

# AMBASSADORS HOTEL

---

## FUNCTION PACKAGE

BALCONY ATRIUM | AMBER LOUNGE

107 KING WILLIAM STREET, ADELAIDE 5000  
PHONE: 08 8231 4331  
EMAIL: [FUNCTIONS@THEAMBASSADORSHOTEL.COM.AU](mailto:FUNCTIONS@THEAMBASSADORSHOTEL.COM.AU)  
[WWW.THEAMBASSADORSHOTEL.COM.AU](http://WWW.THEAMBASSADORSHOTEL.COM.AU)



---

## ABOUT AMBASSADORS

---

### TWO UNIQUE VENUES AVAILABLE IN THE HEART OF ADELAIDE FOR YOUR NEXT SPECIAL EVENT.

Bring the old to the new as you experience old world charm and the elegance at Ambassadors Hotel. Located in the heart of the Adelaide CBD the Ambassadors Hotel is one of the cities' oldest hotels and offers two unique function spaces. Balcony Atrium and Amber Lounge in addition to our stunning Marble Bar for front bar dining and accommodation rooms.

Within the pages of this function pack, you will find our highly competitive package prices in addition to our food and beverage menu's. We wish to make your function unique and our events team is dedicated to work with you to create a function plan which best suits your individual requirements. Our attention to detail, excellent food and outstanding service will leave you and your guests with lasting memories, stunning photos and an event people will talk about.

We welcome all events such as Weddings, Engagements, Birthdays, Corporate and all Dining Experiences. If you are planning an event that has different requirements to what you see in our functions package please contact our functions manager who can help tailor something to your needs.



# THE BALCONY

The Balcony Ballroom & Atrium is an elegant and stunning room that can be transformed into a variety of settings such as birthdays, engagement parties, cocktail parties, large dinners, awards nights and weddings in addition to networking events, product launches and corporate meetings or presentations.

Balcony Atrium offers high ceilings, beautiful chandeliers, two open fireplaces, external balcony's and a glassed atrium overlooking King William St, which makes for a wonderful backdrop to any event.

Television, stereo speakers, microphone and party lights are all included in the room with more AV facilities available upon request.

## CAPACITY

Cocktail: 200 guests

Seated: up to 90 guests

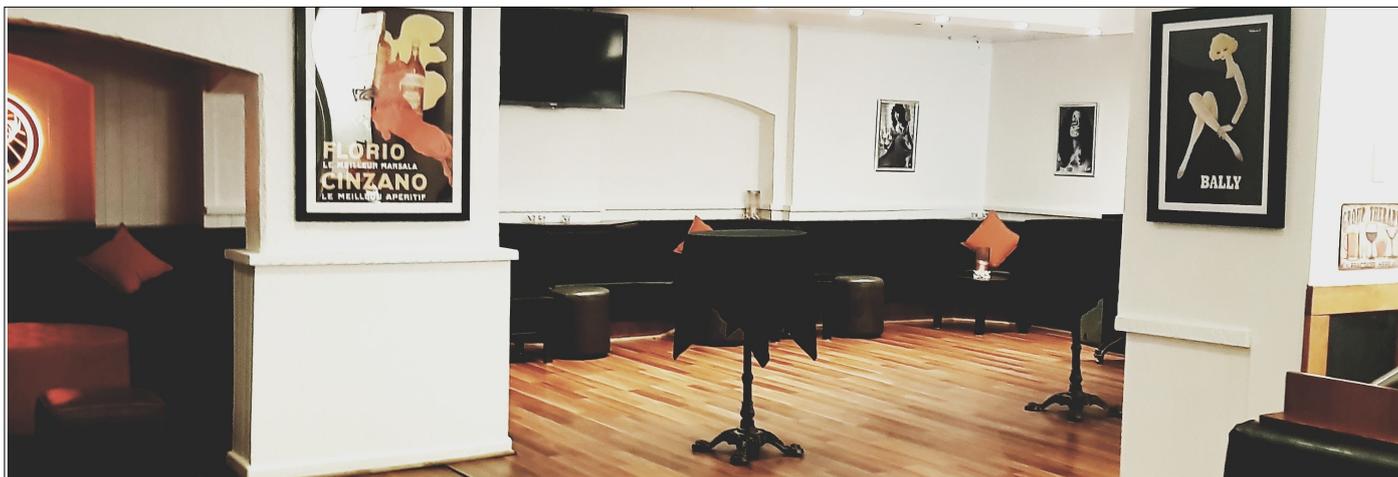
## MINIMUM SPENDS

For exclusive hire of the Balcony Atrium the following minimum spends apply.

