

EST. 1966  
**ARKABA**  
HOTEL

# FUNCTION PACK







# WELCOME

The Arkaba Hotel has undergone a major renovation, which includes a complete revamp of the hotel's interiors and functionality.

Our architects drew inspiration from the minimalist architecture of the 1960s while adding a fresh and contemporary look and feel.

We are delighted to introduce state-of-the-art technology into all our function rooms, complimented by the addition of exclusive private bars offering a selection of tap beers and rendering our spaces ideal for both celebratory occasions and corporate events.

Our versatile function spaces can be seamlessly combined, allowing the Ark the capacity to host events of any size.

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**AHA**  
AWARDS FOR  
EXCELLENCE

**AHA NATIONAL**  
Best Overall Hotel - Metro  
*Back To Back*  
Best Entertainment Hotel

**AHA SA**  
Best Sports Bar  
*Back To Back*  
Meetings & Event Venue

**ENQUIRE NOW**  
p. 08 8338 1100  
e. [functions@arkabahotel.com.au](mailto:functions@arkabahotel.com.au)





**READY TO  
SAY I DO?**

LET US TAKE CARE OF  
YOUR SPECIAL DAY

# TOP OF THE ARK

Our showstopper, Top of the Ark, is where the magic happens; this space can be transformed for any occasion, the venue of choice for numerous artists, entertainers, comedians, conferences, celebrations and weddings throughout the years.

We'd love you to add your special event to our history books in our newly refreshed Top of the Ark. We've introduced cutting-edge audio-visual technology to elevate the experience and make sure your event is one to remember.

A versatile function space perfect for large events, weddings or smaller groups needing space for break out areas.

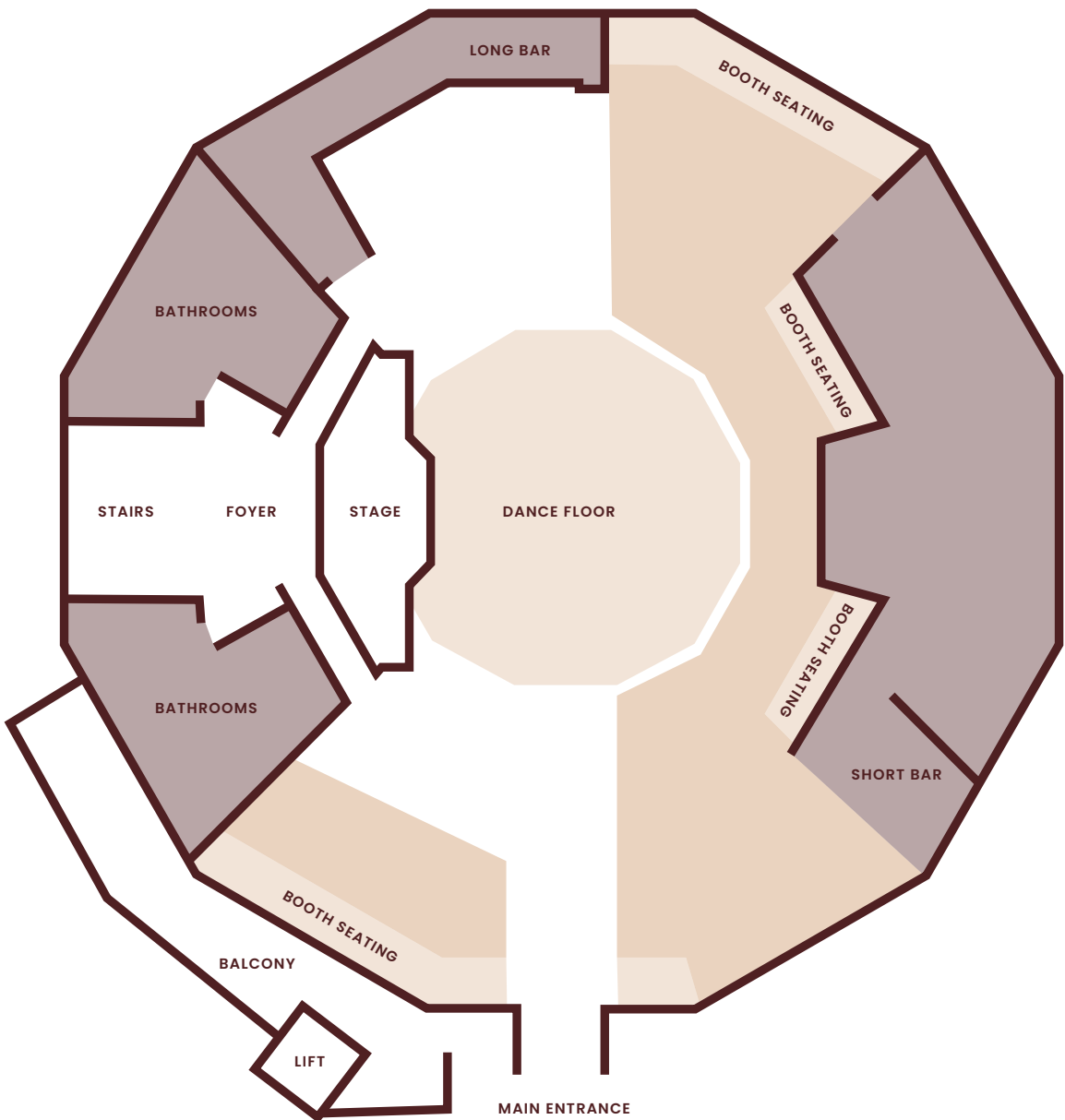
## ROOM HIRE

**NON PEAK:** Monday - Friday Daytime: \$750  
**PEAK:** Nights, Weekends, Public Holidays: \$1450

*Multi day conference rates available. Minimum Food & Beverage spend applies for all bookings during peak periods.*

