



Government
of South Australia

tafeSA

Regency International Centre
Regency Campus

ACT NOW

EARLY BIRD SPECIAL

SAVE AT LEAST \$10 PER PERSON ON SELECTED MENU OPTIONS

PHONE US NOW AS DATES ARE LIMITED

2012

EVENTS INFORMATION PACK

TIROS @ Regency and
Graduates Function Centre
are award winning training facilities,
offering the ultimate in cuisine,
service and ambience.
Available for your events Tuesday to Friday.

137 Days Road
Regency Park SA 5010

P: 8348 4348

F: 8348 1908

www.tafe.sa.edu.au/regencyrestaurants

EVENTS



**Thank you for your interest in Graduates Function Centre,
 we look forward to catering your next event.**

Function - Rooms

GRADUATES

Guests	
50-64	\$750
65-79	\$500
80+	FREE
Maximum Numbers: 400	

GRAHAM LATHAM ROOM

Room:	\$100
Maximum Numbers: 14	

FUNCTION ROOMS

Room:	\$250
Maximum Numbers: 120 (stand up)	

SCHOLARS BAR

Room:	\$250
Maximum Numbers: 150 (standing)	

Functions – Equipment

Data projector, fixed ceiling screen and laptop (and USB Laptop remote)	\$450	Lectern & fixed microphone	\$80
Stage – 1 piece (2.5m x 1.5m)	\$125	Microphone (extra)	\$40
Stage – 2 piece (5m x 1.5m)	\$225	Portable screen	\$20
Stage – 3 piece (7.5m x 1.5m)	\$300	White board	\$20
Pianist	POA	Partitions	FREE

FUNCTION PACKAGES

OPTION A:	3 course set menu – 1 : 1 : 1	\$40.00pp
Includes:	entrée, main & dessert (no choice) petits fours tea & coffee Minimum Numbers: 50 Maximum Numbers: 400	
OPTION B:	3 course (2 choice) menu – 2 : 2 : 2	\$45.00pp
Includes:	choice of 2 entrée, 2 main & 2 dessert petits fours tea and coffee Minimum Numbers: 50 Maximum Numbers: 400	
OPTION C:	3 course (3 choice) menu – 3 : 3 : 3	\$55.00pp
Includes:	choice of 3 entrée, 3 main & 3 dessert petits fours tea and coffee Minimum Numbers: 50 Maximum Numbers: 400	

INFORMAL PACKAGE

OPTION E:	1.5 hours	\$12.90pp
Includes:	Chefs selection of 2 savoury items tea and coffee Minimum Numbers: 30 Maximum Numbers: 60	
Additions:	Savoury items, per item Sweet items, per item Selection of biscuits Chefs platter selection (per platter) Soft drink and juice package	\$3.60pp \$3.60pp \$1.20pp \$36.00 \$8.00pp

BREAKFAST PACKAGE

OPTION F:	Working Breakfast	\$32.00pp
Includes:	Cooked plated breakfast Selection of pastries Minimum Numbers: 50 Maximum Numbers: 400	
Additions:	Fruit platters, per person	\$2.00pp

BASIC BEVERAGE PACKAGE

Killawarra Brut	
Lindeman's Premier Selection Chardonnay	
Lindeman's Bin 45 Cabernet Sauvignon	
Carlton Draught & Coopers Light Keg Beer	
Orange Juice & Soft Drinks	
½ hour (pre dinner drinks)	\$5.50pp
1.5 hours	\$15.00pp
3 hours	\$22.00pp
4.5 hours	\$32.00pp

REGENCY BEVERAGE PACKAGE

Killawarra Brut	
Regency International Centre Chardonnay	
Regency International Centre Shiraz	
Carlton Draught	
Coopers Light Keg Beer	
Orange Juice & Soft Drinks	
1.5 hours	\$17.00pp
3 hours	\$24.00pp
4.5 hours	\$35.00pp

PREMIUM BEVERAGE PACKAGE

Orlando Trilogy	
Paracombe Sauvignon Blanc	
Penfold's Koonunga Hill Shiraz Cabernet	
Carlton Draught Keg Beer	
Coopers Pale Ale Keg Beer	
Coopers Light Keg Beer	
Orange Juice & Soft Drinks	
3 hours	\$28.00pp
4.5 hours	\$40.00pp

INFORMAL BEVERAGE PACKAGES

Continuous Tea and Coffee	\$3.00pp
Continuous Tea, Coffee and Juice	\$4.50pp
Continuous Soft Drinks	\$8.00pp

FUNCTION TERMS AND CONDITIONS

Tentative Bookings

Regency International Centre will hold a tentative booking for a maximum period of 2 weeks. If an enquiry is received from another party within this 2 week period, the Restaurant Manager will contact you for a decision to be made within 24 hours as to whether you would like to proceed with the booking.

Confirmation and Deposit

Your function request will only be confirmed once you return the authorised 'terms and conditions' slip on the final page of this document, together with a minimum \$500.00 deposit.

Cancellations

If the unfortunate circumstance arises whereby you need to cancel your booking, the following conditions apply:

- *Between 6 and 12 months prior to the function date:* full deposit will be returned to the client.
- *Between 1 and 6 months prior to the function date:* 4/5 of full deposit will be returned to the client.
- *Less than 1 month prior to the function date:* full deposit will be retained by Graduates Training Restaurant.
- *Less than 7 days prior to the function date:* 100% of all projected costs will be charged to the client.

