

SERAFINO
McLAREN VALE
CONFERENCES 2018/19



If you are looking for a venue which adds character and winery charm, this is it!



CONFERENCES AT SERAFINO

LOCATED IN THE HEART OF THE PRESTIGIOUS MCLAREN VALE WINE REGION
SERAFINO MCLAREN VALE IS A UNIQUE CONFERENCE COMPLEX

Sophisticated and elegant, the unique interiors of this convention centre are the perfect setting for any event. The softest shades of earth combine with exposed brick to provide warmth upon arrival, while our extensive grounds welcome team building exercises and nature retreats.

At Serafino, we understand the importance of service and therefore offer professional assistance in arranging all aspects of your meeting or conference, from catering to set up. Our staff provide all of the ingredients to ensure your conference, seminar, dinner or meeting is a complete success. We can tailor packages to suit your individual requirements, for groups from 10 to 600.

For further information or if you would like to make a time to view our venue please contact: Gabrielle Harris, Conference and Events Coordinator
Phone: 08 8323 8911
Email: gabrielle@serafinomclarenvale.com.au



ROOM SPECIFICATIONS

A SPACE TO SUIT ALL OCCASIONS

CONFERENCE ROOMS

- Modern, refurbished conference facilities
- Complimentary WIFI for all delegates in the main building and all accommodation rooms
- Complimentary car parking *subject to availability
- Your choice of 4 conferencing spaces
- The use of our business centre
- Secretarial support – printing facilities (charges apply)

	Theatre Style	Cabaret Style	U-Shape	Banquet	Exhibition
The McLarens Room	300	160	50	220	20 booths
The Courtyard	200	140	50	200	15 booths
The Serafino Room	40	32	25	40	n/a
The Church	600	300	n/a	350	30 booths

ACCOMMODATION

Nestled behind our restaurant and cellar door is our 30 room four-star accommodation, which offers seclusion, privacy and comfort. All rooms overlook the gardens, the magnificent 200 year old gum trees and the swimming pool, including our 14 Deluxe Spa rooms.

Conference guest rates are as follows:

Room Type	Quantity	Maximum capacity	Single Occupancy Price	Twin Occupancy Price	Triple Occupancy Price	Quad Occupancy Price
Resort	12	3 people	\$142.50	\$190.00	\$237.50	n/a
Spa	14	2 people	\$172.50	\$220.00	n/a	n/a
Family	4	4 people	n/a	n/a	\$237.50	\$285.00

*Triple occupancy in Resort accommodation rooms consists of two single beds and one fold out bed

**All Conference accommodation rates include a cooked breakfast.



OUR CONFERENCE PACKAGE

WE CAN TAILOR A PACKAGE TO SUIT YOUR NEEDS WHERE POSSIBLE



DAY DELEGATE PACKAGE

FULL DAY - \$45 per person

Including morning tea, lunch and afternoon tea

HALF DAY - from \$37.50 per person

Including lunch and afternoon tea (or morning tea)

MORNING TEA

Freshly brewed coffee and a selection of teas served with a bakery item

LUNCH

Serafino working lunch including a selection of baguettes or wraps. Your choice of warm mini quiches or frittata slice. Chef's creation of salads & freshly sliced fruit. Soft drinks, tea and coffee

AFTERNOON TEA

Freshly brewed coffee and a selection of teas with house baked biscuits

OPTIONAL EXTRAS

Arrival tea and coffee \$5 per person

Continuous tea and coffee \$7 per person

Upgrade to hot plated lunch from \$15 per person

BUS TRANSFERS

For group bookings we can arrange transfer requirements for your delegates



ROOM HIRE

- Serafino Room \$300 per day
Minimum 10 guests / maximum 32 guests
- McLarens Room \$700 per day
Minimum 30 guests / maximum 300 guests
- Courtyard \$1000 per day
Minimum 30 guests / maximum 200 guests
- The Church POA
Minimum 300 guests / maximum 600 guests

Includes chilled water, mints, conference stationery, whiteboard, flipchart and facilitators supplies

ADDITIONAL EQUIPMENT

- Data projector & Screen \$150 per day
- Laptop (Apple Mac) \$145 per day
- PA & microphone \$350 per day
- Black chair covers \$6 per chair

TEAM BUILDING

AT SERAFINO WE ARE PLEASED TO OFFER AN EXPANSIVE OUTDOOR AREA FOR TEAM BUILDING EXERCISES



Our Event Coordinator is available for discussion as to how your group can best utilise the unique setting which is Serafino McLaren Vale. If required we also have several small and large break out rooms for indoor team building exercises.