## CAPACITIES

- |                                                                                                    |                                                                                                    |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|  Boardroom   80 |  Cocktail   600 |
|  Banquet   330  |  Cabaret   220  |
|  Theatre   400  |  U-Shape   60   |

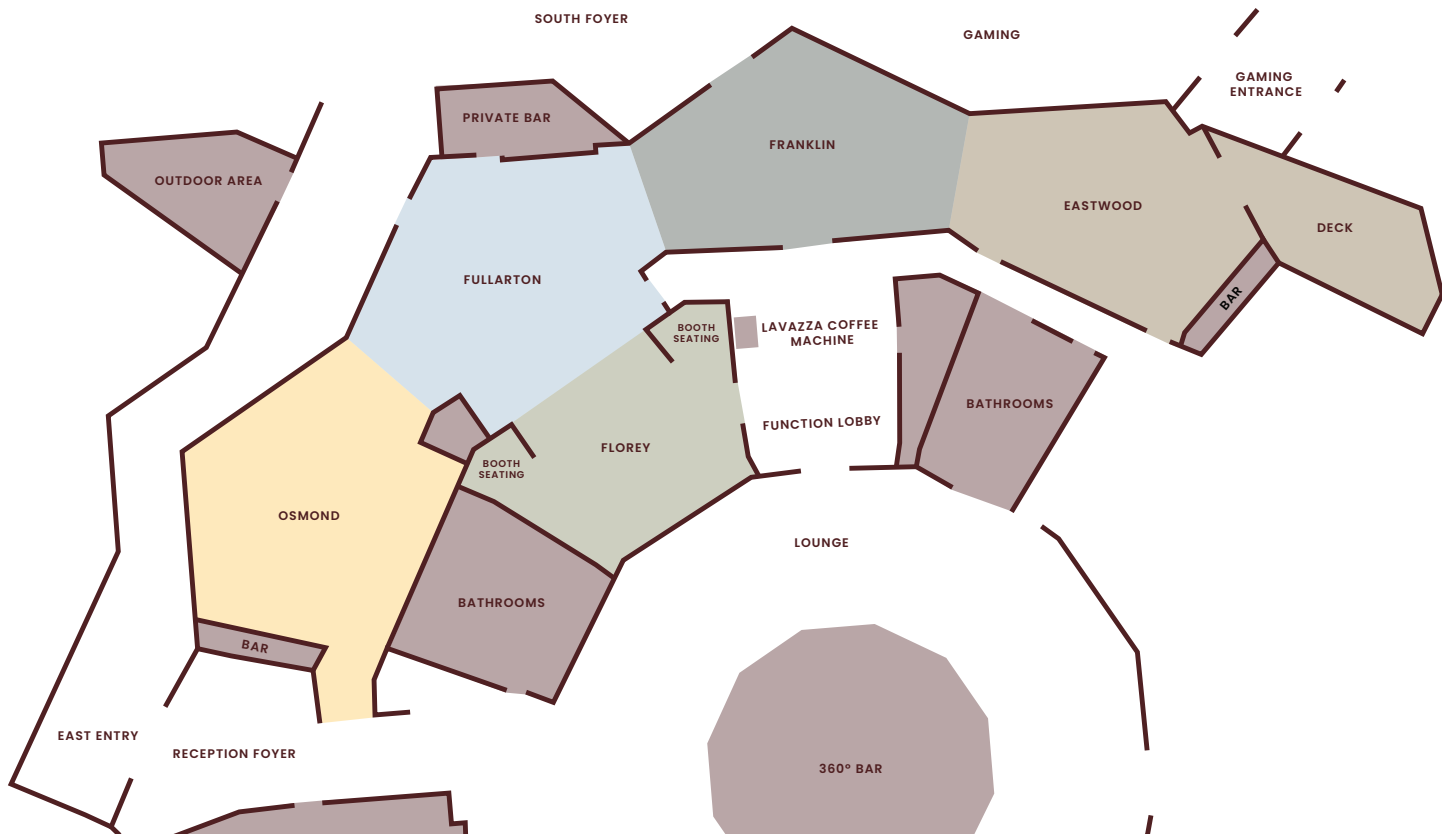




# HEART OF THE ARK

Situated in the heart of the Arkaba our downstairs rooms can all be combined, providing options for events of any size. The addition of 2 new rooms, Florey and Franklin, provide more options and gives the ability to combine the entire area for exclusive use.

The Arkaba offers free parking, accommodation, complete catering and à la carte food and beverage facilities. All rooms have new cutting-edge audio-visual facilities including microphones, screens, audio connection, screen sharing, whiteboards, flipcharts – everything needed for a corporate or social event.



# ROOM COMBINATIONS

Our rooms offer a variety of combinations. If you can't see an option suited to your event, our Function Manager can assist.

