

# The Pavilion

N46 CARRICK HILL DRIVE, SPRINGFIELD, SA 5062

CORPORATE EVENTS 2023-2024



## *the* SPACE

Nestled in the beautiful gardens and grounds at Carrick Hill, The Pavilion offers the perfect backdrop for your next function or event. An elegant space, with outstanding service to match, overlooking the beautiful Adelaide CBD and sweeping views of the sea.

Just 10-15 minutes from the Adelaide CBD, set amongst a unique backdrop, the team and family behind Chianti, Bar Torino and Rozelle's can ensure your event is delivered seamlessly, with mouthwatering food and exceptional service.

We pride ourselves on tailoring an experience to suit your tastes, style and needs, so please speak to our events coordinator.

## *capacity*

Seated events up to 180

Standing up to 220

Minimum spend applicable.

## *facilities*

The Pavilion offers:

- Floor to ceiling windows that provide plenty of natural light and views overlooking the Adelaide skyline.
- Digital AV & projector screen.
- Sound system and microphone.

## *the* MENU

Whether it be seated or a standing, let us help curate the perfect menu for your next function.

### *canape*

5 x Canapes - 1.5 hour food service  
\$55 pp

9 x Canapes + 1 x Pasta - 3 hour food service  
\$95 pp

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### *set menu*

Set Entree, Set Main Course, 1 x Side.  
\$75 pp

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### *shared menu*

2 x Shared Entrees, 2 x Shared Mains, 2 x Sides.  
\$95 pp

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### *guest's choice*

Choice of 2 x Entrees & 2 x Mains, 1 x Side.  
\$100 pp

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### *optional extras*

Canapes + \$8 per person per item  
Pasta Canape + \$16 pp  
Alternate serve + \$5 per person per course  
Additional sides + \$5 pp  
Dessert + \$15 pp  
Tea and Coffee + \$3.50 pp  
Biscotti, Tea & Coffee + \$6 pp



### *room inclusions*

- Digital AV & projector screen
- Bluetooth sound system
- Microphones (2)
- Hearing loop available

We will assist with the use of our AV equipment, however we do not responsibility for AV connectivity.

## *morning OR afternoon TEA*

Perfect for a morning or afternoon workshop, launch or meeting.

*\$16 per person*

Scone, strawberry jam, clotted cream  
Tea and coffee  
Purezza still and sparkling water

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### *menu add ons*

Seasonal Fresh fruit (gf) + \$8pp  
Lemon, ricotta, pistachio cannoli (gf) + \$8pp  
Lamington (gf) + \$5pp  
Freshly baked assorted Danish pastries + \$6pp  
Scone, strawberry jam, clotted cream + \$8pp  
Toasted muesli, yogurt, + \$7pp  
Pancetta, egg, milk bun + \$10pp  
Ham and fine herb quiche + \$7pp  
Mushroom and comté quiche + \$7pp  
Arancini + \$6pp  
Smoked salmon tart, whipped ricotta, capers + \$6pp  
Antipasti Misti + \$20pp  
Cured meats, fior di latte, arancini, globe artichoke dip,  
marinated olives, garlic and herb focaccia  
Cheeses + \$16 pp  
Selection of Australian and international chesse, wattleseed  
lavosh, quince paste, apple

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### *drink add ons*

Juice + \$4pp  
Soft drinks, Beer, Wine and Cocktails can be available  
and charged on consumption.



### *minimum spend*

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Minimum spend or Venue Hire will be calculated based on individual requirements - please speak to our Events Coordinator for a quote.

## *all day* WORKSHOPS

Build an all day catering package that works for you and your event. Please speak to us to design a bespoke package.

### *drinks*

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Purezza still and sparkling water + \$3pp (all day)

Tea and coffee +\$3 pp (per break)

Tea, coffee and juice +\$7 pp (per break)

Soft drinks, Beer, Wine and Cocktails can be available and charged on consumption.

### *morning tea afternoon tea*

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See the selection of items on page 4

### *sundowner drinks*

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Pick a beverage option from page 6 and enjoy the incredible views from The Pavilion of Adelaide all the way to the sea.

Add Canapes +\$8 pp per item.

