



PORT LINCOLN  
HOTEL

# FUNCTIONS

AT THE PORT LINCOLN HOTEL



# WELCOME

We are delighted to welcome you to our little slice of paradise right here on the Eyre Peninsula.

The Port Lincoln Hotel function centre overlooks the stunning Boston Bay in the heart of Port Lincoln. With seven sound-proofed function rooms we provide the ideal venue for any meeting, conference, trade-show, gathering or wedding. Where country style hospitality meets inner city service, the Port Lincoln Hotel team take the stress out of planning any event, right down to assisting you in booking accommodation in one of our 111 modern rooms and suites.

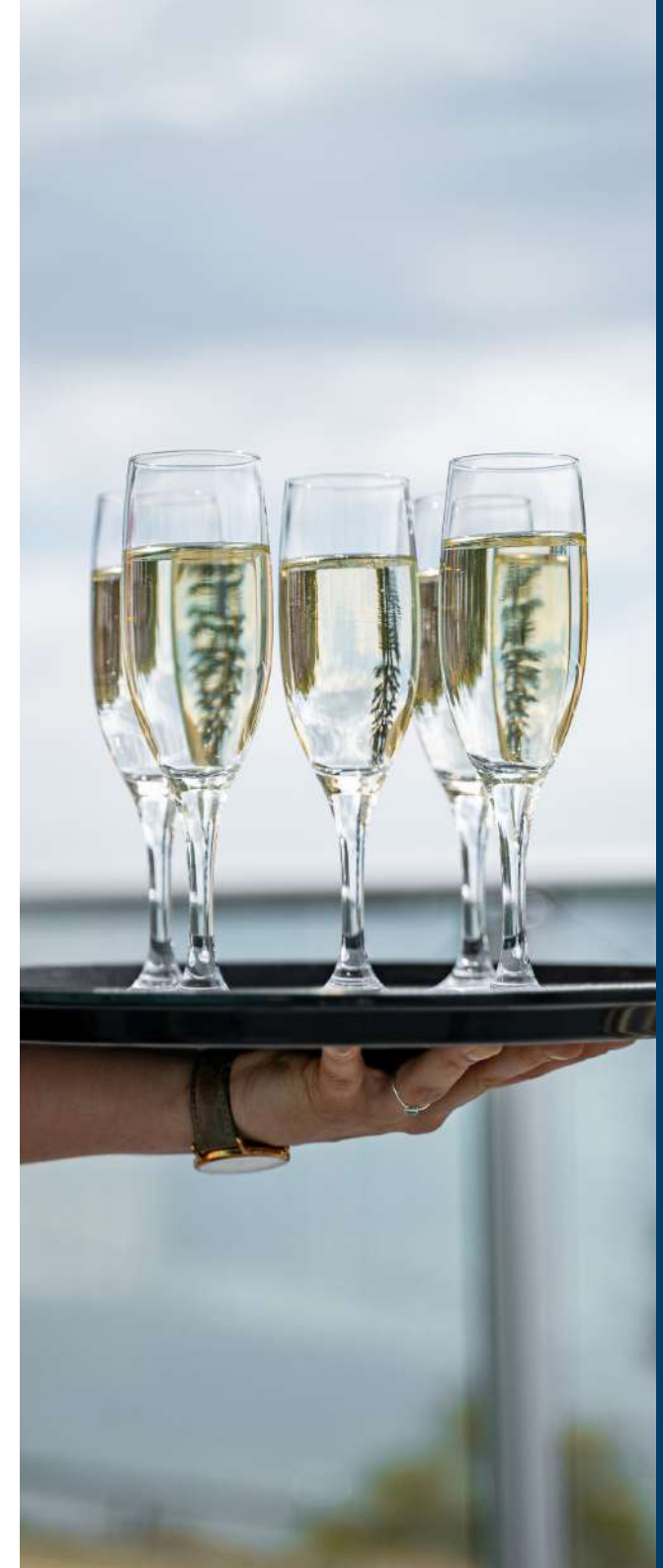
Speak to our Function Manager today about hosting your next event - email [functions@portlincolnhotel.com.au](mailto:functions@portlincolnhotel.com.au)

Scan here to book a meeting with our Function Manager.



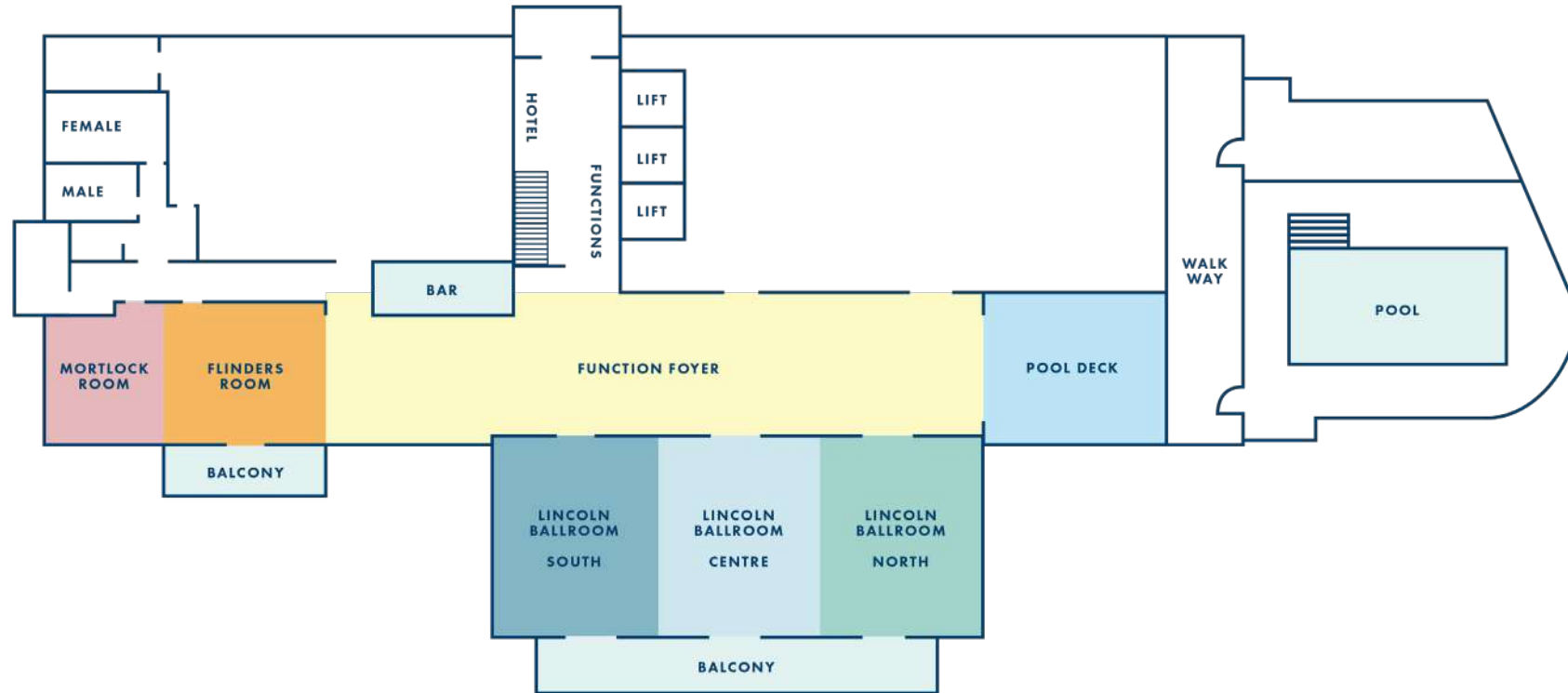
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# FUNCTION ROOMS

