

# Stage

A MASTERPIECE

ART GALLERY of SOUTH AUSTRALIA

The Art Gallery of South Australia, centrepiece of Adelaide's beautiful North Terrace and home to one of the finest art collections in Australia, presents a stunning and unique alternative for your next event.

Cath Kerry, one of South Australia's celebrated chefs and food writers, heads a team of dedicated, enthusiastic and inventive people who pride themselves in creating memorable occasions, in simplifying your planning and in making your guests feel special. Unlike regular function centres, the space is exclusively yours. You are the only guests enjoying the Art Gallery at any one time.

The areas available for hire include:

- the elegance and spaciousness of the Atrium
- the practicality of either Function Rooms
- the classical simplicity of the Radford Auditorium
- the serenity of the Sculpture Courtyard
- the style and informality of the Art Gallery Restaurant

The flexibility of the space allows for a variety of functions, from large-scale parties and weddings to intimate dinners and ceremonies. Food and wine can be served in almost all areas of the Art Gallery with the exception of exhibition or collection display areas.

The Art Gallery staff can also be an asset to your function. The Director, his staff of curators, trained Gallery Guides and other professionals are available at mutually agreeable times to present your guests with interesting talks and guided tours of exhibitions and collections. Every detail of their presentation can be tailored to your specific needs.

We can inspire your imagination with especially packaged 'theme' evenings of exhibition viewing, music, dinners and talks. Full audio-visual facilities are available upon request.

Arrange to walk around the space with us and discuss staging your next masterpiece at the Art Gallery.



**Best Venue  
Caterer**

# Five Step Plan to Function Peace of Mind

- 1 Read the Function Pack**

This Information Brochure tries to answer most of your initial questions. It will also help you raise others. We suggest you read through it and highlight any points you would like to have clarified before discussing the details of your event in person.
  
- 2 Clarify for yourself the three main costs for your event**

**Room hire** – a charge levied by the Art Gallery of S.A. to cover after-hours security & cleaning.  
**Catering charges** – for food, tableware, glasses, white linen and service of food & wine.  
**Wine** – your choice of four wine packages.
  
- 3 Send in the Booking Form and Deposit**

No function booking is considered 'serious' until we receive the booking form (which is found at the back of this Information Brochure) and deposit. Fill out every section of the booking form then send or fax it to us.  
We hold a tentative booking for one week only. It is your responsibility to inform us of your plans. After this time, the date may still be free but is not held exclusively for you.
  
- 4 Don't Panic**

Panicking and worrying will not help organise your event. Planning will. We have maps, floor plans, dietary requirement forms, cheerful, effective staff, lots of ideas and best of all, we've done this many times before. We have most of the equipment you'll need and if we don't have it, we know where to find it. We are trusting you, you must also trust us.
  
- 5 Menu and Final Numbers**

Confirm your menu 6 weeks before event. Confirm final numbers 4 weeks before event. (This is the minimum for which you will be charged.) This is imperative to secure staff & supplies. Send in table plan, running sheet, list of suppliers and any special dietary requirements 3 weeks before event.

Then enjoy your event at the Gallery. We are confident of providing excellent food and service in an atmosphere unlike any other in Adelaide.

# COCKTAIL AND STAND UP PARTIES

We are currently serving...

## COLD SELECTION

Pumpkin, pine nut & ricotta tarts (veg)  
Mini blini with crème fraîche, caramelised onion & chives (veg)  
Crunchy red lentil kofta with fresh mint (veg)  
Tartlets of goats' curd, pesto & grilled capsicum (veg)  
Avocado & tomato salsa tartlets (veg)  
White anchovy & grilled Spanish pepper croutons (fish)  
Smoked trout, yoghurt sesame & herb topping (fish)  
Ocean trout & apple salad on dark rye (fish)  
Scallop, lime & coconut spoons (seafood)  
Mini tarts of smoked salmon with sour cream & dill (fish)  
Prawn tails with herb mayonnaise on crouton (seafood)  
Chicken Caesar crouton with a Parmesan curl (meat)  
Skewers of Spanish ham, caper berries & bocconcini (meat)  
Croutons of seared beef fillet & beetroot relish (meat)  
Finger sandwiches of smoked turkey, ham, egg (various)  
Sushi with assorted fillings (various)

