



REGAL PARK

CONFERENCE AND EVENTS PACK 2022

# COMFORT INN REGAL PARK

44 BARTON TERRACE EAST  
NORTH ADELAIDE



Comfort™

# COVID COMPLIANT



REGAL PARK

## FUNCTION AREAS

**The Terrace Room**

**The Barton Room**

**The Regal Board Room**

**We only serve guests barista made coffee.**

We continue to update our operations to ensure we offer COVID safe services to you. We take extreme precautions to bring you high quality events and accommodation services so SA business can still thrive. With COVID safe procedures, we encourage all functions! We want to assist companies and associations to continue to operate, network and drive business successfully.

**Please see all steps we have taken to keep our staff and guests safe:**

### **Seating and set up**

- Chairs will be 1.5 metres apart where possible
- Linen will be replaced after every function with professionally cleaned linen
- Tables/chairs and surfaces wiped down with disinfectant after each event
- Hand sanitiser on each table and used on arrival of all guests

### **Catering**

- Individual portions of food served
- Chef to prepare with highest cleaning procedures
- Tea and Coffee barista-made to order

### **Staff**

- Available at all times during your function
- Assist with all clients needs
- High level cleaning & hygiene procedures including sterilisation check lists
- All room set-up and Audio Visual requirements, completed done prior to arrival

**Organisers will be tasked to assist in maintaining a COVID safe environment.  
Everyone must complete QR scan on entry or contact tracing forms.**



Comfort Inn Regal Park | 44 Barton Terrace East, North Adelaide, SA 5006

Phone: 08 8267 3222 | [eventsmanager@mghotelgroup.com.au](mailto:eventsmanager@mghotelgroup.com.au) | [www.regalpark.com.au](http://www.regalpark.com.au)



# COVID COMPLIANT



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## FUNCTION OFFERING

**The Terrace Room**

**The Barton Room & The Regal Room**

*Meet our Events Manager Cicilia*



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# ACCOMMODATION

The Comfort Inn Regal Park is a South Australian, family owned business included in the M & G Hotel Group. It is located just off iconic O'Connell Street, overlooking the North Adelaide parklands and is walking distance to many attractions including Adelaide Oval. Avoid the busy city - we are easy to find, offer ample parking & great customer service.

To compliment your event, Comfort Inn Regal Park offers comfortable & affordable Hotel Rooms that include free WIFI, ensuite bathroom, LCD TV, free car parking, breakfast pack options, guest laundry, and an outdoor swimming pool. Our team are passionate about your Accommodation services. We have a 24 hour reception customer line, our friendly team are ready to assist you and your guests.



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# THE TERRACE ROOM

Central location with onsite car parking, ground floor access, all inclusive equipment hire, complimentary WiFi, natural lighting, block out curtains, barista coffee



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## COVID SAFE

We ask organisers to assist with COVID safe recommendations & procedures included in our Covid Management plan.

Events will be set and managed within COVID SAFE guidelines.

Maximum 100 guests in the Terrace Room

15 guests in the Regal Board Room.

Everyone must scan the QR code or complete form on entry into functions.

Theatre  
70

U Shape  
50

Boardroom  
40

Rounds  
50

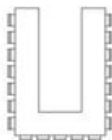
Classroom  
40

Herring  
40

Theatre



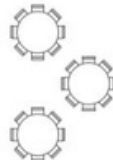
U Shape



Boardroom



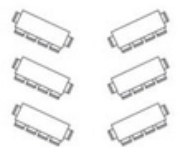
Rounds



Classroom



Herring



## EQUIPMENT

- Welcome sign
- 150 inch screen
- Microphone & PA
- Roof mounted projector
- Blue Tooth Speaker
- Registration tables
- White Board
- Lectern
- WIFI

