

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 (with Frank McWilliams ex Neddiz II, ex Magill Estate) 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 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 private seminars. 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

- 1 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

- 2 **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.
A.V Equipment- do you require us to hire you a laptop, data projector etc.?

3 Send in the Booking Form and Deposit

- 3 No function booking is considered confirmed 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

- 4 Panicking and worrying will not help organise your event. Planning will. We have maps, floor plans, 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

- 5 Confirm your menu 2 weeks before event. Confirm final numbers 1 week before event. (This is the minimum for which you will be charged.) This is imperative to secure staff & supplies. Send in table plan and any special dietary requirements 1 week 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.

BREAKFAST *(minimum of 25 guests)*

Stand-up Breakfast

1 hour duration (e.g. 7.30 am to 8.30 am)
\$18.00

Coffee, tea, orange juice with a choice of **two** items
Small savoury croissants filled with ham, cheese and asparagus
Egg & bacon frittata Savoury muffins
Assorted Danish pastries Fruit skewers

Seated Breakfast – Light & Fresh

1.5 hour duration (e.g. 7.30 am to 9.00 am)
\$28.00

Coffee, tea, orange juice
Our 'Bircher' muesli with raisins, almonds & raspberries
Croissant & ciabatta with local jam, Fruit skewers

Classic Seated Breakfast (choose 1)

2 hour duration (e.g. 7.30 am to 9.30 am)
\$38.00

1. Classic bacon, eggs, sausages, mushrooms, tomatoes
2. Toasted brioche, poached egg, smoked salmon
3. Barossa bacon, caramelised apple on hot potato & Gruyere frittata

All Breakfasts are served with coffee, tea, orange juice, croissants, ciabatta, local jam, fruit skewers

For a longer breakfast, we can develop a fuller menu to suit your occasion.

Function time can be extended. Additional charges may apply.

You may also wish to add a glass of wine or Champagne from our list.

Dining Tables & Chairs

For seated breakfasts, 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. 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.

Capacity of Rooms

	Standing Breakfast	Seated Breakfast
Function Room 2	120	60
Function Room 1 & 2	180	100
Restaurant	70	50
Restaurant & Atrium	400	160
Radford Auditorium	200	N.A

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.)

Morning Rates

Available 7 days a week	From 7.30am-9.30am
Function Rm 2	\$396.00
Function Rm 1 & 2	\$462.00
Radford Auditorium	\$396.00
Restaurant (<i>until 9.30am</i>)	\$418.00

For each hour (or part thereof) before 7.30 am, there is a fee of \$75 on week-days & \$150 on week-ends & public holidays.

Technical Equipment

The following equipment is available to you, free of charge:

Lectern, Microphone and Speakers	Roving Microphone
Projection Screen	Flipchart
Electronic Whiteboard	Lapel mic
Light control box	CD player
Dais (1.2m square)	Background music
Registration Table / Display Table / Panel Table	
Hearing Loop available in the Radford Auditorium	

Internet Access

Half day hire \$60.00

Other equipment required (e.g. data projector) may be supplied by you or hired on your behalf. All equipment must be tested and tagged. We cannot supply technical support for any equipment brought in from outside the premises.

ADDITIONAL NOTES

EXHIBITION VIEWING

You may wish to arrange for your guests to have exclusive access to the current exhibitions. Trained Gallery Guides are also available. (Price on request)

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. Function time can be extended. Additional charges may apply.