### *lunch options*

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*These options are designed to be served over a quick lunch break.*

\$24 PP | PANINI LUNCH

Selection of freshly made panini

- Roasted capsicum, rocket and stracciatella
- Prosciutto cotto, fior di latte mozzarella, basil
- Roast chicken, Sicilian olive, basil, provolone

\$32 PP | PANINI & SALADS

- Selection of freshly made panini
- Trofie pasta, pesto Genovese salad
- Cos lettuce, radicchio, fennel, apple, shallot white balsamic

\$46 PP | HOT BUFFET LUNCH (self serve)

- Freshly baked herb focaccia
- Wood roasted chicken, capsicum, oregano
- Cauliflower, agrodolce, almond, currants, herbs
- Crispy potatoes rosemary and garlic
- Broccolini, confit shallot, roasted pine nuts
- Cos lettuce, radicchio, fennel, apple

\$60 PP | ALTERNATE SERVE

1 course lunch

- Bread and butter
- Alternate serve Main course (chicken or beef)
- 2 sides

# *beverage* PACKAGE

All beverage packages include Purezza still and sparkling water, soft drinks, selection of beer.

Beverage packages start with a minimum of 2 hours and can be increased by \$10.00 PP per hour

## *foundation beverage package*

- Frankie Sparkling Brut
- Emmalene Sauvignon Blanc
- Yalumba 'Eden Valley' Chardonnay
- Zentangle Pinot Noir
- Frankie Shiraz

2 HRS - \$35 pp

## *premium beverage package*

- Clover Hill 'MV' Sparkling Brut

*select 4 of the following -*

- La Prova Pinot Gris
- Rieslingfreak No.3 Riesling
- Spider Bill Chardonnay
- Mazi Grenache Rosé
- Corduroy Pinot Noir
- Ottelia Sangiovese
- Head 'Red' Shiraz

2 HRS - \$55 pp

## *deluxe beverage package*

- NV Taittinger Cuveé Brut Prestige
- Maison Saint Aix Rosé

*select 4 of the following -*

- Shaw + Smith Sauvignon Blanc
- Oliver's Taranga Fiano
- Murdoch Hill Chardonnay
- Corduroy Pinot Noir
- Gullyview Estate 'The Fruitful' Grenache
- Alkina 'Chianti X Alkina' Shiraz

2 HRS - \$70 pp

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## *beverages ON consumption*

If you opt to have beverages charged on a consumption basis, rather than a set beverage package, a minimum beverage spend per person is applicable and calculated by the length of service required for your event.

We can offer a selection of up to 5 different wines to be offered to guests in addition to beers and softdrinks.

Purezza still and sparkling water is charged at a flat fee of \$3 pp.



## *minimum* SPEND

A minimum spend is applicable to bookings in The Pavilion. Please speak to our events team to discuss further.

## *parking* AND *access*

Guest parking is available onsite. Two accessible carparks are located next to The Pavilion. The grounds are open to the public Wednesday to Sunday and Public Holidays from 10am to 4:30pm.

## *preferred* SUPPLIERS

The Pavilion works closely with a number of suppliers in South Australia. Our Event Manager can assist you in finding the perfect team to ensure the smooth delivery of your event. Please speak to us for more details.

## *next* STEPS

Contact us via email to arrange a tour of The Pavilion and grounds.

Tentative bookings can be held for your preferred date for 5 working days.

*planning your*  
EVENT AND  
*function*

*today*

Book your site tour - Join us for a complimentary 20 minute tour.

Secure your event date (tentative bookings are held for a maximum of 5 days)

To secure your booking and date:

- sign the contract provided with our terms & conditions
- pay your \$2000 deposit (this will be invoiced)

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*21 days prior*

Schedule your final 'Run Through' meeting. At this meeting you will need to provide:

- Confirm final guest numbers
- Confirm your final menu
- Confirm your final seating plan
- Confirm bump in and bumpout times for setup and suppliers
- Finalised event timings/ Running schedule
- Confirm guest allergies/Dietary requirements

(An administration fee may be applied for the late provision of information).

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*14 days prior*

Review your final Event Order with timings and sign.

Full and final payment is due. This will reflect your final confirmed guest numbers and final menu and beverage selections.