Think outside the square and organise a group bocce session with the McLaren Vale Bocce Club. Conveniently located across the road from Serafino, enjoy an afternoon of bocce or enquire about their night bocce sessions.

Serafino is pleased to partner with Beyond the Boardroom to bring you unique team building packages. For more information on what is available please request a package from our Event Coordinator.

SERAFINO EXPERIENCES

While you're here why not explore Serafino with a guided tour and tasting, or delve in to the winemaking process with a unique wine blending masterclass. Availability is dependent on the season (minimum of 4 people and maximum of 20 people).

TOUR AND TASTING - 1 HOUR

Take a guided tour of the Serafino winemaking facilities, enjoy a private barrel tasting and learn the history of our award winning wine.

**Minimum of 4 guests/maximum of 20 guests. Available at 11am Monday - Friday.

BE A WINEMAKER FOR A DAY - 2 HOURS

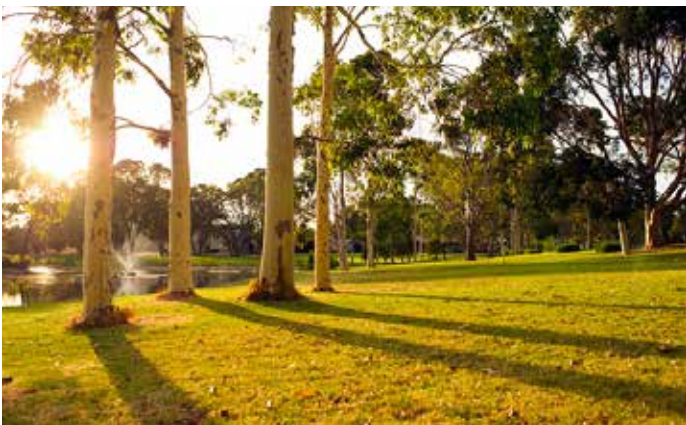
This unique team building experience allows your delegates to delve into the winemaking process. Here they will be able to learn how to make the perfect blend and come away with their own specialised bottle.

**Minimum of 8 guests / maximum of 20 guests. Available between 9am - 3pm Monday - Friday.

EXPLORE McLAREN VALE BY BIKE - TIME FLEXIBLE

The perfect opportunity to get your delegates out of the conference room to enjoy the natural wonder of Serafino's local surroundings.

Hop on a bike and take a guided tour along the Shiraz Trail, stopping off at our renowned Sharktooth block for a picnic lunch. Maximum 20 guests.



GROUP MENU OPTIONS

FOR GROUPS OF 29 PEOPLE OR LESS SERAFINO CAN OFFER THE BELOW PACKAGES



À LA CARTE OPTIONS

(13-29 people - less than 13 guest's can order freely from Al la Carte menu)

2 COURSE GUESTS CHOICE

\$58.00 per person

Entrée - Guests choice of two entrees from seasonal menu

Main - Guests choice of three main courses from seasonal menu

3 COURSE GUESTS CHOICE

\$70.00 per person

Entrée - Guests choice of two entrees from seasonal menu

Main - Guests choice of three main courses from seasonal menu

Dessert - Guests choice of two desserts from seasonal menu

- Options are pre selected by our kitchen team, please ask for current group menu options.
- Includes sides.
- Bookings of 30 or more people for the restaurant will be booked as a function and subject to the function packages on the following page.

CHEFS TASTING MENU

Indulge your guests and opt for Head Chef Daniel Armon's unique dining experience with a sampling of Serafino's contemporary menu.

All dishes are selected at our Chef's discretion.

3 COURSE - \$75.00pp

with paired wines - \$105.00per person

5 COURSE - \$95.00pp

with paired wines - \$135.00per person

*Dietary requirements can be catered for if prior notice is given.



FOOD & BEVERAGE OPTIONS

FOR 30 OR MORE GUESTS SERAFINO CAN ALSO OFFER THE FOLLOWING ON SITE LUNCH OR DINNER PACKAGES

CANAPÉ OPTIONS

(Minimum 10 people, these options also attract a venue hire cost if not added to a seated option)

½ HOUR CANAPÉ MENU

\$10 per person

**to accompany pre dinner drinks only

1 hot item & 2 cold items

1 HOUR CANAPÉ MENU

\$15 per person

2 hot items & 2 cold items

2 HOUR CANAPÉ MENU

\$30 per person

3 hot items & 3 cold items

3 HOUR CANAPÉ & PLATTERS MENU

\$60 per person

6 hot items & 6 cold items including antipasto platters

LUNCH OR DINNER OPTIONS

(Minimum 30 people, please note venue hire may be applicable dependant on group numbers and your chosen venue)