## ROOM SETS & CONFIGURATIONS



### THEATRE

Rows of chairs placed facing the screen/stage with an aisle down the middle.



### OPEN CABERET

Oval tables set with 8 chairs – all with a view of the screen/stage.



### U-SHAPE

Tables are set in a u-shape facing the screen/stage with chairs placed around the perimeter.



### CLASSROOM

Trestle tables set in rows with all chairs facing the screen/stage.



### BANQUET

Oval tables set with up to 10 chairs.



### BOARDROOM

Large whole room table with chairs around the perimeter.



### COCKTAIL

Guest standing with room for bar tables.

# INCLUSIONS



WHITEBOARD  
& MARKERS



FLIPCHART  
& MARKERS



ELECTRONIC LECTERN, ROVING  
AND LAPEL MICROPHONES



STATIONARY PENS  
& PAPER



STAGE



DEDICATED  
CONFERENCE WIFI



LAPTOP & LAPTOP CONNECTIONS



WATER & MINTS



AV FACILITIES:  
DIGITAL PROJECTORS  
& SCREENS



NATURAL  
LIGHT



RECTANGLE & OVAL  
TRESTLE TABLES



BLACK OR WHITE  
LINEN TABLE CLOTHS  
& NAPKINS

# LINCOLN BALLROOM

The largest room on our function floor, the Lincoln Ballroom is our premier function space boasting a large private balcony overlooking the Port Lincoln foreshore. The Lincoln Ballroom is a flexible space with the ability to divide the room into three separate spaces to suit a wide range of events. This space can be tailored for any occasion from major conferences, dinners, award nights to that milestone birthday or dream wedding. Our team can bring any event to life.

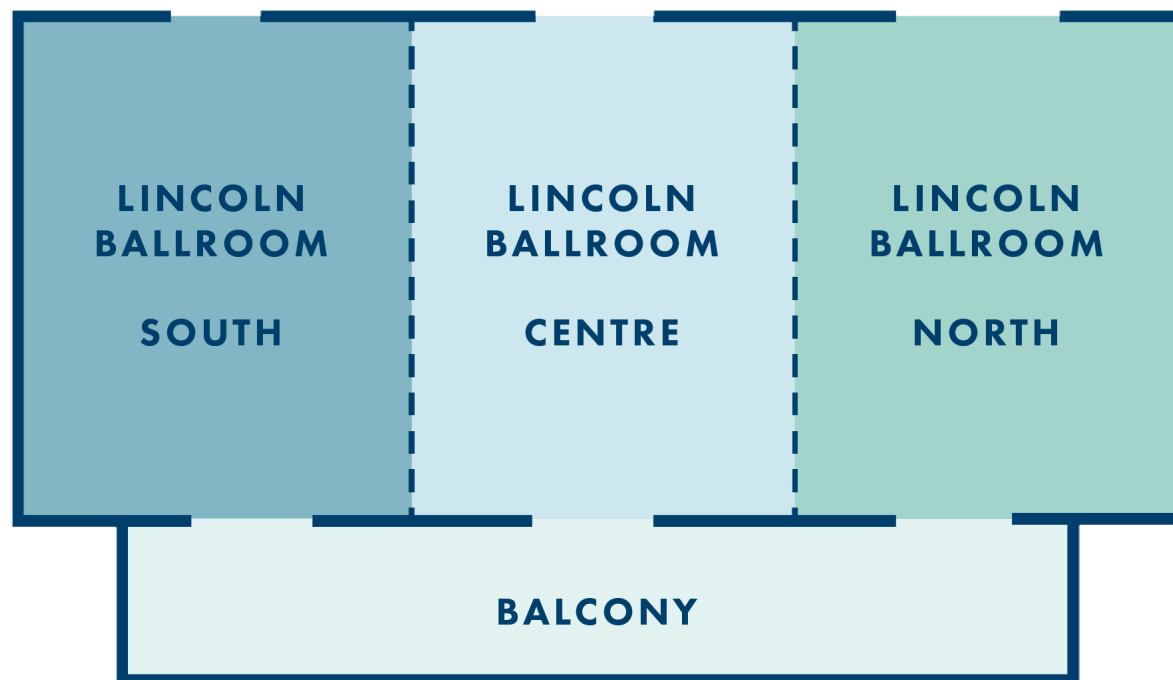
## ROOM HIRE

Please speak to our Function Manager about our half day room rates.