Credit card details must be provided (complete the credit card pre-authorisation) for incidentals and any additional charges.



# *terms AND conditions*

## **THE SITE**

Carrick Hill is a Government operated site. Though we aim to do our utmost to accommodate your requests, we are bound by the guidelines and stipulations of Carrick Hill and the State Government.

## **BREACH OF TERMS**

If the terms and conditions of hire are not adhered to, a penalty fee may be charged to rectify the breach of terms through the credit card pre-authorisation.

## **TENTATIVE BOOKINGS**

Tentative bookings will be held for 5 working days before being released for resale. The Pavilion will not take responsibility if booking confirmations or deposits are not received within this timeframe and the space has been re-allocated.

## **TO SECURE YOUR BOOKING**

To secure your booking, you must:

- sign the booking contract; and
- pay a non-refundable deposit of \$2000

## **FINAL GUEST NUMBERS and PAYMENT**

21 days prior to your event, we require final confirmation of guest numbers including children.

14 day prior, Full and final payment is due. This will reflect your confirmed guest numbers and final menu and beverage selections. Credit card details must be provided for incidentals and any additional charges.

## **MINIMUM SPEND and SPECIAL EVENT FEE**

A minimum spend is applicable to bookings in The Pavilion, and a special event fee may be imposed at the discretion of The Pavilion. Please speak to our events team to discuss further.

## **PRICING and AVAILABILITY**

Prices are correct at the time of quotation, these prices are valid until June 2025. Due to fluctuating market conditions, we reserve the right to change prices at our discretion. Prices include GST unless otherwise stated. We reserve the right to change or withdraw any items or services for sale up to and including at the time of the event. We will advise you of any changes that need to be made and endeavour to replace the item with a suitable alternative. We will not be liable for impact to the client or its customers as a result of price changes, menu or service changes.

## **LATE NOTIFICATION or CHANGES**

The late provision of information to the Favaro Group may incur an administration fee.

Any amendments made to selections of menu, beverages or otherwise may incur an additional fee.

## **SUNDAYS and PUBLIC HOLIDAYS**

Sunday events will incur a 10% surcharge and public holidays will incur a 20% surcharge on Food and Beverage Packages and staff charges.

## **DIETARY REQUIREMENTS**

Dietary requirements are required 21 days prior to your event. We will make best efforts to cater for dietary requirements and food allergies, however we cannot guarantee that meals provided are to exact specifications. Our kitchens contain traces of ingredients that some guests may be allergic to.

## **CREDIT CARD**

**SURCHARGE:** All credit card payments are subject to a surcharge of 1-3%. Please note that the credit card fees are not refundable.

**PRE-AUTHORISATION:** A credit card pre-authorisation must be supplied 14 days prior to the event to cover incidentals, additional charges and damages.

## **MENU SELECTIONS**

Final confirmation of your menu selections are required 21 days prior to your event.

## **CANCELLATIONS**

Cancellation or part cancellation of an event must be received in writing. In the event of a cancellation, the booking deposit and other monies paid will be forfeited according to the following:

### **GROUNDS HIRE**

If a ceremony booking is cancelled more than 90 days before the booked date, you will be refunded 50% of the total ceremony fee. No refund will be provided for a cancellations that occur within 90 days of the nominated ceremony date.

### **THE PAVILION**

If the booking is cancelled 90 days before the event, a cancellation fee of 25% of the total estimated value of the event, plus 20% of hire equipment if applicable, is payable. If a cancellation occurs within 14 days or less 80% of all costs are payable.

## **ALCOHOL**

Only beverages provided by The Pavilion may be consumed, unless otherwise pre-arranged. Alcohol is not permitted to be consumed by the client or customers outside of the licensed hire area.

We cannot guarantee vintages or availability of all wines in each beverage package.

We are licensed until 11:30pm in the Pavilion. Please enquire for license restrictions on the grounds.

The Pavilion reserves the right (under the Liquor Licensing Act 1997) to refuse service of alcohol to intoxicated or disorderly patrons. These patrons may also be asked to leave the premises. Through the Liquor Licensing Act, we have a duty of care for staff and patrons and we therefore act accordingly. We do not supply Liquor to persons under 18 years of age and therefore reserve the right to request suitable identification. Any adult supplying alcohol to a minor will be removed.'