TWO COURSES

\$55 per person

Your choice of a set entrée and main course or main course and dessert

THREE COURSES

\$70 per person

Your choice of a set entrée, main course and dessert

PACKAGE INCLUSIONS

- All packages are served as a set option, however a choice selection is available at \$7 per person/per course
- All packages include freshly baked bread rolls, salads to share with main course and tea and coffee for your guests
- Dietary requirements are catered for separately and meals will differ due to seasonal availability

BEVERAGE OPTIONS

(Minimum 10 people)

½ HOUR PRE DINNER DRINKS

\$10 per person

Goose Island Sparkling NV, Goose Island Sauvignon Blanc & Goose Island Shiraz
Coopers Pale Ale, juice & soft drinks

GOOSE ISLAND PACKAGE – 1 HOUR

\$20 per person

Goose Island Sparkling NV, Goose Island Sauvignon Blanc & Goose Island Shiraz
Beers on tap, juice & soft drinks

- \$10 per person every hour thereafter

SERAFINO PACKAGE – 1 HOUR

\$25 per person

Goose Island Sparking NV, Serafino Chardonnay & Serafino Shiraz
Beers on tap, juice & soft drinks

- \$12.50 per person every hour thereafter

PREMIUM PACKAGE – 1 HOUR

\$35 per person

Goose Island Sparkling NV, Serafino Chardonnay, Serafino Bellissimo Fiano, Serafino Cabernet Sauvignon, Serafino GSM
A selection of three premium bottled beers, juice & soft drinks

- \$15 per person every hour thereafter

Beverages may also be obtained on a consumption basis

Responsible Service of Alcohol is applied at all times



TERMS AND CONDITIONS

THE NITTY GRITTY DETAILS BEHIND YOUR CONFERENCE

1. THE AGREEMENT

- a) The Agreement (Client's quote) sets out the terms on which Serafino permits the Client to use the Premises for conference purposes and Serafino will provide services to the Client.
- b) Where the Agreement is addressed to more than one Addressee each Addressee is a party to, and is bound by, the terms of this Agreement.

2. ACCEPTANCE, CONFIRMATION AND DEPOSIT

- a) The Conference will be regarded as confirmed only upon Serafino's receipt of both the deposit detailed in the Tax invoice annexed to the clients quote in conjunction with the quote signed by the Client. The Conference is tentative until confirmed by payment of deposit and execution of said quote.
- b) Should the Client enter into the Agreement more than two (2) months prior to the Conference, Serafino requires within ten (10) business days of selecting the Conference Date a deposit of either:-
 - i. twenty percentum (20%) of the estimated charges (including food, beverage, room hire, accommodation, audio visual and entertainment) as detailed in the clients quote; or
 - ii. the sum of \$2,500.00whichever is the greater, to confirm the conference booking.
- c) Should the Client enter into the Agreement less than two (2) months prior to the Conference, Serafino requires within ten (10) business days of selecting the Conference Date a deposit equivalent to seventy percentum (70%) of the estimated charges (including food, beverage, room hire, accommodation, audio visual and entertainment) as detailed in the clients quote to confirm the conference booking.
- d) Serafino reserves the right to cancel and release the tentative booking and accommodation where both monies and the Agreement signed by the Client have not been received within ten (10) business days of placing the booking.
- e) The Deposit is non-refundable, no exceptions.
- f) Serafino is entitled to request a Director of the Client company to provide a copy of their current Driver's Licence to Serafino upon receipt of the executed Agreement.

3. GST

If any supply by Serafino is subject to Goods and Services Tax ("GST") the Client must unless the price expressly states that GST is included pay the relevant GST amount in addition to the specified price.

4. CONFERENCE DETAILS

- a) Details of all arrangements for the Conference are required in writing to Serafino's Wedding and Events Coordinator ten (10) business days prior to the Conference Date.
- b) Should the Client make any changes to the Conference arrangements within ten (10) business days of the Conference Date, Serafino is entitled to charge a surcharge on the price.

5. GUEST ATTENDANCE

- a) Final guest numbers need to be confirmed in writing to Serafino's Wedding and Events Coordinator ten (10) business days prior to the Conference. Should guaranteed numbers not be received, the account will be calculated on the basis of the attendee numbers indicated in this Agreement. This is the minimum number to be catered and charged for.
- b) In the event that within ten (10) business days prior to the Conference, the attendance is reduced, Serafino reserves the right to charge for the initial amount that was quoted.
- c) Any last minute changes of details are required in writing, by noon, two (2) business days prior to the Conference Date. Serafino will accept an increase in final guest numbers of up to 5% greater than the guest numbers detailed in the Agreement only. Should there be a growth of final guest numbers greater than 5% of the guest numbers stipulated in the Agreement,

Serafino reserves the right to charge the package price and charge the Client a 15% surcharge per guest greater than the guest numbers detailed herein. Should guaranteed numbers not be received, the account will be calculated on the basis of the attendee numbers indicated in this Agreement.