*\*Surcharge of \$19 per table applies for rounds*

Terrace Room Hire  
\$250 / \$350

Barton Room Hire  
\$200

Regal Room Hire  
\$150 / \$250



REGAL PARK

# DAY DELEGATE PACKAGE

**Full day package includes:**

**\$49.50 pp**

- Full day room hire - 8 hours
- Use of all AV & equipment
- Barista made coffee & tea during tea breaks
- Cold water station
- Morning tea - chef selection 2 items
- Standard lunch
- Afternoon tea - chef selection 2 items
- Writing pads & pens
- Mints
- On site free car parking
- Complimentary WiFi

**Half day package includes:**

**\$39 pp**

- Half day room hire max 4 hours
- All of the above with morning tea or afternoon tea served

*\*Minimum 20 people. Price per person.*

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# CORPORATE BREAKFAST

Our unique streamlined breakfast format of ordering on entry

**1 Choice \$30pp**

**2 Choice \$35pp**

\*Includes barista made coffee & tea on arrival\*

- Gluten free granola with fruit, berries & vanilla bean yoghurt
- Big breakfast – scrambled eggs, bacon, tomato, mushroom, spinach, hash browns & toasted sourdough
- Chef's Special
- Dietary requirements catered for separately with prior notice

*\*Minimum 25 people. Price per person.*

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# CATERING OPTIONS

## **Tea and Coffee** (barista made to order)

Barista Di Bella coffee & selection of T Bar teas  
served during arrival and tea break times

## **On Consumption**

**\$5.00 pp**

**(served during tea breaks)**

## **Baked goods - Sweet/Savoury**

**\$2.50 pp / per item**

**\$5.00 pp 2 items**

Choice of:

Assorted cakes & slices & muffins

Selection of cookies

Selection of mini pies/sausage rolls

Mini quiches

**\*\*served at your designated break time\*\***

## **Seasonal fresh fruit skewers**

**\$3.50 pp**

## **Fresh baked scones with jam & cream**

**\$5.00 pp**

## **Cheese platters**

**\$8.50 pp**

(selection of cheese, crackers, dip, fruit individually served)





