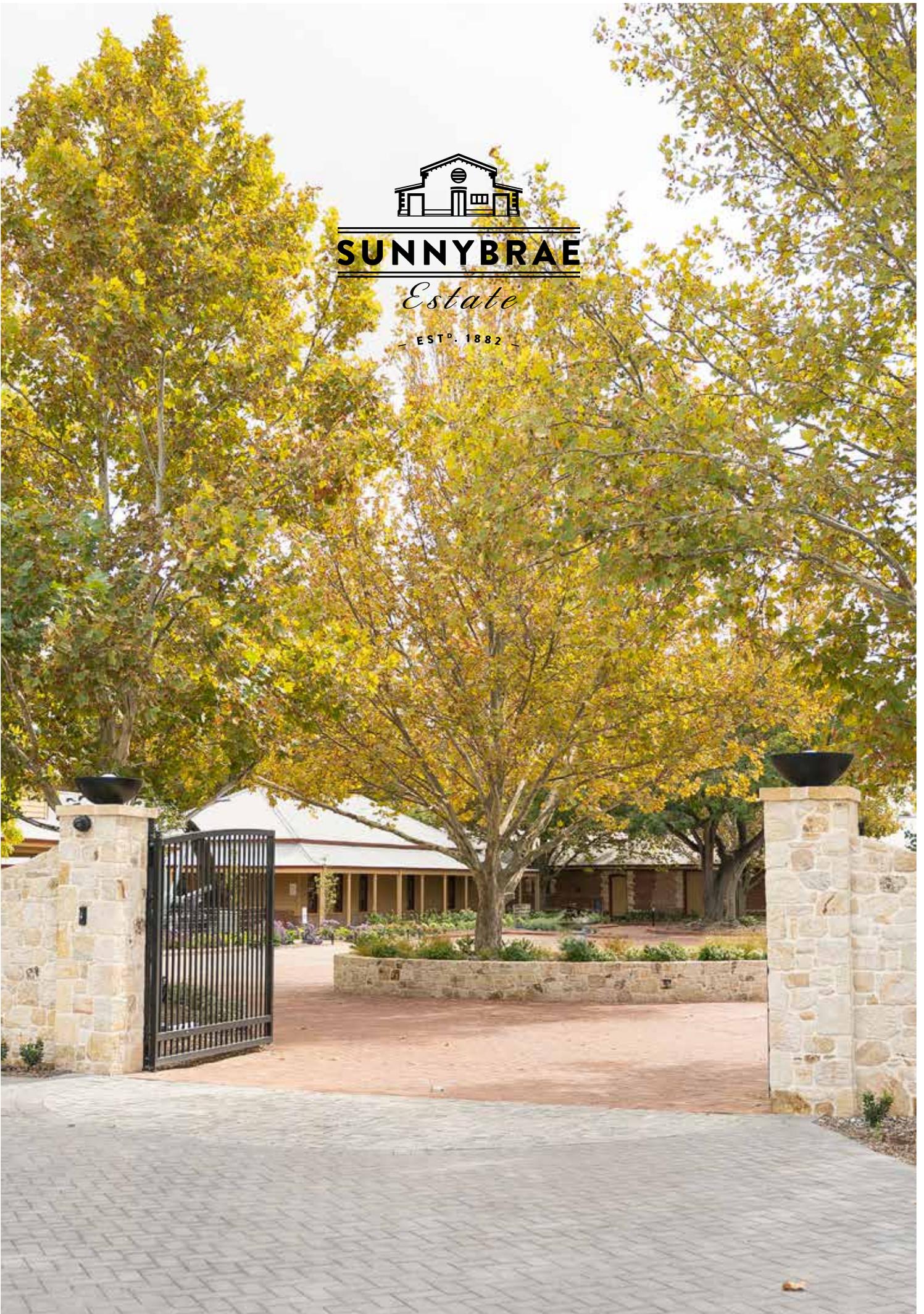




**SUNNYBRAE**

*Estate*

— ESTD. 1882 —



# WELCOME TO SUNNYBRAE ESTATE

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Thank you for contacting Sunnybrae Estate Function Centre for your conference.

We look forward to making your conference a success for both you and your guests and we will endeavour to exceed all of your needs and expectations.

Sunnybrae Estate has a diverse range of both Heritage listed and modern conference rooms, as well as ample free on-site car parking set amongst 4.5 acres of manicured gardens. The estate also features a formal rose garden, peppertree gazebo, hundred-year-old gums and plenty of wildlife, making it a unique setting for your corporate event or conference.