- 1 ROOM | 330
  - 2 ROOMS | 495
  - 3 ROOMS | 660
- (INC GST)

## CAPACITY

	1/3	2/3	Full
Cocktail	100	200	315
Banquet	60	120	200
U-Shape	26	50	-
Boardroom	26	-	-
Theatre	60	120	200
Cabaret	48	96	160
Classroom	36	78	120
Area M2	83	167	250



# LINCOLN BALLROOM



# FLINDERS ROOM

The Flinders Room is the ideal space for training sessions, board meetings, private dinners or cocktail style events. The private balcony overlooking the bay is perfect for a breakout space, intimate lunch or dinner events.

The Flinders Room has the ability to join with the Mortlock Room to create a larger space to suit your extended guest list.

## ROOM HIRE

Please speak to our Function Manager about our half day room rates.

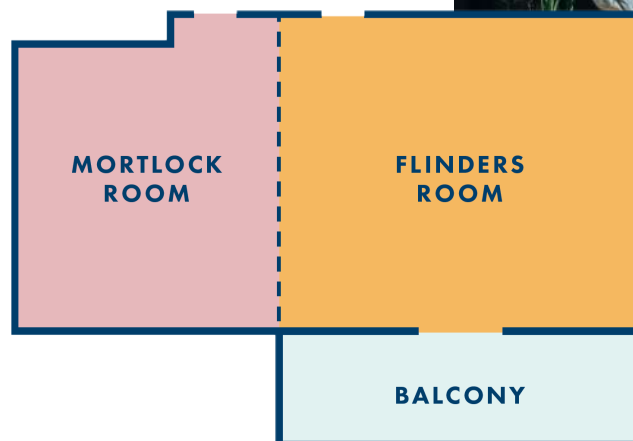
FLINDERS ROOM | 165

FLINDERS + MORTLOCK ROOM | 330

(INC GST)

## CAPACITY

	Flinders	Flinders + Mortlock
Cocktail	35	80
Banquet	30	50
U-Shape	18	30
Boardroom	16	-
Theatre	30	60
Cabaret	24	40
Classroom	20	40
Area M2	54	90



# MORTLOCK ROOM

The smallest of our function rooms, the Mortlock Room, is the perfect space for board meetings, training sessions or an intimate dinner.

The Mortlock Room has the ability to join with the Flinders Room to create a larger space to suit your extended guest list.

## ROOM HIRE

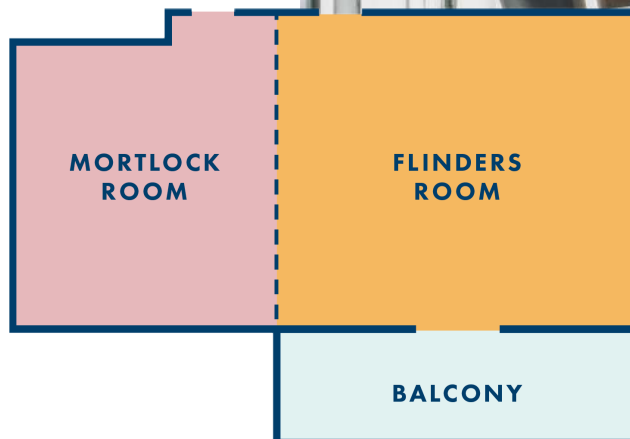
Please speak to our Function Manager about our half day room rates.

**MORTLOCK | 165**

(INC GST)

## CAPACITY

	Mortlock
Cocktail	25
Banquet	20
U-Shape	14
Boardroom	12
Theatre	20
Cabaret	16
Classroom	15
Area M2	40





# POOL DECK

Overlooking the pool and stunning views of the North Shore, the Pool Deck is the ideal spot to host cocktail events, wedding ceremonies and intimate gatherings. Combined with the function foyer, this space will truly 'wow' your guests.

## ROOM HIRE

Please speak to our Function Manager about hiring this space.

## CAPACITY

	Pool Deck
Cocktail	100
Banquet	50
U-Shape	30
Boardroom	26
Theatre	60
Cabaret	40
Classroom	40
Area M2	93



**POOL DECK**

# FOYER

One of our most dynamic spaces, the Foyer can host an array of events from cocktail events, product launches, long lunches to pre-dinner drinks for your wedding. Why not combine with the Pool Deck so your guests can enjoy the beautiful view of the foreshore. This space also features a bar stocked with all your favourites.

