



THE
ED
CONFERENCE PACKAGE



THE ED

Set amongst the leafy historic suburb of Mitcham The Edinburgh Hotel has been the centre of local events since it's establishment in 1869.

We are passionate about hosting events and dedicated to creating flexible, enjoyable experiences.

Our large free carpark means easy access for full day events.

We have multiple spaces that can accommodate conferences for groups of 10 to 100.

GET IN CONTACT

We would love to hear from you!

E: functions@edinburgh.com.au

P: (08) 8373 2700

W: www.edinburgh.com.au

A: 1-7 High Street, Mitcham 5062



THE PRIVATE DINING ROOM

Maximum Guests Sit Down 20

Exclusive Room Hire

Room Hire \$100

Minimum spend \$400
or add \$150 to Room Hire



THE VICTORIAN ROOM

Maximum Guests Sit Down 100

Exclusive Room Hire
\$350

Minimum Spend Fri & Sunday \$2000

Minimum Spend Mon - Thurs \$1500
or Add \$150 to Room Hire

THE HIGH STREET ROOM



Maximum Guests Sit Down 45

Exclusive Room Hire \$250
10am - 4pm or
6pm - 12pm

Minimum Spend Thursday - Sunday \$2000
Minimum Mon - Wed \$1500 or add \$150 to room hire



	Victorian Room	High Street Room	Private Dining Room
Board Room Seating	45	28	20
Thearte Seating	100	40	x
U Shape seating	32	24	x
Round Tables	70	20	x
Herringbone Tables	100	40	x
Screens	120" drop down HDMI Connection	50" wall mounted plasma HDMI Connection	42" wall mounted plasma HDMI Connection
Microphones	2 hand held cordless + 2 lapels	1 x cordless microphone	Not required
Sound	Bluetooth connection to in- house sound system	Head phone jack connection to in-house sound system	Sound only from screen



CONFERENCE CATERING

MORNING & AFTERNOON TEA

Freshly baked scones, jam & cream	\$8	Spring Rolls, sweet chilli	\$4
House made sweet muffins	\$6	Chicken satays, peanut sauce GF.....	\$5
Freshly baked anzac biscuits	\$4	Arancini	\$4
Freshly baked choc chip biscuits	\$4	Artisan pies & sausage rolls	\$4.5
Assorted sweet tarts	\$6	Prawn dumplings, soy	\$4
Orange & poppyseed friand GF VG	\$6	ED Cheese burgers	\$6
Fresh fruit platter	\$60	Hot Chips, sauce, aioli	\$12
Antipasto platter	\$70	Wedges, sweet chili, sour cream	\$12
Dips plate	\$26	Sweet potato chips, tomato chutney VG	\$12

Self serve Espresso Coffee & Tea Station

2 hours \$5 PH

All day \$9 PH





LUNCH

Option 1 : \$20 per person

Selection of baguettes 4 flavours
Hot chips, tomato sauce, aioli
Selection of chilled juice & soft drinks

Option 2 : \$30

Selection of baguettes 4 flavours

Super salad,
Roasted veg, spinach, walnuts, herbs, beetroot,
brown rice, pomegranate, pear GF VG

Selection of warm quiche

Wedges, sour cream & sweet chilli

Selection of chilled juice & soft drinks
Minimum of 20 guests

Option 3 : \$40

Dips platter + Fruit Platters @ Morning tea

Lunch Pre Order @ morning tea

Chicken or Beef Schnitzel, gravy, chips, salad
Salt & Pepper Squid, chips, salad, aioli
Ed Beef Burger, chips, salad,
Eggplant parmigiana, chips, salad VG

Selection of chilled juice & soft drinks
Maximum of 45 guests

Option 4 : \$50

Freshly baked scones with jam and cream
+ fresh fruit platter @ morning tea

Lunch Pre Order @ morning tea

from restaurant menu
Organiser to select 5 options if more than 25 attendees

BOOKING TERMS & CONDITIONS

BOOKINGS & CONFIRMATIONS

All tentative bookings are held without deposit for a period of seven (7) days. After this time we reserve the right to cancel or move the booking to another area of the hotel. A non-refundable deposit of either the room hire fee, when booking a private space, or \$200 for non-private spaces is required to confirm your booking.

MENU SELECTIONS

All menu and beverage selections are required no later than 14 days prior to your event. Menu items may change due to seasonality and availability.

CONFIRMED NUMBERS

So we can cater and staff your event appropriately we require your confirmed numbers and any dietary requirements seven (9) days prior to your event. You may update your numbers up until 2 days prior to your event.

PAYMENT

We prefer to invoice for all catering seven (7) days prior to your event. Any additional charges are to be settled at the conclusion of the event. Payments can be made by cash, credit card or direct debit.

CANCELLATIONS

Event cancellations can happen and while we certainly hope they don't, any deposits and payments will be refunded at the hotels discretion.

Any cancellation within 48 hours prior to your booking are required to pay 50% of the expected food costs. Example: \$22.50 per confirmed guest on a \$45 menu. The room hire charge can be accessed if the event is postponed to a later date within 6 months. Any function cancellations within 7 days of your booking will forfeit their deposit. If you have given The Edinburgh 8 days or more notice in writing, your deposit can be transferred to a new date with a 12 month period.

FOOD AND DRINK SERVICE

All catering must be organised through the hotel, no external or third party suppliers can be used other than celebration cakes. Our cakeage fee is \$4 per person to have the kitchen cut and plate it for you or a \$40 flat fee to cut it yourself.

RESPONSIBLE SERVICE OF ALCOHOL

The Edinburgh is committed to responsible service of alcohol and will not serve alcohol to patrons under the age of 18 years or those guests deemed too intoxicated. Intoxicated or disorderly patrons may be asked to leave the premises and will be refused the service of alcohol regardless of their association with the event organiser. The Edinburgh Hotel reserves the right to cancel an event without providing remuneration should guests behaviour be deemed dangerous, unruly or unsafe for themselves, other function guests or hotel staff.

MINORS

All guests under the age of 18 must be accompanied by a parent or legal guardian at all times and they are your responsibility while on the hotel premises. For the safety and enjoyment of all our guests we ask that young children be supervised at all times. Anyone found providing alcohol to a minor will be asked to leave the function immediately.

INCLEMENT WEATHER

During times of inclement weather The Edinburgh Hotel will make every attempt to relocate your event into an available indoor or covered space, however we cannot guarantee being able to do so.

COVID 19 or Natural Disaster

If The Edinburgh Hotel is unable to hold your event for reasons of Force Majeure; we are not liable for any loss or damage incurred as a result. If capacity is decreased reservations we will prioritise reservations in the order booked. No cancellation fee will be payable, and we will do our very best to accommodate as many of our bookings as possible. Where we are unable to accommodate your reservation as planned, we will work with you to rebook another date.

CLEANING AND SET UP COSTS

The preparation of your event and general cleaning costs are covered within your hire fee. Should excessive cleaning be require or it be deemed necessary to bring in external resources these costs will be charged as appropriate within seven (7) days.

EQUIPMENT DAMAGE

Any audio visual, display or general equipment owned by the Edinburgh Hotel or hired externally used for you function is your responsibility. In the event of damage you will be charged as appropriate for either repairs or replacement. The Edinburgh Hotel accepts no responsibility for any equipment or property left behind.

EXTERNAL CONTRACTORS

All external contractors providing entertainment, or event materials must be discussed with our events team prior to your event.

DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed or adhered to any wall or other surface or part of the building without prior approval from management. All additional displays or decorations must only be installed by an external contractor with appropriate insurance.