

CONFERENCES

2024/2025 COMPENDIUM



The Cellar
SUNNYBRAE
Estate
EST. 1882

WELCOME TO SUNNYBRAE ESTATE

Thank you for contacting Sunnybrae Estate Function Centre for your conference.

Conveniently located just 12 minutes from the CBD with plenty of complimentary onsite carparking, Sunnybrae Estate is perfectly placed for your next corporate event. All our function spaces have an accompanying outdoor area for your guests to soak in the lush gardens of the estate – we even have an established rose garden so they can quite literally stop and smell the roses.

Our team of experienced coordinators work closely with our in-house catering team to ensure a seamless event.

We look forward to making your conference a success for both you and your guests and we will endeavour to exceed all of your needs and expectations.

If you have any queries regarding the packages or other specifics about your conference, please do not hesitate to contact our professional team on 8346 8806 or email events@sunnybrae.com.au.



1 NAWEENA ROAD

to Regency Road

to South Road
18 TIKALARA STREET



to Grand Junction Road

JUNE 2024

Please note:

All prices listed are *excluding* GST.

Standard conference packages are for Monday-Friday 8am-5pm. Times outside these hours may be arranged on booking. Public holiday surcharges do apply.

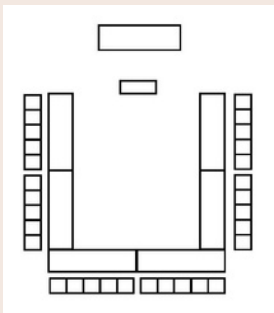
THE CELLAR

ROOM HIRE: \$595

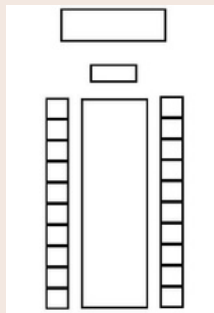
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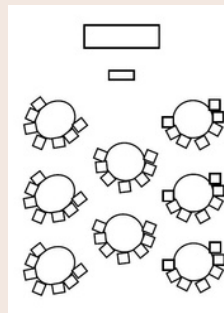
ROOM CAPACITIES



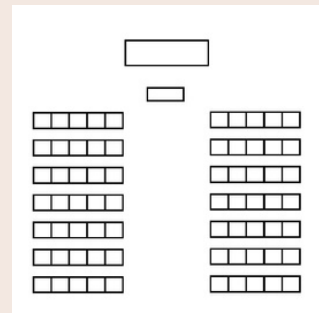
U SHAPE
40pax



BOARDROOM
50pax



OPEN ROUNDS
64pax
8 per round



THEATRE
100pax

AUDIO VISUAL + NETWORK

PA System - 1 Speaker & 1 Wireless Microphone **\$195**
Data projector with screen (BYO laptop & HDMI cable) **\$195**
Wifi **\$50 per day**

ROOM INCLUSIONS

Whiteboard
Lectern
Registration Table
Facilitator's Table

Please note all prices listed are *excluding* GST.
Additional 30-minutes \$150.

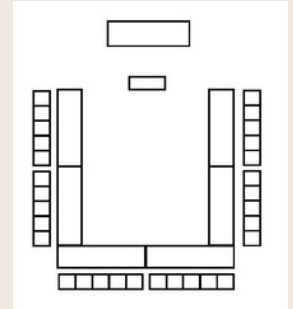
THE COACH HOUSE

ROOM HIRE: \$700

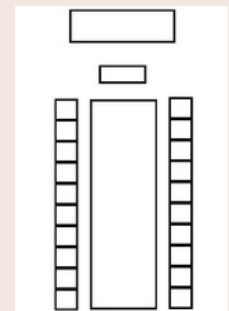
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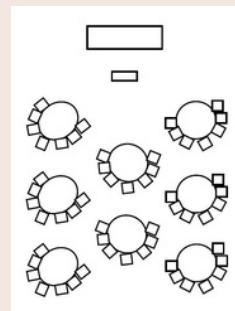
ROOM CAPACITIES