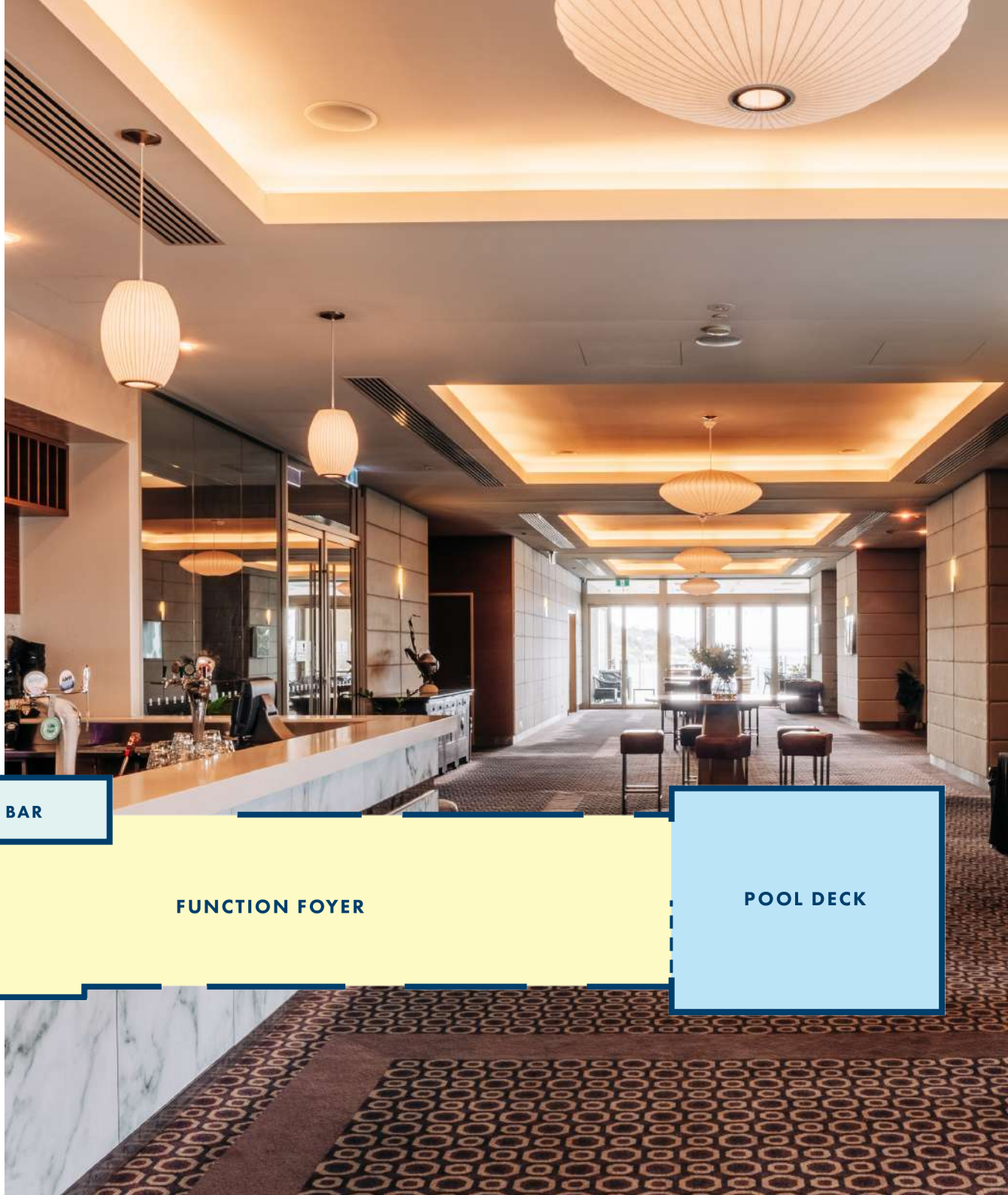
## ROOM HIRE

FOYER + POOL DECK | 495

(INC GST)

## CAPACITY

	Foyer	Foyer + Pool Deck
Cocktail	250	343
Banquet	80	130
Area M2	220	350



BAR

FUNCTION FOYER

POOL DECK

Please note: When booking the full Lincoln Ballroom, exclusive use of the foyer is included in the room hire fee. When booking one or two thirds of the ballroom, shared use of the foyer is included in the room hire fee.

# CORPORATE CATERING

## ALL PRICING PER PERSON

### BREWED TEA & COFFEE STATION

HALF DAY | 4

FULL DAY | 6

### SELF-SERVE ESPRESSO COFFEE & T2 TEA

HALF DAY | 5

FULL DAY | 7

### MORNING & AFTERNOON TEA

1 ITEM | 6

2 ITEMS | 10

### ADD ONS

SOFT DRINKS | 4

BISCUITS | 3

### SWEET OPTIONS

chocolate chip muffins (GFA)

scones, strawberry jam & crème chantilly

flourless chocolate torte (GF)

lumberjack cake (GF)

chia pudding and mixed berries (GF)

fresh fruit salad rhubarb jam coconut yoghurt (GF)(DF)

### SAVOURY OPTIONS

sun dried tomato and feta arancini (V)(GF)

honey soy pork sausage rolls

bacon and cheese scrolls

pumpkin and kale mini quiche (V)(GFA)

chicken and vegetable Vietnamese roll (GF)(DF)

zucchini, haloumi, and corn slice (V)(GF)

ham and cheese croissant

Menu options and prices are seasonal and are subject to change.

(V) vegetarian, (VE) vegan, (VEA) vegan available, (GF) gluten free, (GFA) gluten free available, (DF) dairy free, (DFA) dairy free available

Please alert wait staff to any allergies. We take these seriously but cannot guarantee meals without tracers of allergens. Items marked GF are prepared with gluten free ingredients but may not be suitable for coeliacs. Please speak to staff for more information.



# LUNCH MENU

## ALL PRICING PER PERSON

### OPTION 1 | 25

minimum 6 pax

CHOOSE TWO WRAPS OR BAGUETTES

CHOOSE ONE SALAD

SOFT DRINK JUGS

### OPTION 2 | 37

minimum 20 pax

WARM FRESH BREAD ROLLS

CHOOSE TWO HOT DISHES

CHOOSE TWO SALADS

SOFT DRINK JUGS

## PACKAGES

minimum 6 pax

### FULL DAY DELEGATE PACKAGE | 48

includes morning and afternoon tea (2 items per session), lunch option 1, self-serve espresso coffee & T2 station, soft drinks with lunch

### HALF DAY DELEGATE PACKAGE | 38

includes morning or afternoon tea (2 items), lunch option 1, self-serve espresso coffee & T2 station, soft drinks with lunch

## LUNCH OPTIONS

### WRAPS & BAGUETTES

smoked ham, cheese, tomato, cos lettuce and relish baguettes

tuna, mayo, cucumber, and baby cos baguettes (DF)

roasted pumpkin, baby spinach and feta wraps (V)(VEA)

chicken Caesar and baby cos wraps

### SALADS

vegetable Fattoush salad, lime dressing (V)(GF)(DF)(VEA)

quinoa, tomato, asparagus,  
rocket salad, beetroot dressing (V)(GF)(VEA)

honey soy chicken, vermicelli noodles, carrot,  
bean sprout salad, thai peanut dressing (GF)(DF)

caprese salad balsamic dressing (V)(VE)(GF)

### HOT DISHES

chicken fricassee (GF)

baked ratatouille (V)(VE)(GF)

Italian beef lasagna

baked potato with bacon cheese and fresh chives (GF)