## OSMOND + FULLARTON

ROOM HIRE  
\$500  
MINIMUM SPEND  
\$2500

## EASTWOOD + FRANKLIN

ROOM HIRE  
\$500  
MINIMUM SPEND  
\$2500

## OSMOND + FULLARTON + FLOREY + FRANKLIN + EASTWOOD

ROOM HIRE  
\$1100  
MINIMUM SPEND  
*Non peak:* Monday – Friday Daytime: \$4000  
*Peak:* Nights, Weekends, Public Holidays: \$6000

## FULLARTON + FLOREY

ROOM HIRE  
\$500  
MINIMUM SPEND  
\$2500

## OSMOND + FULLARTON + FLOREY

ROOM HIRE  
\$650  
MINIMUM SPEND  
\$3000

| ROOM TYPE                                         | BANQUET | CABARET | COCKTAIL |
|---------------------------------------------------|---------|---------|----------|
| OSMOND + FULLARTON                                | 100     | 60      | 140      |
| FULLARTON + FLOREY                                | 70      | 40      | 120      |
| FRANKLIN + EASTWOOD                               | 70      | 40      | 140      |
| OSMOND + FULLARTON + FLOREY                       | 120     | 70      | 180      |
| OSMOND + FULLARTON + FLOREY + FRANKLIN + EASTWOOD | 200     | 120     | 340      |



ASK US  
ABOUT OUR  
MULTI ROOM  
AV CASTING



# EASTWOOD

A beautiful well-lit space complete with its very own private bar stocked with a variety of tap beers. Eastwood is our only downstairs function room with a private outdoor area! Perfect for a party or private lunch spot at your next corporate event.

**ROOM HIRE**  
\$350

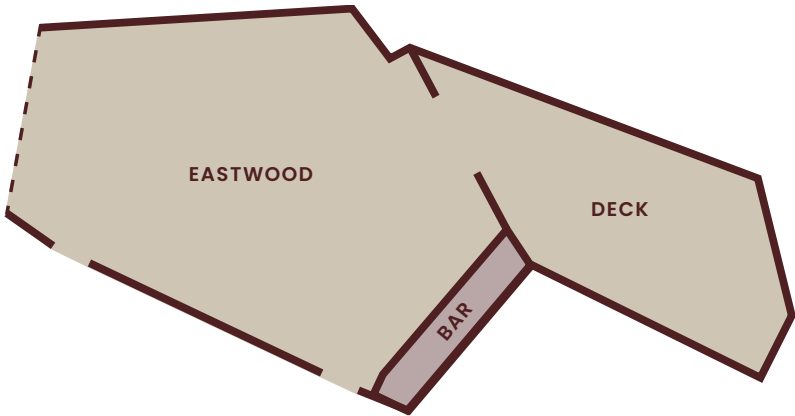
**MINIMUM FOOD & BEVERAGE SPEND**  
Friday, Saturday & Long Weekends: \$2000  
Minimum Spend also applies for any weekday events requiring the private bar

- CAPACITIES**
- U-Shape | 16
  - Cocktail | 50
  - Banquet | 30
  - Cabaret | 30
  - Theatre | 30

**FACILITIES**

- Bar
- Deck
- AV
- Casting
- Video Conference

**LOVE EASTWOOD BUT NEED MORE SPACE?**  
Simply combine with Franklin  
- refer to page 7 for all room combinations



# FRANKLIN

A flexible and private space centrally located within the Arkaba. The perfect blank canvas for roundtable conversations, off-site meetings and workshops.

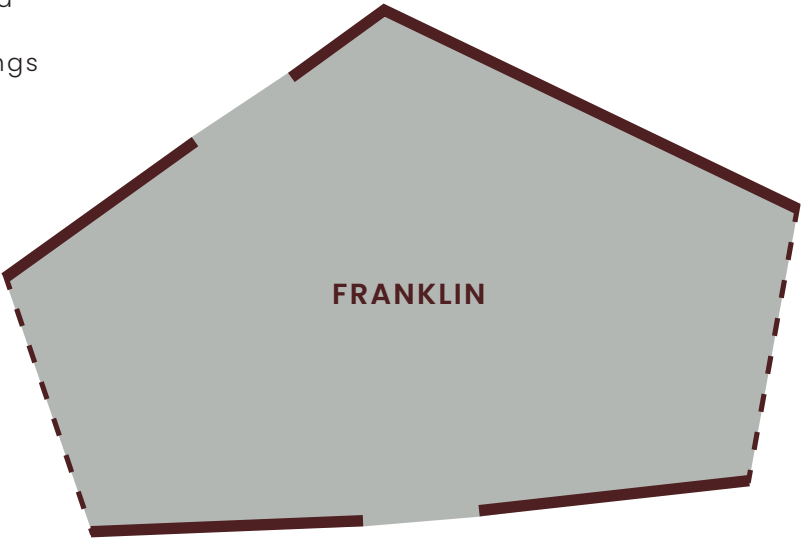
**ROOM HIRE**  
\$295

**MINIMUM SPEND**  
Friday, Saturday & Long Weekends: \$1000

- CAPACITIES**
- Boardroom | 16
  - U-Shape | 12
  - Private Dinner | 20

**FACILITIES**

- AV
- Casting
- Video Conference



**GIVE YOUR FUNCTION A PRIVATE BAR!**  
Combine Franklin with Fullarton or Eastwood  
- Refer to page 7 for all room combinations.





# FULLARTON

A relaxed space, great for social events or conferences. Fullarton, one of our original function spaces, has been revamped with modern touches, upgraded AV facilities and a private bar offering a range of tap beer.

**ROOM HIRE**  
\$350

**MINIMUM FOOD & BEVERAGE SPEND**  
Friday, Saturday & Long Weekends: \$2000  
Minimum Spend also applies for any weekday events requiring the private bar

- CAPACITIES**
- Boardroom | 30
  - Cocktail | 60
  - Banquet | 50
  - Cabaret | 30
  - Theatre | 50
  - U-Shape | 26

- FACILITIES**
- Bar
  - AV
  - Casting
  - Video Conference

**NEED MORE SPACE?**  
Fullarton and Florey can be hired independently or combined to suit larger groups.  
- Refer to page 7 for all room combinations.



