment.*

Please ensure direct banking transfers are completed prior to your function.

All accounts must be settled at the conclusion of the function.

The hirer may wish to discuss with management the preferred method of payment. Athol Hall has no account facilities.

Please notify management in advance, the person responsible for settlement of any outstanding account balance at the conclusion of the function.