## HOT SELECTION

Hot puffed corn fritters, spicy tomato dipping sauce  
Roasted cocktail potatoes filled with melting Pecorino cheese (veg)  
Haloumi & herb fritters with minted yoghurt (veg)  
Sticky peppered tofu with baby tomato (veg)  
Goats' cheese wontons, pesto dipping sauce  
Spiced prawn croquettes with yoghurt sauce (seafood)  
Fresh oysters grilled with bacon (seafood, meat)  
Thai style lemon grass chicken cakes with a green curry sauce (meat)  
Crumbed chicken tenderloin with lemon & green peppercorn mayonnaise (meat)  
Roasted red wine figs rolled with ricotta & prosciutto (meat)  
Our own (very special) pork & veal sausage rolls (meat)  
Cocktail pies of beef and chicken (meat)  
Crispy pork and ginger wonton with sweet & sour sauce (meat)  
Malay style curry puffs with tamarind chutney (meat & veg)  
Middle Eastern style lamb meat balls (meat)  
Our tiny cottage pies (meat)

## SWEET (Choose one)

Chocolate Cointreau cups with raspberry  
Small tangy lemon meringue tarts  
Mini gelati cones

French-style fruit macaroons  
Hazelnut chocolate slice  
Fruit tartlets

With party finger food,  
please consider guests' dietary  
sensitivities before choosing menu.

**Cocktail Parties** – Prices are per person & exclude wine and room hire.  
 (These charges are for a minimum of 100 guests. P.O.A for smaller groups)  
 Weddings held on a Sunday or public holiday will incur additional fees. P.O.A.

	<b>Jan 2012</b>	<b>Jul 2012</b>	<b>Jan 2013</b>
2½ hours (4 hot, 4 cold, 1 sweet)	\$43.00 pp	\$45.00 pp	\$47.00 pp
3½ hours (4 hot, 4 cold, 1sweet)	\$50.00 pp	\$52.00 pp	\$54.00 pp
4½ hours (4 hot, 4 cold, 1 sweet, 2 platters)	\$57.00 pp	\$60.00 pp	\$62.50 pp

## Would you like to add to the menu?

We suggest you consider adding to the menu if your event is in place of dinner.

**Extra cocktail items are charged from \$3.80 per person.**

**Platter Selection - *In addition to the above, you may wish to add...***

- Oysters on ice drizzled with herb & lemon dressing \$4.80 pp (not available January & February)
  - Atlantic salmon puff pastry \$5.00 pp
  - Chicken satay with peanut sauce \$4.50 pp
  - Miniature Hot-Dogs with mustard dressing \$5.00 pp
  - Individual pepperoni pizzas \$4.00 pp
  - Cocktail pies of beef and chicken \$4.00 pp
  - Petite* cottage pies \$4.00 pp
- (Two Platter Selections are **included** in the 4½ hour package)



# DINNERS

## Complimentary Canapés on arrival

Chef's selection of three to compliment your menu

### Entrée

Hot cheese soufflé with roasted tomato & grilled walnuts  
Parmesan panna cotta, asparagus, broccolini & green olive tapenade  
Warm crumbed goats' cheese on a salad of pickled beetroot & toasted hazelnuts  
Herbed roulade of smoked salmon & horseradish cream  
Smoked salmon, zucchini & orange salad, mustard & dill dressing  
Leek blini with hot-smoked ocean trout, dill & mustard dressing  
Ocean trout topped with sesame yoghurt dressing, walnuts & herbs  
Seared kingfish, crème fraîche, sweet chili & galangal dressing  
Pan-fried kingfish on a salad of apple & celery, guacamole of avocado & light wasabi  
Crab cake, king prawn & garlic mayonnaise  
Seared kingfish, warm beetroot salad, yoghurt & mixed herb pesto  
Duck breast, thinly sliced with eggplant on buckwheat noodles, sesame dressing  
Local prosciutto, fresh pecorino & anise poached figs  
Natural smoked Barossa bacon, caramelised apple on hot potato & Gruyere frittata

