

EST *The* 1869  
**COLLEY  
HOTEL**  
GLENELG / S.A.

# EVENTS

The Colley Hotel Event Space is the ideal space to cater for your next special event including corporate meetings, birthday celebrations or private dining experiences.

The Event Space comfortably caters for up to 80 guests for a sit-down function or up to 120 guests for a stand-up event. The

Event Space includes a private bar, private amenities, high-speed Wi-Fi, Bluetooth Bose Sound system, outdoor deck garden and AV equipment for your use.

Events food can be catered for in cocktail style or set menu options designed by our Executive Chef. The food offering is an extension of our current menu giving our team the opportunity to change with seasons and to utilize the freshest food available in South Australia including an extensive range of vegetarian, vegan and gluten-free options.



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Our Events Bar offers a full range of cold tap beer, premium spirits and quality local wines. You may choose to run a Bar Account, offer your guests subsidised beverage prices or select one of our drinks packages.

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For all Function enquires please select the “EVENTS” TAB on the website and submit your Event Enquiry now.

Thank you for choosing The Colley Hotel.  
We look forward to seeing you soon.



# THE DETAILS

## VENUE AVAILABILITY

General Availability:

Sunday - Thursday 9am - Midnight

Friday - Saturday 9am - 1am

If you require availability outside of these times, please discuss with the Events Manager.

## CAPACITY

Cocktail: Min 40, Max 120

Guests Banquet: Min 40, Max 80

\*Please contact our Events Manager to discuss alternative set up and capacity.

## VENUE HIRE

\$400

Venue hire includes exclusive use of the venue, appropriate staffing and set up support.

## MINIMUM SPEND

Friday, Saturday: \$3000

Sunday: \$2000 (excluding long weekends)

Minimum spend is inclusive of room hire.

## INCLUSIONS

- + In-house Bose sound system
- + Wireless Microphone
- + Aux Cord for personalised music
- + Digital Projector
- + 65" Smart TV
- + private bar
- + small outdoor deck garden
- + private amenities

## DEPOSIT

A \$500 deposit is required to secure your booking. Your booking will be considered tentative until the deposit is received.

## CANCELLATIONS

Cancellation of confirmed bookings must be received by the Events Manager in writing. Should this notification be received less than 60 days prior to the event, the deposit will be forfeited. Deposits for bookings made within 60 days of the event are non-refundable.

Should we be unable to provide reserved facilities due to circumstances beyond our control, no further claim other than entitlement to a full refund of the deposit paid may be made.

## CATERING

To enable us to cater and staff sufficiently for your event we require final numbers and dietary requirements 7 days prior to the event. Please advise dietary requirements in writing.

Food and beverage selections must be confirmed no less than 7 days prior to the event. Your food order and bar tab (minus deposit) is required to be paid in full 7 days prior to the event. Any balance in addition to this is payable on the day at the conclusion of the event. No food or beverage may be brought onto the hotel premises for consumption without prior approval from the Events Manager.

# THE DETAILS

## ENTERTAINMENT OPTIONS

- + Live music/DJ can be booked upon request POA.
- + Guests are permitted to book their own DJ
- + Guests may connect to the in-house sound system to play their choice of music

## DECORATIONS

Decoration costs and their set up are the responsibility of guests.

Please note that no glitter, scatters or confetti are permitted. Nothing is to be nailed, screwed or adhered to any wall or other surface or part of the building.

## ADDITIONAL REQUESTS

Any items outside of the Jetty Bar inclusions will be subject to review by the Events Manager to determine appropriateness and costs.

## CLEANING

General room cleaning is included in the room hire cost.

If cleaning is deemed excessive, additional charges will be required to be paid.

## RESPONSIBLE SERVICE OF ALCOHOL

We reserve the right to refuse service and / or entry to anyone deemed to be exhibiting intoxicated or inappropriate behaviour.

Any guest refused service due to intoxication will be asked to leave the venue immediately, regardless of their association with the hirer or organiser/s. We maintain the right to cancel an event at any stage with no remuneration if the event or its guests are deemed unsafe, unhealthy, or unruly.

## MINORS

All minors must be accompanied by a parent or guardian and are required to leave public areas by 10pm and private areas by midnight. Any guest found to be supplying a minor with alcohol or any minor found to be consuming alcohol will be required to leave the venue immediately.

## RESPONSIBILITY

Organisers of the event are financially responsible for any damage or breakage sustained to the hotel by the organiser, organiser's guests, invitees, or other people attending the event.

The Colley Hotel will not accept responsibility for any items lost or damaged prior to, during and after the event.