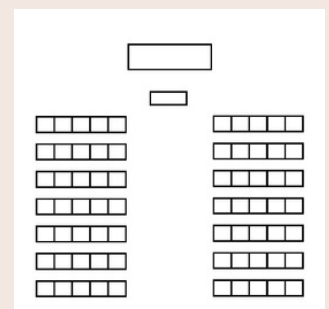
U SHAPE
90pax



BOARDROOM
50pax



OPEN ROUNDS
130pax
8 per round



THEATRE
300pax

AUDIO VISUAL + NETWORK

PA System - 2 Speakers, 1 Sound Mixer & 1 Wireless Microphone **\$265**

Data projector with screen (BYO laptop & HDMI cable) **\$265**

Wifi **\$50 per day**

Please note: All events over 80pax require 2 speakers and an audio mixer to support audio quality.

ROOM INCLUSIONS

Whiteboard
Lectern
Registration Table
Facilitator's Table

Unique to the Coach House:

- Capability for the 3m wide projector screen
- Raised platform stage for focal point in room
- Curtain separators to adjust size of room

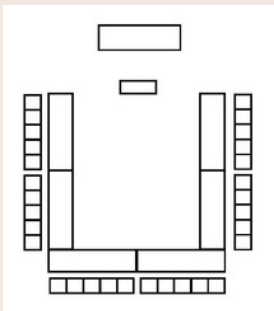
Please note all prices listed are *excluding* GST.
Additional 30-minutes \$150.

IKOS

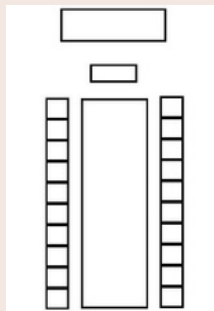
ROOM HIRE: \$1,450
Based on 8-hour duration



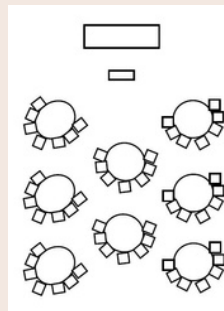
ROOM CAPACITIES



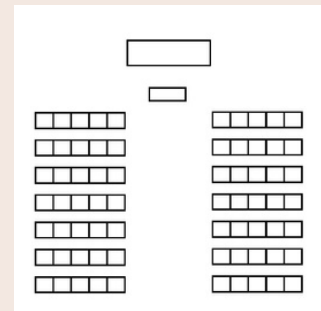
U SHAPE
60pax



BOARDROOM
60pax



OPEN ROUNDS
120pax
8 per round



THEATRE
200pax

AUDIO VISUAL + NETWORK

PA System - 1 Speaker & 1 Wireless Microphone **\$195**
Data projector with screen (BYO laptop & HDMI cable) **\$195**
Wifi **\$50 per day**

ROOM INCLUSIONS

Whiteboard
Lectern
Registration Table
Facilitator's Table

Please note all prices listed are *excluding* GST.
Additional 30-minutes \$150.

BEVERAGES

- Percolated coffee with tea selection \$10.00pp all day
- Barista made coffee \$4.50pp per session
- Besa juice bottles \$5pp per session
- Soft drinks \$3.50pp per session



END OF SESSION DRINKS \$15pp per half hour

Enjoy a selection of SA wines, beers, and soft drinks. Allow your guests to mingle and network in one of our beautiful outdoor areas.

NIBBLES

All Day Nibbles

Select two: \$5pp

- Mixed SA nuts
- Salted mini pretzels
- Mixed lollies
- Chocolates
- Wrapped mints



Grazing Board *Minimum 15pax*

CHEESE BOARD \$15pp

South Australian cheeses, Quince paste, lavosh, grissini, dried fruit & mixed roasted nuts

ANTIPASTO BOARD \$15pp

Italian cured meats, basil marinated bocconcini, provolone, feta filled peppers, baby corn, fefferoni, mushrooms, Penfield olives, rosemary & sea salt ciabatta bread (NF)

Please note all prices listed are *excluding* GST.
A minimum spend of \$600 on catering applies.