### Main Course

Atlantic salmon on saffron rice with sorrel sauce  
Local kingfish on ratatouille with Pernod cream sauce  
Herb spiced chicken, sweet-corn & potato fritter, rich tomato sauce  
Barossa chicken breast, lemon risotto, sage & red wine reduction  
Free-range chicken, with smoked paprika, chickpea pikelet & roasted capsicum sauce  
Lamb loin, potato & turnip gratin & rosemary glaze  
Lamb rump, bean & roasted tomato ragout, herb glaze  
Seared lamb cutlets on minted pea puree, red wine sauce  
Duck breast, potato & pear purée, ginger & spring onion glaze  
Our cured duck leg on cannellini beans with chorizo sausage  
Duck breast, light spiced crust, parsnip mash, green olives & caper dressing  
Beef fillet (medium rare) with potato & leek mash, red wine glaze  
Peppered beef fillet (medium rare), sweet potato rôsti, cognac pepper sauce  
Beef fillet, turnip & potato gratin, sweet capsicum & fenugreek dressing

*All main courses are served with complimenting seasonal vegetables and freshly baked bread*

### Dessert

Flourless chocolate cake with raspberry compote & Chantilly cream  
Chocolate, soft-centred fondant, minted crème anglaise, chocolate mint crunch  
Chilled orange mousse & choc-hazelnut sauce in a cream puff  
Vanilla panna cotta with fresh berries  
Soft vanilla meringue, rhubarb & caramel sauce  
Rhum Baba – liqueur-soaked brioche, fresh pineapple compote & cream  
Individual passion-fruit Pavlova  
Summer pudding of mixed red berries with cream  
Caramel pear kataifii with pine-nut praline & ginger cream  
Local cheeses platter, fresh & dried fruits (individually plated, allow a surcharge of \$3.50 pp)  
Platters of patisseries and cheese selection (allow a surcharge of \$3.50 pp)

### Coffee and Tea *included in the dinner package*

Optional addition of *petit fours* served with tea & coffee - \$6.00 per person

**Dinners** - Prices are per person & exclude wine and room hire.

*(These charges are for a minimum of 100 guests. P.O.A for smaller groups)*  
Weddings held on a Sunday or public holiday will incur additional fees. P.O.A.

		<b>Jan 2012</b>	<b>Jul 2012</b>	<b>Jan 2013`</b>
3 course dinner, set menu	(4 ½ hours)	\$84.00 pp	\$86.00 pp	\$89.00 pp
3 course dinner, set menu	(5 ½ hours)	\$89.00 pp	\$93.00 pp	\$96.50 pp

**Choices**

We strongly advise that you do not offer a choice within courses. Choices will intrude on the smooth flow of your evening. We can supply Dietary Requirement forms to send with your invitations so that guests can inform us of their special needs. While we appreciate being told of special requirements, we are always prepared for any last minute requests. Vegetarian and other diet sensitive meals are always on hand at no extra cost.

. All additional courses needing to be prepared on the night will be charged for at the standard rate.

1 additional choice within the menu	(set entrée, 2 main courses, set dessert)	Add \$14.00 per person
2 additional choices within the menu	(2 entrees, 2 main courses, set dessert)	Add \$31.00 per person
3 additional choices within the menu	(2 entrees, 2 main courses, 2 desserts)	Add \$51.00 per person

**Wedding Cake** – Offering your wedding cake in place of dessert reduces the catering price by \$2.00 per person.

Finger slices of wedding cake may be presented on platters (complimentary).

If your cake is to be individually boxed or packaged to take home add \$2.00 per person.