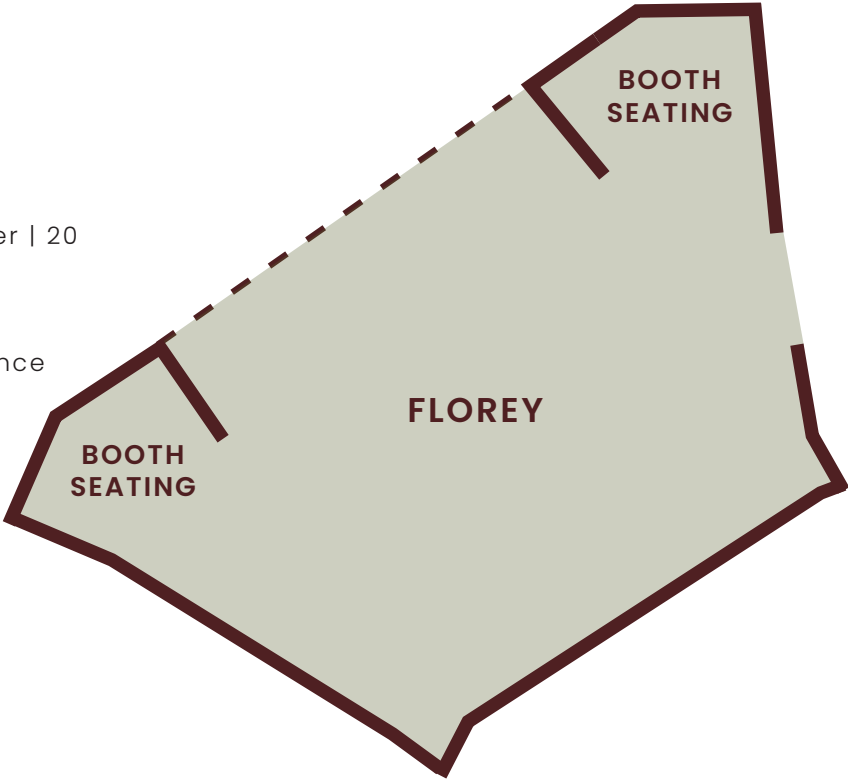
# FLOREY

The perfect room for an intimate dinner or meeting. A private dining space with flexible menu and set-up options.

**ROOM HIRE**  
\$240

- CAPACITIES**
- Boardroom | 20
  - Cocktail | 30
  - Theatre | 30
  - Private Dinner | 20

- FACILITIES**
- AV
  - Casting
  - Video Conference



**NEED MORE SPACE?**  
COMBINE FULLARTON AND FLOREY





# OSMOND

Situated directly across from the reception hub of the Arkaba. With the option of a private bar, this space is perfect for casual lunch or dinners, informal meetings and private functions.

ROOM HIRE

\$300

MINIMUM FOOD & BEVERAGE SPEND

Friday, Saturday & Long Weekends: \$1800  
Minimum Spend also applies for any weekday events requiring the private bar

CAPACITIES

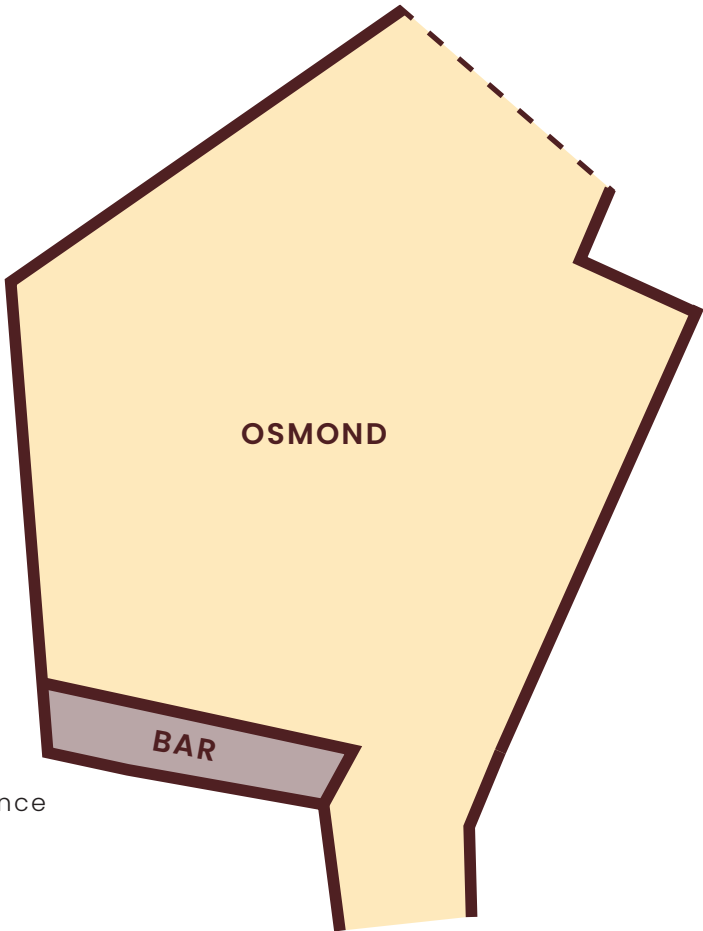
-  Boardroom | 28
-  Cocktail | 60
-  Banquet | 50
-  Cabaret | 30
-  Theatre | 50
-  U-Shape | 20

FACILITIES

-  Bar
-  AV
-  Casting
-  Video Conference

INVITED TOO MANY PEOPLE?

