

Utopia

@ Waterfall Gully



Corporate events @ Utopia...



Your staff and clients deserve Utopia!

Imagine holding your next corporate event in a relaxing, secluded heritage venue right in the heart of a conservation park, complimented by a delicious menu prepared by award-winning chefs and served with a smile by our exceptional staff.

Utopia @ Waterfall Gully offers all this – plus plentiful free parking and outstanding, professional service. Nestled at the base of a spectacular waterfall just 10km from the CBD, Utopia offers one of Adelaide's most unique and picturesque corporate event venues, with packages ranging from networking breakfasts and intimate sales lunches to full day workshops, training seminars and evening dinners and presentations.

At Utopia, we pride ourselves on offering **truly personalised service**. Our passionate and dedicated events team genuinely loves getting to know our guests, and being there to help as you plan your ideal corporate event. We aim to help you every step of the way, resulting in a professional and seamless function that your staff and clients will really remember.

This document includes every detail you need to begin planning your corporate event @ Utopia, from a functional floor plan to a memorable menu – and everything in between. You can also visit our website at www.waterfallgully.com.au to read more about Utopia and see our extensive photo galleries.

Packages to suit every style of event...

Utopia can hold seated meals, theatre-style presentations and workshop functions for up to 70 guests and elegant, standing-style events and presentations for up to 170 guests. We offer a range of packages that can each be customised to suit your requirements – and we can even help with the 'little extras', including the hire of multimedia equipment, event theming and more.

And here's the best bit...our packages are all inclusive! We simply don't believe in charging extra for the essentials. So the prices you see include your food and beverage, all linen and glassware, your room hire, full room setup, staff service and the myriad special extras we add to make your event absolutely perfect.

Take the next step

Planning your corporate event @ Utopia takes just a few simple steps. First, choose from our range of corporate packages, select your food and beverage options, add any 'extras'...and your package is complete!

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Corporate events @ Utopia
Breakfast packages



Utopia's breakfast event packages are available for up to 70 guests.

Treat your staff and clients to a scrumptious breakfast @ Utopia!

- from \$25 per person, minimum 30 and maximum 70 guests
- available from 8am-noon

Let us create a delicious menu of sweet and savoury breakfast treats, perfect for a relaxed and memorable event. Ideal for networking seminars, staff meetings and workshops.

Including:

- > room set with either round tables (up to 10 guests) or a single 'u-shape' (up to 30 guests)
- > orange juice, tea and coffee served for two and a half hours
- > your choice of three breakfast dishes from our a la carte breakfast menu
(please add \$2 per person to include our Big Gully Breakfast as one of your selections)
- > customised menus for your tables
- > exclusive use of our dining room for two and a half hours, for bookings of 40 or more adult guests*

** if exclusive use of the dining room is required for bookings of less than 40 guests, a \$200 room hire charge will apply*

The 'little extras'

The following 'extras' are also available to add to your breakfast package:

- | | |
|--|-----------------------|
| > bottle of sparkling wine on each table on arrival | from \$28 per bottle |
| > bottomless sparkling wine served throughout the event | \$15 per guest |
| > warm house-made rolls with jam on each table on arrival | \$2 pp |
| > additional breakfast dish choice | \$8 pp |
| > fresh fruit platters on each table on arrival, or serve after the main meal | \$35 p/table |
| > a custom-created celebration cake | Speak to our staff... |
| > hire of white chair covers with your choice of coloured sashes | \$6.50 p/chair |
| > hire of your choice of coloured sash (on our black chairs) and/or coloured table runners | \$2.50 ea |



Corporate events @ Utopia
Daytime packages



A range of half and full day corporate event options are available...

Team building, workshopping, sales presentations and more - treat your staff and clients to corporate event @ Utopia!

Theatre-style seminar / presentation (half day, four hours)

- from \$20 per person, minimum 40 and maximum 70 guests

Available 9am-4pm Monday-Friday. Package includes:

- > room set in 'theatre style' (to suit your needs)
- > use of our high-quality BOSE audio system, including wireless microphone
- > water, tea and coffee served throughout event
- > morning *or* afternoon tea of freshly baked cookies, warm scones and Danishes
- > exclusive use of our main dining room for four hours*

** if exclusive use of the dining room is required for bookings of less than 40 guests, a \$300 room hire charge will apply*

You will also enjoy Utopia's famous, personalised event planning service, with assistance and advice every step of the way from your own highly experienced events coordinator.

Workshop-style meeting / team building event (full day, seven hours)

- from \$40 per person, minimum 30 and maximum 70 guests

Available 9am-4pm Monday-Friday. Package includes:

- > room set with individual round tables, up to ten guests per table
- > use of our high-quality BOSE audio system, including wireless microphone
- > water, tea, coffee and mints served throughout event
- > morning and afternoon tea of freshly baked cookies, warm scones and danishes
- > lunch platters of fresh baguettes, fruit platters, mini muffins and orange juice
- > exclusive use of our main dining room for seven hours*

** if exclusive use of the dining room is required for bookings of less than 30 guests, a \$600 room hire charge will apply*

You will also enjoy Utopia's famous, personalised event planning service, with assistance and advice every step of the way from your own highly experienced events coordinator.