**Dining Tables & Chairs**

Our tables are oval, clothed with white table cloths and napkins and seat between eight to ten guests. Table configuration within the space will vary depending on the total number of guests. We provide a floor plan to assist your table allocation. (A dance floor takes the space of 3 tables.)Black or coloured table linen can be hired at an additional cost. If you choose to cover our Scandinavian beech-wood chairs, a handling fee of \$3.00 per chair will apply.

# Wines & Beverages

We aim to showcase interesting, small, local wineries who share the same integrity and passion as our restaurant. We are constantly tasting. If the list changes, it is because we have found interesting (& possibly better) alternatives. We cannot be assured of the continuing availability of specific vintages.

## The Adelaide

Gallery Sparkling NV

Trevor Jones *Boots* Gris/Blanc 2010

Henry's Drive *Pillar Box* Red 2009

Beer – Coopers Pale Ale, Hahn Light

## The Coonawarra

Step Rd (sparkling) NV

Tim McNeil Riesling 2010

Leland Estate Sauvignon Blanc 2011

Schild Estate Chardonnay 2010

Johnston Cabernet Sauvignon 2009

Charles Melton *Father in Law* Shiraz 2009

Beer – Coopers Pale Ale, Hahn Light

## The McLaren

Deviation Road *methode champenoise* Brut (sparkling) 2010

Skillogalee Riesling 2011

Paracombe Sauvignon Blanc 2011

The Lane *Block 3* Chardonnay 2008

Step Rd Cabernet Sauvignon 2007

Brick Kiln Shiraz 2008

Beer – Coopers Pale Ale, Hahn Light

## The Clare

Louis Röederer (conditions apply)

Trevor Jones *Reserve* Riesling 2008

Geoff Weaver Sauvignon Blanc 2011

Lebrook Estate *Reserve* Chardonnay 2008

Chapel Hill Cabernet Sauvignon 2009

Skillogalee Shiraz 2007

Beer – Stella Artois,

Coopers Pale Ale, Hahn Light

## Dinner

When choosing from the Coonawarra, McLaren or Clare lists, please select one white for entrée, one red wine for main course & a further white for those who prefer to stay with white wine for the entire meal. (There is a surcharge for additional choices.)

## Cocktail Party

When choosing from the Coonawarra, McLaren or Clare lists, please select one white, one red wine. (There is a surcharge for additional choices).

All mineral water & soft drinks are included in the drinks package.

	The Adelaide - pp	The Coonawarra - pp	The McLaren - pp	The Clare - pp
Party of 2½ hours	\$21.00	\$26.00	\$28.50	\$37.50
Party of 3½ hours	\$25.50	\$32.00	\$36.00	\$48.00
Party of 4½ hours	\$29.50	\$38.50	\$44.00	\$63.50
Party of 5½ hours	\$33.00	\$44.50	\$52.00	\$76.00

The length of your event will determine which wine package you require. For example, if you are with us for 4½ hours you will need to select a 4½ hour beverage package. The bar will close 10 minutes before the agreed finishing time to help bring your event to a comfortable close. Events with guests remaining after the scheduled finishing time may incur further charges.

# Capacity of Rooms

	Standing Cocktail	Dining
Function Room 2	120	80
Function Rooms 1 & 2	180	120
Restaurant & Terrace	80	60
Atrium & Courtyard	140	N/A
Restaurant & Atrium	350	130
Restaurant, Atrium & Courtyard	800	180
Restaurant, Atrium & Function Rooms 1 & 2	600	160


- Our dining tables are oval and seat ten
- When using the space for dining, a dance floor takes the place of three tables of ten.
- In fine weather, after 6.00 pm, the Sculpture Courtyard is included at no extra charge and extends the useable space.
- The Restaurant & Atrium are unavailable for hire between the hours of 10.00 am and 5.00 pm.

## Room Hire Charges

The Room Hire is a charge levied by the Art Gallery of S.A. to cover after-hours security & cleaning. The charges remain the same for 30 or 300 guests. (After-hours functions on public holidays incur a 10% surcharge on room hire only.)

### Evening Rates

While Function Rooms 1 & 2 and the Auditorium are available in the evening, we recommend the use of the Atrium & Restaurant.