Confirmation of final numbers

Final numbers must be communicated no later than 8 days prior to the function date. All costs and catering arrangements will be based on the confirmed number of guests provided at this time, and can not be reduced under any circumstances. However, the number of guests may increase within this timeframe, but at a rate no greater than 10% of confirmed numbers.

Function Price Quotes

Every effort is made to ensure prices quoted at the time of making a booking request, remain the same. Due to the nature of functions, and bookings made well in advance, invoice amounts may incur slight price alterations.

Function Payment

For organisations requiring an official invoice for payment, this will be raised immediately following the function date, with payment due within 30 days. This will take into account any deposit amounts already paid.

For private functions paying by cash, cheque or credit, a breakdown of all fixed costs (inc. food, beverage, equipment) will be provided to you, with payment due 7 days prior to the function date. Additional costs are required to be finalised at the conclusion of your event. This will take into account any deposit amounts already paid.

Menu and Beverage Package

You must select your menu and beverage package for your function no later than 4 weeks prior to the function date. We understand you may have specific requirements with regard to your function and would be happy to discuss and negotiate these special requests. Please advise any special dietary requests no later than 8 days prior to the function date. Please also note that spirits are not available for consumption.

Corkage Fee

BYO is only available with prior negotiation.

Room Setup Fee

Fixed room setup fees apply to all function spaces.

Equipment Charges

Various items of equipment are available for you to hire from Graduates Restaurant. Please discuss your requirements when booking your event.

Service Times

The maximum duration of all evening functions is 4 ½ hours from the beginning of beverage or food service, anytime between 6:00pm until 10:30pm. No service will exceed 10:30pm unless specifically negotiated. If you do not vacate the Restaurant at the agreed time, a charge of \$80.00 per ½ hour (or part thereof) will apply. Please be aware that students, staff and guests must vacate the premises before 11:00pm for safety and security reasons.

Damage

In the unfortunate event of damages caused to any of the facilities or equipment (including foyer areas), the client will be liable for the cost of repair or replacement.

Insurance

Our staff aim to ensure guests belongings are well looked after, however, we do not accept responsibility for loss or damage to items prior to, during or after the event.

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I have read and understood all terms and conditions as outlined in this document and agree to abide by them in all instances.

First Client Signature

Second Client Signature

Print Name

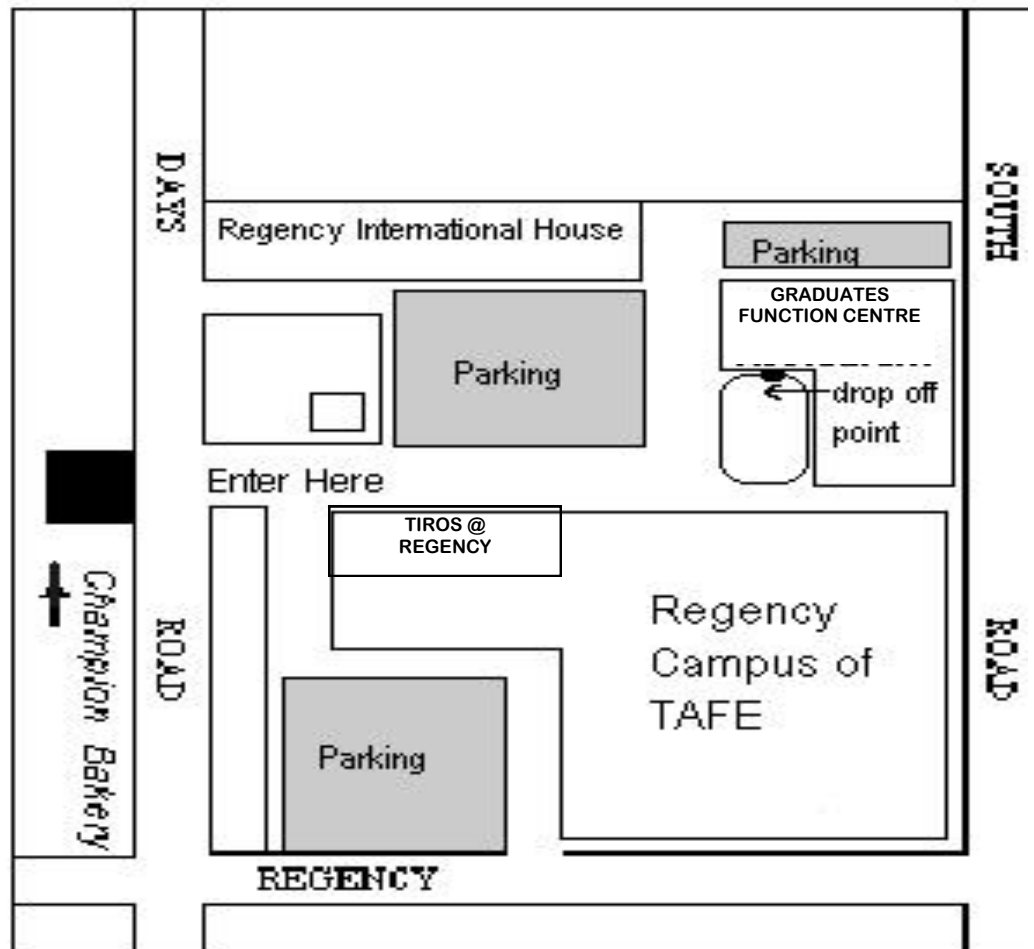
Print Name

Date

Date

Event Date

Authorised by Restaurant Manager



Tuesday to Friday

**Bookings are essential,
please phone Monday to
Friday, 9am to 5pm.**

P: 8348 4348