6. CATERING AND ALCOHOL

- a) Serafino reserves the right to provide all catering at the Venue. BYO food and/or beverages is not permitted at the Premises under any circumstances.
- b) The Client must confirm the Conference's final menu ten (10) business days prior to the Conference.
- c) The menu may change due to reasonable availability.
- d) Serafino does not provide the Client a tasting of the Conference menu.
- e) The Client must advise Serafino of any guest dietary requirements ten (10) business days prior to the Conference. If your final menu selection is not suitable for a guest then Serafino will offer an alternative meal at Serafino's absolute discretion. Serafino will advise the Client of the specially catered meal two (2) days prior to the Conference.
- f) All catering and function room services and expenses are to be charged to the Client's Master Account. Serafino will not charge this cost to the Client's or any other individuals guest room account.
- g) Serafino requires the Client to complete a Credit Card details form for any on consumption charges.
- h) Serafino reserves the right pursuant to section 125 of the Liquor Licensing Act 1997 to refuse service of alcohol to intoxicated or disorderly patrons. Intoxicated or disorderly patrons may be asked to leave the Venue.
- i) Serafino is committed to the responsible service of alcohol and will not serve to persons under eighteen years of age.

7. CONFERENCE ALLOCATION AND CONFERENCE TIMING

- a) Serafino reserves the right to assign an alternative Venue to that or those stipulated in the clients quote where the allocated Venue is inappropriate or unavailable due to circumstances beyond Serafino's control.
- b) Serafino does not guarantee exclusive use of the Premises.
- c) Should guest numbers decrease significantly from the guest numbers detailed in the clients quote, Serafino reserves the right to re-allocate the Venue to a more appropriate area of the Premises.
- d) The Client agrees to commence the Conference at the scheduled times detailed in their quote and agrees to have its patrons and invitees vacate the Venue at the closing hour indicated. If the Client breaches this condition, the Client will be liable for additional charges incurred by Serafino (ie. labour).
- e) The Client is responsible for the cost involved in ensuring the set up and pack down of the Conference is on time.
- f) All bookings of five (5) or more rooms will be subject to the hotel's group booking policy.

8. SIGNAGE

- a) Serafino signage must not be covered or obscured in any way.
- b) Serafino does not permit the attachment of decorations, balloons, signage, banners or other items to trees, buildings or other fixed structures of the Premises without the prior written consent of the Conference and Events Coordinator.

9. GOOD ORDER

- a) The Client accepts responsibility for the orderly conduct of employees, agents or invitees.
- b) At no time will the Client commit any act or permit its employees, agents or attendees to commit any act that is unlawful, illegal, noisome or offensive or in breach of Serafino's rules or any statutes, by-laws, orders, regulations or other provisions having force of the law.
- c) Serafino reserves the right to exclude or eject any and all objectionable persons from the Conference or the Premises.

- d) Any loss of or damage to Serafino's grounds, Conference Centre, Accommodation facilities, Cellar Door, Winery and/or plant and equipment caused by the Client or their employees, agents or attendees before, during or after the Conference is the financial responsibility of the Client.
- e) There are designated smoking areas on the Premises. The Client must ensure attendees do not smoke outside these areas.

10. LIABILITY & INDEMNITY

- a) The person(s) representing the company as the Client shall be responsible in full for costs and charges as a result of the agreed booking.
- b) The Client shall be liable for any damage sustained to Serafino by the Client and guests, agents for, or any other persons associated with the Conference whether in the Venue allocated for the Conference or any other area of Serafino.
- c) Serafino will not be liable for any injury, loss, damage of any nature howsoever caused suffered by the Client or guests, agents, or other persons associated with the Conference whether before, during or after the Conference.
- d) All third party suppliers, where permitted, must have Public Liability Insurance. Serafino reserves the right to request evidence of the supplier's insurance prior to the supplier being provided access to the Premises.
- e) If the Fire Brigade responds to an alarm due to any breach of these Terms and Conditions or through an attendee or third party contractors willful misconduct at an event, the Client will be liable for all costs incurred.
- f) The Client shall at all times indemnify Serafino, its officers and employees in respect of any liability, claim or proceeding arising in respect of any loss of property or loss of use of property, or financial loss in any way relating to the Conference.