# SET MENUS

## ALL PRICING PER PERSON

### 1 COURSE

1 MAIN | 40  
single option

### 2 COURSE

1 ENTRÉE 2 MAINS | 55  
alternate drop

2 MAINS 1 DESSERT | 55  
alternate drop

### 3 COURSE

1 ENTRÉE 2 MAINS 1 DESSERT | 65  
alternate drop

ADDITIONAL ALTERNATE DROP OPTION | 5

### ENTRÉE

SEARED TUNA (GF)(DF)  
grape tomato and eggplant caponata, lemon herb dressing

SLOW ROASTED PORK BELLY (GF)(DF)  
jalapeño and apple slaw, soy ginger caramel

SOUS VIDE CHICKEN BREAST (DF)  
roast vegetable cous cous, chimichurri

STUFFED ARANCINI (GF)  
semi dried tomato, feta, basil pesto

PORTOBELLO MUSHROOMS (V)(VEA)(GF)(DFA)  
caprese stuffed

### MAINS

ROASTED BEEF TENDERLOIN (GF)(DF)  
duchess potato, broccolini, red wine jus

LAMB RACK (GF)(DFA)  
spiced chickpea and lentil dahl, charred lemon yoghurt

CITRUS CHICKEN BREAST (DF)  
sweet potato and freekeh salad, roasted broccolini

ROASTED KINGFISH FILLET (GF)  
lemon butter sauce, roast potatoes, grilled asparagus

HEIRLOOM TOMATO TART TATIN (V)(GF)  
rocket and walnut salad, vincotto

ATLANTIC SALMON  
green pea and mint risotto, lemon oil

### DESSERT

FRENCH CHOCOLATE AND ORANGE TART (GFA)  
candied orange compote

COCONUT AND PISTACHIO PUDDING CAKE (GF)(DFA)  
chantilly cream, praline

CHOCOLATE PANNA COTTA (DFA)(GFA)  
blueberry jam, chocolate corinthians

RED WINE POACHED PEARS (GF)(DFA)  
whipped cranberry, honey mascarpone

CHEF SELECTION OF PETITE FOURS

### ADDITIONAL SIDES - SHARED BOWLS PER TABLE

5 per person

CARAMELISED FIG AND GOATS CHEESE SALAD (V)(GF)  
leafy green, radicchio lettuce, cherry tomatoes, red onion,  
radish, pine nuts

ALMOND BUTTERED GREENS (V)(GF)  
sautéed season greens, toasted almonds, butter

ROSEMARY SMASHED POTATOES (VE)(GF)  
smashed and fired kipfler and kestrel potatoes, rosemary  
sea salt flakes

All main course meals will be accompanied  
with a bread roll per person

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more information.

# SHARE OPTION

SERVED FAMILY STYLE TO SHARE

2 COURSE | 55

3 COURSE | 65

## ENTRÉE

### CHARCUTERIE

cured meats, pickled vegetables, crudités,  
dips, Kalamata olives, fresh fruit

## SHARED MAINS

choose from 3 of the following options

### ROASTED BEEF FILLET (DFA)(GFA)

red wine jus

### MARINATED ROASTED CHICKEN (DFA)(GFA)

lemon and thyme

### ROASTED KINGFISH (DFA)(GFA)

dill butter

### CARAMELISED FIG AND GOATS CHEESE SALAD (V)(GF)

leafy green, radicchio lettuce, cherry tomatoes, red onion,  
radish, pine nuts

### ALMOND BUTTERED GREENS (V)(GF)

sautéed season greens, toasted almonds, butter

### ROSEMARY SMASHED POTATOES (VE)(GF)

smashed and fired kipfler and kestrel potatoes, rosemary  
sea salt flakes

### GREEK SALAD

## DESSERT

CHEF SELECTION OF PETITE FOURS



# COCKTAIL MENU

## ALL PRICING PER PERSON

### CHOOSE 6 | 30

SAVOURY OR SWEET CANAPÉ

### CHOOSE 6 | 38

SAVOURY OR SWEET CANAPÉ + 2 SUBSTANTIAL

### CHOOSE 8 | 45

SAVOURY OR SWEET CANAPÉ + 2 SUBSTANTIAL

## SWEET

SPICED ORANGE AND ALMOND CAKE (GF)(DF)  
praline

MINI BAKED LEMON CHEESECAKES  
candied zest

MINI WAFFLES  
cinnamon cream candied pecans

CHOCOLATE MARQUISE (GFA)  
crème anglaise, fresh strawberries

## SUBSTANTIAL

BEEF SHORT RIB (GF)  
smashed potato

CHICKEN CHOP CACCIATORE (GF)  
mash potato

ALOO GOBI MASALA (V)(VEA)(GF)(DFA)  
turmeric rice, mint yoghurt

MARINATED TOFU AND VEGETABLE STIR-FRY (V)(VEA)(GF)(DF)

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## SAVOURY

BLUEFIN TUNA TARTARE (GF)(DF)  
tempura nori, pickled ginger

WHIPPED PUMPKIN AND FETA CROSTINI (V)(GFA)

MINI CHICKEN AND BRIE TARTLETS WITH QUINCE

BEETROOT CURED SALMON (GF)(DF)  
cucumber black sesame

KINGFISH CEVICHE (DF)(GFA)  
toasted pita bread, avocado, finger lime

ROAST BEEF BLINIS (GF)  
dill pickle crème fraiche chives

BEETROOT AND HOMOUS CUCUMBER BITES (GF)(DF)

BEEF SLIDERS  
bbq relish, cheddar cheese

CHAR SUI PORK BELLY BITES (GF)(DF)  
marinated pineapple

MEDITERRANEAN CHICKEN SKEWERS (GF)(DFA)  
preserved lemon yoghurt

SEMI DRIED TOMATO AND FETA ARANCINI (V)(GF)  
pesto mayonnaise

VIETNAMESE PRAWN CAKES (GF)(DF)  
coconut nuoc cham

CORN, PUMPKIN AND BUTTERMILK FRITTERS (V)(GF)