BREAKFAST MENU

SEATED

Choose 1 option \$20pp

Choose 2 options (alternate drop) \$25pp

Served with Besa orange juice

Breakfast burger bun

Hahndorf smoked bacon, free range scrambled eggs, walnut pesto, tomato relish, brioche bun

Poached eggs

Smashed avocado, cured salmon, broccolini, saltbush dukkah, rye bread

Barossa sausages

Free range scrambled eggs, exotic mushroom, baby spinach, roasted cherry tomato, sourdough bread

Exotic mushroom

Roasted butternut pumpkin, king brown mushroom, spring onion verde, sourdough bread

Only available for open rounds, boardroom and U-shape configuration

SHARED

A little bit of everything \$35pp

Served with Besa orange juice

- House made cereals
- Yoghurt
- Fruit salad
- Bircher muesli
- Chia seed pudding
- Peanut butter slice

Breakfast sliders:

- Hahndorf smoked bacon, free range scrambled eggs, walnut pesto, tomato relish, brioche bun
- King brown mushroom, butternut pumpkin, Greek feta, brioche bun



Please note all prices listed are *excluding* GST.
A minimum spend of \$600 on catering applies.

MORNING & AFTERNOON TEA

Savoury

- Spinach & feta pastry \$4pp
- Monte Rosso cheese arancini, dill aioli \$4pp
- Pork dim sim with sweet & sour sauce \$4pp
- Kaarage chicken with gochujang sauce \$5pp
- House made quiches \$6pp
- Lamb kofta with salted sour cream \$6pp
- Pork & fennel sausage rolls \$8pp
- BLT mini burger \$8pp
- Smoked salmon and avocado brioche \$8pp
- Mini meat pies \$9pp
- Ham and cheese croissant \$10pp

Sweet

- Freshly baked cookies \$4pp
- Freshly baked mini muffins \$4pp
- Seasonal fruit skewered or sliced \$5pp
- Peanut butter and chia slice \$5pp
- Buttermilk panna cotta, berries & pistachio \$5pp
- Chocolate brownie, raspberry cream \$5pp
- Freshly baked scones with whipped cream & jam \$6pp
- Vegan raspberry croissant \$6pp
- Granola with Fleurieu honey yoghurt \$6pp
- Traditional lamingtons \$6pp
- Banana bread with praline butter \$10pp

CLASSIC LUNCH

GREEK STYLE YIROS \$20pp

Marinated lamb and chicken, onion, tomato, lettuce & tzatziki in grilled pita bread
Served with chips

WORKING LUNCH \$21pp

Freshly baked focaccias with gourmet fillings
Served with wedges

GREEK CHARCOAL LUNCH \$45pp

Chefs selection of 2 charcoal cooked meats & 2 freshly cooked seafoods
Greek salad
Roast potatoes
House made tzatziki & aioli
Pita bread



Please note all prices listed are *excluding* GST.
A minimum spend of \$600 on catering applies.

BUFFET LUNCH

DELUXE: Your choice of 2 hot options, 2 sandwich options, 1 salad, and 1 dessert **\$68pp**
ELEGANCE: Your choice of 1 hot option, 1 sandwich option, 1 salad, and 1 dessert **\$48pp**

HOT OPTIONS

- Baked gnocchi bolognese, parsley gremolata
- Penne pasta, amatriciana sauce, nduja, pecorino
- Beef bourguignon with pomme puree
- Roasted chicken breast, truffle sauce and green beans
- Slow cooked pulled lamb shoulder with couscous and mint yoghurt
- Confit duck legs, French lentil ragout, kipfler potato
- Miso glazed Atlantic salmon, soba noodles
- Lemon pepper calamari, wasabi kewpie
- Baked polenta, exotic mushroom, sautéed spinach, comte sauce

SANDWICHES

- Brie, Jamon and tomato baguette
- Crumbed chicken, sriracha mayo, Swiss cheese on focaccia
- Shaved turkey, mozzarella, kale pesto, rye bread
- Coleslaw, heirloom tomato and gryere on ciabatta
- Moroccan chicken and avocado on wholemeal
- Cooked Tuna, spring onion mayo, jalapeños on multigrain bread

