



BOOK YOUR NEXT
CONFERENCE

WITH US



FOR EVENTS AND DINING ENQUIRIES

Contact us at hello@theroyalleichhardt.com.au
or on 02 9569 2638



THE ROYAL LEICHHARDT

We understand that every 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!

FULL DAY \$200
HALF DAY \$100

WE CAN CATER FOR A RANGE OF EVENTS SUCH AS:

- PRODUCT LAUNCHES
- BUSINESS MEETINGS
 - SEMINARS
 - EXHIBITIONS

THE FOLLOWING SERVICES ARE INCLUDED WITH VENUE HIRE

Complimentary Wifi 

Flip charts and markers

TV and HDMI

Chilled water, pens and notepads

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.

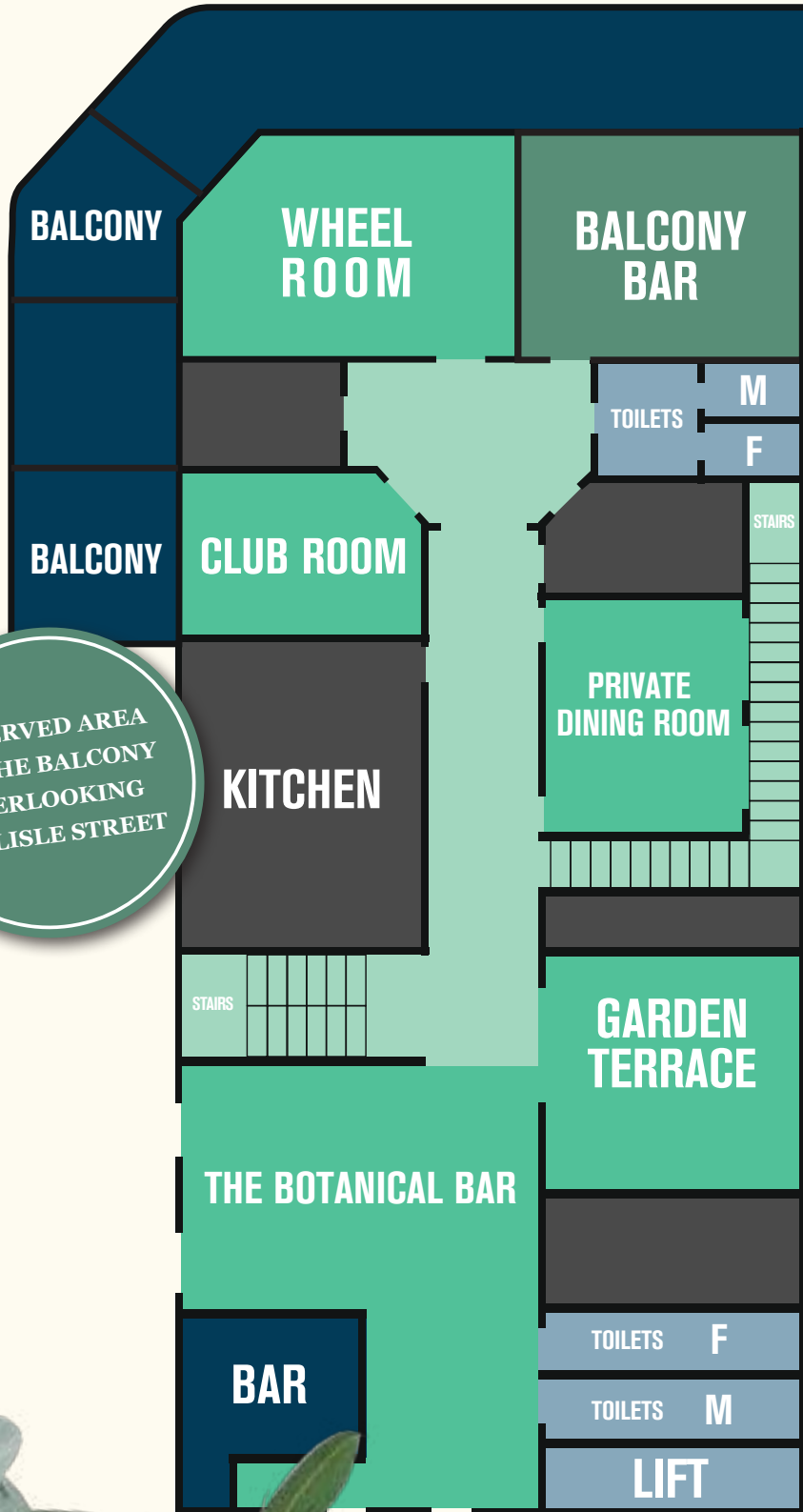
**CALL OR EMAIL OUR EVENTS
MANAGER TO START PLANNING YOUR
CONFERENCE TODAY!**

Floor Plan

NORTON ST

CARLISLE ST

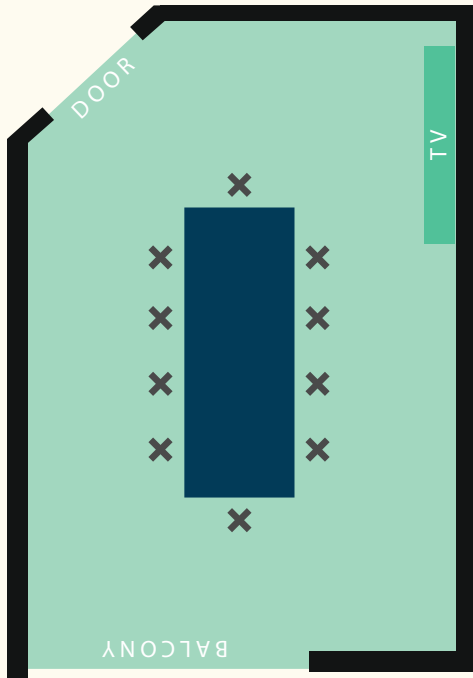
RESERVED AREA
ON THE BALCONY
OVERLOOKING
CARLISLE STREET



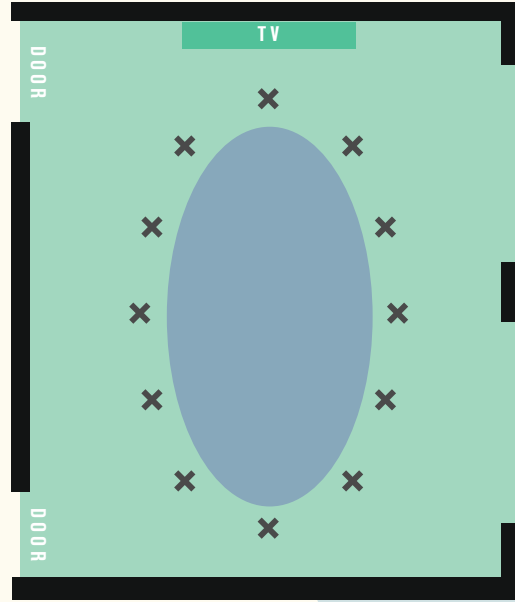


Floor Plan

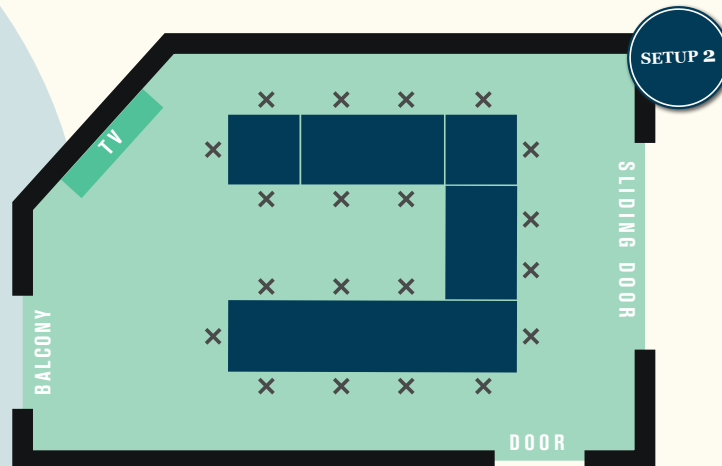
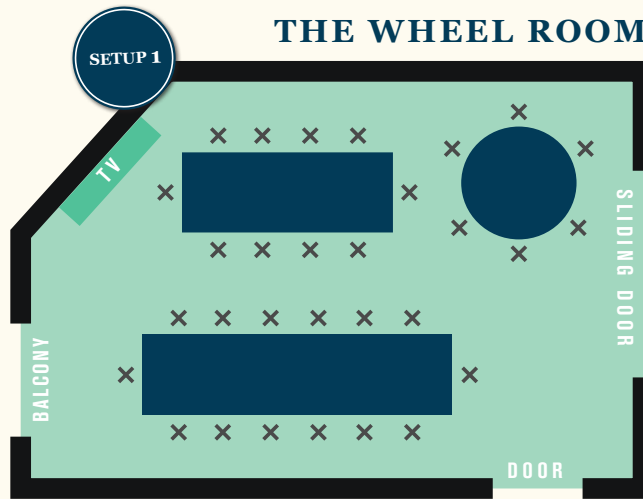
CLUB ROOM



