



Conference Package

Style

Charm & Elegance

WELCOME

EVENTS MADE EASY

Thank you for considering The Carrington Function Centre & Theatre for your special event. We appreciate the opportunity to be of service to you.

We offer the following services

Wedding Receptions, Private Dinners from 30 to 350 guests, Conferences, Balls, Presentations, Cocktail Parties from 20 to 450, Wakes, Christenings, Graduations, Theatre Hire and Live Music Shows. We offer catering both at our venue and offsite for larger events or in conjunction with your Carrington booking.

Service and availability

We are a locally owned business and care about looking after you. 90% of all our business is either referral (recommended) or repeat business. It is essential we take care in the attention to detail for your event. We are available to meet with you anytime by appointment including after business hours and on weekends.

Location

99 Keppel St is in the heart of Bathurst on the fringe of the CBD. We are located away from other venues giving you privacy and exclusivity. We are walking distance to Bathurst's main churches and beautiful Machattie Park, Bathurst's best location for outside weddings and event photography. Google Map our location.

Parking

The venue has ample street side parking for evening events and has public car parks within walking distance for day events. We also have large car parks nearby.

Catering

All catering is done in house by our experienced catering team. We use local produce whenever possible and are happy to tailor you a menu and price if the options offered here do not meet your exact requirements. Our extensive menu is attached.

Beverages / Liquor License

All Three levels of The Carrington are fully licensed. We offer an extensive bar and wine menu. We are licensed up until 3.00am by arrangement. We also have an Off Site Catering Liquor License to look after you at your offsite location.

Espresso Coffee

Is available on both the ground floor and the Third Floor. We also offer Tea/Coffee for large events with premium Teas and Coffee. Sound & Vision Production Facilities State of the art audio and data projection facilities, sound and vision technicians, DJ's and artists.

Event Management Services

Co-ordination of all events both on and off site are available.

Decoration Services

From table decorations to lighting to chair covers to complete venue themes.

Live Entertainment

Our Victorian Era Moulin Rouge Stage (circa 1889) is the ideal back drop for live entertainment for your event.

Acoustics – world class.

Other

Eftpos, ample toilets, outside courtyards, comfortable lounge furniture, ambient (dimnable) lighting throughout, and flexible seating options – round –banquet-dining tables all available with flexible configuration options.

Obligation Free inspections and Tailored Quotes

We are available anytime by appointment.

Contact Details:

Arthur Brigg (Event coordinator and Co manager) or Tim Ellerman (Manager)

Phone 02 6332 5492

Mobile 041 821 0589

Email function@bigpond.net.au

www.carringtonbathurst.com.au

The Carrington Function Centre Conference

Pricing

Monday to Friday pricing only
Tailored quotes apply to weekend events

Four Hour Room Hire per hire costs.

Choose from Ground Floor, Mezzanine or Third Floor. Price applies per floor hired.

Includes:

- Exclusive Use Room Hire, pre and post cleaning, + gst.
- White Board / Flip Chart 900x600
- Pinboard 2000x500
- Projector Screen 2mx2m
- Cabling and Power for screen equipment
- Microphone & Lecturn
- Tea / Coffee Station
- Additional Tables / Cloth

\$7.70 / cloth eg registration table, display tables

Set Up / Pull Down

\$3.00 pp

Minimum 10 person charge applies

Includes: Chairs, Tables, Table Linen, Water Glasses ,etc

Additional Room Hire / Access \$55 per hour, Service Attendant \$25 per hour.

Charges apply to pre advised number of attendee's or actual number, whichever is the greater.

Example Quote 20 Person Conference 9am till 1pm

Room Hire =	\$450.00
Service 4 x \$25 =	\$100.00
Set up/Pull down 20 x \$ 3.00	\$ 60.00
Total Cost =	\$ 610.00
Or \$ 30.50 pp	

Available to Hire, various equipment and prices based availability and request: such equipment for example.

Data Projector

Laptop

Electronic Whiteboard

Catering Options:

Espresso Coffee by arrangement:

Morning Tea and Afternoon Tea Menu's available.

Catering available.

Licensed Bar available.

Tea / Coffee Options

Tea / Coffee Station \$3.00 pp

Includes premium teas and freshly brewed percolated coffee.
Charged for 80% of your guests.

Tea / Coffee – from the bar \$3.50 per cup

Espresso Coffee and Premium Vittoria Tea Selections available from the bar.

Optional Service Surcharges

Table Service for drinks

Carrington provides bar staff for bar service.