If you have any queries regarding the packages or other specifics about your conference, please do not hesitate to contact our professional events team on 8346 8806 or email [events@sunnybrae.com.au](mailto:events@sunnybrae.com.au)

## ROOM HIRE, CAPACITIES & CONFIGURATIONS

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### ROOM HIRE

Cellar \$550  
Pavillion \$550  
Coach House \$660

(Based on 9am-5pm Mon - Friday - Additional time can be added)

### AUDIO VISUAL + NETWORK

PA System with wireless microphone \$150  
Data Projector with screen (BYO laptop & HDMI) \$150  
Wifi \$50 per day

### COMPLIMENTARY WITH ROOM HIRE

White board  
Flip chart  
Registration Table  
Facilitator's Table  
Lectern

### ROOM CAPACITIES

**CELLAR**  
Board room 50pax  
U-Shape 40pax  
Theatre 100pax  
Open Rounds 60pax  
Cocktail 150pax

### PAVILLION

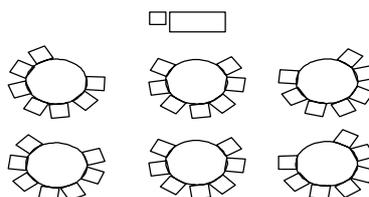
Board room 30pax  
U-Shape 34pax  
Theatre 100pax  
Open Rounds 40pax  
Cocktail 150pax

### COACH HOUSE

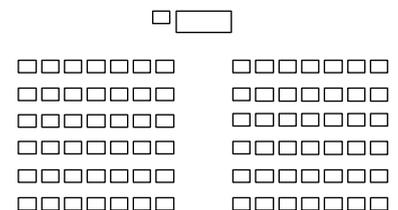
Board room 50pax  
U-Shape 90pax  
Theatre 330pax  
Open Rounds 150pax  
Cocktail 400pax

### ROOM CONFIGURATIONS

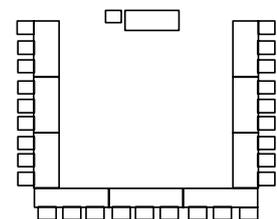
#### OPEN ROUNDS



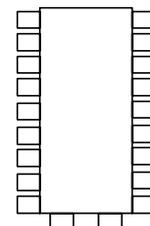
### THEATRE



### U-SHAPE



### BOARDROOM



# MENU OPTIONS

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## COFFEE, TEAS AND REFRESHMENTS

Barista made coffee **\$4.50pp per session**  
Percolated coffee with tea selection **\$10.00pp all day**  
Percolated coffee with tea selection & OJ **\$13.00pp all day**  
Orange juice per session **\$3.50pp per session**  
Soft drinks per session **\$3.50pp per session**

## NIBBLES \$3.00pp

Select two:

- Mixed SA nuts
- Salted mini pretzels
- Mixed lollies & chocolates
- Wrapped mints
- Spiced Bombay mix

*(continuous bowls \$5pp)*

## MORNING/AFTERNOON TEA

Fruit whole - **\$4pp**  
Fruit skewered/sliced **\$4.50pp**  
Greek biscuits - **\$4.50pp**  
Anzac/chocolate chip cookies - **\$4.50pp**  
Freshly baked scones with whipped cream & jam - **\$5.50pp**  
Freshly baked assorted Danish pastries - **\$5.50pp**  
Assorted muffins - **\$5.50pp**  
Carrot & walnut cake - **\$5.50pp**  
Basque by Leo cheesecake - **\$6pp**

## CONTINENTAL CAKE PLATTER \$7pp

*(minimum 15pax)*

## ANTIPASTO PLATTER \$8pp

*(minimum 15pax)*

Italian cured meats, Greek style loukaniko, basil marinated bocconcini, provolone, feta filled peppers, fefferoni, warm Penfield olives, house made focaccia bread & dip

## CHEESE PLATTER \$8pp

*(minimum 15pax)*

South Australian Brie, Tasmanian Blue Opal, Mersey Valley Vintage Cheddar, Quince paste, lavosh, grissini, dried fruit & mixed roasted nuts



## LUNCH PACKAGES

### WORKING LUNCH \$18.90pp

Freshly baked focaccias with gourmet fillings

### BAKERY LUNCH \$19.50pp

Assorted mini pies  
House made sausage rolls  
House made vegetarian quiches  
Mixed garden salad

### GREEK STYLE YIROS - \$20pp

Marinated lamb or chicken, tomato, cucumber, lettuce & tzatziki in grilled pita bread