Monday—Thursday	\$500.00
Friday	\$1500.00 (\$2000.00 during December)
Saturday	\$2500.00 (\$3000.00 during December)
Sunday	\$1,000.00



*Please note that the Saturday room hire and spend will apply on a public holidays or days proceeding a public holiday.*




---

# amber

## lounge

---

Ideal for cocktail events, birthdays, hens nights & bucks shows after work drinks and going away parties Amber Lounge is our stylish underground cocktail lounge with its own private entrance off King William Street.

Amber Lounge has been designed with booths and lounges offering your guests plenty of seating without taking away from the dancefloor. This venue is perfect for events from 30—135 guests.

Television, stereo speakers, microphone and party lights are all included in the room with more AV facilities available upon request.

### CAPACITY

Cocktail: 135 guests

### MINIMUM SPENDS

For exclusive hire of the Amber Lounge the following minimum spends apply.

Monday—Thursday	\$300.00
Friday	\$800.00
Saturday	\$1,000.00
Sunday	\$800.00



*Please note that the Saturday room hire and spend will apply on a public holidays or days proceeding a public holiday.*

# COCKTAIL CATERING

## ARRIVAL PLATTERS

*Perfect for a light snack as your guests arrive, each platter is suitable for 25 guests.*

House Made Dips with Pita Bread (V / VGA / GFA)	\$50.00
Antipasto Platter (GFA)	\$70.00
Assorted Cheese Board	\$80.00

## \$50 PLATTERS

*25 items on each platter*

Vegetarian Spring Rolls with Sweet Chilli (VG)
Mixed Sushi Rolls (VGA / GF) <i>(Chicken or Vegetarian)</i>
Bruschetta Pinxtos (V / VGA)

## \$60 PLATTERS

*25 items on each platter*

Stuffed Mushrooms with Cheese and Herbs (V)
Goats Cheese and Onion Tarts (V)
Lamb Meatballs with Sugo (GFA)
Falafels with Hummus (VG)
Roast Mushroom, Feta & Carrot Pinxtos (V / VGA)
Mediterranean Vegetable & Sundried Tomato Pinxtos (VG)

## \$70 PLATTERS

*25 items on each platter*

Prawn Twisters with Sweet Chilli
Gourmet Steak Pies
Chicken Parmigiana Pies
Bacon & Cheese Sausage Rolls
Spinach & Cheese Rolls (V)
Vegan Pies (VG)
Cocktail Quiche <i>(Lorraine / Cheese, Spinach &amp; Onion (V))</i>
Smoked Salmon, Crème Fraiche & Dill Pinxtos
Crumbed Eggplant, Blue Cheese & Honey Pinxtos (V)
Grilled Fig, Ricotta & Rocket Pinxtos (V / VGA)
Roast Beef & Horseradish Pinxtos

## \$80 PLATTERS

*25 items on each platter*

Pumpkin, Spinach & Pine Nut Arancini (V / VGA / GFA)
Chargrilled Zucchini & Bacon Arancini (GFA)
Mac & Cheese Croquettes with Blue Cheese Ranch (V)
Pulled Pork Sliders
Haloumi Sliders (V)
Honey Soy Chicken Skewers (GF)
Spicy Lamb Skewers with Tzatziki (GF)

## DESERT PLATTERS

*25 items on each platter*

Mixed Fruit Platter (VG)	\$40.00
Chocolate Brownie Bites	\$60.00
White Chocolate & Raspberry Cake Bites	\$60.00
Caramel Slice	\$60.00
Lemon Meringue Tart	\$60.00
Jam Filled Donut Bombs	\$80.00
Nutella Filled Donut Bombs	\$80.00

## WHAT'S A PINXTOS?

A new addition to our 2019 function package - pinxtos, pronounced 'pinchos' consist of small slices of bread upon which a mixture of ingredients is placed & fastened with a toothpick which gives the food its name "pincho" meaning "spike"

## CATERING PER PERSON

Keep it simple with our catering packages. Simply choose your favourite items and we'll make sure there is enough for everyone!