Combine with Fullarton instead of restricting your guest list.  
- Refer to page 7 for all room combinations.



# CORNER LOUNGE

This semi-private area boasts comfortable lounge seating and standing room. The perfect space for an after work gathering or casual networking event.

MINIMUM SPEND

\$500

CAPACITY

40



# LOFT SUITE

Travelling for work? The Loft Suite provides accommodation, kitchenette and boardroom facilities all in one.

ROOM HIRE

Price on request

CAPACITY

Boardroom | 12

AMENITIES

- Private toilets
- King bed
- Kitchen





**AHA | NATIONAL 2024  
AWARDS FOR EXCELLENCE**

**BEST SPORTING  
ENTERTAINMENT VENUE**

# SPORTYS

Offering an unparalleled experience following a two-stage renovation, Sportys is equipped with a wall-to-wall LED screen and 360° bar, comfy booth seating, customised audio zones, modern touches and more. Plus, we've added healthy competition to the mix with our brand-new digital darts and shuffleboard.

Gather your mates together; book a private function in a specific area, secure a booth package or get interactive in our game zones.

## MEZZANINE

**CAPACITY |** 35 seated  
45 cocktail

**MINIMUM SPEND**  
\$500  
*Only applies Friday,  
Saturday & long weekends*

## ARENA

**CAPACITY |** 50

**MINIMUM SPEND**  
\$2,000  
*Only applies Friday,  
Saturday & long weekends*

## LEFT FIELD

**CAPACITY |** 25

**MINIMUM SPEND**  
\$500

*Terms & Conditions: All Sportys  
bookings require a deposit*



**BOOK A  
BOOTH | \$400**

**INCLUDES CHEFS  
CHOICE TASTING  
PLATTER AND  
20 DRINK TICKETS**



SHUFFLEBOARD



DIGITAL DARTS

# GAME ZONES



**KEEP YOUR  
MATES HAPPY**

**ADD SHUFFLEBOARD OR  
DARTS FREE PLAY TO  
YOUR PRIVATE FUNCTION**

**2 HOURS | \$220**

**Terms & Conditions:** Not available in peak periods.  
2 hour split into 1hr darts, 1hr shuffle board.



# GROUP MENU

Minimum 30 people  
80+ guests require alternate drop menu

## 2 MAIN 1 DESSERT

alternate drop | 60  
guest choice | 70

## 1 ENTRÉE 2 MAIN

alternate drop | 65  
guest choice | 75

## 1 ENTRÉE 2 MAIN 1 DESSERT

alternate drop | 75  
guest choice | 85

## 2 ENTRÉE 2 MAIN 2 DESSERT

alternate drop | 85  
guest choice | 95

## ENTRÉE

**TOMATO BASIL ARANCINI (V)**  
tomato sugo, aioli, fresh parmesan

**12 HOUR PRESSED LAMB (GF)**  
chimichurri, cauliflower purée, fried kale, za’atar, jus

**FRIED GNOCCHI (V)**  
smoked pumpkin purée, whipped ricotta, basil, pangrattato

**CAPRESE SALAD (V)(GF)**  
fig balsamic, bocconcini, heirloom tomato, fresh basil, pickled onion

**SPENCER GULF KING PRAWNS (GF)(DF)**  
tomato dill aioli, pickled fennel, cucumber salsa

**BRAISED PORK BELLY (GF)(DF)**  
master stock pork, spiced hot honey, crispy shallots, spring onion

**SOUS VIDE CHICKEN BREAST (GF)(DF)**  
Mediterranean pearl cous cous salad, crispy chic peas, cumin yoghurt

## SIDES

**CIABATTA BREAD ROLLS WITH BUTTER | 2PP**

**SALAD GREENS | 4PP**  
maple mustard dressing

**ROASTED GARLIC CHAT POTATOES | 5PP**

## MAIN

**BEEF FILLET (GF)**  
garlic chat potatoes, baby carrot, green beans, red wine jus

**ROASTED CHICKEN BREAST (GF)**  
potato rosti, blanched broccolini, roast capsicum cream, shaved parmesan

**CHAR-GRILLED PORK CUTLET (GF)**  
salt and vinegar potatoes, leek purée, asparagus, apple-cranberry chutney

**OVEN BAKED ATLANTIC SALMON (GF)**  
potato rosti, broccolini, romesco sauce, crispy leek

**CHIMMICHURRI CAULIFLOWER (VE)(GF)**  
romesco sauce, chat potatoes, broccolini, fried kale

## DESSERT

**CHOCOLATE LAVA CAKE**  
vanilla ice cream, oreo crumb, chocolate sauce

**RASPBERRY CHEESECAKE (GF)(V)**  
mixed berry coulis, chocolate crumb

**STICKY DATE PUDDING**  
butterscotch sauce, vanilla ice cream, biscoff crumb

**SMASHED PAVLOVA (GF)**  
mixed fruit compote, passion fruit cream, lime, toasted coconut

**COCONUT CHIA PUDDING (VE)(GF)**  
coconut cream, mango-strawberry compote, toasted coconut

## PRE-DINNER BITES | 12PP

ADD ON ANY 2  
COCKTAIL FOOD  