Finishing at 	8.00 pm	8.30 pm	9.00 pm	9.30 pm	10.00 pm	10.30 pm	11.00 pm	11.30 pm	12.00 pm
Function Room 2	\$861	\$935	\$987	\$1,061	\$1,145	\$1,218	\$1,292	\$1,386	\$1,575
Function Rooms 1 & 2	\$1,029	\$1,103	\$1,155	\$1,229	\$1,313	\$1,386	\$1,460	\$1,554	\$1,743
Restaurant & Terrace	\$651	\$683	\$714	\$746	\$777	\$819	\$872	\$924	\$987
Atrium & Courtyard	\$882	\$956	\$1,008	\$1,082	\$1,166	\$1,239	\$1,313	\$1,407	\$1,596
Restaurant & Atrium	\$1,302	\$1,376	\$1,428	\$1,502	\$1,586	\$1,659	\$1,733	\$1,827	\$2,016
Restaurant, Atrium & Function Rooms	\$1,577	\$1,651	\$1,703	\$1,777	\$1,861	\$1,934	\$2,008	\$2,102	\$2,291

## Wedding Ceremonies

Booking your reception at the Art Gallery of South Australia allows you the exclusive opportunity to perform your wedding ceremony in the Gallery.

- The Sculpture Garden from 6.00pm - \$225.00
- The Courtyard from 6.00pm - \$225.00
- The Radford Auditorium from 6.00pm - \$300.00
- The Atrium from 6.00pm - \$495.00
- Gallery III in the Elder Wing from 5.30pm - \$1100.00

All locations include limited seating, signing table with 2 chairs and a PA system on request.

Please note that the Gallery does not allow the throwing of confetti, rice, glitter or rose petals in any of the indoor options.

# ADDITIONAL NOTES

## SEE THE COLLECTION

Guests may enter through the main doors of the Art Gallery, having the Eastern Wing of the Gallery exclusively for their viewing before making their way down to the Atrium. Doors may be opened from 6.00pm until 6.20pm with the Eastern Wing open until 6.30pm (from \$440.00).

Wedding ceremonies may be held in Gallery III (\$1,100.00). Front doors open at 5.30pm and the Eastern Wing of the Gallery is exclusively yours until approximately 7.00pm (Conditions apply). Alternately you could perform the ceremony on the Atrium stairs (from \$495.00 depending on entrance & timing). No confetti, rice or rose petals.

## TIMING

It is your responsibility to finish your function at the allocated time. To help bring your event to a comfortable close, drink service will cease 10 minutes before your designated departure time.

## TABLE SIZES

Our tables are designed to seat up to 10 guests comfortably, not 11. Some larger oval tables are available on request

## ARRIVAL TIME for guests and organisers

Due to computerised security, it is not possible to open the Gallery doors or the Fish Gates for early guests before the agreed arrival time. Organisers needing to arrive early are welcome to use the Security Entrance at any time. Please take this into consideration as our inability to open doors may offend.

## VENUE HIRE CHARGE

There is a further charge of \$660.00 for the courtyard when used for display or marquee.

Room Hire is a set fee required to secure the Art Gallery when functions take place after hours. The fee remains the same for events of 30 guests as for 300.

## PRICES

If your event has over 300 guests, there is a charge for additional security personnel.

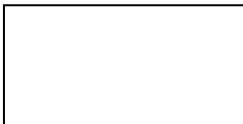
Prices are subject to change due to unavoidable increases in wages, food & wine costs. (This is highly likely for events booked more than 6 months in advance.) The final account will be based on prices current at the time of the function and on any quote given one month prior to the function. Please refer to the AGSA website, [www.artgallery.sa.gov.au/restaurant](http://www.artgallery.sa.gov.au/restaurant).

## MENU & FINAL NUMBERS

If menu choices are not received 6 weeks before your event, ***we will be happy to create the menu for you*** and submit it for your approval. Final numbers 4 weeks before the event are essential to secure quality produce and staff.

