



# Conferences 2018

Workshops, Meetings, Seminars, Training, Presentations

## **'Enjoy peace of mind, when you book your conference at the Loxton Hotel!'**

Loxton, home to the historic Loxton Hotel, is, most say, the prettiest river town of all. Located in the Riverland region in South Australia, we are the town with the beautiful Murray River at the end of the unique village style main street and just a short drive to the world famous Barrock Station Wine and Wetland Centre. Proudly owned by the local community, the Loxton Hotel is Loxton's jewel in the crown, and it won't take long for you to recognise why this hotel is acclaimed as one of South Australia's great country pubs.

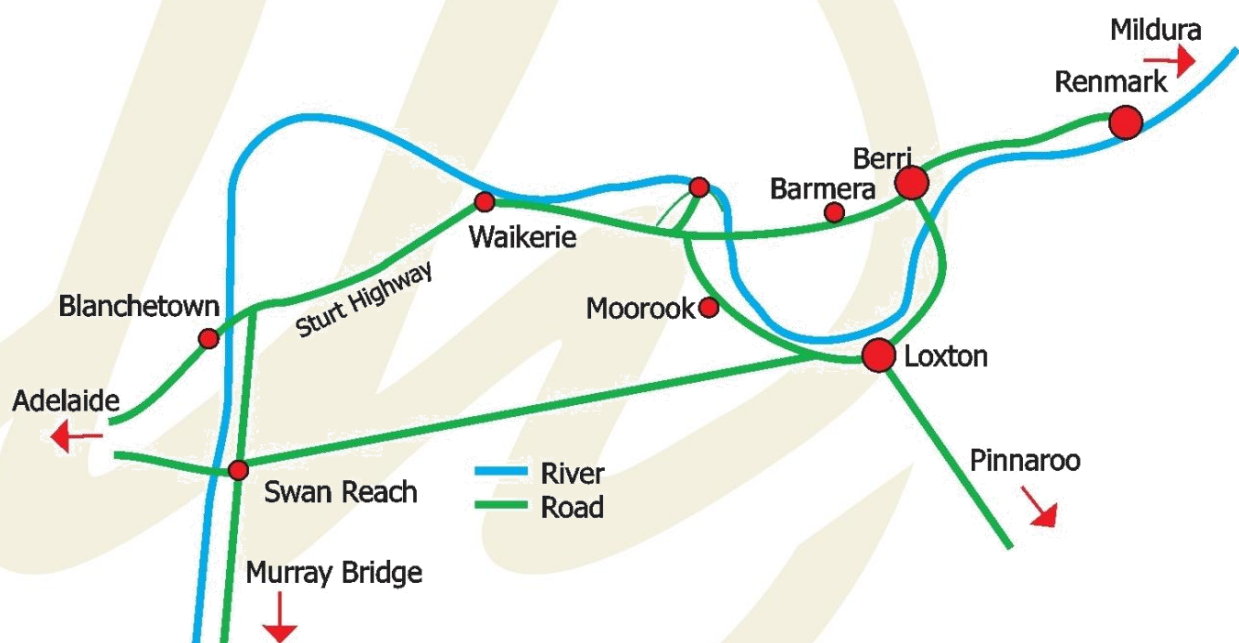
At the Loxton Hotel your business means everything to us. We take pride in providing a personalised and professional service and will look after all aspects; from set-up through to catering, to ensure your workshop, seminar, product launch or meeting is a success.

We provide a fantastic venue with well appointed conference and business amenities, stylish, modern and comfortable accommodation, superb seasonal bistro menu highlighting the Riverland's wonderful produce, bar & lounge areas, alfresco dining, guest BBQ and sparkling under-shade pool.

The Loxton Hotel offers value for money, quality service and a perfect blend of contemporary facilities and country hospitality. Our experienced and dedicated team is here to assist in planning your next conference.

We welcome you to view our establishment (*appointments appreciated*) or contact Chrystal Goodhand, Sales & Promotions Manager to discuss your requirements on (08) 8584 7266 or email [chrystal@loxtonhotel.com.au](mailto:chrystal@loxtonhotel.com.au).

## **Location Map**



## Conference Rooms

We offer a choice of four conference spaces and will work with you to tailor a package to suit your requirements. We can cater for small groups of 5 right through to larger groups of 140 - 170. All conference and function rooms are conveniently located in close proximity to the hotel entrance, reception desk/check in and car parking.

Room	Theatre	U Shape	Classroom	Boardroom	Banquet	Cabaret	Cocktail
Kekwick	34	20	24	24	NA	NA	40
Pyap	40	26	24	26	NA	NA	50
1908	50	30 <i>(set out)</i> 42 <i>(set out &amp; in)</i>	30	26	46 <i>(two long tables)</i>	NA	70
Reflections	140	40	100	34	120 * <i>(dance floor)</i>	96	170

\* Capacity for round tables in Reflections is 144 with 12 pax per table. Dependent on set-up and equipment requirements.