4 items per guest	\$18
6 items per guest	\$24
8 items per guest	\$32
10 items per guest	\$35

*Minimum order of 20 guests*

## DIETARY REQUIREMENTS

Vegetarian	V
Vegan	VG
Vegan Option Available	VGA
Gluten Free	GF
Gluten Free Option Available	GFA

*If you have any specific dietary requirements please speak to your functions manager and we will be able to tell you about any additional items we can adapt for you!*




---

## **FORMAL DINING**

---

Suitable for large groups, formal events and corporate dining our formal dining menu offers a one, two or three course seated meal for 25 or more guests. Please speak with your function manager if you have any special dietary requirements.

<b><u>ONE COURSE</u></b>		<b><u>TWO COURSES</u></b>		<b><u>THREE COURSES</u></b>	
0:2:0	\$30	1:2:0 / 0:2:1	\$45	1:2:1	\$60
0:3:0	\$32	2:2:0 / 0:2:2	\$48	2:2:1 / 1:2:2	\$65
		2:3:0 / 0:3:2	\$50	2:3:2 / 2:3:2	\$70

### **ENTRÉE**

Roast Butternut Pumpkin Torte with Onion Jam & Rocket Salad

Roast Pork Belly with a Green Apple & Pickled Fennel Salad

### **MAIN**

Pan Roasted Frenched Chicken Breast served with Sweet Potato Mash, Roast Cherry Tomatoes, Asparagus and Pesto

Crispy Skinned Barramundi with Garlic Butter & Thyme Potatoes, Grilled Asparagus and a Lemon & Caper Beurre Blanc Sauce

400g Scotch Fillet served with Thick Hand Cut Chips, Grilled Asparagus & Veal Jus

Wild Mushroom Risotto served with Shaved Parmesan & Truffle Oil

### **DESERT**

Chocolate Brownie with Almond Praline, Blueberry Compote & Vanilla Bean Ice Cream

Crème Brulee with Raspberry Compote & Vanilla Bean Ice Cream

Lemon Sorbet with Candied Lime & Toasted Macadamia Crumb

---

## BEVERAGE OPTIONS

---

### BAR TAB / SUBSIDISED TABS

<b>Bar Tab</b>	Selected beverages available to guests for free for a nominated amount of time or until the bar tab expires.
<b>Subsidised Bar</b>	Selected beverages available to guests at a reduced price where the difference is paid by the client.
<b>Beverage Packages</b>	Basic, premium or platinum beverage packages are available for a three or four hour duration in Balcony Atrium and Amber Lounge.
<b>Cash Bar</b>	The bar is open for guests to purchase drinks at their own expense.

### COCKTAILS

Add a touch of class to your event by including cocktails on your beverage menu. Ambassadors Hotel offers a large range of cocktails for your guests to enjoy, please speak with your functions manager prior to your event to select your desired cocktail/s.

### COCKTAIL ON ARRIVAL

Choose a cocktail for your guests to enjoy on arrival to your event for just **\$15.00 pp.**

### BUBBLES ON ARRIVAL

Treat your guests to a glass of sparkling on arrival starting at a discounted **\$5 pp.**

### PUNCH

A punch is an unique way to add something special to your event. Either as a complimentary addition to the beverage menu for your guests or for a small amount.

**4 Litres \$150.00 (approx. 26 serves)      9 Litres \$300.00 (approx. 60 serves)**

<b>White Wine Sangria</b>	Peach schnapps, peaches, sparkling wine and ginger ale.
<b>Red Wine Sangria</b>	Orange liqueur, red wine, ginger ale and fresh oranges.
<b>Amber Pash Punch</b>	Peach schnapps, pineapple juice, sparkling wine, passion fruit and Lychees
<b>Berry Swizzle</b>	Vodka, pink Moscato, raspberry liqueur, fresh lime, cranberry and strawberries.
<b>Tiffany Blue</b>	Fresh lemon, lemonade, vodka, peach schnapps and a touch of blue curacao.