## ART GALLERY OPENING HOURS

The Art Gallery is open every day of the year, except for Christmas Day. The Gallery opens to the public everyday at 10.00am and closes at 5.00pm every day. Please be aware that if you are planning a function within these times you may be required to share some common areas with the public. For any functions outside of these times, the space will be exclusive to your guests.



# CONFIRMATION OF BOOKING FORM

We wish to confirm our booking with the Art Gallery of South Australia and the Art Gallery Restaurant. By signing this document we understand this creates a binding contract on the terms & conditions below and those contained in Schedules One & Two attached. The booking is not confirmed until the deposit is received.

Name of Function \_\_\_\_\_ Date of Function \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Business or Department (if applicable) \_\_\_\_\_

Tel. \_\_\_\_\_ Fax. \_\_\_\_\_ Mobile \_\_\_\_\_

Estimated number of guests \_\_\_\_\_ Function Space required: \_\_\_\_\_

Organisers' arrival time \_\_\_\_\_ Guests' arrival time \_\_\_\_\_

Function start time \_\_\_\_\_ Finish time \_\_\_\_\_

Person responsible for account \_\_\_\_\_ Phone \_\_\_\_\_

Postal address for account \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Evening event under 100p (Deposit includes GST)  Deposit of \$500.00 & Schedules 1 & 2

Evening event over 100p (Deposit includes GST)  Deposit of \$1000.00 & Schedules 1 & 2

Deposit paid by: Cheque or Credit card (please circle)

Name Card Holder \_\_\_\_\_ Amount \_\_\_\_\_

Card No \_\_\_\_\_ Expiry \_\_/\_\_/\_\_

Please circle *Visa – Mastercard - Amex - Diners* Signature \_\_\_\_\_

All **cheques & money orders** to "Art Gallery Restaurant"

I agree that it is my responsibility to advise the Art Gallery Restaurant of the final numbers 4 weeks prior to this event. The number we have on this day will be the minimum number for the account. The remainder of the account will be paid in full 7 days **prior** to this event. Any additional costs incurred on the night and any costs referred to in condition 14 of "Schedule 1" will be settled within 7 days of receipt of the account. In line with current business practice, final accounts paid by credit card will incur a 1.5 % administration fee (American Express & Diners Card – 3.5 %)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Position in Company \_\_\_\_\_

We will contact you within 48 hours to confirm that we have received your confirmation. Please ring or email us if you do not hear from us

Fax: (08) 8232 7266 Phone: (08) 8232 4366

Patika Pty Ltd – trading as Art Gallery Restaurant  
(ABN: 19 913 044 584)  
c/o Art Gallery of SA, North Tce, Adelaide, 5000  
E.mail: [restaurant@ckfood.com.au](mailto:restaurant@ckfood.com.au)