SPINACH, CHICKPEA AND CARAMALISED ONION ROLLS (DF)(GFA)  
vegan mayo

VEGETABLE EMPANADA (V)  
tomato relish

HOISIN AND SESAME CRUSTED TOFU BITES (GF)(DF)(VE)  
cucumber ribbons







# BREAKFAST MENU

PRE ORDER IS REQUIRED – MINIMUM 10 PAX

## LIGHT BREAKFAST | 25

Includes fruit juice, tea and coffee

Choose from one of the following options

### GRANOLA BOWL (GF)

yoghurt, chia pudding, mixed berries

### BACON & EGGS (GFA)

scrambled eggs, bacon, sourdough toast

### SMASHED AVOCADO (V)(DF)

toasted sourdough, fresh rocket, roasted tomato, balsamic glaze

## FULL BREAKFAST | 30

Includes fruit juice, tea and coffee

Choose from one of the following options

### FULL ENGLISH BREAKFAST (GFA)

scrambled eggs, roasted tomato, honey sausage, bacon, toasted sourdough, portobello mushroom, spinach potato rosti, sticky balsamic

### EGGS BENEDICT (GFA)

poached eggs, Virginia ham, English muffin, hollandaise sauce

### BANANA PANCAKES

ricotta pancakes, caramelised lady finger banana

### SMOKED SALMON BENEDICT (GFA)

baby spinach, chives, hollandaise sauce

### SMASHED AVOCADO (V)(GFA)

toasted sourdough, poached eggs, fresh rocket, balsamic glaze, toasted seeds

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# DRINKS PACKAGES

## HOUSE

3 HOURS | 45

4 HOURS | 55

5 HOURS | 65

Willow Point Sparkling White

Willow Point Moscato

Willow Point Chardonnay

Willow Point Sauvignon Blanc

Willow Point Rosé

Willow Point Cabernet Merlot

Willow Point Shiraz

Selection of Tap Beer

Filtered water, tap soft drinks & juices

## LOCAL

3 HOURS | 55

4 HOURS | 65

5 HOURS | 75

Lincoln Estate Diamond Sea Sparkling

Boston Bay Wines Riesling

Lincoln Estate Sashimi Sauvignon Blanc

Peter Teakle Estate Rosé

Peter Teakle Estate Merlot

Boston Bay Wines Shiraz

Selection of Tap Beer

Filtered water, tap soft drinks & juice

## PREMIUM

3 HOURS | 65

4 HOURS | 75

5 HOURS | 85

Bird in Hand Sparkling Pinot Noir

Pikes Traditionale Riesling

Shaw and Smith Sauvignon Blanc

Rockford Alicante Bouchet Rosé

Grant Burge Hillcot Merlot

Hentley Farm Villain and Vixen Shiraz

Selection of Tap Beer

Filtered water, tap soft drinks & juices

## BAR TAB

only pay for what you and your guests consume - select your own drinks from our list we only charge your tab on consumption

## CASH BAR

guests pay as they go for their own drinks

## CORKAGE

If you prefer to bring your own | 20 per bottle



# WE DO WEDDINGS

SPEAK TO OUR FUNCTION MANAGER ABOUT YOUR WEDDING  
[FUNCTIONS@PORTLINCOLNHOTEL.COM.AU](mailto:FUNCTIONS@PORTLINCOLNHOTEL.COM.AU)

# ACCOMMODATION

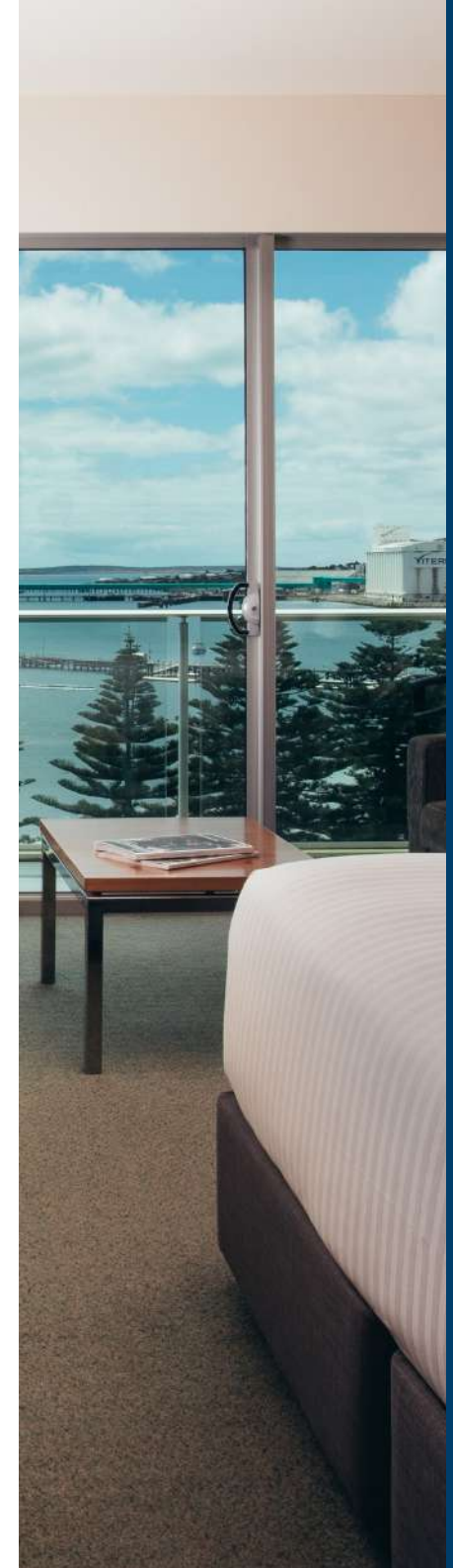
The Port Lincoln Hotel features 111 rooms and suites, gym, laundry facilities and a solar heated pool.

## ALL ROOMS INCLUDE

- exceptionally comfortable, custom designed beds
- free unlimited high-speed wifi
- free parking
- tea and coffee making facilities
- digital TV
- operable windows
- premium bedding

Offering all our function guests the best rates – speak to our Function Manager for the best pricing.

