



KEEG
ROOM

CONFERENCE
PACKAGE



Industrial styling, personal beer garden and audio visual technologies are combined to deliver a unique conferencing offering for Yorke Peninsula.

Private Function Facilities

Keg Room is private but is part of the Coopers Alehouse complex. The room is self-contained with our in house AV system and all the items you will require for your conference. Clever seating options for breakaway group activities are included.

Professional Staff

Our staff ensure the smooth running of your function and are onsite to meet your requirements.

COOPERSALEHOUSE.COM.AU

11 Heritage Drive, Wallaroo 8823 2488



Features included in hire:

- 108 inch screen
- NEC HD projector with WiFi connection
- WiFi
- Cordless microphone
- Laser pointer
- Quality QSC speakers
- Private outdoor area
- High and low seating options
- Flip chart with butchers paper
- Whiteboard and markers
- Clipboards and paper
- Pens
- Mints

Function options:

Cocktail	Seats 120 people
U shape	Seats 30 people
Board Room	Seats 42 people
Theatre	Seats 40 people



event plan

Keg Room at the Coopers Alehouse
11 Heritage Drive Wallaroo 8823 2488

Name: Start time:

Date: Numbers attending:

Sandwiches and wraps at \$16 p/head with
continuous tea/coffee and orange juice (time) (qty)

Dietry requirements: Gluten free (qty) Dairy free (qty)

Side salad options p/head

Pumpkin, fetta and cous cous salad at \$5 (time) (qty)

Garden salad at \$5 (time) (qty)

Caesar sald at \$5 (time) (qty)

Morning tea options

Brekkie wrap with egg, cheese
and bacon at \$7 p/head (time) (qty)

Raspberry muffins at \$4 p/head (time) (qty)

Fresh fruit platters at \$4 p/head (time) (qty)

Afternoon tea options

Lemon cupcakes at \$4.50 p/head (time) (qty)

Choc mud cupcakes \$4.50 p/head (time) (qty)

Raspberry muffins at \$4 p/head (time) (qty)

Scones with jam and cream at \$4 p/head (time) (qty)

AV options

Projector and screen

Powerpoint remote

WiFi

Clipboards and pens

Cordless microphone

Whiteboard

Flip chart

Whiteboard markers

Seating style

Boardroom

U-shape

Theatre

Cocktail

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room hire

Keg Room at the Coopers Alehouse
11 Heritage Drive Wallaroo 8823 2488

Standard hire

- Monday-Friday 9am-5pm \$200
- Monday-Friday 6pm-11pm \$200
- Extra 1 hour \$100

Start time

Finish time

Special notes

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Total cost

Signature: Date:

Function Coordinator: Date:

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terms and conditions

Keg Room at the Coopers Alehouse
11 Heritage Drive Wallaroo 8823 2488

Keg Room proudly offers beautiful facilities and professional, friendly service. To ensure your utmost satisfaction we ask that you kindly adhere to the following Terms and Conditions which have been prepared to assist you in planning a successful event. Keg Room is part of the Coopers Alehouse Wallaroo.

Booking and payment

To confirm your function you will need to have met with our Function Coordinator, conducted a complete inspection of our facilities and have approved the proposal prepared for you by our Function Coordinator. You will then receive our written confirmation outlining all details of your event. A deposit invoice will accompany this advice. In order to ACTION your CONFIRMATION you must:

- Pay a deposit of \$200. Pay your deposit to the Coopers Alehouse Wallaroo and return a completed and signed copy of these T&Cs. Should the required deposit and signed terms and conditions not be received within 10 (ten) working days we reserve the right to re-allocate the use of the function room at our discretion.

Payment terms

- Payments can be made by Credit Card. Amex (3% surcharge), VISA (1.5% surcharge), Mastercard (1.5% surcharge) or by Cheque made payable to Coopers Alehouse Wallaroo.
- Your final estimated event charge must be received by the Coopers Alehouse Wallaroo 10 (ten) working days prior to your event any amount over the pre-paid total event charge must be paid prior to your departure on the night of your event.

Minimum spend \$200 food; \$200 room hire.

Final numbers

Final catering must be given TEN (10) working days prior to your event. Your numbers given at this time will be considered final and you will therefore be deemed responsible to pay the full amount that you have confirmed.

Pricing and GST

Quoted prices are subject to change outside of 12 months prior to event. All rates are given in \$AUD and are inclusive of Goods and Services Tax.

No BYO

No BYO food or beverage is permitted to be brought into the Coopers Alehouse Wallaroo for consumption at your event.