Our table service staffing requirement is - 1 attendant to 50 guests. If Table Service for drinks is required, the following charges apply.

Monday to Friday \$25.00 / hr. Minimum 3 hr shift

Saturday \$30.00 / hr. Minimum 3 hr shift

Sunday \$36.00/ hr. Minimum 3 hr shift

Public Holiday \$60.00/ hr. Minimum 3 hr shift

Room Capacities

Room	Level	Board Room	Cocktail	Theatre	U-Shape	Banquet	Class Room
Street Lounge Bar	Ground	36	100	50	28	80	32
Grand Ball Room	Ground	70	300	250	80	170	70
Combined Lounge & Ball Room	Ground	70	400	300	108	250	102
Mezzanine	Second	n/a	150	94	n/a	64	64
Combined Ball Room & Mezzanine Level	Ground & Second		550	394	n/a	314	166
Loft Bar & Lounge	Third	26	120	60	32	50	32
Temple Ball Room	Third	48	160	120	64	80	40
Total Venue	ALL						

One booking per floor is taken at any one point in time. Eg if Ground Floor Grand Ball Room is booked (eg wedding), the entire ground floor is made available to you, The Grand Ball Room and Street Lounge Bar. If the Temple Ball Room is booked on the third floor, the entire third floor is made available to you including the Loft Bar & Lounge.

The Carrington has the capacity to hold two separate events at the same time, one on the ground floor and one on the third floor. We can hold venue wide functions setting up different rooms to suit your function requirements. Guests from one function are not permitted into other functions at the venue without clients permission.

You may book any number of rooms or levels. A booking fee is payable for each level / room required.

Room Hire

We encourage you to make contact with the Carrington to ascertain the exceptional pricing of venue hire in one of the most unique and inspiring settings.

A surety that your attendee's will be stimulated and motivated throughout the sessions.

Special prices will be associated with non government and charitable organisations.

Room Hire is included for two course lunch or dinner functions over 70 adult guests and 50 adult guests for cocktail parties and conferences.

Room Hire charges are additional for functions under Minimum adult guests.

A cleaning fee of \$2.20 pp applies to any function over 200 guests.

Staff, Service, Catering, Beverages, Sound & Audio not included in room hire.

Prices quoted below do not apply to conferences. Tailored quote applies.

Room Hire charges cover the cost of cleaning and to set up the room to your requirements.

Lunch Bookings – Up to 4 hours room access is included with every lunch booking.

Dinner Bookings –Up to 4 hours room access is included with every dinner booking.

Wedding Bookings –Up to 6 hours room access is included with every wedding dinner booking.

Extended Hours – should you require additional venue use, charges for additional room hire of per hour or part thereof applies.

Weekend – for room hire purposes, weekend rates apply for Saturday and Sunday bookings.

Community and Sporting Groups – please see manager for community/ sporting group offers and sponsorships.

Please email or scan or present in person booking form for office records and proof of booking, in addition if using electronic banking make reference to name on booking form.

Name: _____

Organisation: _____

Address: _____

Town: _____

Post Code: _____ Phone: _____ Fax: _____

Mobile: _____ Email: _____

Date function to be held: ____ / ____ / ____

Have you paid the security deposit? Yes ___ How? No _____

Approximate number of adults attending: _____

TERMS

- I agree to pay for any damages or theft incurred at this function.
- A Security Bond of \$350.00 is due within 7 days of placing your verbal booking.
- With minimal numbers Bar attendant charges may apply.
- Menu choices, bar specification and food catering payment is due 7 days before your function.
- Bar Tab payable 50% 7 days in advance, balance before the night. Credit Card or Drivers license required as security for bar tab. Payment may be made by Cash, Cheque, Mastercard, VISA or by Electronic Deposit.
- Please make Cheques payable to The Carrington Bathurst.
- Credit Card Fees Apply. Visa, Mastercard and American Express 1.5% of total invoice.
- Sunday and Public Holidays – additional charges apply.
- All pricing is subject to change pending market and supplier price changes.
- I have read full terms and conditions below.

I accept the above Terms: _____

Print name in Full: _____

Signature: _____ Date: ____ / ____ / ____

PAYMENT OPTIONS – We accept payment at venue.

(1) Credit Card Payment

Name on Card: (eg John H Smith) _____

Name of Provider: (eg Westpac) _____

Card Number: (16 digits) _____

Card Expiry Date: (month plus year) _____

CVC number _____

I authorise The Carrington Bathurst to charge payment to my credit card above \$350.00 plus credit card fee.