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 organizers

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

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

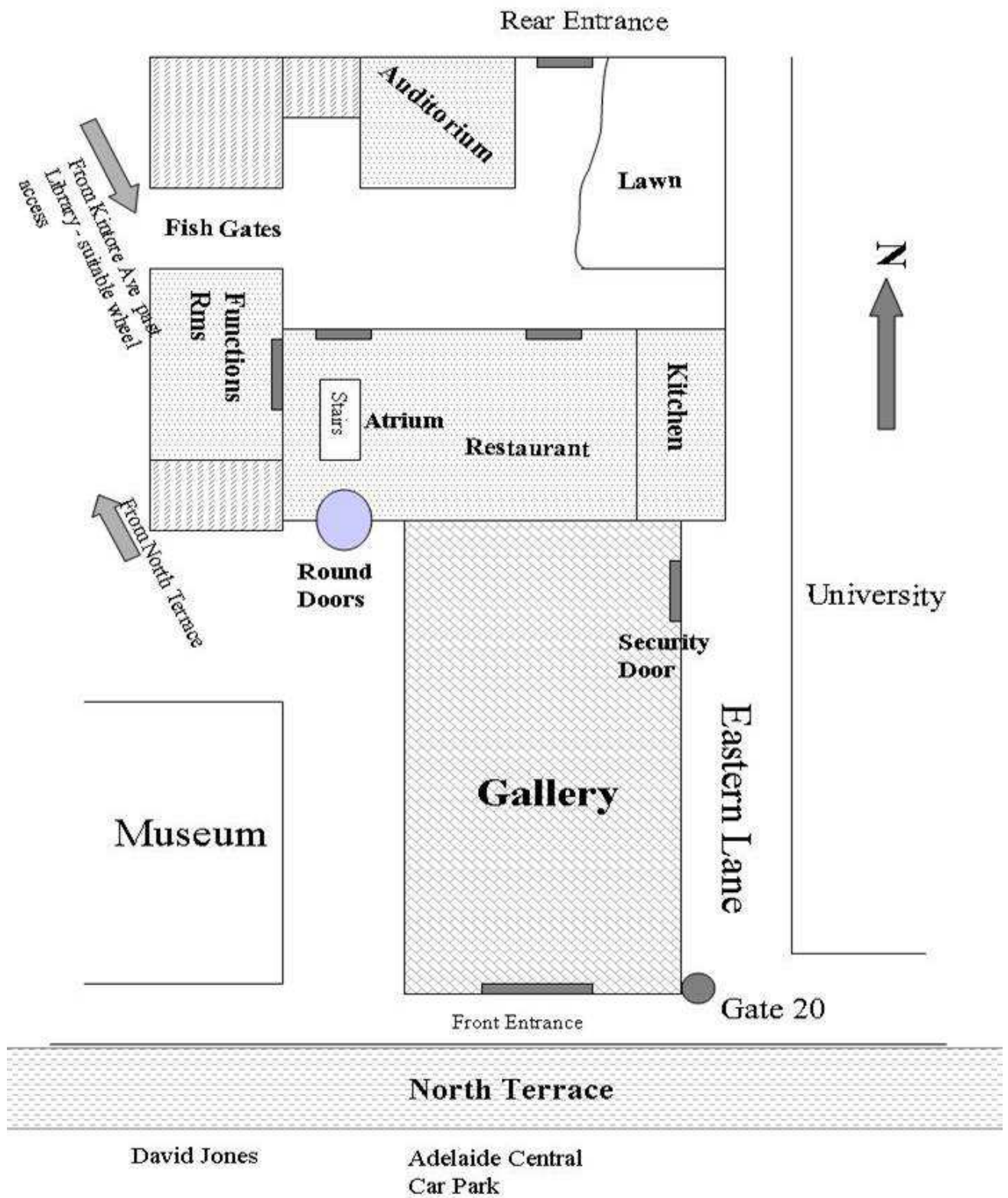
Prices are subject to change due to unavoidable increases in wages, food & wine costs. (This is highly likely for events booked more than 6 months in advance.) The final account will be based on prices current at the time of the function and on any quote given one month prior to the function.

MENU & FINAL NUMBERS

If menu choices are not received 2 weeks before your event, ***we will be happy to create the menu for you*** and submit it for your approval. Final numbers 1 week before the event are essential to secure quality produce and staff. Should a guaranteed number not be received, the estimated attendance will be taken as final.

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. **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 _____

Breakfast (Deposit includes GST) Deposit of \$300 & Schedules 1 & 2

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

Name Card Holder _____ Amount _____

Card No _____ Expiry __/__/__

Please circle *Visa – Mastercard - Bank Card - 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 1 week 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 4 days **prior** to this event. Any additional costs incurred on the day 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

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 specified for your guests, 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 and are not confirmed until receipt of signed Confirmation Booking Form, deposit and Schedules 1 & 2. It is a condition of this contract that the Restaurant reserves the right to allocate the booking date to another person until these signed documents and the deposit are received and the hirer has confirmed by telephone or e-mail that they have been received.
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 of \$300.00 a day for a morning event must accompany the completed Confirmation of Booking Form and Schedules 1 & 2 to secure your booking (Deposits are not required for government departments only).
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 one (1) week 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 organized with two 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 with the function coordinator. The Restaurant will contact the hirer to arrange an initial planning meeting which must take place within two weeks of the receipt of the confirmation of booking form.
11. **Menu Information** - Unless you have chosen to leave the menu selection to us, please confirm your menu choice at least 2 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 14 full days notice, at no extra charge. (Extra courses needing to be prepared on the morning will be charged for at the Restaurant's menu rate.)
12. **Payment** - Your account is payable no later than 4 days **before** the event. Cheques must be cleared 4 days before the event. If payment in full is not received, the 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 and 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

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.

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 operations 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.....