REGAL PARK

# CONFERENCE LUNCH OPTIONS

**\*Please note we will serve portions  
individually to be COVID safe**

## **GOURMET LUNCH**

**\$15.00 pp**

Assortment of fresh meat & salad baguettes  
Mini pies/sausage rolls

## **EXTRAS**

Mini quiches

**\$2.50pp**

Assortment of sushi

**\$3.50pp**

Fruit skewers

**\$2.50pp**

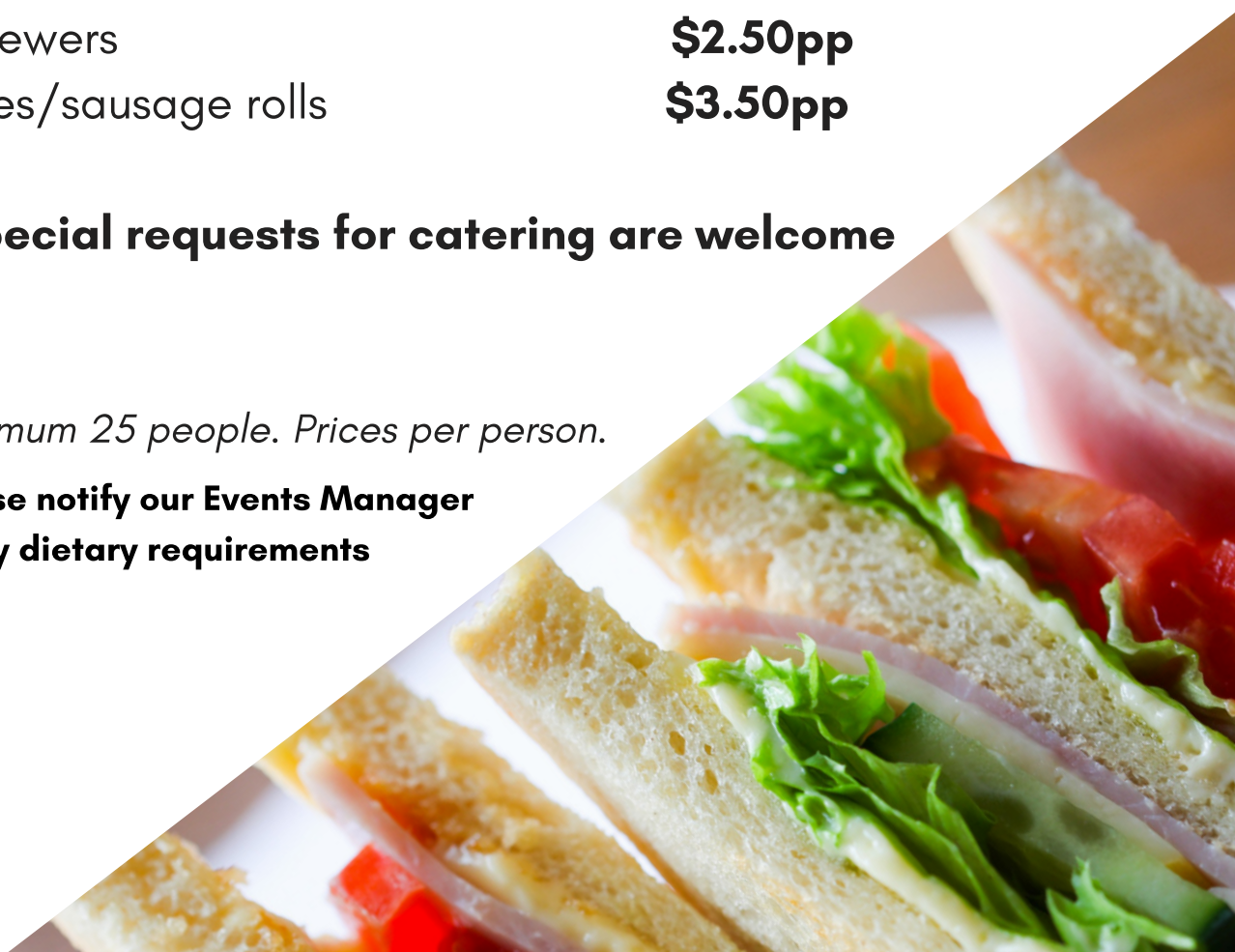
Mini pies/sausage rolls

**\$3.50pp**

**Any special requests for catering are welcome**

*\*Minimum 25 people. Prices per person.*

**\*Please notify our Events Manager  
of any dietary requirements**





REGAL PARK

# FUNCTION COCKTAIL OPTIONS

**\*Please note we will serve portions  
individually to be COVID safe**

## **COCKTAIL PLATTERS (pass around)**

**Minimum 2 choices**

**\*Please notify our Events Manager  
of any dietary requirements**

### **HOT**

Sliders - Beef / Chicken / Falafel	<b>\$5 pp</b>
Tempura prawns	<b>\$5 pp</b>
Crumbed camembert wedges	<b>\$2.5 pp</b>
Mini pies/sausage rolls/ pasties	<b>\$2.5 pp</b>
Spring rolls	<b>\$2.5 pp</b>
Jalapeno poppers	<b>\$2.5 pp</b>

### **COLD**

Assorted Sushi	<b>\$3.5 pp</b>
Seasonal Fresh Fruit Skewers	<b>\$2.5 pp</b>
Assorted Petit Fours	<b>\$3.5 pp</b>

### **BEVERAGE**

**On consumption by the bottle or Bar Tabs available**

- South Australian wines
- Beers
- Spirits
- Specialty cocktails on request



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# FUNCTION DINNER OPTIONS

## **2 COURSE - CHEF SELECTION**

**\$30 pp**

Chef selection of - entree & main OR main & dessert (1 choice only)

## **3 COURSE - CHEF SELECTION**

**\$42.50 pp**

Chef selection of - entree, 2 main & 2 dessert (alternative drop)

## **2 COURSE MENU**

**\$39 pp**

Your choice of 2 entree & 2 main OR 2 main & 2 dessert (alternative drop)