OPTIONS FOR  
1 HOUR OF SERVICE  
BEFORE YOUR DINNER







# COCKTAIL MENU

## SAVOURY

**TOMATO BRUSCHETTA (V) | 80**  
toasted brioche, bocconcini, basil pesto

**SMOKED WAGYU CROSTINI | 115**  
cheddar, herbed aioli, fried capers

**CAPRESE SALAD SKEWERS (GF)(V) | 100**  
**ADD PROSCIUTTO | 25**  
cherry tomatoes, bocconcini, basil,  
balsamic glaze

**WEDGES (V) | 75**  
sweet chilli, sour cream

**SPINACH AND FETA TRIANGLES (V) | 90**  
sweet chilli sauce

**TOMATO BASIL ARANCINI (V) | 95**  
aioli, shaved parmesan

**SMOKED SALMON CRÊPE | 100**  
dill cream, pickled onion

**ASSORTED VILI'S PASTRIES | 100**  
tomato chutney

**SALT AND PEPPER SQUID | 110**  
lime aioli

**CAULIFLOWER BITES (VE) | 85**  
fried cauliflower, chipotle aioli, pickled onion

**MIXED SUSHI (GFA) | 110**  
kewpie, soy sauce

**CHEESE BOARD (V)(GF) | 95**  
assorted cheeses, mixed nuts, fruits,  
Barossa valley cheese co crackers

**GRAZING BOARD (GFA) | 100**  
dip, charred bread, cured meats, marinated  
olives, sourdough, pickles, chutney

**FRIED CHICKEN TENDERS | 110**  
chipotle aioli

**JERK CHICKEN SKEWERS (GF) | 110**  
mango pineapple sauce

**SASHIMI KINGFISH (GF) | 110**  
wasabi soy sauce, pickled ginger,  
spring onion

**VEGAN CHICKEN SLIDER (VE) | 120**  
crunchy slaw, chipotle aioli

**CHICKEN SLIDERS | 125**  
southern fried chicken, chipotle aioli,  
crunchy slaw

**BEEF SLIDERS | 125**  
pickles, burger sauce, cos lettuce,  
tomato, cheese

## PIZZAS

Gluten Free pizza bases available add \$10 per selection

**HAWAIIAN | 95**  
tomato sugo, cheese, ham, pineapple

**PEPPERONI | 95**  
tomato sugo, cheese, oregano

**PERI PERI CHICKEN | 95**  
tomato sugo, cheese, baby spinach, onion,  
cherry tomatoes, peri peri sauce

**MUSHROOM (V) | 95**  
cream sauce, cheese, onion,  
baby spinach, parmesan

**MEAT LOVERS | 95**  
tomato sugo, cheese, chicken, ham,  
sopressa, onion

**VEGAN SUPREME (VE) | 95**  
tomato sugo, vegan cheese, baby spinach,  
mushroom, onion, pineapple

## SWEET

**ROCKY ROAD SLICE (GF) | 95**

**CHOCOLATE PEANUT BROWNIE (VE)(GF) | 100**

**LEMON SLICE (VE)(GF) | 100**

**NUTELLA OREO SLICE | 100**

**DOUGHNUT BITES | 90**  
cinnamon sugar, caramel sauce

**ASSORTED GELATO CUPS (GF) | 105**

**CAN'T DECIDE?**  
BUILD YOUR OWN PACKAGE

2 HOURS OF SERVICE

PICK 6 | 42PP

PICK 8 | 47PP

PICK 10 | 52PP





# DRINKS PACKAGES

We have a drinks package to suit your budget and taste. Want to pick your own drinks? No worries, speak to our Functions Manager about a cash bar or bar tab instead.

min 40 pax\*

## DELUXE

**2 HOURS | 45PP**

**3 HOURS | 55PP**

**4 HOURS | 65PP**

The Lane Series Lois Sparkling Blanc de Blancs  
Wicks Sauvignon Blanc  
Shottesbrooke Summit Series Pinot Gris  
Somewhen Grenache Rosé  
Claymore Dark Side of the Moon Shiraz  
Leconfield Cabernet Sauvignon  
Giesen 0% Rosé  
Tap Beer  
Hills Apple Cider  
Heineken Zero  
Soft Drink  
Juice

## STANDARD

**2 HOURS | 35PP**

**3 HOURS | 45PP**

**4 HOURS | 55PP**

Willow Point Sparkling White  
Willow Point Sauvignon Blanc  
Willow Point Chardonnay  
Willow Point Rosé  
Willow Point Moscato  
Willow Point Shiraz  
Willow Point Cabernet Merlot  
Giesen 0% Rosé  
Tap Beer  
Hills Apple Cider  
Heineken Zero  
Soft Drink  
Juice

## PREMIUM

**2 HOURS | 55PP**

**3 HOURS | 65PP**

**4 HOURS | 75PP**

Villain & Vixen by Hentley Farm Sparkling Blanc de Blancs  
Shaw and Smith Sauvignon Blanc  
Mitchell Riesling  
Lobethal Road Pinot Gris  
Somewhen Grenache Rosé  
Villain & Vixen by Hentley Farm Shiraz  
Sons of Eden Kennedy Grenache Shiraz Mourvèdre  
Giesen 0% Rosé  
Tap Beer  
Hills Apple Cider  
Heineken Zero  
Soft Drink  
Juice

## CASH BAR

Guests purchase their own drinks

## BAR TAB

Specified drinks charged on consumption

## SUBSIDISED DRINKS

Guests pay a reduced price per drink as they order, and the balance is charged to your account. Ask for more details on our subsidised package options.