# *terms AND conditions*

## **CATERING**

Catering for all functions at Carrick Hill is provided by The Pavilion and Favaro Group. Self-catering (excluding picnics) is not permitted on site.

## **CREW MEALS**

All crew meals including dietaries must be confirmed 21 days prior to your event. All crew meals are charged at \$65 PP on your final invoice prior to your event.

## **SUPPLIERS**

Any suppliers engaged by the client shall arrange all bump in and out times with The Pavilion no less than 21 days prior to the event. All deliveries must be made as per times agreed. Once confirmed we require a supplier contact list to ensure your event runs smoothly. All suppliers must collect goods for bump out the following day, no later than 10am as agreed, along with removal of all installations (balloons, flowers etc).

## **SOCIAL MEDIA and PUBLICITY OPPORTUNITIES**

We may be presented with publicity opportunities to promote events through our public relations and social media networks. We will ask you at time of confirmation if you are happy for us to include the fact we are hosting your event. Drones are not permitted on Carrick Hills property

## **THEMING**

We accept place cards, menus, and favours for table settings. Place cards must be separated into guest tables and in order as per your floor plan. All items must be labelled and delivered to The Pavilion at Carrick Hill 3 days prior to your function.

Any hanging florals must be collected by suppliers - a clean up charge will be applied if left on site.

The Pavilion are unable to store any items on site prior or post event..

## **CANDLES**

Open flames, and the lighting of candles in the gardens and grounds is strictly prohibited. Enclosed candles only are permitted in The Pavilion.

## **HIRE EQUIPMENT**

You are responsible for any hire arrangements for furniture or equipment, including the set up and pack down. The set up and pack down are to be completed within the booking time.

Hired furniture must only be delivered between delivery times that are confirmed with The Pavilion due to other functions that maybe held prior to your event. All theming and hired furniture must be collected immediately after your event.

The Pavilion are unable to store any items on site prior or post event.

## **EQUIPMENT**

All electrical equipment brought onto the grounds must be tagged and tested in accordance with current Occupational, Health, Safety and Welfare regulations.

## **CLEANING and CONFETTI**

General cleaning is included in the cost of the function. If cleaning requirements following the event are deemed excessive, additional cleaning charges will be incurred.

All rubbish from bump in, or guests must be removed from the site.

## **AV and ENTERTAINMENT**

PAVILION: We provide a projector, retractable screen and microphone. We do not take any responsibility for AV connectivity. Please contact our preferred AV company to ensure your connectivity requirements and for any further AV equipment supplies and needs.

Speakers in The Pavilion provide background music. Your requested content can be projected through our system. DJ's or bands will need to provide their own equipment. The Pavilion and Favaro Group reserve the right to lower or stop any music if it considered too loud for local residents bordering the property. Clients must comply with any volume requests made by The Pavilion and Favaro Group.

GARDEN: Any music for entertainment purposes in the gardens must be acoustic and non-amplified. Carrick Hill reserves the right to stop any music if considered too loud for other visitors or local residents bordering the property. Clients must comply with any volume requests.

## **DANCE FLOOR**

We recommend a dance floor area if you are having a DJ or band. We can recommend a preferred supplier to assist, or you can arrange yourself. A cleaning fee may apply if no dance floor is installed.

## **PRINTED MENUS**

We include A5 printed menus on light weight GSM card, one per person. You are welcome to provide your own and we will provide by email menu and wine details, however please check prior to printing as descriptions may vary season to season.

## **LINEN**

We will provide a base range of linen tablecloths and napkins. Please ask if you would like to discuss an alternative option with our supplier. Fees may apply for the change of linen. If you would like to theme our napkins, (ie. by tying a ribbon or place card) please arrange to collect from The Pavilion up to one week prior to the function date. Themed napkins must arrive 3 days prior to the function, folded/rolled ready for placement on tables.

## **SMOKING**

No smoking is permitted in the garden, grounds, inside Rozelle's or The Pavilion. There are designated smoking areas. Please check with staff and ensure your MC communicates this information to your guests.