ROOM TYPES	Town View Room	Town View Balcony Room	Family Room	Standard Balcony Room	Ocean View Balcony Rooms	Lincoln Sap Suite	Deluxe Spa Suite	Luxury Ocean View Balcony Suite
No. of Rooms	27	5	5	7	45	5	9	8
Max. Adult Capacity	3	2	3	3	3	2	2	2
Room Size SQM	32	36	36	36	36	42	42	52
<b>CONFIGURATION</b>								
Desk	y	y	y	y	y	y	y	
King Size Bed		y				y	y	y
King Size Bed or Two Queen Beds	y		y	y	y			
<b>ROOM FEATURES</b>								
Private Balcony		y		y	y	y	y	y
Ocean Views					y		y	y
Town Views	y	y	y	y		y		
Spa Bath						y	y	y
<b>ENTERTAINMENT</b>								
Digital TV	y	y	y	y	y	y	y	y
Individually Controlled Air Con	y	y	y	y	y	y	y	y
Free Unlimited Wi-Fi	y	y	y	y	y	y	y	y
<b>AMENITIES</b>								
Tea & Coffee Making Facilities	y	y	y	y	y	y	y	y
Bathrobes						y	y	y
Premium Bathroom Products	y	y	y	y	y	y	y	y
Complimentary Water								y
Mini Bar	y	y	y	y	y	y	y	y
Hair Dryer	y	y	y	y	y	y	y	y
Ironing Facilities	y	y	y	y	y	y	y	y
In Room Safe	y	y	y	y	y	y	y	y



## HOW TO GET TO PORT LINCOLN

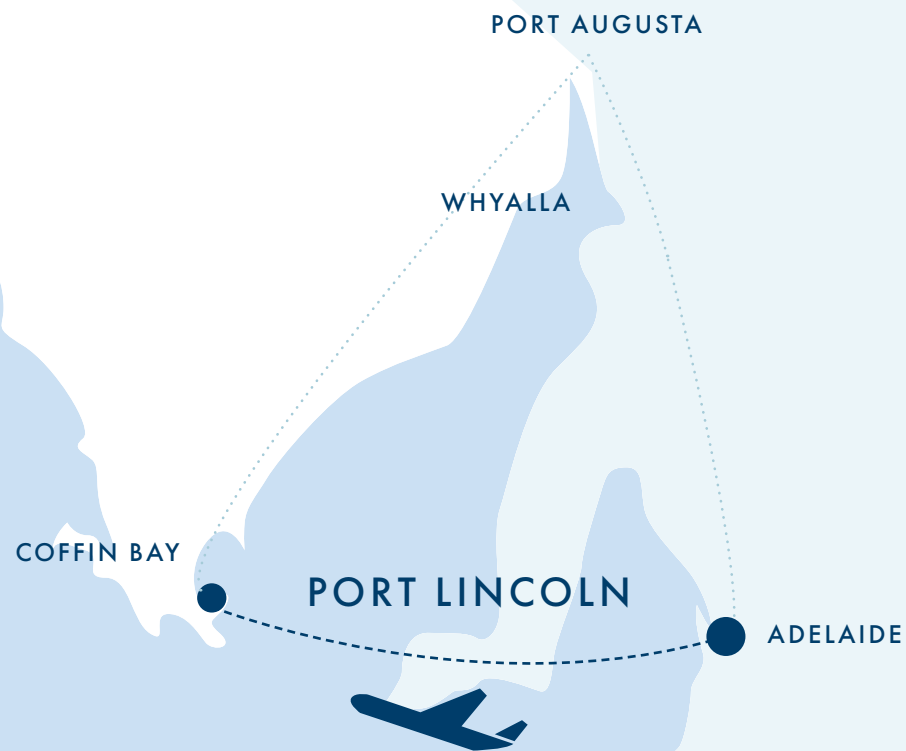
PORT LINCOLN IS A COASTAL CITY, LOCATED ON THE TIP OF THE EYRE PENINSULA, SOUTH AUSTRALIA.

### FLY

The Port Lincoln Airport is one of Australia's most trafficked regional airports, serviced daily by major airlines, QantasLink and Regional Express. The flight is a very easy 40 minutes from Adelaide and with over 13 return flights a day, it is the perfect solution for your next trip to the region. Flight prices range from change \$180 to \$500 return.

### SELF-DRIVE

If you are one of the lucky ones not bound by time, let the journey be part of the adventure and drive the 6.5 hours to Port Lincoln from Adelaide. Take in the amazing scenery as you follow the coast along Highway One, spotting the Spencer Gulf to your left and the Flinders Ranges to your right. Take a break half way at Port Augusta, before travelling around and down to Port Lincoln.



# EXPERIENCE THE EYRE PENINSULA



## SHARK CAGE DIVING

Tick that item off your bucket list and go shark cage diving with the oceans most feared predator – The Great White Shark. Port Lincoln is the only place in Australia and one of very few places in the world where you can get up close with these amazing animals. Speak to us about our exclusive partnership with Calypso Star Charters.



## PARNKALLA TRAIL

As you wander around Port Lincoln's coastline, The Parnkalla Walking Trail passes a number of beautiful secret beaches, popular fishing spots, secluded picnic areas, historical sites and stunning, untouched flora & fauna – soak it up and immerse yourself in nature.



## OYSTER FARM TOURS

An exciting 1 hour, hands on experience wading amongst the oyster beds in the world famous clean ocean waters of Coffin Bay. Learn how oysters are farmed and receive a shucking lesson by a local host with the opportunity to taste the freshest oysters straight from the sea!



## X-TREME KITE & PADDLE

Get your adventure on with a huge range of water and land based activities! X-Treme Kites & Paddle specialise in Stand Up Paddleboarding Lessons (perfect for exploring the calm waters of Boston Bay) as well as Sumo Wrestling and Bubble Soccer and much more! Ideal for team building activities.



## SWIM WITH THE SEALIONS

Set off to the crystal clear waters of Seal Cove, just off the coast of the Lincoln National Park where the gorgeous puppies of the sea welcome your arrival with somersaults and graceful swirls, inviting you to join in! Perfect for groups and families.



## GLEN FOREST TOURIST PARK & VINEYARD

Get up close with native Australian animals, hand-feed kangaroos and koalas, try your luck at Putt Putt Mini Golf, explore the 400 acres on a Segway, get lost in the maze and enjoy a coffee in the cafe.