## CORKAGE

\$20 per bottle



# CORPORATE CATERING

## BREAKFAST PLATTERS

### PICK 2 | 15PP

Minimum 10 people

**FRESH FRUIT CUPS (VEA)(GF)**  
seasonal fruit, mixed berry compote, vanilla yoghurt

**ASSORTED QUICHES (GFA)**

**TOMATO BRUSCHETTA (V)**  
bocconcini, basil pesto

**PORK AND CHORIZO SAUSAGE ROLLS**  
tomato relish

**MINI CROISSANT (GFA)**  
Barossa sliced ham, cheese, tomato

**BACON AND EGG ENGLISH MUFFINS**  
Hahndorf bacon, melted cheese, BBQ relish

**SMASHED AVOCADO (VE)(GFA)**  
pickled onion, heirloom tomato, sourdough

**SMOKED SALMON BAGEL (GFA)**  
dill cream cheese, baby spinach, pickled onion

**BREAKFAST PIZZA**  
bacon, sausage, cherry tomato, potato rosti, scrambled egg, hollandaise, chive parmesan

## PLATED HOT BREAKFAST

### PRE-SELECT 4 ITEMS | 35PP

To be served with toasted buttered sourdough

**HAHNDORF BACON (GF)**

**PORK CHIPOLATA (GF)**

**POACHED EGGS (V)(GF)**

**POTATO ROSTI (V)**

**ROAST TOMATO (VE)(GF)**

**SMASHED AVOCADO (VE)(GF)**

**MUSHROOM (VE)(GF)**

## BREAK ITEMS

### EACH ITEM | 8PP

#### SAVOURY

**PORK AND CHORIZO SAUSAGE ROLLS**  
tomato relish

**MINI CROISSANTS**  
Barossa sliced ham, cheese, tomato

**ASSORTED QUICHES (GFA)**

**TOMATO BRUSCHETTA (V)**  
bocconcini, basil pesto

**SMASHED AVOCADO (VE)(GFA)**  
pickled onion, heirloom tomato, sourdough

**SMOKED SALMON BAGEL (GFA)**  
dill cream cheese, baby spinach, pickled onion

#### SWEET

**SCONES**  
strawberry jam and whipped cream

**ASSORTED DANISH PASTRIES**

**BANANA BREAD (V)**  
Maple syrup, cinnamon

**CHOCOLATE CHIP COOKIES (GF)**

**FRESH FRUIT CUPS (VE)(GF)**  
seasonal fruit, mixed berry compote, vanilla yoghurt

**LEMON SLICE (VE)(GF)**

## LAVAZZA SELF-SERVE COFFEE

- Located in function lobby -

\*Max 25 pax  
Not available in Osmond or Top room

**HALF DAY | 8PP**

**FULL DAY | 12PP**

## WORKING LUNCH

### PICK 2 | 25PP

Additional item selection | 5pp

### ADD PIZZAS | 15PP

Includes jugs of soft drink

#### WRAP OR FOCACCIA

**CHICKEN (GFA)**  
cheese, cucumber, caesar dressing, lettuce

**SMOKED BAROSSA HAM (GFA)**  
pickled mustard relish, cheese, tomato, lettuce

**SMOKED WAGYU BEEF (GFA)**  
burger sauce, pickles, lettuce, cheese, onion

**MARINATED TOFU (VE)(GFA)**  
asian slaw, sticky soy dressing

**VEGAN CHICKEN (VE)**  
cos lettuce, vegan chipotle, corn salsa, pickled onion

**HOMMUS (VE)(GFA)**  
lettuce, carrot, tomato, cucumber, pickled onion

#### SALAD BOWL

**CHICKEN CAESAR SALAD (GFA)**  
cos lettuce, bacon, croutons, caesar dressing

**GREEN GODDESS BOWL (VE)(GF)**  
quinoa, spinach, broccolini, edamame, cucumber, avocado, sesame seed, green goddess dressing

**MEXICAN BOWL (VE)(GF)**  
corn salsa, cos lettuce, brown rice, pickled onion, chipotle aioli, nacho crumb



## WORKSHOP PACKAGE

### 50PP

Includes all day Lavazza self-serve coffee\*

#### MORNING TEA

Select sweet or savoury option

#### LUNCH

Select 1 Focaccia or wrap

Select 1 Salad Bowl

Pizza Platters

Soft Drinks

#### AFTERNOON TEA

Select sweet or savoury option







# ADD SOMETHING SPECIAL

Looking to add something more to your event? We have you covered. Speak to our functions manager for pricing and information.

**GRAZING TABLES**  
everything from cheese and antipasto, seafood or sweet treats, speak to our team for pricing

**SHARED MENUS**  
A custom curated menu of delicious, shareable dishes designed to make your event memorable.

**HIGH TEA**  
perfect for an afternoon event, menus to suit all budgets available

**SIGNATURE COCKTAIL**  
enjoy your favourite cocktail with all your guests on arrival

**ENTERTAINMENT**  
we can help book DJ's or bands for your event

**ADDITIONAL LIGHTING**

- Up Lighting Installation | 2 for \$100 or 6 for \$250
- Soft Box Lighting Installation | \$100

**CAKEAGE**  
bring your own cake and have it plated with coulis and cream | \$2.5pp

**CUSTOM SIGNAGE AND MENUS**  
designed perfectly by our in-house graphic designers to suit your theme.

**ADD ON'S**

- custom circle sign with white mesh | \$150
- add mesh backdrop | \$80
- custom menu | \$33
- A1 welcome sign on easel | \$110

**DANCE FLOOR**  
pricing dependent on size

**PHOTOBOOTH**  
**Snap Snap:**  
[hello@snap-snap.com.au](mailto:hello@snap-snap.com.au)

**FLORIST**  
**Flowerbar:**  
[frewville.flowerbar@chapleygroup.com.au](mailto:frewville.flowerbar@chapleygroup.com.au)

**BALLOONS AND DECORATIONS**  
**ABC Events & Balloons:**  
[hello@abckidsplayzone.com.au](mailto:hello@abckidsplayzone.com.au)

# ACCOMMODATION

62 spacious guest rooms to suit all tastes and budgets. Free Wi-Fi and parking make the Arkaba the perfect place for event attendees to stay.