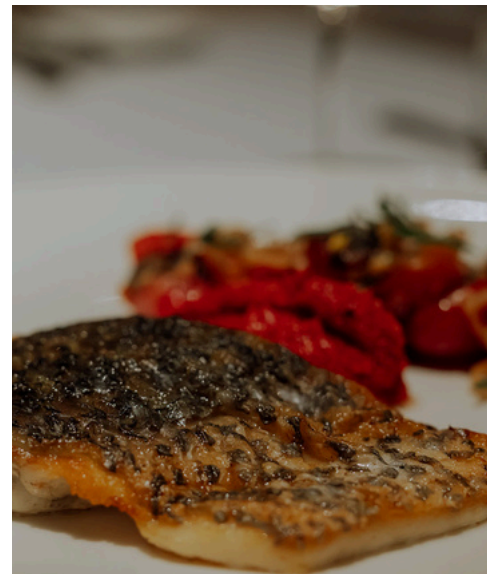
SALADS

- Butternut pumpkin, quinoa and baby spinach
- Caesar style salad, anchovy and cos lettuce
- Asian noodle salad, lime dressing, bean sprouts and chilli
- Traditional Greek salad
- Rocket, fennel, pear, mint with orange buttermilk dressing
- Green cabbage salad with crispy noodles

DESSERT

Can be served as afternoon tea, or to the table

- Buttermilk panna cotta with berries and pistachio
- Almond chocolate fudge cake, vanilla cream
- Toffee apple cake, spiced rum caramel
- Chocolate and pecan tart



Please note all prices listed are *excluding* GST.
A minimum spend of \$600 on catering applies.

DAY DELEGATE PACKAGE

Coach House & Cellar only

HALF DAY DELEGATE

4-hour room hire

\$2,200 for 20 pax

\$75 per additional guest

- Room hire; set to your specifications with tables, chairs, linen
- Wi-Fi & in-house AV: Data projector & screen, speaker & wireless microphone, whiteboard & markers, lectern
- Water bottle for each guest & mints
- Percolated coffee & tea selection
- Morning or afternoon tea: Your choice of 1 option accompanied by seasonal whole fruit
- Lunch: Elegance buffet lunch to be served with Besa juice

FULL DAY DELEGATE 1

8-hour room hire

\$2,600 for 20pax

\$85 per additional guest

- Room hire; set to your specifications with tables, chairs, linen
- Wi-Fi & in-house AV: Data projector & screen, speaker & wireless microphone, whiteboard & markers, lectern
- Water bottle for each guest & mints
- All day percolated coffee & tea selection
- Morning tea: Your choice of two options accompanied by seasonal whole fruit & Besa juice
- Lunch: Elegance buffet lunch to be served with Besa juice

FULL DAY DELEGATE 2

8-hour room hire

\$3,100 for 20pax

\$105 per additional guest

- Room hire; set to your specifications with tables, chairs, linen
- Wi-Fi & in-house AV: Data projector & screen, speaker & wireless microphone, whiteboard & markers, lectern
- Water bottle for each guest & mints
- Breakfast on arrival
- Barista coffee during morning tea, lunch, and afternoon tea
- Morning tea: Your choice of two options accompanied by seasonal whole fruit & Besa juice
- Lunch: Deluxe buffet lunch to be served with Besa juice

Please note all prices listed are *excluding* GST.
A minimum spend of \$600 on catering applies.

ADDITIONS

AUDIO VISUAL & NETWORK

PA SYSTEM WITH WIRELESS MICROPHONE \$265 (Coach House) | \$195 (Cellar & Ikos \$195)

1x Speaker & 1x Wireless Microphone (Cellar & Ikos \$195)
2x Speakers, Sound Mixer & 1x Wireless Microphone (Coach House)
Additional Microphone \$50 (*subject to availability*)

DATA PROJECTOR & SCREEN \$265 (Coach House) | \$195 (Cellar & Ikos \$195)

160" screen and laser projector available in the Coach House only
1x portable projector available
Please note you must bring your own laptop and HDMI cable



For additional or expert AV requirements, we recommend reaching out to Venue Productions.
Contact info@venueproductions.com.au or 8382 4112 for more information.