PRIVATE DINING ROOM



THE WHEEL ROOM

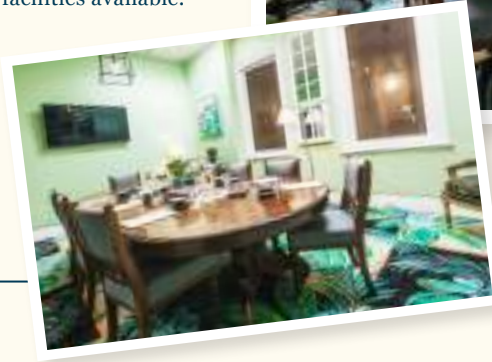


Conference Spaces

PRIVATE DINING ROOM

6-15 pax

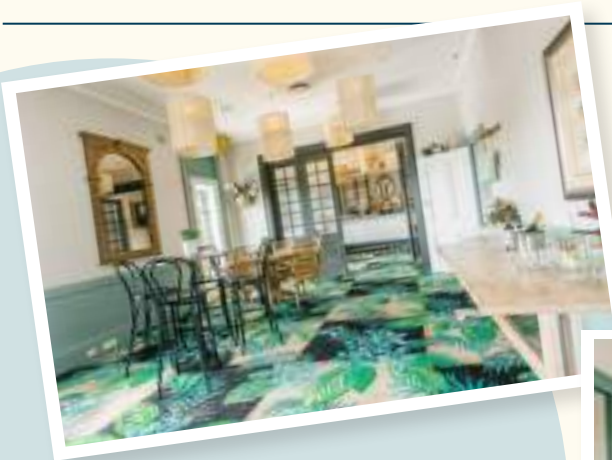
Enjoy a corporate or an off site meeting for up to 15 guests. We offer morning and afternoon tea catering options with a coffee and tea station available within your room. With an old world charm and local art, this is the perfect setting for your next meeting. Audio visual facilities available.



THE CLUB ROOM

8-10pax

This light-filled space is perfect for boardroom meetings. Why not treat the team to well-deserved drinks on the balcony afterwards!



THE WHEEL ROOM

seats up to 30 pax

This room provides a private area amongst the happening vibe of our venue. The Wheel Room can be booked for seated-style events, presentations or product launches for 20 guests.



Menu

MORNING TEA PACKAGE | \$15.50PP

Assorted muffins
Danish pastries
Fruit platter
Coffee & tea included



ROYAL PLATTERS

TOASTIES \$65

*Roast beef & Swiss cheese | chicken & brie | field mushroom & mozzarella |
mixed cheese on rye (v)*

FINGER SANDWICHES \$65

*High tea style | chicken & lettuce |
cucumber & cream cheese | parma ham, rocket & truffle*

CHEESE \$80

*Selection of local & international cheese, muscatels, apple,
quince paste, walnuts, lavosh (gfo) (v)*

CHARCUTERIE \$80

Cured meats, salami, olives, pickles, toasted baguette

BOOKING FORM

Contact Name: _____
Company (if applicable): _____
Telephone/Mobile: _____
Postal Address: _____
Email: _____
Royal Social Club Member Number: _____

Date of Event: _____
Time: _____

Event Title: _____
Number of Guests: _____
Menu Choice: _____

Event Space:
 Private Dining Room
 Club Room
 Wheel Room

PAYMENT

Credit Card Details: VISA / MASTERCARD / AMEX

Cardholder Name: _____

Card Number: __/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/

Expiry Date: __/__/__/__/ CVV: _____

Please Debit the Amount \$ _____ (hire fee & deposit)

(An additional 1% surcharge will be charged for all EFTPOS payments)

I hereby authorise for the above amount to be debited from my card. Full payment must be received prior to the event.

If for any reason payment is not received by the venue prior to the event, I agree for the full amount to be debited from my card (details above) at the completion of the event.

Any and all outstanding monies ancillary to the event costs will also be charged at this time.

Cardholder's Signature: _____

Date: _____

Please email the event booking form and signed terms and conditions

to: hello@theroyalleichhardt.com.au

TERMS AND CONDITIONS

CONFIRMATION & HIRE FEE

To confirm a conference booking, the following is required:

1. HIRE FEE
2. COMPLETED BOOKING FORM
3. SIGNED TERMS & CONDITIONS

Please note: A hire fee is required for all conference bookings. Should the above mentioned forms & hire fee 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 hire fee 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 events 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 accordance 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 event 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.