### Features include:

- Complimentary WiFi for all delegates
- Split system airconditioning
- Public amenities
- Wheelchair friendly - passenger lift and ramp access
- Access to quality audiovisual equipment
- Ample car parking
- Fax and printing services (charges apply)
- Stylish and affordable accommodation. A free BBQ area for hotel/motel guests adjacent our sparkling under-shade swimming pool.

### Kekwick and Pyap – first floor conference rooms:

- Equipped with audiovisual equipment and pull down screens
- Balcony for morning or afternoon tea breaks
- Wheelchair friendly and serviced by a passenger lift
- Ability to section rooms off for 'breakaway' sessions
- Located on the same floor as the hotel room accommodation
- Ethernet cable access in Pyap Conference Room

### 1908 and Reflections – ground floor function rooms:

- Adjoining fabulous outdoor decking areas for morning /afternoon tea breaks or pre-dinner drinks/Hors'doeuvres
- Adjacent our Bistro dining room offering superb seasonal menus. Open daily for breakfast, lunch and dinner
- Reflections features a private bar whilst in 1908 we provide drink service for set menus

## **Delegate Package**

\$38.00 per person. Minimum of 20 guests

- Full day room hire
- Room set to your requirements including tablecloths
- Registration and facilitators table *if required*
- Continuous tea and coffee
- Chilled bottles of water and mints
- Arnott's assorted biscuits for morning tea
- Afternoon tea
- Your choice of lunch either option two, three, four or five
- Conference notepads and pens for each delegate
- Complimentary WiFi
- Data projector, screen, whiteboard or flip chart
- Lecturn and cordless microphone (Reflections only)
- Complimentary car parking

## **Room Hire**

Room hire is charged on a per day (up to 8 hours), per room basis. Fees include room set up, chilled water, mints and use of available audio visual equipment.

<b>Room</b>	<b>Cost</b>
Kekwick Conference Room	\$60.00
Pyap Conference Room	\$60.00
1908 Private Function Room	\$60.00
Reflections Private Function Room	\$100.00
- <i>Including private bar</i>	\$150.00
Room hire fees are subject to change without notice.	

## **Equipment**

- Colour television & DVD player
- Whiteboard and accessories
- Epson EB-X24 Projector (with wireless LAN adaptor)
- Portable and pull down screens
- Logitech portable speakers
- Overhead projector
- Flip chart
- Public address system (Reflections only)
- Cordless microphone (Reflections only)
- Podium / Lecturn



## Catering

### Breakfast

Served from 7am – 9am in the Bistro.

*Continental* \$12.00 per person

Includes a selection of:

- Hot toast and accompaniments
- Assorted cereals
- Fruit compote
- Selection of fresh fruit juice
- Assorted yoghurt
- Self-serve tea and coffee

**\* Upgrade to cooked breakfast for an extra \$6.00**

*Cooked & Continental* \$18.00 per person

Bacon & eggs (scrambled, poached or fried) plus your choice of sausage, tomato, mushroom and baked beans. Includes full continental breakfast buffet.

OR

Omelette cooked to your liking.

### Morning and Afternoon Tea

Continuous Tea and coffee \$3.00

**\* Espresso coffee orders welcome upon request. Please advise upon booking.**

#### **Costs outlined below are per person, per break:**

Arnott's assorted biscuits	\$2.50 plain	\$3.00 cream
JR's Kitchen biscuits <i>made in Loxton</i>	\$3.50	
Assorted cakes	\$5.50	
Scones, jam and cream <i>savoury option also available</i>	\$6.00	
Assorted cakes & pastries	\$5.50	
Assorted muffins	\$5.50	
Orange Juice	\$3.00	

### Set Menus

Acclaimed as one of South Australia's great country pubs, the Loxton Hotel offers extensive and flexible set menus, which are a great option for workshop dinners or private banquets to entertain employees and business clients. Loxton Hotel's chef's are acclaimed for their flair, attention to detail and imaginative menus, which highlight the Riverland's wonderful fresh produce. Request a copy of our Set Menus for further information.

## Lunch Options

### OPTION ONE

Includes:

**\$16.00 per person\***

Platter of assorted gourmet sandwiches (2 rounds per person)  
Fresh seasonal fruit platter  
Orange Juice

*\* To have baguettes in place of sandwiches, price increases to \$17.50 per person*

### OPTION TWO

Includes:

**\$18.50 per person\***

Chef's selection of three hot savoury fingerfoods  
Platter of assorted gourmet sandwiches (1 round per person)  
Fresh seasonal fruit platter  
Assorted cakes & pastries  
Orange Juice

*\* To have baguettes in place of sandwiches, price increases to \$20.00 per person*

### OPTION THREE

Includes:

**\$18.50 per person**

Platter of assorted gourmet sandwiches (2 rounds per person)  
Fresh seasonal fruit platter  
Assorted cake platter  
Orange Juice

### OPTION FOUR

Includes:

**\$19.00 per person**

House-made Lasagne served with fresh garden salad and Loxton's Country Bakehouse bread rolls  
Fresh seasonal fruit platter  
Orange Juice

### OPTION FIVE

Includes:

**\$19.50 per person**

Mini Quiches and Spinach & Ricotta Triangles  
Cold meat and chicken platter with lettuce, cucumber, cheese, tomato, gherkin & carrot sticks.  
Fresh seasonal fruit platter  
Orange Juice

### OPTION SIX

**\$16.00 per person**

AVAILABLE IN THE BISTRO ONLY. MEALS ARE PRE-ORDERED.