ADDITIONAL SPACES

Whether you require a private breakout space or looking to finish your event outdoors, additional spaces may be available upon request should you wish to utilise the grounds for your event.



If you wish to secure your booking here at the Estate, please return the attached booking form to events@sunnybrae.com.au.

Please note all prices listed are *excluding* GST.

BOOKING FORM

CLIENT DETAILS

CLIENT NAME _____

CONTACT NUMBER _____

EMAIL _____

COMPANY NAME _____

ADDRESS _____

EVENT DETAILS

EVENT DATE _____ START & END TIMES _____

ROOM/S _____

EVENT NAME _____

FACILITATOR'S NAME _____

APPROX NUMBER OF GUESTS* _____

**FINAL NUMBERS DUE 14 DAYS PRIOR TO EVENT DATE, ALONG WITH DIETARY REQUIREMENTS*

ROOM HIRE

CELLAR \$595

COACH HOUSE \$700

IKOS \$1,450

ROOM SETUP

CONFIGURATION

BOARDROOM

U-SHAPE

THEATRE

OPEN ROUNDS

AV REQUIREMENTS *(all included in Day Delegate packages)*

DATA PROJECTOR & SCREEN

BYO laptop & HDMI cable

Coach House \$265 / Cellar & Ikos \$195

PA/MICROPHONE

Standard AUX capability

Coach House \$265 / Cellar & Ikos \$195

WIFI \$50/day

DAY DELEGATE PACKAGES

HALF DAY

FULL DAY 1

FULL DAY 2

CATERING

TIME

BEVERAGES		
BREAKFAST		
MORNING TEA		
LUNCH		
AFTERNOON TEA		
END OF SESSION		

TERMS & CONDITIONS

1. CONFIRMATION:

All bookings must be confirmed within thirty (30) days from time of offer, otherwise management reserves the right to withdraw the offer. From confirmation of the booking, a signed copy of these Terms & Conditions is required within two (2) weeks followed by a \$500.00 non-refundable deposit.

2. CANCELLATIONS:

- Cancelling/rescheduling your event with less than three (3) months notice may incur a fee.
- Cancellation of your event with less than thirty (30) days prior notice will incur a cancellation fee of 50% of the calculated costs of your event, less any deposit paid.
- In the event of a late cancellation with less than seven (7) days prior notice, Sunnybrae Estate reserves the right to charge up to 100% of the calculated cost less any deposit paid.

3. FINAL NUMBERS:

A final number of guests attending must be confirmed by you, fourteen (14) working days prior to your event. This final number will be the minimum number charged for & is not subject to reduction. Should your event increase in numbers less than seven (7) working days prior to your event, Sunnybrae Estate reserves the right to substitute menu & beverage choices with items of similar style & standard & where necessary, charge accordingly.

4. FOOD AND BEVERAGES:

Final menu selections must be received by Sunnybrae Estate fourteen (14) working days prior to your event. No food or beverages may be brought into Sunnybrae Estate for consumption during your event, unless previously arranged and agreed upon by management. We strictly do not permit "BYO" alcoholic drinks. If alcoholic drinks are brought onto our licensed venue without our prior written consent, we reserve the right to immediately terminate your event. In the case of termination of your event pursuant to this clause, the Deposit and Bond will be forfeited to us and you will remain liable to pay all fees payable to us in respect of your event (including for any part of it that does not proceed).

5. PRICE VARIATIONS:

Sunnybrae Estate experiences unforeseeable increases in costs in each financial year, including (without limitation) due to changing market conditions, demand and availability, changes in taxes and price increases imposed by suppliers, wholesalers, or other service provide. Consequently, prices quoted will be subject to automatic increases on 1 July each year by the greater of 2.5% and CPI (% annual increase to the March quarter for All Groups. Adelaide).
All prices quoted are excluding GST.