## **3 COURSE MENU**

**\$52 pp**

Your choice of 2 entree, 3 main & 2 dessert (alternative drop)

## **ENTREE CHOICES**

Cold or Hot

## **MAIN CHOICES**

Fish

Chicken

Red Meat

Vegetarian

*All meals served with seasonal vegetables/salad*







REGAL PARK

# TERMS & CONDITIONS

*Whilst we make every effort to ensure that our guests have a wonderful event, we put safety of guests and staff first at all times. Please read the terms & conditions carefully when organising a function at Comfort Inn Regal Park as they are considered to be accepted when confirming your booking.*

## **BOOKINGS**

A booking is only confirmed once deposit is received. Tentative bookings are only held for seven days.

## **RESPONSIBLE SERVICE OF ALCOHOL**

The Hotel is licensed and our staff provide the responsible service of alcohol at all times for the safety of staff and patrons alike. We reserve the right to refuse service to anyone deemed to be showing signs of intoxication. Minors must be off premise by 11.50pm with absolutely no exceptions. Any guest who is found to supply a minor or person showing signs of intoxication with alcohol will be removed from the premises without exception.

## **SAFETY OF PATRONS & STAFF**

We reserve the right to remove any individual who is showing signs of intoxication or acting in an objectionable manner. We can close a function early if a group acts inappropriately or displays unruly behaviour or pose a risk to others. Any patron showing aggressive, intimidating or objectionable behaviour to any staff member or guest will be removed from the premises.

## **FINAL NUMBERS & REQUIREMENTS**

Final numbers & food/beverage selections are required 7 days prior to your event. Communication of this information with the functions team is your responsibility 7 days prior to the event. Contact 8267 3222 or email [functions@regalpark.com.au](mailto:functions@regalpark.com.au)

## **CLEANING**

General cleaning is included in your room hire fee. If extra cleaning is required, the organiser may be charged a fee. You will be notified and invoiced for this charge with payment due within 7 days. \*\*\*We do not permit glitter or confetti.\*\*\*

## **DAMAGES / THEFT**

If damages are incurred, the function organiser is held solely responsible. Nothing may be adhered to the walls or glass with sticky tape or other adhesives. No confetti or glitter to be used. Live candles are not permitted. If a guest is found to have damaged or stolen Comfort Inn Regal Park property, the organiser will be charged and in extreme cases, authorities will be notified. Excessive glass breakage will be charged to the function organiser.

## **CANCELLATIONS**

Confirmed bookings cancelled within 14 days prior to the event shall forfeit any deposit.

## **SECURITY**

Security will be booked at management's discretion and in certain cases functions will be charged a fee to hire security e.g. 18th birthdays, bucks shows and some events may incur separate terms & conditions.

## **GOODS / PROPERTY**

The Comfort Inn Regal Park will not be held responsible for any goods and property on the premises before, during and after the event/function. Owners leave property at Comfort Inn Regal Park at their own risk. All property must be collected within 24 hours of the event/function completion. Management and function staff must be informed if goods are to be dropped off or left for collection prior to or after the event.

## **PAYMENT OF YOUR ACCOUNT**

Payment is required in full by the end of your function. We do not invoice for post payment or accept personal cheques. Any additional charges will be invoiced 24 hours after the event with said charges due within 7 days. Direct debit prior to the function and credit card payments are accepted.

## **MINIMUM SPEND & PRICING**

\$700. Please note that prices and products are subject to availability and may change or alter without notification.

## **SURCHARGES**

An after hours surcharge of \$35 per hour (or part thereof) applies to functions that run past 8pm. An additional 10% surcharge applies on public holidays. Surcharges are incurred if minimum guest number or spend is not reached or when function pack menus/items are changed.

## **AGREEMENT**

You accept all terms and conditions stated in the Comfort Inn Regal Park function pack and booking form. You accept staff responsibilities to safely manage your function. Non-compliance of the above conditions can see functions closed down. Please contact [functions@regalpark.com.au](mailto:functions@regalpark.com.au) for any further clarification.