### GREEK CHARCOAL LUNCH \$29.50pp

Chefs selection of 2 charcoal cooked meats & 2 freshly cooked seafoods  
Greek salad  
Roast potatoes  
House made tzatziki & aioli  
Pita bread

### END OF SESSION DRINKS \$15pp

*(Half Hour Service)*

### ESTATE RANGE BEVERAGE PACKAGE

- Farrell Shiraz
- Tomich Hill Cabernet Sauvignon
- Farrell Riesling
- Tomich Hill Sauvignon Blanc
- Tomich Hill Sparkling
- Hahn Super Dry
- Coopers Pacific Pale Ale
- Coopers Premium Light
- Pipsqueak Apple Cider
- Coca-Cola Soft Drink Varieties

# BOOKING FORM

## CLIENT DETAILS

CLIENT NAME \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

## EVENT DETAILS

EVENT DATE \_\_\_\_\_

ROOM/S \_\_\_\_\_

EVENT NAME \_\_\_\_\_

NUMBER OF GUESTS\* \_\_\_\_\_

*\*FINAL NUMBERS DUE 14 DAYS PRIOR TO EVENT DATE*

FACILITATORS NAME(S) \_\_\_\_\_

## SCHEDULE

	TIME	CATERING REQUIREMENTS	BEVERAGE REQUIREMENTS
SETUP ARRIVAL		N/A	N/A
GUEST ARRIVAL		N/A	ALL DAY COFFEE & TEA \$10 ALL DAY COFFEE, TEA & OJ \$13 <input type="checkbox"/> *BARISTA MADE COFFEE \$4.5PP
MORNING TEA			ORANGE JUICE \$3.5PP SOFT DRINKS \$3.5PP BARISTA MADE COFFEE \$4.5PP
LUNCH			ORANGE JUICE \$3.5PP SOFT DRINKS \$3.5PP BARISTA MADE COFFEE \$4.5PP
AFTERNOON TEA			ORANGE JUICE \$3.5PP SOFT DRINKS \$3.5PP BARISTA MADE COFFEE \$4.5PP
END SESSION			END OF SESSION HALF HOUR ESTATE RANGE \$15PP

*DIETARY REQUIREMENTS TO BE PROVIDED TO SUNNYBRAE ESTATE 14 DAYS PRIOR TO EVENT DATE WITH FINAL NUMBERS.*

## ROOM SET UP

BOARDROOM

U-SHAPE

THEATRE

OPEN ROUNDS

COCKTAIL

## ROOM REQUIREMENTS **\*\*WANT TO ADD MORE OPTIONS HERE**

DATA PROJECTOR & SCREEN\* \$150

PA/AUDIO\*\* \$150

MIC

FLIP CHART

WHITEBOARD

LECTERN

REGISTRATION TABLE

FACILITATORS TABLE

WIFI \$50/DAY

*\*Data projector and screen only - BYO laptop & HDMI cable. \*\*PA includes standard AUX cable. BYO cable for devices with no AUX outlet.*

# TERMS & CONDITIONS

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## 1. CONFIRMATION:

All bookings must be confirmed within thirty (30) days from time of offer, otherwise management reserves the right to withdraw the offer. From confirmation of the booking, a signed copy of these Terms & Conditions is required within two (2) weeks followed by a \$300.00 non-refundable deposit.

## 2. CANCELLATIONS:

- Cancelling/rescheduling your event with less than three (3) months notice may incur a fee.
- Cancellation of your event with less than thirty (30) days prior notice will incur a cancellation fee of 50% of the calculated costs of your event less any deposit paid.
- In the event of a late cancellation with less than seven (7) days prior notice, Sunnybrae Estate reserves the right to charge up to 100% of the calculated cost less any deposit paid.

## 3. FINAL NUMBERS:

A final number of guests attending must be confirmed by you, fourteen (14) working days prior to your event. This final number will be the minimum number charged for & is not subject to reduction. Should your event increase in numbers less than seven (7) working days prior to your event, Sunnybrae Estate reserves the right to substitute menu & beverage choices with items of similar style & standard & where necessary, charge accordingly.

## 4. FOOD AND BEVERAGES:

Final menu selections must be received by Sunnybrae Estate fourteen (14) working days prior to your event. No food or beverages may be brought into Sunnybrae Estate for consumption during your event, unless previously arranged and agreed upon by management. We strictly do not permit "BYO" alcoholic drinks. If alcoholic drinks are brought onto our licensed venue without our prior written consent, we reserve the right to immediately terminate your event. In the case of termination of your event pursuant to this clause, the Deposit and Bond will be forfeited to us and you will remain liable to pay all fees payable to us in respect of your event (including for any part of it that does not proceed).