Signature: _____ Date: ____ / ____ / ____

(2) Online Payment via The Carrington Bathurst Bank Account

Bank: St George, Howick St, Bathurst, NSW, 2795

Account Name: Artimuse Pty Ltd

BSB: 112879

Account Number: 411162936

I have paid the deposit of \$350 directly into The Carrington Bathurst bank account.

Authorised Signature: _____

Date: ____ / ____ / ____

OPENING HOURS – Open anytime by appointment including after business hours.
Venue / Rooms are available 7 days a week.

SCHEDULED TIMES

Lunch – room hire up to 4 hours included. Eg 12 till 4pm

Dinner room hire up to 4 hours included. Eg 7pm till 11pm

Weddings / Balls up to 6 hrs included. Eg 6pm till Midnight.

Additional Room Hire (on the day) is charged at \$180 per hour.

Conferences & Wakes – opening hours by arrangement.

Room Hire is defined and charged from the time the client requests we open doors eg 6pm until your guests have left the venue eg 12.30am. It is the clients responsibility to ensure guests leave function on time.

INCLUSIONS*

All sit down table service lunch and dinner bookings include:

White linen tablecloths, White Two Ply Paper Serviettes, Hand Polished Cutlery, Crockery and Glass wear.

Glass wear includes a wine glass, a water glass and filtered chilled water bottle placed on each table complimentary. All tables are set with a wine cooler, condiments (salt and pepper) and table numbers on tall number stands. A guest seating board, presents table, registration table and cake table is provided on request at no charge. Fully licensed bar is provided on request (conditions apply).

*Entertainment, Sound & Visual Requirements, Loading In and Out plus Bar / Beverage requirements are by specification and are not included.

DECORATING:

Weddings, two hours is provided in one block for decorating at no charge. Appointment required.

For all other functions, one hour is provided in one block for decorating at no charge.

Present Pick up is either on the day/night or next day Monday to Saturday.

Please see optional extra pricing for non included options and pricing.

LICENSE HOURS / ENTERTAINMENT

Liquor License up to 3.00am. Your function may up go to 3am by arrangement.

The Carrington permits clients to organise and book their own entertainment for events at the venue.

However, Entertainment must be approved by management.

Loading in and out, charges apply, Supervision of Audio/Visual technician may also apply.

Management reserves the right to control the volume of noise to meet our Place of Public Entertainment license requirements and to ensure our neighbours are not unnecessarily disturbed.

Performers must not place themselves or function guests at risk.

No smoke machines or lighting involving the use of exposed fire permitted. No candles on the stage.

SECURITY BOND & PAYMENT TERMS

A Security Bond of \$350 is required to confirm your booking. Cheques should be made payable to

The Carrington Bathurst. Your Bond is due within 7 days of you making a verbal booking. If the Bond is not received within 7 days we reserve the right to cancel your verbal booking and associated catering and offer our services and time to other clients. Your bond will be refunded within 14 days of your event pending providing the client has met terms and conditions of hiring room / venue.

CONDITIONS OF ENTRY

The Carrington is a licensed venue and therefore No BYO.

No Alcohol or any illegal substance is to be brought into the venue by you or your guests or by a supplier for consumption, injection or inhaling or for use as a give away or a present. Any person that brings alcohol or a prohibited substance into the venue will be asked to leave the venue regardless of their status or importance to the event. **Our venue policy** is that if any person is asked to leave and does not do so immediately that Police will be called and management will support police efforts to charge the person with “failure to leave licensed premises” which carries an on the spot fine of \$550.

At live entertainment events, under 18's are usually permitted but must be in the immediate presence and active supervision of a parent or legal guardian. Proof of ID may be required by both the under 18 and the parent to prove the relationship.

The Carrington reserves it's right to conduct over 18 years of age events. This is usually advertised.

CONDITIONS OF ENTRY

TERMS & CONDITIONS

For Ticketed events – either a hard copy ticket or an E ticket must be presented to gain entry. Persons part of a group must enter as part of the group ticket via a pre registered door list and group ticket.

PRICING

We endeavour to keep our prices consistent however, all pricing is subject to change with no notice pending market and supplier price rises. All prices listed are inclusive of GST at the current rate.

SURCHARGES

To comply with recent changes in legislation, The Carrington completes tailored quotes for any event on a Sunday or a Public Holiday. As a guide, Sundays are charged at an additional fee of 15% and Public Holidays are charged additional fee's of up to 40% additional to normal pricing structure.