# TERMS & CONDITIONS

## TENTATIVE BOOKINGS

Tentative bookings will be held for a maximum of 14 days from the initial enquiry, unless booking is made inside this window and therefore the booking will be held for a maximum of 48 hours. After this time, the Port Lincoln Hotel reserves the right to release the room/space for re-sale. The booker must be 18 years or over.

## QUOTES

Valid for 14 days and are subject to availability at the time of booking.

## CONFIRMATION AND SECURITY DEPOSIT

To confirm a booking, a client contract is required to be signed and returned along with a deposit equal to the total amount of room hire for the event or an amount specified by the Port Lincoln Hotel. This must be actioned within 14 days of booking the event.

## CANCELLATIONS

Cancellations must be advised in writing. If the booking is cancelled less than 14 days prior to the event date, all deposits will be forfeited. For account holders, the Port Lincoln Hotel will invoice the room hire cost as a cancellation fee. For bookings made within the 14-day cancellation period, the deposit is automatically non-refundable unless negotiated otherwise. If the booking is cancelled less than 7 days prior to the event date all catering costs will be forfeit.

## WEDDING

An initial deposit is required along with signed terms and conditions to secure your booking. In the event of cancellation, the initial deposit is non-refundable.

## PAYMENT

Full payment of 100% anticipated catering and beverage packages must be made a minimum 7 days prior to the event. Invoice after event; pre-approved account holders only. Outstanding costs on the day ie. beverage tab, must be settled at the conclusion of the event via card or cash.

## METHODS OF PAYMENT

Direct Debit (min. 7 days prior to the event). Credit/Debit Card or Cash (Please note: credit cards incur a surcharge of 1% for Visa & MasterCard, 1.5% for Amex cards).

## CONFIRMATION OF CATERING AND EVENT SCHEDULE

Catering and beverage selections must be confirmed in writing no later than 14 days prior to the event. A proposed event schedule must be approved by you no later than 7 days prior to the event.

## FINAL NUMBERS

Anticipated final numbers must be confirmed in writing no later than 7 days prior to your event. Charges will be made based on the final numbers, or the attendance number, whichever is greater. Due to catering requirements, we do not guarantee that we will be able to provide additional catering on the day of the event, if your attendance numbers increase.

## DIETARY REQUIREMENTS

All dietary requirements must be confirmed in writing no later than 7 days prior to your event. Any dietary requirements that are not disclosed within this time frame cannot be guaranteed.

## EXTERNAL CATERING

No external catering or beverages are permitted on hotel premises during the event. Exceptions must be approved by the Functions Manager prior to the event. Corkage and cakeage charges are applicable.

## FUNCTION ROOMS

We reserve the right to reallocate function rooms due to circumstances beyond our control or if the final numbers increase or decrease significantly from those advised at the time of booking. Any changes made will be discussed with you when the decision is made.

## FUNCTION ROOM ACCESS

Access times must be pre-arranged with the function team, including set-up and bump-in/out times. Guests are not permitted to enter any other function room/space, which have not been previously negotiated with the functions team.

## POOL DECK RESTRICTIONS

The pool deck closes at 10pm daily. When hiring our pool deck space, please be advised that all guests must vacate the space no later than 10pm on any given day. In the case of an event where the pre-arranged function closure time is later than this time, guests will be relocated to another space after 10pm, at the discretion of the manager on duty. Access to the pool is not included.

## DECORATIONS

No attachments are to be used on the walls without prior arrangement. Glitter, scatters and confetti are not permitted anywhere in the hotel. Attaching objects to walls or ceiling mounts, must be done by a licenced decorator or in line with WHS regulations.

## ENTERTAINMENT

The Port Lincoln Hotel must be advised of any entertainment bookings prior to the event and reserves the right to decline requests or terminate any music or entertainment that could be deemed offensive or inappropriate or disruptive to hotel guests.

## EXHIBITIONS

Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment in accordance with WHS codes of practice.

## ADVERTISING

Prior permission is required to use the hotel name and/or logo in print and/or audio-visual advertising. All proposed artwork must be approved by hotel management prior to publication.

## SMOKING

Is only permitted in our designated smoking areas. The pool deck must be smoke-free at all times when food is offered or available, under the Tobacco Products Regulation Act 1997.

## PARKING

Free – onsite parking is subject to availability.

## SECURITY

Is not provided as standard for your function, this can be arranged upon request for an additional cost. The hotel reserves the right to evaluate and enforce security requirements for private functions on an individual case basis.

## RESPONSIBLE SERVICE OF ALCOHOL & BEHAVIOUR

The Port Lincoln Hotel staff and security have the right to refuse service or remove patrons for inappropriate or offensive behaviour. It is an offence to serve or supply alcohol to a minor or intoxicated person. Persons below the age of 18 years must vacate the premises no later than 12am on any given day.

## CLEANING

General cleaning is included in the cost of the room hire. Additional charges will apply where an event has created cleaning requirements considered over and above normal post event cleaning.

## DAMAGE

The booker/organisation is financially responsible for damage sustained to hotel property and/or fittings during the event.

## RESPONSIBILITY

Should the Port Lincoln Hotel 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 an alternate space or available date. If the final numbers of your event increase or decrease significantly from those advised at the time of confirmation, we may substitute a more appropriate space. We will advise you of any changes as soon as a decision is made.

## DELIVERY/PICK-UP OF GOODS

All items delivered prior to an event must be clearly labelled with the event name and be delivered no earlier than 7 days prior to your event. At the conclusion of the event all items must be removed from the premises unless a prearranged pick is made. Items will be held onsite pending collection for a maximum of 7 days.

## INSURANCE

The Port Lincoln Hotel does not take responsibility for damage to, or loss of items before, during or after an event; we recommend appropriate insurance cover is pre-arranged by the booker/organisation.

## ACCOMMODATION

The hotel can provide accommodation options for guests, subject to availability; bookings can be made with our reservations team.

## EVENT CONCLUSION

The hotel operates within strict guidelines for event times. Any event that exceeds the agreed conclusion time will incur additional charges.







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