

The Pavilion

N46 CARRICK HILL DRIVE, SPRINGFIELD, SA 5062

DAY CONFERENCES 2026



welcome TO *the* PAVILION

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.

the SPACE

capacity

Open Rounds (with view to the projector)

- 96 pax
- 8 per round

Complete Rounds (some guests with backs to the projector)

- Seated events up to 150

Theatre Style

- 120pax

facilities

- Digital AV & projector screen
- Sound system and microphone
- Guest parking available onsite
- Two accessible carparks located next to The Pavilion

room hire

Monday to Thursday (excl Public Holidays) | \$650

- includes room access for 8-hours
- additional 30 minutes | \$160

Friday to Sunday events on request



hot BREAKFAST

SET BREAKFAST | 1 Option + Tea & Coffee | \$42 PP

ALTERNATE SERVE | 2 Options | +\$4 PP

beverages

Nespresso coffee & tea station | *self serve* | *included*

Purezza still & sparkling water | *included*

Orange juice | +\$5 PP

menu

EGGS BENEDICT

English muffin, prosciutto cotto, poached eggs, hollandaise

FRITTATA

Zucchini and pecorino frittata, pickled shallot, salsa verde.

AVOCADO BRUSCHETTA

Sourdough, whipped ricotta, heirloom tomato, avocado, poached egg.

TRADITIONAL BREAKFAST

Fried eggs, bacon, roasted tomato, sourdough.

add

To have before or after your hot breakfast:

- Toasted muesli, yoghurt, passionfruit + \$8pp
- Seasonal fresh fruit (gf) + \$9pp
- Assorted Danish pastries + \$8pp



morning AND *afternoon* TEA

Build an all day menu that works for you and your event, with items perfect to enjoy during morning or afternoon breaks.

sweet

Scones, strawberry jam & cream +\$8pp

Seasonal fresh fruit (gf) + \$9pp

Sicilian cannoli, ricotta, pistachio, citrus, chocolate (gf) + \$8pp

Assorted Danish pastries + \$8pp

Toasted muesli, yogurt, passionfruit + \$8pp

savoury

Zucchini & pecorino frittata + \$7pp

Arancini + \$6pp

Antipasti + \$20pp

Cured meats, fior di latte mozzarella, marinated olives, sourdough and arancini.

Cheese + \$16 pp

Selection of cheese, house lavosh, sourdough, quince.

beverages

Purezza still and sparkling water | *All Day* | \$3 pp

Nespresso coffee & tea station | *self serve* | *All Day* | \$12 pp

Orange juice | *per break* | \$5 pp

Soft drinks | *per break* | \$5 pp



lunch PACKAGES

Select the perfect lunch package to suit your event - whether it be a relaxed panini spread or a plated lunch with full table service.

quick AND casual LUNCH | *Self-Serve Buffet*

PANINI LUNCH | \$26 PP

Selection of panini

- Eggplant sott'olio, stracciatella, rocket
- Prosciutto cotto, fior di latte mozzarella, basil
- Roast chicken, Sicilian olive, basil, provolone

PANINI & SALADS | \$36 PP

- Selection of panini
- Golden beetroot, beluga lentils, goats feta, sunflower seeds
- Cos lettuce, radicchio, fennel, apple, shallot white balsamic

HOT BUFFET LUNCH | \$48 PP

- Sourdough bread
- Wood roasted chicken, capsicum agrodolce, jus
- Cauliflower, fennel, pepitas, currants, herbs
- Crispy potatoes rosemary, garlic
- Broccolini, confit shallot
- Cos lettuce, radicchio, apple, shallot white balsamic

serviced LUNCH | *Table Service*

set menu

1 Course | \$55 PP

2 Course | \$75 PP

3 Course | \$95 PP

All set menus include 1 side

Alternate serve + \$5 PP per course

Additional sides + \$5 PP

shared menu

2 x Shared Entrees, 2 x Shared Mains, 1 x Side | \$95 PP

Add Dessert | individual | \$15 PP

guest's choice

Choice of 2 x Entrees & 2 x Mains, 1 x Side | \$115 PP

Add Dessert | individual | 2 Choices | \$20 PP



beverages

Purezza still and sparkling water | *All Day* | \$3 pp

Nespresso coffee & tea station | *self serve* | *All Day* | \$12 pp

Besa Juice Bottles | *per break* | \$5 pp

Soft drinks | *per break* | \$5 pp

end of session HAPPY HOUR

Perfect for post conference networking.

Enjoy a selection of local wines, beers and soft drinks.

Allow your guests to mingle, network and enjoy the incredible views from The Pavilion balcony.