SECURITY BOND & PAYMENT TERMS

We accept Cash, Eftpos, Bank Cheque or Direct Deposit (directly to our account). Company or personal cheque is accepted 14 days prior to event. No personal cheques on the night. No personal or company cheques are accepted for large catering jobs without written approval. (100 plus adults).

Bar Tab - 50% payable 7 days in advance, balance payable on the night.

Beverage Pack – payable in full 7 days in advance.

Entertainment Deposit - \$100 non refundable deposit to book an artist(s) at time of booking.

Full Eftpos facilities are available at our venue at 99 Keppel St Bathurst. If you wish to pay by credit card, this may be done either in person.

Credit Card Fees are charged to any payment made via credit card.

Visa, Master Card and American Express 1.5% of total. This includes payments at events.

If you fail to pay any bar or catering account or the balance of your account on time, our policy is to not refund your security bond and in extreme situations, to cancel your event without refund.

FUNCTION DETAILS / GUARANTEED NUMBERS

Final numbers / selections for your function must be supplied 10 days prior to the event. Should this deadline not be met, we cannot guarantee that all the clients' requests be fulfilled.

Numbers may only be increased after this deadline in consultation with Management. Should there be a **reduction in numbers** prior to your event, we reserve the right to charge the client for the numbers advised 10 days before the event. If there is a **delay in confirming final numbers** we will charge client for number of guests originally indicated or the actual attendance whichever is greater.

Table size and seating configuration must be supplied 14 days before event to ensure Linen requirements are met. 30 days notice for Catering events over 200 plus.

No refunds will be given for guests that do not show up to your function. All food and service catering is done based on the numbers provided by you 10 days prior to your event.

SPECIAL DIETARY NEEDS

Guests with special dietary needs must be advised to us 10 days before the event otherwise we cannot guarantee they will be catered for.

There is no extra charge for Celiac, Diabetic or Vegetarian Meals advised to us 10 days before your event. Special dietary meals advised after 10 days before event attract a 20% surcharge.

Guests with special needs diets must be named and advised where they will be seated (by table number).

Guests with special dietary needs advised to us after 10 days before your event will be treated as additional attendee's even if originally included in final number. Eg 200 guests advised. You advise late that 10 guests require special meals. Cost to you will be for 210 guests.

BABIES

Babies are welcome at The Carrington. Although we do not charge for infants that are not dining, it is very important that a **full space is allocated to infants** at a table. Eg 7 adults and 1 baby. Note that a pram takes up more room than a chair. It is dangerous to place infants in cots in walkways etc Infants are not permitted to be placed in bassinets on the floor.

CANCELLATIONS

If you cancel your event we will endeavour to sell the date you had booked. If we sell the date, we will refund you your security deposit in full. If we do not sell your date, you will not be refunded your deposit. If you change your booking date, a new deposit will be required and the above condition will be applied. Cancellations of event within 60 days will result in the loss of your security bond.

All cancellations are required in writing. Cancellations via E mail require a copy to be sent to The Carrington at 99 Keppel St Bathurst NSW 2795.

BAR SERVICE & GUARANTEE

At Carrington - For cash bar events there is a guarantee of \$500.00 or \$5.00 pp (whichever is greater) If the takings over the bar are lower than the guaranteed amount, then the client will be charged the difference which will be added to the invoice for the event.

At Carrington, bar service is assumed. Bar Staff are rostered one to 50 guests. If you require table service, additional service charges apply. We recommend an additional one steward per 50 guests for table service.

Off Site - For cash bar events off site there is a guarantee of \$550.00 or \$5.00 pp (whichever is greater) If the takings over the bar are lower than the guaranteed amount, then the client will be charged the difference which will be added to the invoice for the event.

If table service is required, we recommend additional stewards 1:50 guests recommended.

STAFFING SERVICE

Applicable for Ushers, Drinks Table Service and Cocktail Food Service if requested.

Monday to Friday (per hour – 3 hr min) \$25 / hr Saturdays (per hour – 3 hr min) \$30 / hr

Sundays (per hour – 3 hr min) \$36 / hr Public Holidays (per hour – 3 hr min) \$60 / hr

Calculated on one steward per 40 guests or part thereof.

Audio Visual Technicians, Lighting Technicians and Security Staff – price on application.

CONDUCT OF GUESTS

Should Carrington management believe that any guest(s) may affect the smooth running of the function operations, management reserves the right to remove the offending person(s) from the premises (including off site catering locations) and / or in extreme cases, to terminate the function.