## 5. PRICE VARIATIONS:

Sunnybrae endeavours to maintain prices as quoted, however prices & inclusions are subject to change without notice to cover unforeseeable increases in costs. Prices are not locked in.

## 6. SETTLEMENT OF FINAL ACCOUNT:

Total payment of your account is required one (1) week prior to the event in full, unless credit has been approved in writing prior to the event, whereby settlement of the account is required within seven (7) days of the invoice date. If the payment isn't received by the due date, Sunnybrae Estate reserve the right not to proceed with the event. Beverage tabs are to be paid within seven (7) days following the date of the event.

## 7. RESPONSIBLE SERVICE OF ALCOHOL:

Sunnybrae Estate's management reserve the right to refuse service to, and eject, any guests who are deemed to be intoxicated. Minors are required to be accompanied by a legal guardian or parent. Minors (under 18 years old) are not allowed to consume alcohol on the premises. Guests are respectfully reminded that photographic ID may be required to purchase and/or consume alcohol. No spirit bottles will be allowed to be put on the tables for self-service under any circumstances. Sunnybrae Estate reserves the rights to manage all events strictly in accordance with applicable legislation and guidelines regarding the responsible service of alcohol. No refunds or fee reductions will apply in the event of the ejection or refusal to serve alcohol to any guests in accordance with this clause.

## 8. COMPLETION TIME:

Should the room not be vacated within thirty (30) minutes of the agreed finish time, an extra charge will be made for each subsequent half hour exceeding the agreed finish time or part thereof at \$150.00 per half hour.

## 9. EXCLUSIVITY OF USE

Sunnybrae Estate may run multiple events that coincide with each other. You will have access only to the booked location/s (subject to availability, allocation & time). This does not automatically give you exclusive use to the entire venue & other function rooms. If you would like "Exclusive Use" of the whole venue, this may be arranged (subject to availability) for an additional charge determined by management.

## 10. CONDUCT/DAMAGE TO THE ESTATE:

The client, their guests & agents or other persons attending the event will be financially responsible for any damage or loss sustained by Sunnybrae Estate to its property, fixtures & fittings. No animals are to be brought onto the grounds due to the bird and wildlife on the property.

# TERMS & CONDITIONS

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## 11. DAMAGE OR LOSS OF GOODS/PROPERTY:

Sunnybrae Estate will not accept any responsibility for the damage or loss of goods that are hired or supplied by you, or by Sunnybrae Estate on behalf of you for your event. You are financially responsible for any damage or loss sustained on the property before, during, or after the event by your guests or by outside contractors engaged by you or by Sunnybrae Estate on behalf of you.

## 12. SURVEILLANCE/PRIVACY:

Sunnybrae Estate is under constant video surveillance. We will handle all personal information we collect in accordance with our Privacy Policy. Sunnybrae Estate will never pass on your details to third parties unless requested to or required by law.

## 15. RISK:

All people attending an event at Sunnybrae Estate are on the property entirely at their own risk. Due care & attention must be taken in all areas of the property. Sunnybrae Estate accepts no responsibility for any injury to persons or damage to personal belongings.

## 17. EXCLUSION OF DAMAGES:

a) To the full extent permitted by law, Sunnybrae Estate, its directors, employees, agents, contractors, and related bodies corporate will not be liable to any person in respect of any personal injury, illness death, loss or damage (including (without limitation) consequential and special loss or damage and any loss of profits) which may be suffered or incurred or which may arise directly or indirectly from or in connection with:

- *any use of our website or any advice or information received from us;*
- *any transaction entered into with us;*
- *your event;*
- *any breach by you of these terms and conditions; and*
- *any other dealing or arrangement between you and us, whether or not the loss or damage was as a result of error or misrepresentation, negligent act or omission, or any other cause whatsoever.*

b) You release us and our directors, employees, agents, contractors, and related bodies corporate from any liability and expressly waive any claims you may have against us arising out of or in connection with the events listed in clause 17a).

c) You agree to indemnify us, and/or our respective suppliers, directors, employees, agents, contractors, and related bodies corporate from and against any claims, causes of action, demands, recoveries, losses, damages, fines, penalties or other costs or expenses of any kind or nature including but not limited to legal costs on a full indemnity basis, brought by any third party arising out of or in connection with the events listed in clause 17a) or your breach of any law or the rights of a third party.

d) You acknowledge that you are choosing to attend our premises at a time where you may be exposed to COVID-19. It is your own responsibility to familiarise yourself with all relevant information, including (without limitation) in respect of all applicable health risks. You acknowledge you have made your decision to attend our premises based on your own consideration of all available information, and you acknowledge and agree that you are aware of, and assume responsibility for, the risks associated with attending our premises at this time. To the fullest extent permitted by law, Sunnybrae Estate accepts no liability in relation to these additional risks.