## ROOM TYPES

**LOFT SPA SUITES**  
2 bedrooms split across two levels,  
1 king bed, 1 queen bed, 1 sofa bed, spa bath

**EXECUTIVE SPA SUITES**  
1 king bed, 1 sofa bed, spa bath

**LUXURY SPA SUITES**  
1 king bed, 1 sofa bed, spa bath

**DELUXE ROOM WITH SPA**  
1 queen bed, 1 sofa bed, spa bath

**DELUXE TWIN QUEEN ROOM**  
2 queen beds

**DELUXE ROOM**  
1 queen bed, 1 sofa bed

**STANDARD ROOM**  
1 queen bed, or 2 double beds

**BUDGET GROUND FLOOR**  
2 double beds

CORPORATE AND  
GROUP BOOKING  
RATES AVAILABLE





# TERMS & CONDITIONS

- 1: **TENTATIVE BOOKINGS**  
We will hold a tentative booking for a maximum of 7 days upon written request.

2: **CONFIRMATION & DEPOSIT**  
A confirmation form must be completed within 7 days to secure your booking. At this time a deposit equal to the room hire amount is required. If the deposit isn't received within 7 days the booking will be cancelled and the client will be notified.

3: **CANCELLATIONS** Cancellation of function rooms and/ or accommodation must be advised in writing. If the event is cancelled with less than 30 days notice all deposits will be forfeited. For bookings made within the 30 day cancellation period, the deposit is automatically non refundable unless negotiated otherwise.

4: **PAYMENT** Please see below for your payment schedule: Please be advised that credit card transactions attract a surcharge of 1.5% for Visa and Master card and 2.75% for Amex.  
**DEPOSIT** – Within 7 days of confirming booking  
**FINAL PAYMENT** – 7 days prior to event – 100% anticipated food, beverages and AV charges.  
**DAY OF EVENT** – Any miscellaneous charges from the day of event (eg bar tab)  
\*An invoice can be generated for payment after the event pending approval from function manager

5: **MENU SELECTION** We require your food and beverage selection to be confirmed in writing no later than 14 days prior to the event.

6: **FINAL NUMBERS** We require written notification of the final number of expected guests, 14 days prior to your event. Charges will be made based on the final number, or the attendance number, whichever is greater.

7: **DIETARY REQUIREMENTS** We require written notification of all dietary requirements 14 days prior to your event. Any dietary requirements that are not disclosed until the day of the event will be charged in addition to the final numbers given.
- 8: **INSURANCE** We cannot take responsibility for any damage to or loss of items before, during and after an event, and recommend that you arrange appropriate insurance cover. Items will not be stored at the venue pre or post event unless prior approval from the function manager has been granted.

9: **FINAL NUMBERS** If the final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room for your choice. We will discuss any changes with you when the decision is made.

10: **DRESS CODE** It is your responsibility to ensure that all attendees adhere to our dress code and behave in an orderly manner during the event.

11: **SECURITY** Arrangement for security can be made upon request. An additional charge will apply. Other Functions such as 21st birthdays or large events may attract a security charge and will be confirmed upon consultation with our function manager.

12: **LABOUR CHARGES/EXTENDING HOURS** Any event continuing beyond the confirmed departure time may incur additional charges.

13: **ACCOMMODATION** Subject to availability, function rates may be offered in conjunction with your event.

14: **PARKING** is free and subject to availability

15: **EXTERNAL CATERING** No food or beverage may be brought inside the hotel premises for consumption during the event.

16: **ENTERTAINMENT** Background music can be provided in our functions rooms if you wish. The Arkaba Hotel boasts live entertainment throughout the Hotel. Private entertainment can be arranged for your event should it be required. All costs will be incurred by you. An entertainment approval form must be completed prior to event.

17: **EXHIBITIONS** Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment in accordance with our health and safety codes.
- 18: **ADVERTISING** Prior permission is required to use the hotel name and/ or logo in print and/or audio visual display. All proposed artwork must be approved by hotel management prior to publication.

19: **CLEANING** General and normal cleaning is included in the cost of the room hire. Additional charges may be incurred by you in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning. Use of table scatters or confetti cannons will incur additional charges.

20: **RESPONSIBILITY** Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice. We reserve the right to re-allocate function rooms due to circumstances beyond our control.

21: **DAMAGE** Please note, you are financially responsible for damage sustained to hotel property and fittings during the event. No attachments are to be used on the walls without prior arrangement with us.

22: **ADDITIONAL SERVICES** We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, etc. A charge may be incurred for some services. If the event is cancelled, such service charges will be your responsibility.

23: **FUNCTION ROOM ACCESS** All evening functions can have access to the room until 12:00 am

24: **PUBLIC HOLIDAYS** Surcharges may apply

25: **PRICE VARIATIONS** Prices quoted will be subject to automatic increases each year by the greater of 2.5% and CPI (% annual increase to the March quarter for All Groups. Adelaide). All prices quoted are including GST.





EST. 1966

**ARKABA**  
**HOTEL**

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A PROUDLY SOUTH AUSTRALIAN, FAMILY-OWNED BUSINESS