Choice of:

- Roast of the Day with gravy & hot vegetables (GFA)
- Crumbed Fish with tartare sauce, lemon wedge & hot chips
- Crumbed Calamari with tartare sauce & hot chips
- Beef Schnitzel with gravy & hot chips
- Salt & Pepper Squid, with sweet chilli sauce & hot chips

## Recreational Activities

Are you looking to entertain your guests with a special activity? We are able to assist with arranging recreational or leisure activities, guest speakers or live music and tours of local attractions within the Riverland region. You may like to consider:

- A fun ambrose style golf tournament
- A tour of some of the Riverland's premium wineries, distilleries and brewery
- A cruise along the beautiful Murray River
- Gala or presentation dinner with entertainment
- Some light bushwalking and nature trails
- Historical museums, art galleries and other attractions

The Loxton Golf Course, is situated only ten minutes drive from the Loxton Hotel. Listed in the top ten Country golf courses in South Australia, a round at the Loxton Golf Course is the ideal activity to build rapport with your conference colleagues.

## Accommodation

The Loxton Hotel has a total of 51 rooms including both 30 Riverview and Gardenview Motel Suites and 21 Executive and Standard Hotel Rooms. Our range of modern, stylish accommodation suits all types of clients and budgets from business executives to contract workers. All our accommodation is equipped with their own ensuite. The Hotel is able to sleep 100 people comfortably.

### **GARDENVIEW MOTEL SUITES** 18 rooms | **RIVERVIEW MOTEL SUITES** 12 rooms

• Free Wi-Fi	• Complimentary toiletries
• Digital TV with USB port	• Electric blankets
• Tea & coffee making facilities	• Writing desks
• River or garden/pool views	• Breakfast table & chairs
• Private balcony access	• Direct dial phones
• Sheer & block out curtains	• Split system air-conditioning
• Mini Bars	• Off-street parking
• King, queen and single bed configurations	• Iron & ironing board
• SA made pillow-top ensembles	• Hairdryers
• Ensuite bathrooms	• Bluetooth clock radio with USB ports
• Refrigerators	• Ground floor suites

### **HOTEL ROOMS** 21 rooms (11 x Hotel Executive & 10 x Hotel Standard)

• Located within hotel complex	• Tea & coffee making facilities
• Free Wi-Fi	• Refrigerators
• Ensuite bathrooms	• Queen, twin & single rooms
• Direct dial phones	• Iron & ironing board
• Hairdryers	• Digital TV with USB port
• Heating & cooling ( <i>electric blankets in Winter</i> )	• Street parking
• Electric blankets	• Lift & stair access

## **Terms & Conditions**

### **CONFIRMATION**

Where advanced bookings are made, please confirm your conference or function within 14 days of the original booking that was requested.

### **FINAL NUMBERS**

Estimated final numbers for your conference or function are required at the time of booking. Final attendance numbers for your event are required three days prior (*or as otherwise advised*). Charges will be based on the number of people attending the event or the confirmed number, whichever is greater.

### **SURCHARGES and ROOM HIRE**

Surcharges may apply on public holidays, if minimum numbers are not met or additional service times are requested. Room hire fees for private function spaces are applicable to cocktail style events regardless of attendance numbers.

### **PRICING**

Prices are valid until 31<sup>st</sup> March 2019. All prices are subject to change without notification. All menu prices listed are based on normal service times, served on premise or takeaway platters (i.e. cocktail food menu). Minimum spend applies to cocktail style events held in our private function rooms. Delivery is negotiable. All prices include GST.

### **ACCOUNTS**

Credit card details are required to secure all bookings. The credit card details provided will be used to pay for function or conference expenses unless the account is paid prior to or on the day of the event.

### **BOOKING CONFIRMATION**

Function and conference bookings and accommodation reservations must be confirmed, where possible, two weeks prior to your event. The Loxton Hotel reserves the right to reallocate your conference or function booking should a confirmation not be received.

### **DAMAGE/LOSS**

The Loxton Hotel will not take responsibility for damage to or loss of items before, during or after an event. We recommend that you arrange appropriate insurance cover against potential damage or loss. Please note, you are financially responsible for any damage sustained to Hotel property, fixtures and fittings that may occur while using our facilities.

### **CLEANING**

A cleaning surcharge will apply if cleaning requirements are considered to be over and above normal cleaning as a result of your event.