6. SETTLEMENT OF FINAL ACCOUNT:

Total payment of your account is required one (1) week prior to the event in full, unless credit has been approved in writing prior to the event, whereby settlement of the account is required within seven (7) days of the invoice date. If the payment isn't received by the due date, Sunnybrae Estate reserve the right not to proceed with the event. Beverage tabs are to be paid within seven (7) days following the date of the event.

7. RESPONSIBLE SERVICE OF ALCOHOL:

Sunnybrae Estate's management reserve the right to refuse service to, and eject, any guests who are deemed to be intoxicated. Minors are required to be accompanied by a legal guardian or parent. Minors (under 18 years old) are not allowed to consume alcohol on the premises. Guests are respectfully reminded that photographic ID may be required to purchase and/or consume alcohol. No spirit bottles will be allowed to be put on the tables for self-service under any circumstances. Sunnybrae Estate reserves the rights to manage all events strictly in accordance with applicable legislation and guidelines regarding the responsible service of alcohol. No refunds or fee reductions will apply in the event of the ejection or refusal to serve alcohol to any guests in accordance with this clause.

8. COMPLETION TIME:

Should the room not be vacated within thirty (30) minutes of the agreed finish time, an extra charge will be made for each subsequent half hour exceeding the agreed finish time or part thereof at \$150.00 per half hour.

9. EXCLUSIVITY OF USE

Sunnybrae Estate may run multiple events that coincide with each other. You will have access only to the booked location/s (subject to availability, allocation & time). This does not automatically give you exclusive use to the entire venue & other function rooms. If you would like "Exclusive Use" of the whole venue, this may be arranged (subject to availability) for an additional charge determined by management.

10. CONDUCT/DAMAGE TO THE ESTATE:

The client, their guests & agents or other persons attending the event will be financially responsible for any damage or loss sustained by Sunnybrae Estate to its property, fixtures & fittings. No animals are to be brought onto the grounds due to the bird and wildlife on the property.

TERMS & CONDITIONS

11. DAMAGE OR LOSS OF GOODS/PROPERTY:

Sunnybrae Estate will not accept any responsibility for the damage or loss of goods that are hired or supplied by you, or by Sunnybrae Estate on behalf of you for your event. You are financially responsible for any damage or loss sustained on the property before, during, or after the event by your guests or by outside contractors engaged by you or by Sunnybrae Estate on behalf of you.

12. SURVEILLANCE/PRIVACY:

Sunnybrae Estate is under constant video surveillance. We will handle all personal information we collect in accordance with our Privacy Policy. Sunnybrae Estate will never pass on your details to third parties unless requested to or required by law.

15. RISK:

All people attending an event at Sunnybrae Estate are on the property entirely at their own risk. Due care & attention must be taken in all areas of the property. Sunnybrae Estate accepts no responsibility for any injury to persons or damage to personal belongings.

17. EXCLUSION OF DAMAGES:

a) To the full extent permitted by law, Sunnybrae Estate, its directors, employees, agents, contractors, and related bodies corporate will not be liable to any person in respect of any personal injury, illness death, loss or damage (including (without limitation) consequential and special loss or damage and any loss of profits) which may be suffered or incurred or which may arise directly or indirectly from or in connection with:

- *any use of our website or any advice or information received from us;*
- *any transaction entered into with us;*
- *your event;*
- *any breach by you of these terms and conditions; and*
- *any other dealing or arrangement between you and us,*

whether or not the loss or damage was as a result of error or misrepresentation, negligent act or omission, or any other cause whatsoever.

b) You release us and our directors, employees, agents, contractors, and related bodies corporate from any liability and expressly waive any claims you may have against us arising out of or in connection with the events listed in clause 17a).

c) You agree to indemnify us, and/or our respective suppliers, directors, employees, agents, contractors, and related bodies corporate from and against any claims, causes of action, demands, recoveries, losses, damages, fines, penalties or other costs or expenses of any kind or nature including but not limited to legal costs on a full indemnity basis, brought by any third party arising out of or in connection with the events listed in clause 17a) or your breach of any law or the rights of a third party.

d) You acknowledge that you are choosing to attend our premises at a time where you may be exposed to COVID-19. It is your own responsibility to familiarise yourself with all relevant information, including (without limitation) in respect of all applicable health risks. You acknowledge you have made your decision to attend our premises based on your own consideration of all available information, and you acknowledge and agree that you are aware of, and assume responsibility for, the risks associated with attending our premises at this time. To the fullest extent permitted by law, Sunnybrae Estate accepts no liability in relation to these additional risks.