## **DAMAGES**

You and your guests are financially responsible for damages to property or equipment caused whether accidental or otherwise. This includes damage to the interior and exterior of buildings, property of the Favaro Group, gardens, grounds, walls and flooring (including use of 3M hooks, items suspended from the ceiling and excessive soiling for the carpet.

## **DISCLAIMER**

We will not be liable for any loss, injury, theft or damage of personal goods brought to the venue by clients or guests of the clients.

# *terms AND conditions*

## **SECURITY**

Security is charged at a direct cost for each event at \$56-70 per hour with a minimum charge of 4 hours (prices are quoted and may vary based on a formal quotation). Security must be provided throughout your event with a ½ hour either side of your start and finish time.

## **MARQUEE or INFRASTRUCTURE**

No marquees or infrastructure are permitted on the grounds.

The Pavilion and Favaro Group shall not be liable for the cost of any additional umbrellas that may be required in the event of wet weather, significant or the like. We strongly recommend setting aside a contingency to cover these costs should they be required.

## **PHOTOGRAPHY**

It is the responsibility of the client to ensure photographers booked for their event are aware of the booking times and that they are strictly adhered to. Photographs can be taken anywhere within the grounds only provided there is not another booking in the area and it is within the booking time. The use of drones are not permitted unless written pre-approval has been given.

## **PUBLIC AREAS**

Please note that Carrick Hill is open to the public from 10.00am to 4.30pm Wednesday to Sunday and Public Holidays. No inconvenience shall be permitted to other public visitors to Carrick Hill. Exclusive use of the garden and grounds is not possible during normal opening hours. However, reasonable action will be taken to ensure your area remains private during your hire period.

## **THE PAVILION BALCONY**

Please note that the licensed capacity on the balcony of The Pavilion reduces to 20 guests after 10:00pm.

Music outdoors must stop at 9:00pm.

The balcony doors must be closed and remain closed at 10:00pm.

## **FALSE ALARM FEE- MFS METROPOLITAN FIRE SERVICE**

Should either you as the hirer, or an event attendee falsely trigger the buildings smoke/fire alarm(s), causing the MFS to attend the building, the false alarm call-out fee (set by the MFS) will be recovered from you.

## **FIRE AND SPECIAL EFFECTS**

Smoke machines, dry ice machines, candles, sparklers, gas cylinders, explosive devices or any items with a naked flame are not permitted.

Equipment, fittings or materials must not be placed in a position that will obstruct designated exit points. The hirer will take all reasonable precautions against any loss or damage by fire.

## **EXTREME EMERGENCY**

In the unlikely event that Carrick Hill is shut down because of an extreme emergency, Carrick Hill and The Pavilion reserve the right to cancel the event booking and will refund monies paid. We will provide as much notice of any cancellation as possible.

## **WEATHER POLICY**

In the event that Carrick Hill experiences inclement weather that may affect an event, The Pavilion unfortunately can not guarantee an alternative location for events to be held.

The Pavilion and Favaro Group reserve the right to reschedule, rebook or relocate an event held in the grounds if we deem it necessary for the safety of staff and guests.

## **CATASTROPHIC FIRE DAYS**

Carrick Hill is located in an area that may be impacted by Catastrophic Fire Days in the warmer months. In the event that your booking falls on a Catastrophic Fire Day, every attempt will be made to keep the property open for the booked function and that every safety precaution is taken. Should it be deemed too dangerous to permit the booked function to proceed at the required time, Carrick Hill will give as much notice of the cancellation as possible and alternative dates will be provided so the event can be rescheduled.

## **RESTORATION WORK AT CARRICK HILL**

Carrick Hill is a historic site and, by necessity, from time to time requires restoration and maintenance work. This work will usually be carried out during the closure of the site in July each year, however some work may not be possible during the July timeframe and may be scheduled during other months of the year. Normal operations and events will continue during these times. From time to time Carrick Hill may have scaffolding, hoardings and other structures erected for safety purposes, both inside and outside the building.

## **OUR COMMITMENT TO THE ENVIRONMENT**

We take our environmental responsibilities seriously. We have a proactive approach towards reducing our carbon footprint and creating a sustainable environment. Dogs (and other animals) are permitted in the formal gardens at Carrick Hill. Animals must be on a leash / restrained at all times. Animals are not to enter the bushland area.