# SCHEDULE ONE

## TERMS & CONDITIONS

### ART GALLERY RESTAURANT

1. **Access** - Due to computerised security, entry to the building is through the entrance agreed to in the contract. Event organisers may arrange to arrive before the specified arrival of guests through the staff and security entrance (large blue doors marked east door) on the eastern side of the building. Organisers should be aware of this as our inability to give entry through the specified doors, may cause offence.
2. **Bookings** - Bookings for hire of spaces at the Art Gallery should be made through the functions coordinator at the Restaurant. Bookings are considered tentative until receipt of Confirmation Booking Form, deposit and Schedules 1 & 2.
3. **Collecting Goods** - All goods brought to the gallery directly by the hirer, including but not restricted to advertising & promotional material, vases, flowers, gift etc. are to be collected or removed by 12.00 noon on the day following the function unless prior authority in writing has been given by the Function Coordinator. Goods remaining on the premises after this time will incur a holding fee of \$50 per day. **(Please initial.....)**
4. **Catering** -No food or beverage may be brought onto the premises without prior agreement with the manager of the Restaurant.
5. **Cancellations** - Deposit will be forfeited for any working-day or week-day evening function cancelled less than 28 days prior or Saturday evening or December evening functions cancelled less than 6 months prior. Outside these dates, deposit will be refunded less 20% to cover administration costs.
6. **Deposit** - A deposit \$500.00 for parties under 100, \$1000.00 for parties over 100, must accompany (or follow within 5 working days) the completed Confirmation of Booking Form and Schedules 1 & 2 to secure your booking.
7. **Delivery & Set-up of Equipment** - All deliveries to the Art Gallery Restaurant, for use during a function should be made by prior arrangement with the Function Coordinator. Deliveries should be made no earlier than the day before the event and not between the hours of 12.30pm and 2.30pm. Deliveries should be clearly marked with the name and date of the function. All deliveries should come through the security entrance (large blue doors) on the eastern side of the building. Whilst every effort will be made to assist in movement of goods from the security bay to the function room, assistance will be offered on the basis of staff availability. The Restaurant does not have storage facilities other than rooms booked by clients.
8. **Excessive Breakages** - Some breakages are expected as part of any function. The hirer will be charged for excessive breakages or loss of any chairs, glasses, china and cutlery.
9. **Final Numbers** - We require an estimated number of guests attending at time of booking. A guaranteed minimum number of guests is required 4 weeks prior to the event. This is the minimum for which you will be charged. It is the responsibility of the client to contact the restaurant regarding final numbers. Should a guaranteed number not be received, the estimated attendance will be taken as final.
10. **Meetings** - Once a booking is confirmed, most events can be organised with three meetings. Additional meetings may be charged at \$50.00 an hour. We ask that each meeting is pre-arranged by making an appointment by telephone.
11. **Menu Information** - Unless you have chosen to leave the menu selection to us, please confirm your menu choice at least 6 weeks before your event. It is important to us that all guests are well catered for and that we are prepared for those with special dietary requirements, both health and cultural. We will gladly prepare individually tailored alternatives with 7 full days notice, at no extra charge. (Extra courses needing to be prepared on the night will be charged for at the Restaurant's menu rate.)
12. **Payment** - Your account is payable no later than 7 days **before** the event. Cheques must be cleared 4 days before the event. If payment in full is not received, the Art Gallery Restaurant reserves the right to cancel your event. Any adjustments to the account are to be settled within 7 days of receipt of account. These terms are only negotiable for government departments. In line with current business practice, final accounts paid by credit card will incur a 1.5 % surcharge (American Express & Diners Card -3.5 %) **(Please initial.....)**
13. **Performer / Crew Catering** - Meals for band members, production teams, performers, and chauffeurs etc. will be provided by prior arrangement from \$15.00 pp. Impromptu meals and refreshments will not be provided on the night, without approval from the client.
14. **Prices** - Restaurant prices are subject to change due to unavoidable increases in wages, food & wine costs. (This is highly likely for events booked more than 6 months in advance.) The final account will be based on prices current at the time of the function (as published on the Art Gallery Website) and on any quote given 1 month prior to the function. (Room hire charges levied by the Art Gallery and are beyond our control. They are also subject to change, usually every 6 months. Clients should contact the Restaurant 6 months prior to the event to ascertain these likely increases.) **(Please initial .....**)
15. **Timing** - It is your responsibility to finish your function at the allocated time. Additional staff & security charges will apply after the agreed finishing time. To help bring your event to a comfortable close, drink & food service will cease 10 minutes before your designated departure time.
16. **Wines & vintages** - We cannot be assured of continuing availability of certain wines & vintages.
17. Conditions 4, 12 & 14 must be initialed.

I HAVE READ THE ABOVE CONDITIONS AND UNDERSTAND THAT THEY FORM PART OF OUR CONTRACT WITH THE ART GALLERY RESTAURANT.

Signed..... Date.....

# SCHEDULE TWO

## TERMS AND CONDITIONS ART GALLERY OF SA

**Access** - The hirer agrees that guests will be admitted to the main building of the Art Gallery (unless by prior arrangement) no earlier than 6.00 pm on the evening of the function.