18. APPROPRIATE BEHAVIOUR/DRUG USAGE:

You agree to ensure that you and all your guests and contractors comply at all times with our policies and any reasonable direction given by us or our staff or contractors.

Behaviour which will be considered unacceptable at Sunnybrae Estate includes (but is not limited to) the following: use of illegal drugs, aggressive or abusive behaviour, verbal abuse, being under the influence of illicit drugs or impaired by alcohol, bullying, harassment or intimidation, stalking, unwelcome physical contact, offensive gestures & behaviour, theft, being in areas out of bounds & disobeying instructions from staff.

19. SMOKING:

If your guests wish to smoke, please utilise the designated area on the bricks where ashtrays are provided. If smokers do not adhere to this, a cleaning fee of \$200 will be deducted from the Bond.

20. FIREWORKS/NAKED FLAMES:

Illegal use of fireworks/sparklers are prohibited due to the extreme risk of fire. Please consult with your event coordinator if you wish to have fireworks/sparkler farewells conducted by a registered professional. Naked flames are not allowed due to the extreme risk of fire and personal harm. However, candles protected by glass are acceptable.

TERMS & CONDITIONS

21. DISPLAY/SIGNAGE:

No signage/materials are to be stapled, screwed, nailed, glued or adhered onto the walls, doors, surfaces or any other part of the buildings.

23. CLEAN UPS:

Please note that should there be any need of excessive cleaning, a cleaning fee of \$200 will be deducted from the Bond. No confetti, rice, scatters or similar are allowed outside or inside. Rose petals and bubbles are welcome outside only.

25. FORCE MAJEURE:

If Sunnybrae Estate is prevented (directly or indirectly) from performing any of its obligations under this agreement by reason or any circumstances outside of its reasonable control, including but not limited to war, threat of war, riot, civil disturbances, industrial dispute, terrorist activity and its consequences, plague, epidemic, pandemic, infectious disease outbreak or any other public health crisis (including (without limitation) quarantine or other employee restrictions), natural or other disaster, nuclear incident, fire or bushfires, adverse weather conditions, domestic and/or international travel restrictions changes to applicable laws and/or other government mandates, Sunnybrae Estate will be under no liability whatsoever to you and may, at its option, by written notice to you cancel your booking. In the event of such a cancellation, we will refund all fees paid to us other than the Deposit (which will be forfeited to us).

26. EXCLUSION OF WARRANTIES:

No conditions or warranties expressed or implied by law & no representations or statements are binding on Sunnybrae Estate unless set out in these terms & conditions or unless they cannot by law be excluded from the contract between Sunnybrae Estate & you. To the extent permitted by law, where we become liable to you in any manner for any breach of any condition or warranty expressed or implied in relation to the supply of goods or services to you, our liability will be limited, at our sole discretion to either:

- a) in relation to the supply of goods:
- *the replacement of the goods or the supply of equivalent goods;*
 - *the repair of the goods;*
 - *the payment of the cost of replacing the goods or of acquiring equivalent goods; or*
 - *the payment of the cost of having the goods repaired; and*
- b) in relation to the supply of services:
- *the supplying of the services again; or*
 - *the payment of the cost of having the services supplied again.*

ACCEPTANCE OF TERMS AND CONDITIONS

Upon signing this agreement & payment of your deposit it is understood that you accept the above conditions and agree to the details provided on the meeting and conference booking form. Please sign, date and initial where indicated and return to events@sunnybrae.com.au

ACCEPTED BY:

Name: _____

Signature: _____

Date _____

Date of event: _____

Contact name _____

Contact number _____