The 'little extras'

The following 'extras' are also available to add to your daytime corporate package:

- > extend theatre-style event to full day (includes baguette lunch) \$15 pp
- > add baguette lunch to half day, theatre-style event \$10 pp
- > upgrade full day workshop lunch to hot food choices* \$10 pp
- > serve sparkling wine with lunch \$7.50 pp
- > hire and setup of audio visual equipment (ie projector, screens etc) POA

**select your hot lunch menu from the options on page 7*

Hot lunch menu choices

For full day workshops with a hot lunch option, please select from the following lunch menu choices:

Soup choices *(please select one)*

- > sweet roast pumpkin soup with sour cream
- > field mushroom soup with crème fraiche
- > tomato, bacon and basil soup
- > garden pea and smoked hock soup with crème fraiche and sugar cured speck

Hot main courses *(please select three)*

- > crumbed field mushroom risotto balls with pesto aioli
- > vegetable spring rolls with soya dipping sauce
- > curry puffs with a minted yoghurt
- > steamed dim sims with a soy dipping sauce
- > curry beef skewers with satay sauce
- > Tandoori chicken skewers with yoghurt raita
- > salt and pepper calamari with dill mayonnaise
- > prawn spring rolls with sweet chilli sauce
- > selection of miniature quiches
- > tomato and basil pizzettes

Your lunch will also be served with bowls of fresh, tossed salad.



Corporate events @ Utopia

Dinner and cocktail packages



Utopia can offer a range of elegant dinner and cocktail event options to suit your corporate and entertainment needs. For full package, menu and pricing details, please see our extensive *Functions @ Utopia* information package.

Corporate events @ Utopia – terms and conditions

We look forward to helping you create the perfect event! To ensure everything runs smoothly, it is important that you be completely familiar with our terms and conditions.

All bookings are made upon, and are subject to, the following terms and conditions as determined by Utopia @ Waterfall Gully. By paying your deposit, you are agreeing to the following:

Bookings

- 1.1 Tentative bookings may be made, but are only valid for ten (10) days from the date of booking.
- 1.2 No booking is deemed confirmed until a deposit has been received by Utopia @ Waterfall Gully. The management of Utopia @ Waterfall Gully reserve the right to cancel the booking if confirmation and deposit is not received by the due date.
- 1.3 By paying your deposit, you agree to the terms and conditions outlined in this document.**
- 1.4 If your function booking is cancelled less than six (6) weeks before the date of your event, your deposit is forfeited. If you cancel your booking more than six (6) weeks before the date of your event, you will receive a 50% refund of your deposit.

Liquor Licensing Act

- 2.1 Management and staff will abide by all conditions set down in the *Liquor Licensing Act*. We reserve the right to refuse the service of alcohol to any guests displaying signs of intoxication.
- 2.2 Management reserves the right to cease all service of alcohol prior to the close of a function, in the event that a large number of guests are displaying unacceptable behaviour or showing signs of intoxication.

Prices

- 3.1 Unless otherwise stated, all prices quoted by Utopia @ Waterfall Gully are inclusive of GST.
- 3.2 Every effort will be made to maintain the quotation, however prices are subject to variation and may change, especially when a significant period of time elapses between the date of the quotation and the date of the event. Any changes in the quoted rates will be advised by management, in writing, as soon as possible.

Payment

- 4.1 The final number of guests attending the event is required at least ten (10) days prior to the event.
- 4.2 Your event account must be settled seven days prior to the event. No refund will be offered for any cancellations after final payment, and charges will be rendered for late inclusions.
- 4.3 Payments can be made by cash, credit card (Visa, Mastercard, EFTPOS), bank cheque or EFT (electronic funds transfer). Credit card and EFTPOS payments will incur a 1.5% processing fee. Personal cheques are not accepted.
- 4.4 Beverage purchases under a negotiated open bar account are to be settled on the day, payable by cash, credit card or EFTPOS.

BYO

- 5.1 No food or beverage will be permitted to be brought to Utopia @ Waterfall Gully for consumption at the event by the organisers or any persons attending the event, unless approved by management.
- 5.2 A corkage fee will apply to any approved BYO arrangement. BYO will be discussed and negotiated on a case-by-case basis, and management reserves the right to refuse BYO options for some packages.
- 5.3 No food or beverage shall be removed from Utopia @ Waterfall Gully following the event.

Damage and conduct

- 6.1 Event organisers are financially responsible for any damage sustained to Utopia @ Waterfall Gully, by the organiser or invited guests, in any part of the premises during the event.
- 6.2 Management reserves the right to request a security bond of \$500 or a credit card imprint, payable prior to the event.
- 6.3 Utopia @ Waterfall Gully accepts no responsibility for damage or loss of merchandise or property left in the premises prior, during or after the event. Organisers should arrange their own insurance and/or security.
- 6.4 Utopia @ Waterfall Gully reserves the right to exclude or eject any or all objectionable persons from the event or the premises without liability.
- 6.5 It is understood that the client will conduct the event in an orderly manner, in full compliance with Utopia @ Waterfall Gully management and applicable laws.

Smoking

- 7.1 **Utopia is a totally smoke free venue.** Smoking is absolutely prohibited within the building, outside on the terrace and within the restaurant courtyard areas.
- 7.2 Smokers are asked to do so downstairs, where two sand buckets are provided for the safe and neat collection of cigarette butts.
- 7.3 It is at the discretion of Utopia management as to how many times guests will be 'warned' about the smoking regulations. After numerous warnings, Utopia @ Waterfall Gully reserves the right to exclude or eject any or all objectionable persons from the event or the premises without liability.
- 7.4 Management reserves the right to charge a cleaning fee of \$500 for any events where these clear smoking regulations are ignored, and significant cleaning is required to remove cigarette butts from the premises.

Menu details

- 8.1 Finalised menu selections are required one week prior to the event. This is to ensure the quality and availability of foods.

Facilities

- 9.1 All guests must vacate the premises within 30 minutes following the completion of the event. Failure to comply will result in a charge of \$150 for each additional 30 minutes or part thereof.
- 9.2 Please note that glitter, confetti and table sprinkles are *not allowed* within the Utopia @ Waterfall Gully restaurant, or the surrounding terrace and national park. An additional cleaning fee of \$250 will be charged upon unauthorised use of these items.