The Carrington is required by law to cease service of alcohol to guests displaying signs of intoxication.

SUPPLY OF FOOD & BEVERAGE

We have a strict policy that all food (and beverages if applicable) be supplied by The Carrington. Food or beverages not supplied by us is not to be brought onto or consumed on our premises or off site catering location. (excludes celebration cakes).

DECORATIONS & TABLE CENTRE PIECES

- **up to 2 hour free in one block venue access is available for weddings by appointment.**
 - **Free 1 hour in one block venue access is available for all other functions by appointment.**
 - **You may either supply your own decorations or hire off us.**
 - Supervision Charges (Loading in and Loading out charges) apply to setting up decorations outside of the free time allocated to all events. This is charged at \$66 per hour or part thereof.
 - Please respect that The Carrington is a protected heritage building.
 - Candles must be white unless provided in an enclosed glass.
 - Candles must be enclosed and not drip on tables or guests. Covers under candles are required.
 - Replacements - Table clothes damaged by wax or flame \$55 / cloth.
 - **The use of confetti, table scatters, angel dust, metallic tinsel or rice are not to be permitted on the premises, on tables or on the paths entering the building. Use results in the automatic loss of your security bond.**
 - Flowers or tables centres must be brought to the venue fully made.
 - Pins or nails must not be used to put up decorations anywhere in the venue. Any damages caused to the venue will be taken from your security bond. Decorations must comply with OH&S requirements.
- Permission must be sought to place any materials up anywhere in the venue.**
- Decorations not removed / taken down by client incur cleaning and removal fees.
 - Please ensure that table centre pieces are not too large. If you have ordered a entrée platter (popular with very large functions), up to 3 large platter plates plus a bread roll basket may be required to be placed on the table to serve your guests. Note that these items will not be placed on your tables until just before your guests are due to arrive.
-

SECURITY

Carrington Security staff are required for student functions, 21sts, and any other event management deems appropriate. As a guide, approximate cost is \$3.50 pp calculated per 50 guests. Cost is higher during Bathurst Race Weekends.

RUBBISH REMOVAL

Please take all excess rubbish and decorations with you before leaving the function. We can do this for you for an additional cleaning fee.

INSURANCE / DAMAGES / LIABILITY

The Carrington Bathurst requires that all clients arrange their own insurance for events. The client will be responsible for the loss or destruction or damage to any property or any part of the used property or for any claim or loss, damage or injury however caused by the client or its employees, contractors, agents or guests. Should any damage occur, the patron will be charged for repairs accordingly. The Carrington takes all possible care but cannot guarantee any responsibility for damage to or loss of articles left on our premises or the off site premise location.

LOADING IN AND LOADING OUT CHARGES

Suppliers that deliver during clients free venue access for decorating – no charge.

Loading In and Loading Out charges apply to any entertainment brought to the venue. Cost is \$66 per hour or part thereof. This costs covers supervision of band, assisting band with power requirements, management of band cabling requirements and making sure your guests are not exposed to trip or fire hazards to meet OH&S requirements and venue operating overhead costs.

Loading in and out charges may also apply to any contractors associated with your event including but not limited to florists, cake suppliers, decorators and also to staff the venue to accept deliveries or pick up equipment after your event. Surcharges apply to Sundays and Public Holidays.

TABLE FLOOR PLAN / SEATING PLAN

Please advise us in writing the numbers of guests that will be seated on each table.

Please provide us with a copy of your table floor plan a minimum of 3 days before your function. If there are any changes to this plan, please advise us in writing. **By Law, the Final plan must be signed off with us to ensure an OH&S Work Safe Environment.**

AUDIO VISUAL EQUIPMENT

All audio visual equipment is additional to food and beverage catering requirements and must be organised in advance of your event.

Hire of audio visual equipment includes set up and testing of equipment but does not include audio visual technician(s) to assist you during your event.

If you wish to use The Carrington Stage, sound technician charges apply. Average cost is \$110 to set up and pull down. If you are bringing your own audio visual equipment, set up is with Carrington's approval.

SMOKING

Is not permitted anywhere inside the building including back stage.

Smoking is permitted outside in either of our 3 outside courtyard areas.

DISABLED FACILITIES

Please be advised that The Carrington does not have a disabled toilet.

With notice, a mobile disabled toilet can be hired in for you.

Access to the ground floor is flat and suitable for elderly and mobility aids.

SECURITY BOND

Your security bond of \$350.00 will be refunded within 14 days of your event providing the above terms and conditions of holding your event have been met. Please update your postal address with us if you change.