---

## BEVERAGE PACKAGES

---

MINIMUM 30 GUESTS

*Beverage packages are a great way to make sure that you don't exceed your budget at your next special event. If you have any special requests please speak to our functions manager who will tailor a package to your requirements.*

### **BASIC PACKAGE—3 HOURS \$40 / 4 HOURS \$45**

Soft Drink & Juice, Coopers Dry, Coopers Pale Ale, Thatchers Cider, Angove's Sauvignon Blanc, Angove's Sparkling, Angove's Shiraz Cabernet

### **PREMIUM PACKAGE—3 HOURS \$45 / 4 HOURS \$49**

Soft Drink & Juice, Coopers Dry, Coopers Pale Ale, Coopers Sparkling Ale, Thatchers Cider, Angove's Sauvignon Blanc, Angove's Moscato, Adelady Sparkling Pinot Noir, Not Your Grandma's Rose, Black Dog Shiraz

#### **ADD BASIC SPIRITS—3 HOURS \$12 / \$4 HOURS \$15**

Smirnoff Vodka, Johnny Walker Red Label Whisky, Jim Beam White Label Bourbon & Tanqueray Gin

### **GOLD PACKAGE—3 HOURS \$54 / 4 HOURS \$59**

Soft Drink & Juice, Coopers Dry, Coopers Pale Ale, Coopers Sparkling Ale, Thatchers Cider, Alta Sauvignon Blanc, Skillogallee Riesling, Angove's Moscato, O'Leary Walker Sparkling Pinot Noir Chardonnay, Not Your Grandma's Rose, Black Dog Shiraz, Giant Steps Pinot Noir

#### **ADD BASIC SPIRITS—3 HOURS \$12 / \$4 HOURS \$15**

Smirnoff Vodka, Johnny Walker Red Label Whisky, Jim Beam White Label Bourbon & Tanqueray Gin

#### **ADD PREMIUM SPIRITS—3 HOURS \$18 / 4 HOURS \$23**

Grey Goose Vodka, Johnny Walker Black Label Whisky, Sailor Jerrys Rum, West Winds Gin

### **PLATINUM PACKAGE—3 HOURS \$64 / 4 HOURS \$72**

Soft Drink & Juice, Coopers Dry, Coopers Pale Ale, Coopers Sparkling Ale, Thatchers Cider, Clients Choice of 4 Bottled Beers or Ciders, Shaw & Smith Sauvignon Blanc, Skillogallee Riesling, Angove's Moscato, O'Leary Walker Sparkling Pinot Noir Chardonnay, Not Your Grandma's Rose, Redman Shiraz, Giant Steps Pinot Noir, Redman Cabernet Sauvignon

#### **ADD BASIC SPIRITS—3 HOURS \$12 / \$4 HOURS \$15**

Smirnoff Vodka, Johnny Walker Red Label Whisky, Jim Beam White Label Bourbon & Tanqueray Gin

#### **ADD PREMIUM SPIRITS—3 HOURS \$18 / 4 HOURS \$23**

Grey Goose Vodka, Johnny Walker Black Label Whisky, Sailor Jerrys Rum, West Winds Gin

---

# ADDITIONAL INFORMATION

---

## AUDIO VISUAL

Our function rooms are equipped with large stereo speakers, microphones, 42 inch LCD television screen, party lights and dimmable lighting. Picture slide shows are best viewed with JPEG images placed on a USB, however, if you require video presentations and sound, a laptop is required and must be pre-arranged with the function manager to ensure your presentation is adaptable. We suggest visiting the function venue prior to your event to ensure all audio and visual aids are working, as no responsibility will be taken by the venue if you are unable to present your images at the event.

## ADDITIONAL AUDIO VISUAL

**PROJECTOR & SCREEN:** \$80.00

By request, we are able to supply additional function requirements to include Lecterns, electronic whiteboards, wireless lapel microphones etc. Please let our function manager know and a quote will be arranged for you.

## FUNCTION ROOMS

Access to the room for set up and event start times can be negotiated with the function manager. Function room access is granted until midnight, which at this point, guests will be asked to leave in a quiet and quick manner.

## CAKE AND SWEET CHARGES

Ambassadors Hotel welcomes you to bring your own special cake, cupcakes or set up a candy buffet free of charge, however, the following costs apply to cake cutting:

\$1.00 p/p to cut the cake and present on platter with napkins

\$2.00 p/p to cut the cake and serve on plates with cutlery and napkins

\$3.00 p/p to cut the cake and decorate with cream and serve with fork and napkin

## DECORATIONS

Our Function rooms are unique in their own way, however, we welcome your own personal touch and set up of decorations is permitted. Items may be attached to walls with blue-tak, freestanding balloons, candles are all welcome, however, if damage is occurred a fee will be added to the room expense. Please note: Confetti and table scatters are not permitted.

## SECURITY

Security is required for certain events and may be requested by the client or deemed necessary by the function manager. Security will be charged at \$50.00 per hour and paid by the organiser.