FIRST HOUR | \$20 PP

SUBSEQUENT TIME | \$8 PP PER HALF HOUR

ADD CANAPES | \$9 PP per item

planning YOUR *function*

today

Tentative bookings can be held for 5 days

To secure your booking:

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

14 days prior

- Confirm final guest numbers
- Confirm your final menu
- Confirm guest allergies/Dietary requirements
- Finalise event timings/ Running schedule
- Review your final Event Order and sign.

Full payment is required prior to the function - this will reflect your confirmed guest numbers



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 business 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

KEY DEADLINES

To ensure the smooth delivery of your event, the following details must be finalised and provided to The Pavilion by the Client:

14 days prior:

- Final guest numbers
- Final dietary requirements.
- Final Food and Beverage Selections
- Supplier contact list and all bump-in/bump-out requirements.
- Full and final payment
- Credit card pre-authorisation for incidentals and additional charges.

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.

MENU SELECTIONS

Final confirmation of your menu selections are required 14 days prior to your event.

DIETARY REQUIREMENTS

Dietary requirements are required 14 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. If dietary requirements and food allergies are of a serious nature, we recommend guests provide their own meals.

PRICING and AVAILABILITY

Prices are correct at the time of quotation, these prices are valid until Dec 2026. 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.

CREW and SUPPLIER MEALS

All crew meals must be confirmed 14 days prior to your event.

MINIMUM SPEND and SPECIAL EVENT FEE

A minimum spend may be 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.

LATE NOTIFICATION or CHANGES

The late provision of information to The Pavilion may incur an administration fee.

Any changes to menu, beverage, or other selections made after the due date may incur additional fees.

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.

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:

THE PAVILION

If the booking is cancelled 21 days before the event, a \$500 cancellation fee will be incurred. If a cancellation occurs within 14 days or less the full deposit will be retained as a cancellation fee. If a cancellation occurred within 5 business days of less, 50% of the total estimated value of the event will be payable.

GROUNDS HIRE

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

terms AND conditions

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.

In The Pavilion licensing is as follows

- Sunday to Thursday - Last drinks will be served at 10.30pm, license ends at 11pm
- Friday + Saturday - Last drinks will be served at 11.30pm, license ends at Midnight.

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.

CATERING

Catering for all events and functions at Carrick Hill is provided by The Pavilion. Self-catering is not permitted on the site.

THEMING, STYLING, HIRE EQUIPMENT

The Client must provide a comprehensive supplier contact list for all businesses and individuals engaged for the event, enabling The Pavilion to coordinate scheduling with ease.

All third-party suppliers must liaise directly with The Pavilion to confirm delivery and bump-in/bump-out times, with all arrangements finalised no later than 21 days prior to your event.

All theming, décor and hire items must be delivered, installed and removed within your booked venue hire period.

ACCESS, DELIVERY and COLLECTION

Venue access is available 1 hour prior to guest arrival. Early access may be available upon request, subject to availability and applicable fees.

All hire items, theming and decorative pieces must be collected immediately after the event, unless an alternative collection time has been pre-approved. Items left onsite without approval may incur cleaning or removal charges.

CLEANING

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.

CONFETTI

No confetti, bio-confetti, rice or confetti-like substances are permitted in the gardens or venue spaces. Natural flower petals and bubbles only, may be used in the gardens and grounds.

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.

EQUIPMENT

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

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 reserve the right to lower or stop any music if it considered too loud for local residents bordering the property.

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 it considered too loud for other visitors or local residents bordering the property. Clients must comply with any volume requests made by The Pavilion

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.

SMOKING

No smoking is permitted in the garden, 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 Pavilion, gardens, grounds, walls and flooring (including use of 3M hooks, items suspended from the ceiling and excessive soiling of the carpet

terms AND conditions

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.

SECURITY

Security may be required throughout your event with a ½ hour either side of your start and finish time. Security is charged at a direct cost for each event of \$400 for 4 hours minimum engagement (prices are quoted and may vary based on a formal quotation).

MARQUEE or INFRASTRUCTURE

No marquees or infrastructure are permitted on the grounds. The Pavilion 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. As Carrick Hill is a Government site, the use of drones are not permitted.

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 these open 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 attendees 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

Special Effects such as smoke machines, dry ice machines, candles, sparklers, gas cylinders, explosive devices or any items with a naked flame are strictly prohibited from use outdoors.

Special effects are only permitted in The Pavilion when administered by pre-approved vendors. Only these approved vendors may supply or operate any special effects.

Enclosed candles are permitted in The Pavilion excluding MFS classified, Catastrophic Fire Days.

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.

WEATHER POLICY

In the event that Carrick Hill experiences inclement weather that a booking may deem affects an outdoor booking, The Pavilion unfortunately can not guarantee an alternative location for the event to be held.

The Pavilion 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.

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.

CATASTROPHIC FIRE DAYS

Carrick Hill is located in an area that may be impacted by MFS classified 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, 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.

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.