**Cleaning** - The cost of a general minimum cleaning of the space hired is included in the hire cost. The hirer must pay any additional cost where more than the general minimum cleaning is required following a function. (No confetti, rose petals or rice.)

**Damages Policy** - The Art Gallery & Restaurant will not accept responsibility for damage to or loss of goods and chattels left in the Art Gallery prior to or after a function held in its premises. All goods and chattels belonging to persons attending a function must be claimed and removed from the Art Gallery within twenty-four hours. The organisers of functions at the Gallery are responsible for any damages occurring to the Art Gallery or the property of the Art Gallery during a function. All breakages will be invoiced to the hirer. The Art Gallery (as separate from the 'Art Gallery Restaurant') will not be responsible for any loss or injury, whatsoever which may be suffered by the hirer of the Art Gallery or any attendees prior to, during or after the function.

**Disclaimer** - If, through circumstances beyond the control of the Art Gallery, the space which has been hired becomes unavailable, the Art Gallery reserves the right to allocate a function to another comparable space within the Art Gallery. If the Art Gallery cannot be made available to a hirer on the date or dates for which it has been hired by reason of fire, flood damage, industrial dispute or any other reason beyond the control of the Art Gallery, the Art Gallery of South Australia shall not be liable for any loss, damage or injury whatsoever suffered by a hirer as a result of the unavailability of the Art Gallery for those reasons. The hirer agrees to indemnify the Art Gallery from and against any action, claim or demand whatsoever which arises or may arise as a result of a function at the Art Gallery which has been organised by the hirer.

**Electrical Equipment** - All electrical equipment brought onto the premises must be tested and tagged.

**Fire Regulations** - No hirer of any of the Art Gallery facilities, or any person acting on their behalf, or in their employ, may require to be done anything that is contrary to the laws and regulations with respect to the Places of Public Entertainment Act and the Liquor Licensing Act of South Australia. All equipment, fittings or materials brought into the Gallery by a hirer shall be fireproof or made of fire resistant materials. Hirers of Gallery spaces may not bring anything of an explosive nature into the Gallery. All equipment, fittings or materials brought into the Art Gallery may be subject to inspection by the Manager, Physical Resources. If any such equipment, fittings or materials are deemed not to be safe for any reason whatsoever, they will be removed immediately from the Art Gallery at the expense of the hirer. No equipment, fittings or materials may be placed in any aisle way or in such a position that will in any way obstruct the access to any designated exit.

**Merchandising** - The Art Gallery reserves the right to provide any retailer associated with any retailer or wholesaler who may wish to provide goods for sale. In the event of the Art Gallery permitting organisations or persons other than the Art Gallery or its employees selling products at functions, the Art Gallery reserves the right to approve the goods for sale and to charge commercial rental for the privilege of selling such goods. Proposed retail should be submitted to the Manager, Physical Resources.

**Occupational Health & Safety** - The organisers of functions at the Art Gallery are responsible for compliance with all applicable sections and regulations of the South Australian Occupational Health, Safety and Welfare Act, 1986.

**Power Usage Fees** - Equipment hire and labour may be charged where an extensive distribution of electrical outlets is required. Any usage of three phase power will incur an additional charge of \$150.

**Radio Transmitting Devices** - The radio frequencies of any radio transmitting device brought into the Art Gallery by a hirer must be submitted to the Manager, Physical Resources. The Art Gallery reserves the right to disallow the use of any radio transmitting device that may interfere with any radio equipment already approved and in use in the Art Gallery.

**Security** - Security services are provided at the Art Gallery up to a required minimum. Any requirements for additional security staff can be arranged upon request of a hirer with any extra cost being paid by the hirer. The Art Gallery reserves the right to exclude or reject from the Art Gallery any person attending a function who behaves in an objectionable manner, or who may put at risk any part of the Art Gallery's collection.

**Smoking** - Smoking is permissible in the Art Gallery Sculpture Courtyard.

**The Art Gallery of South Australia reserves the right to alter any of the conditions aforementioned.**

I have read the above conditions and understand that they form part of my contract with the Art Gallery of South Australia.

Signed.....Date.....