## ACCOMMODATION

Ambassadors Hotel offers thirty guest rooms ranging from large suite rooms to family and triple rooms at affordable prices. Special room discounts apply to guests involved in functions wishing to stay at the hotel. Speak to your function manager for further details.

---

# TERMS AND CONDITIONS

---

## **CONFIRMATION**

Ambassadors hotel will hold tentative bookings for a total of 7 days, following this time we require a completed booking form and a deposit amount of 20% of your minimum spend. Payment can be made via credit card or bank transfer, please let your functions manager know your preferred payment method.

## **FINAL NUMBERS / FOOD AND BEVERAGE CHOICES**

Food and beverage choices must be finalised and sent in writing to your functions manager at least 7 days prior to the event date. In the case of catering per person and beverage packages final numbers must be verified 3 days prior to the event—if numbers decline within the 3 days, you will be charged for the original guest numbers stated. We will do our best to accommodate an increase to these numbers, given a reasonable time. Please note that Food and Beverage menus are subject to change due to seasonal variations and availability.

## **PAYMENTS AND MINIMUM SPENDS**

Function food payment must be made 5 days prior to the event and any outstanding payment must be made before or at the conclusion of the event. Should your function not meet the minimum spend, you shall be charged the outstanding amount required to meet the spend. Please note that all prepayments and deposits are non-refundable.

## **CANCELLATIONS**

If a function is cancelled with more than 7 days notice there will be no refund of the \$500 deposit. If a function is cancelled within 7 days prior to the event date the minimum event spend will still apply.

## **RESPONSIBLE SERVICE OF ALCOHOL AND MINORS**

Please be aware that although we wish for your guests to have a wonderful time at your function, we are bound by legislation regarding responsible service of alcohol and this will be strictly enforced. Guests who are intoxicated or behaving in an inappropriate or irresponsible manner will be asked to vacate the premises. Guests under the age of 18 are welcome at all functions, but must vacate the premises before midnight in accordance with licensing law. All minors between the ages of 12-17 must be identified to the hotel management and may be required to wear a coloured wristband to ensure they are not served alcohol. Please ensure that you inform your guests to bring proof of age identification as any guests who can not supply this when asked will not be allowed to consume alcohol.

## **CORKAGE**

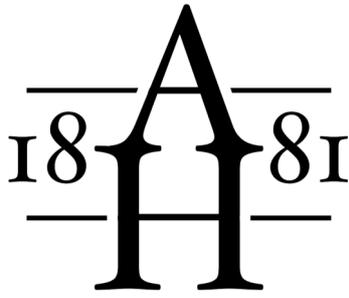
Clients are permitted to supply their own wine for a corkage fee of \$15.00 per bottle. You will only be charged for opened bottles. Clients are not permitted to supply their own Spirits or Beers.

## **CLEANING / DAMAGES / THEFT / BEHAVIOUR**

General cleaning is included in the overall function cost. Should the cleaning requirements after your function be deemed excessive there may be an additional \$50—\$100 cleaning fee charged to the clients credit card. Cleaning and damage include, but not limited to - confetti & glitter, excessive glass breakage, graffiti, damage to interior and exterior structures and items of the venue. The hotel will not hold responsibility for any loss of property or damage to personal items from the event and strongly recommend that all presents, cards, money are secured and removed from the event at the conclusion. Any guests found consuming or providing drugs will be removed immediately and police will be informed.

## **CLIENT RESPONSIBILITY**

It is the clients responsibility to ensure that all guests adhere to the dress code of the hotel and act in a responsibly manner.



# AMBASSADORS HOTEL

## Functions and Events Booking Form

### CONTACT DETAILS

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### FUNCTION DETAILS

Function: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Function Space: \_\_\_\_\_ Expected Amount of Guests: \_\_\_\_\_

Beverage Selection: Beverage Package      Subsidised Bar      Bar Tab      Cash Bar

Food Selection:      Platters      Canape Package      Set Menu      A La Carte Menu

Deposit: \$ \_\_\_\_\_ Minimum Spend Required: \$ \_\_\_\_\_ Expected Total Spend: \$ \_\_\_\_\_

### CREDIT CARD AUTHORISATION

Name: \_\_\_\_\_

Card type: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CVC: \_\_\_\_\_

*The undersigned acknowledges that I have read and accepted the terms and conditions and that I commit to honour the minimum spend. I hereby authorize Ambassadors Adelaide Pty Ltd to charge any shortfall of the minimum spend requirement or damages to the credit card provided above.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_