Labour charges

General cleaning is included in your room hire. Additional cleaning charges MAY be incurred where an event has created cleaning requirements to be over and above normal general cleaning.

Function times

Function MUST be concluded by midnight, after which time you will be charged \$300 per hour or part thereof for every hour after midnight.

Function cancellations

All initial deposits are non-refundable. The following cancellation fees will also apply if your event is cancelled within these times:

- Less than 30 days notice – your initial deposit will be forfeited and any progress payments made.
- Less than 10 working days notice – you will be liable for all costs confirmed for your function and no refunds will be given.

All cancellation notices must be given in writing to functions@coopersalehouse.com.au

Function details

The following requirements pertain to decorations, exhibits, music, signage etc. to be used at your event:

- Please advise ten (30) working days prior to your event details of your room decoration and requirements. Attaching anything by nails, screws or adhesive in any way to any wall, door or other part of the Coopers Alehouse Wallaroo is strictly prohibited.
- The use of smoke machines, special effects and/or pyrotechnics is prohibited. Should the Fire Brigade respond to an alarm, which has been set off by an unauthorized use of smoke machines, special balloon effects and/or pyrotechnics, you will be liable for any charges incurred by us.
- Minimum charge \$200 food. \$400 minimum spend for use of the Keg Room
- All deliveries to the Coopers Alehouse Wallaroo must be advised to us before delivery and must be delivered to the Coopers Alehouse Wallaroo booked and marked with the name and date of your event.
- All music is to be supplied by Function Organiser. Volume level will be controlled by staff.

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Keg Room at the Coopers Alehouse
11 Heritage Drive Wallaroo 8823 2488

Conduct of your function

Unless otherwise agreed by the Coopers Alehouse Wallaroo your event must finish at the time specified in your event plan and no later than midnight unless negotiated with your function coordinator. Your event must be conducted in an orderly and lawful manner. The Keg Room reserves the right to end your event if we believe the event is not being conducted in an orderly and lawful manner. We hold no responsibility for costs, damages or expenses that you may incur in relation to our decision to terminate your event. The Coopers Alehouse may remove or deny entry to anybody being disruptive or acting in a disorderly manner. You are not permitted to exceed noise levels, which, in the opinion of the Keg Room may disturb other guests of the Coopers Alehouse Wallaroo or disrupt the normal operations of the Coopers Alehouse Wallaroo. You must ensure your guests and other invitees at your event do not breach any statutes, by-laws, or regulations including the Coopers Alehouse Wallaroo's liquor license and fire regulations.

Damage

The client shall pay for any damage sustained to the Keg Room or the Coopers Alehouse Wallaroo caused by the client or the client's guests, agents or any persons associated with the event in rooms allocated to the event or any other area of the Coopers Alehouse Wallaroo. The hotel, agents and/or staff are not liable for injury, damage or loss of any nature and however caused (whether as a result of negligence or not) suffered by the client or any persons associated with the event, whether before, during or after the event and the client shall indemnify and keep indemnified the Hotel against any cost, clients or demand in respect of such injury, damage or loss.

Liquor Licensing Act

Management and staff will abide by all conditions set down in the Liquor Licensing Act.

Circumstances beyond our control

If the Keg Room is unable to provide the facilities or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the agenda due to circumstances beyond our control, the Keg Room is not responsible for any costs, damages or expenses you may incur.

No responsibility

The Keg Room is NOT responsible for:

- Theft, damage or loss of any goods brought into the Keg Room or any introduction of food to the event and the effect of it afterwards.
- Theft, damage or loss of any goods that may occur within the car park.

Indemnity

You are responsible for and must indemnify the Keg Room for:

- Loss or damage to the Keg Room or the Coopers Alehouse Wallaroo arising out of your use, or any person attending the event.
- Any claims for loss, injury, death or damage of any kind arising from your use, or any persons attending the event, which is caused or contributed to by your negligence or that of persons attending the event.

Agency

Unless otherwise agreed, the party which signs these terms and conditions will be the party responsible for the payment of the event charge. Certain functions may require specific guidelines that are not contained above. Whilst every attempt has been made to cover these, your Function Coordinator will highlight additional concerns. Please read these terms and conditions carefully. If you do not understand any of the terms or have any questions, please discuss them with our Function Coordinator or General Manager. If you have read and understood the event terms and conditions set out above and accept them, please sign below. In signing these terms they are binding upon you. Keg Room is part of Coopers Alehouse complex.

Name: Date:

Address:

Event date:

Total estimated guests: Total estimated cost:

Total food package: \$ Beverage bar tab: \$

Signature: Date:

Function Coordinator: Date: