The Royal Botanical

Bar · Dining

BOOK YOUR NEXT

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WITH US

FOR ALL ENQUIRIES EMAIL HELLO@THEROYALLEICHHARDT.COM.AU OR PHONE 9569 2638



THE ROYAL LEICHHARDT

We understand that every function or event is unique and pride ourselves on offering tailor made experiences in our flexible and versatile event spaces. Our events manager will happily work with you to make sure a package is designed to suit exactly what you're after. We look forward to hosting your memorable event together and are here to help every step of the way!

WE CAN CATER FOR A RANGE OF FUNCTIONS SUCH AS:

- PRODUCT LAUNCHES
- BUSINESS MEETINGS
 - SEMINARS
 - EXHIBITIONS

WE CAN PROVIDE THE FOLLOWING EQUIPMENT:

- WHITEBOARD
- FLIPCHART
- NOTEBOOKS
- TV & HDMI



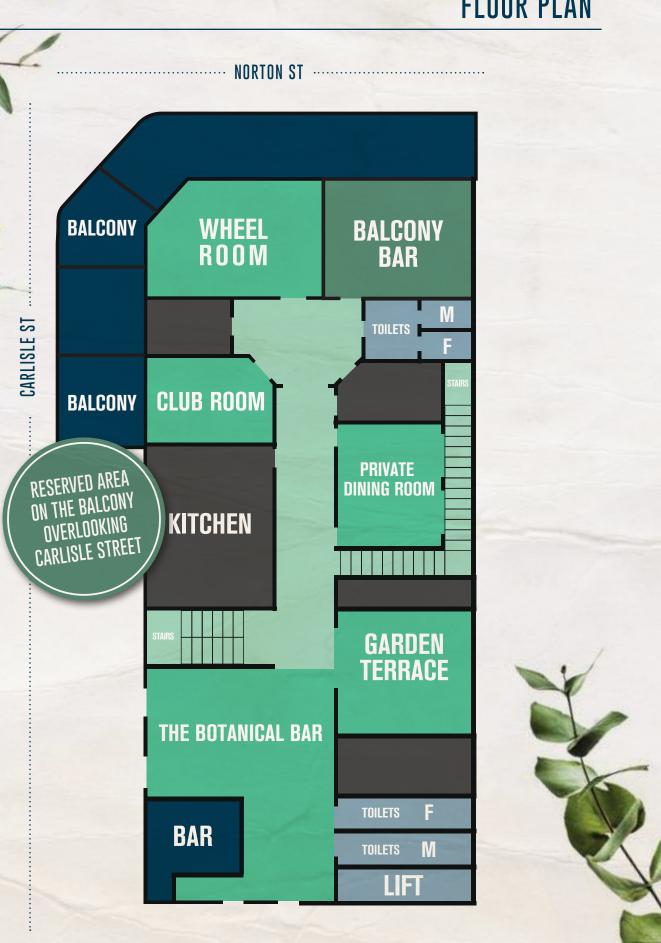
WIFI AVAILABLE THROUGHOUT THE VENUE

IF YOU DON'T SEE
WHAT YOU ARE AFTER,
PLEASE GIVE US A CALL.
WE ARE MORE THAN HAPPY
TO TAILOR A PACKAGE TO
SUIT YOUR NEEDS.

AV & FLAT SCREEN TVS AVAILABLE FOR USE IN ALL ROOMS

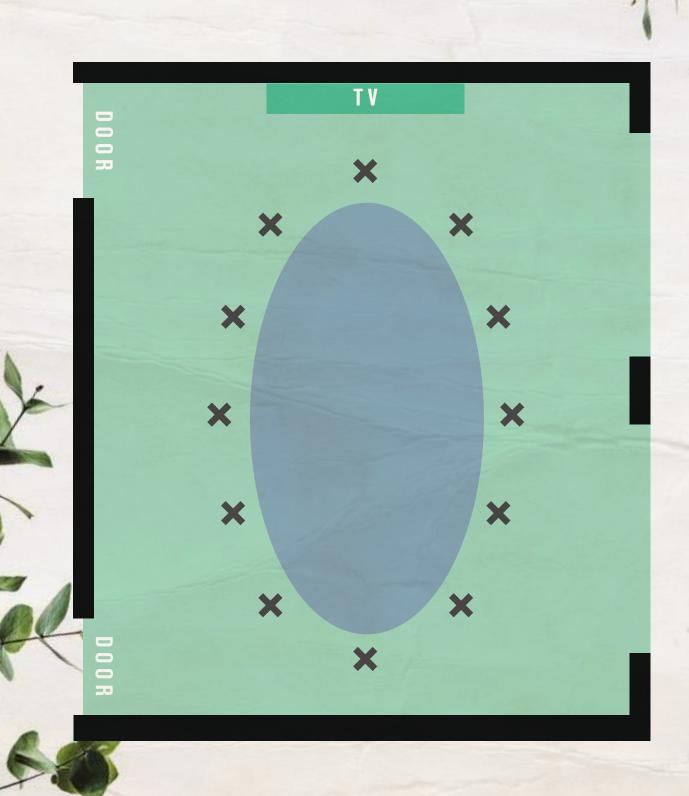
CALL OR EMAIL OUR FUNCTIONS MANAGER
TO START PLANNING YOUR CONFERENCE TODAY!

FLOOR PLAN



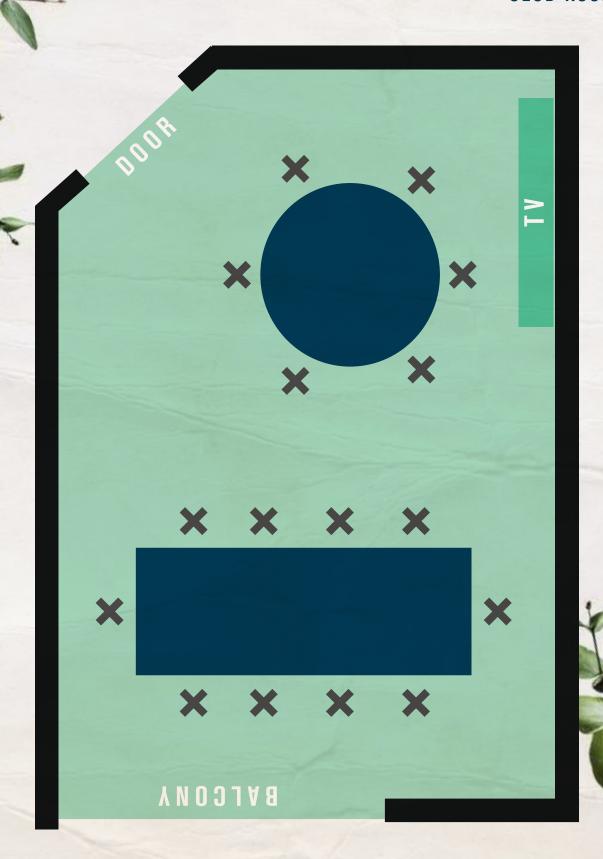
FLOOR PLAN

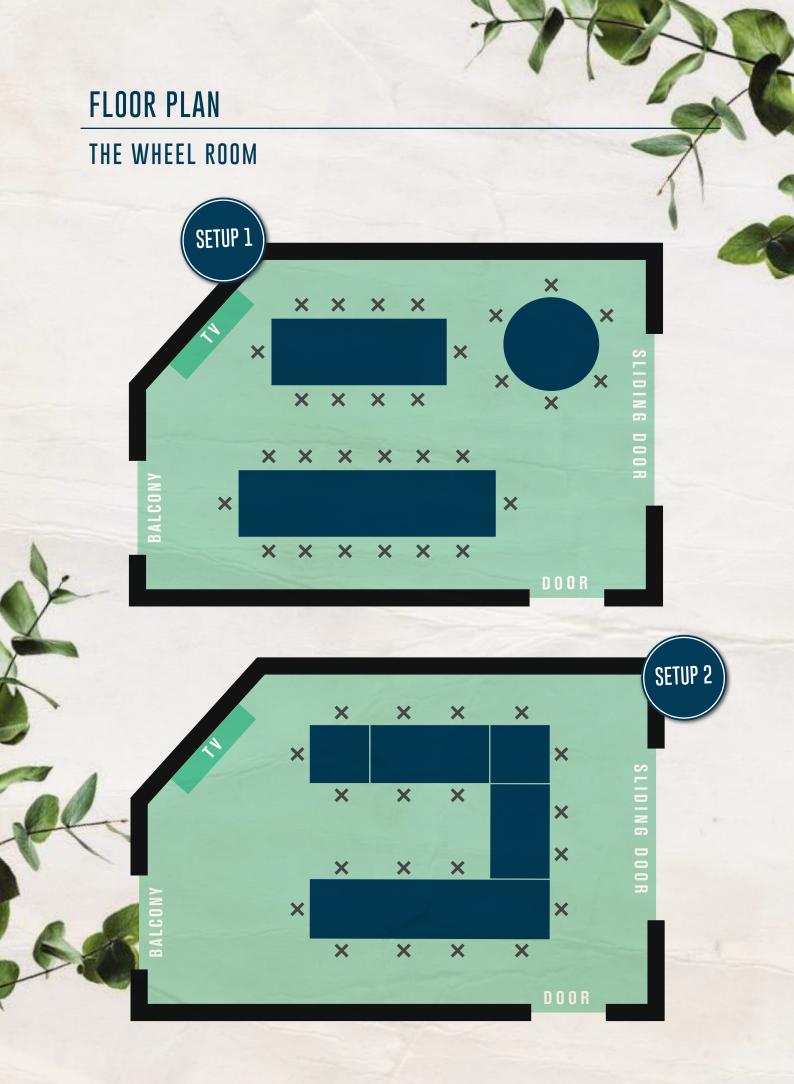
PRIVATE DINING ROOM



FLOOR PLAN

CLUB ROOM





CONFERENCE SPACES

PRIVATE DINING ROOM

6-12 pax

Enjoy a corporate meeting or formal dining for 8-15 guests in this private space. We offer morning/afternoon tea platters with barista style coffee and variety of teas. With old world charm and local art hanging on the walls, this is the perfect setting for your next meeting.