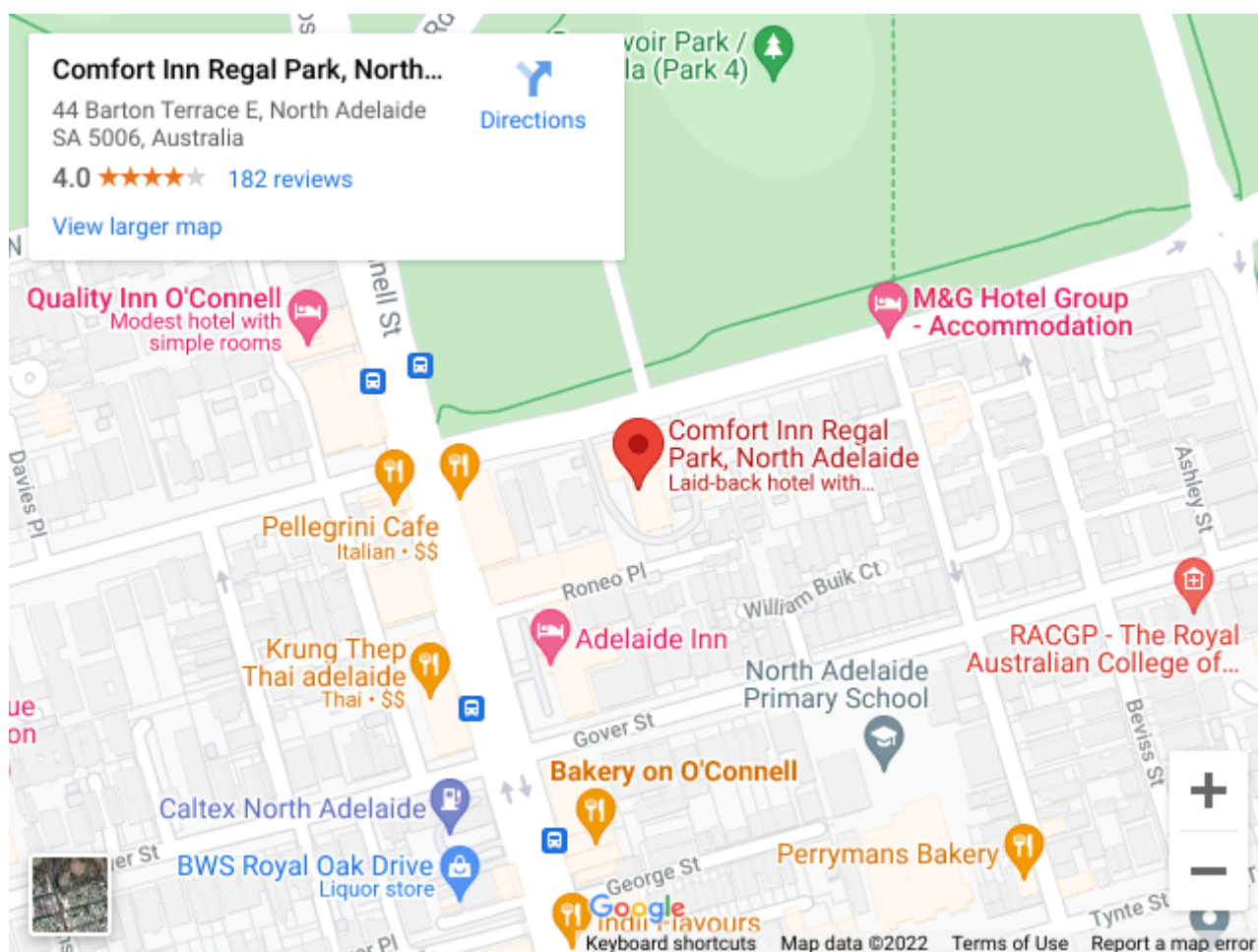


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# LOCATION



*Escape the busy city  
Enjoy ample parking  
Accommodation Onsite*



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