



The Earl of Leicester

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~ MEETINGS AND SEMINARS ~

Leicester staff are not in attendance for meetings and seminars, the upstairs bar is not open.

ROOM HIRE OPTIONS:

(1 room, only available to groups of 10 or less, not using the projector) \$75 (2 rooms) \$120 (3 rooms) \$150

LUNCH OPTIONS:

Option 1: Restaurant or Bistro booking

Minimum 50% of guests dining—35% discount on applicable room hire

Please note: for prompt service, meals can pre-ordered in the morning

Option 2: Sandwiches—\$7.50 each

A selection of freshly made Sandwiches filled with assorted fillings & served to the room

Please note: this option needs to be organised prior to the day.

MORNING/AFTERNOON TEAS:

Each selection \$3 per piece

Scones with Jam & Cream

Muffin

Danish

Donut

Fruit platter—POA

COFFEE STATIONS:

(Please note: if a coffee station is not organised prior, we cannot accommodate coffees/teas to the room.

They may however, be purchased from the downstairs bar, after 12pm)

Option 1: Instant Tea & Coffee station for the duration of the meeting/seminar:

(1 - 20 people: **\$30**)

(21 - 45 people: **\$40**)

(More than 45 people **\$45**)

Option 2: Percolated pots of coffee:

\$25.00 set up (includes 1 pot of coffee - tea complementary) **\$16.00** per pot there after

BEVERAGES:

Complementary water will be provided, prior to arrival.

No staff are allocated for meetings/seminars. Beverages should be pre ordered during the organisation process.

Jugs of coke, squash, lemonade or orange juice - **POA**

Beverages should be pre ordered for specified times, such as -

A) On arrival

B) With morning/afternoon tea service

C) Pre determined/specified times during your meeting/seminar

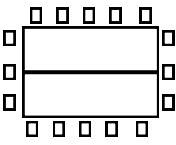
Alcoholic beverages: must be purchased in the downstairs bar after 11:30am by the attendees.



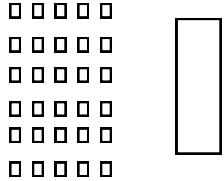
~ MEETINGS AND SEMINARS ~

ROOM SETS:

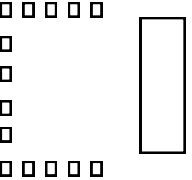
Board Room
(Max 16)



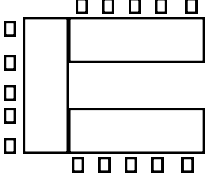
Theatre Style



Open U Shape



U Shape



EXTRA OPTIONS:

- PC Output** - your laptop presentation projected on to large screen in the room (sound not available) - **\$50.00**
- Microphone/ Lectern** - No charge
- Whiteboard** - No charge
- Electronic Whiteboard** (printable copies) - **\$20.00**

REQUIRED INFORMATION:

- How you require the room set for the day
- If you require morning or afternoon tea
- If you require a bistro or restaurant booking (please advise of definite booking time)
- Please advise if your lunch booking is to be added to the final account or if guests are paying individually
- If beverages are purchased from the downstairs bars will they be added to your account or will guests pay individually

• **DEPOSIT/CONFIRMATIONS/CHARGES:**

We require the room hire payment as confirmation of your booking.
 This deposit is non-refundable upon cancellation, however is deducted from your final account on the day.
 Should full payments not be made on the day (without prior arrangements noted in sundries)
 a \$15.00 service charge will be added to the final account.

Accounts must be finalised at the conclusion of your meeting/seminar unless prior arrangements have been made