Audio visual facilities available.



THE CLUB ROOM

seats 16 pax



CONFERENCE SPACES

THE WHEEL ROOM

seats up to 30 pax

The room provides a private area amongst the happening vibe of our venue.

The Wheel Room can be booked for sit-down functions, presentations or production launches for 25-30 guests.









Assorted Muffins
Danish Pastries
Fruit Platter
Coffee & Tea included



YOUR CONFERENCE BOOKING FORM

Contact Name:
Company (if applicable):
Telephone/Mobile:
Postal Address:
Email:
YOUR CONFERENCE DETAILS
1. Date of Function:
2. Time:
3. Event Title:
4. No of Guests:
5. Menu Choice:
6. Function area / room:
7. Full day / half day:
D E P O S I T P A Y M E N T
Credit Card Details: VISA / MASTERCARD / BANKCARD / DINERS CLUB / AMEX
Cardholder Name:
Card Number://////
Expiry Date:///
Hire fee: \$
(An additional 1% surcharge will be charged for all credit card payments)
I hereby authorise for the above amount to be debited from my card. Full payment must be received prior to the conference of the conferenc
If for any reason payment is not received by the venue prior to the conference, I agree for the full amount to be debited to
my card (details above) at the completion of the event.
Any and all outstanding moneys ancillary to the conference costs will also be charged at this time.
Cardholder's signature:
Date:
Please email the conference booking form and signed terms and conditions

to: hello@the royalle ich hardt.com. au

CONFERENCE PACKAGE 2019. 10

TERMS AND CONDITIONS

CONFIRMATION & DEPOSIT

To confirm a conference booking, the following is required:

- 1. DEPOSIT
- 2. COMPLETED BOOKING FORM
- 3. SIGNED TERMS & CONDITIONS

Please note: A \$100 deposit is required for all conference bookings. Should the above mentioned forms & deposit not be received by the due date, the venue reserves the right to cancel the tentative hold on the client's behalf.

CANCELLATION

If cancellation occurs within 4 weeks of the event date, the deposit is forfeited.

If cancellation occurs within 10 working days prior to the event date, the client will be charged 100% of the food costs.

FINAL NUMBERS AND DETAILS

Guaranteed minimum numbers of guests attending and all final details should be notified to the functions manager no less than 10 business days prior to the event. Once given, numbers can increase up to 5 business days prior to the event however not decrease. Absolutely no changes on the increase in numbers will be taken after this time.

PAYMENT

Full payment of food and beverage packages are required no less than 7 days in advance of the date of the event. For any outstanding beverage tabs, these are to be settled at the conclusion of the conference. No extensions of payment will be permitted.

Payment can be made by direct deposit, over the phone, with the function manager or in person. Credit card details and I.D must be given as security for all beverage tabs.

INSURANCE/DAMAGES

Our organisation will take reasonable care, but will not accept responsibility for damage to or loss of items before, during or after an event. You are financially responsible for any loss or damage sustained to the premises or our property during an event or by your guests when entering or leaving the premises. You are also responsible for any loss or damage to equipment hired on your behalf.

OTHER

The client shall conduct the conference in an orderly manner and in full compliance with the rules of The Royal Leichhardt management and in accordance with all applicable laws. The client is responsible for the conduct of the guests and invitees and indemnifies the hotel for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees. No food or beverages of any kind is permitted to be brought to the event by the client, client's guests or invitees, unless prior permission has been obtained.

RESPONSIBLE SERVICE OF ALCOHOL

In accordnace with the NSW state governments RSA laws, The Royal Leichhardt reserves the right in its absolute discretion to exclude or remove any undesirable persons from the function or The Royal Leichhardt's premises without liability.

Management reserves the right to close the bar when it deems necessary. We also reserve the right to cancel the booking if:

- The Royal Leichhardt or any part of it is closed due to circumstances outside the hotels control.
- The client becomes insolvent, bankrupt or enters into liquidation or receivership.
- The function might prejudice the reputation of The Royal Leichhardt.
- The room hire and food has not been paid by the due date.



Signed	Date	

Thank you for taking the time to fill out these forms. We look forward to hosting your event soon.