## 18. APPROPRIATE BEHAVIOUR/DRUG USAGE:

You agree to ensure that you and all your guests and contractors comply at all times with our policies and any reasonable direction given by us or our staff or contractors.

Behaviour which will be considered unacceptable at Sunnybrae Estate includes (but is not limited to) the following: use of illegal drugs, aggressive or abusive behaviour, verbal abuse, being under the influence of illicit drugs or impaired by alcohol, bullying, harassment or intimidation, stalking, unwelcome physical contact, offensive gestures & behaviour, theft, being in areas out of bounds & disobeying instructions from staff.

## 19. SMOKING:

If your guests wish to smoke, please utilise the designated area on the bricks where ashtrays are provided. If smokers do not adhere to this, a cleaning fee of \$200 will be deducted from the Bond.

## 20. FIREWORKS/NAKED FLAMES:

Illegal use of fireworks/sparklers are prohibited due to the extreme risk of fire. Please consult with your event coordinator if you wish to have fireworks/sparkler farewells conducted by a registered professional. Naked flames are not allowed due to the extreme risk of fire and personal harm. However, candles protected by glass are acceptable.

# TERMS & CONDITIONS

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## 21. DISPLAY/SIGNAGE:

No signage/materials are to be stapled, screwed, nailed, glued or adhered onto the walls, doors, surfaces or any other part of the buildings.

## 23. CLEAN UPS:

Please note that should there be any need of excessive cleaning, a cleaning fee of \$200 will be deducted from the Bond. No confetti, rice, scatters or similar are allowed outside or inside. Rose petals and bubbles are welcome outside only.

## 25. FORCE MAJEURE:

If Sunnybrae Estate is prevented (directly or indirectly) from performing any of its obligations under this agreement by reason or any circumstances outside of its reasonable control, including but not limited to war, threat of war, riot, civil disturbances, industrial dispute, terrorist activity and its consequences, plague, epidemic, pandemic, infectious disease outbreak or any other public health crisis (including (without limitation) quarantine or other employee restrictions), natural or other disaster, nuclear incident, fire or bushfires, adverse weather conditions, domestic and/or international travel restrictions changes to applicable laws and/or other government mandates, Sunnybrae Estate will be under no liability whatsoever to you and may, at its option, by written notice to you cancel your booking. In the event of such a cancellation, we will refund all fees paid to us other than the Deposit (which will be forfeited to us).

## 26. EXCLUSION OF WARRANTIES:

No conditions or warranties expressed or implied by law & no representations or statements are binding on Sunnybrae Estate unless set out in these terms & conditions or unless they cannot by law be excluded from the contract between Sunnybrae Estate & you. To the extent permitted by law, where we become liable to you in any manner for any breach of any condition or warranty expressed or implied in relation to the supply of goods or services to you, our liability will be limited, at our sole discretion to either:

- a) in relation to the supply of goods:
- *the replacement of the goods or the supply of equivalent goods;*
  - *the repair of the goods;*
  - *the payment of the cost of replacing the goods or of acquiring equivalent goods; or*
  - *the payment of the cost of having the goods repaired; and*
- b) in relation to the supply of services:
- *the supplying of the services again; or*
  - *the payment of the cost of having the services supplied again.*

## ACCEPTANCE OF TERMS AND CONDITIONS

Upon signing this agreement & payment of your deposit it is understood that you accept the above conditions and agree to the details provided on the meeting and conference booking form.

Please sign, date and initial where indicated and return to [events@sunnybrae.com.au](mailto:events@sunnybrae.com.au)

### ACCEPTED BY:

Name: \_\_\_\_\_

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

Date \_\_\_\_\_

Date of event: \_\_\_\_\_

Contact name \_\_\_\_\_

Contact number \_\_\_\_\_



**SUNNYBRAE**

*Estate*

ESTD. 1882

1 Naweena Rd, Regency Park, SA  
P. 08 8346 8806 | M. 0418 862 999  
events@sunnybrae.com.au  
www.sunnybrae.com.au