11. DELIVERIES, BUILDING ACCESS AND STORAGE

- a) The Client is to ensure that all goods/packages to be delivered to Serafino are adequately marked with the name and date of the Conference, Serafino's contact details and the sender's name and contact phone number.
- b) Should the Client directly engage third party contractors, it is the Client's responsibility to ensure the third party contractor complies with Serafino's Terms and Conditions. Contractors who fail to do so will be asked to leave the Premises.
- c) The Client is required to inform Serafino of all third party contractors engaged for the Conference no later than ten (10) business days to the Conference.
- d) All goods associated with the Conference must be removed from the Premises no more than forty-eight (48) hours after the Conference. If items have not been removed or collected forty-eight (48) hours after the Conference and no arrangements have been made with Serafino's Wedding and Events Coordinator, Serafino reserves the right to dispose of these items. Any cost incurred as a result of the disposal is to be charged to the Client.

12. ENTERTAINMENT

- a) Smoke machines, special balloon effects and/or pyrotechnics may not be operated at the Premises without prior written authority from Serafino's Wedding and Events Coordinator. Such a request must be made ten (10) business days before the Conference.
- b) External audio visual, production and décor companies are required to make contact with Serafino's Wedding and Events Coordinator at least five (5) business days prior to the Conference to arrange bump in and out times. These times will be at Serafino's discretion. All third party contractors must comply with industry guidelines and legislation and have the appropriate insurances and licenses to work at the Premises.
- c) The Venue Manager remains in complete control of the indoor and outdoor sound and bass levels of the music at all times. If the Client does not adhere to Serafino's standard music levels, the music will cease immediately.

13. AMENDMENTS

Any amendment to these Terms and Conditions shall only be valid if made in writing and if acknowledged and accepted by Serafino's Venue Manager in writing.

14. BASIS OF AGREEMENT

Performance of the Agreement is contingent upon the ability of Serafino to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions, restrictions upon travel, transportation, food, beverages, or supplies, equipment failure and other causes, whether stated herein or not, which are beyond the control of the Serafino. In no event shall Serafino be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall Serafino's liability be in excess of the total amount of the food and beverages contracted heretofore.

15. CLEANING SURCHARGE

When the Conference has created cleaning requirements that are considered in excess of normal standards a cleaning surcharge is applicable.

16. SERAFINO MCLAREN VALE MATERIAL

Use of any of Serafino's advertising material (ie. logo, letterhead and images) is prohibited without prior written consent from Serafino's Venue Manager.

17. TRADING TERMS

- a) Serafino reserves the right to decline any Conference booking and to adjust or vary these Terms and Conditions and menus without notice or explanation.
- b) By signing the Agreement, the Client acknowledges and accepts Serafino's Terms and Conditions.
- c) The Agreement does not create a legal relationship between the parties.

18. TERMINATION

Without limiting the generality of any other clause in the Agreement, Serafino may terminate the Agreement if:-

- i. any payment due from the Client under this Agreement remains unpaid for a period of fourteen (14) days; or
- ii. the Client breaches any clause of this Agreement and fails to rectify the breach in a reasonable time after being notified to remedy the breach.

19. CONFIDENTIALITY

The information contained in the Agreement is confidential and must not be divulged to any third party without the consent of Serafino.

20. GOVERNING LAW

The Agreement is governed by the jurisdiction and law of the State of South Australia.

21. CANCELLATION

- a) All cancellations by the Client must be made in writing, addressed to both Serafino's Venue Manager and Wedding and Events Coordinator.
- b) A change of dates or postponement of a Conference is deemed a cancellation and the cancellation terms herein will apply. The rescheduled date will be considered a new reservation by Serafino and Serafino's normal deposit policies will apply.
- c) No refund will be given to the Client if a booking is cancelled due to the Client's breach of the Terms and Conditions.
- d) Serafino reserves the right to cancel a confirmed booking at any time if there is a force majeure, or any other event, which in the reasonable opinion of Serafino causes the Venue to be unsafe or inappropriate to hold the Conference. Serafino shall not be liable for any loss or damage to the Client or any third party in consequence of exercising this right.

- e) Serafino may prohibit the Conference in its absolute discretion if it is considered objectionable, or dangerous or contrary to law. In any such case the Client shall be deemed to have consented to the prohibition and Serafino shall not be liable for any loss or damage suffered by the Client in direct or indirect consequence of Serafino's prohibition of the Conference.
- f) In the event of a Conference cancellation the following terms are applicable:-

PERIOD	CANCELLATION FEE
More than 90 days prior to the event	The deposit is forfeited, unless Serafino is able to allocate the conference date to another client.
90-8 days prior to the event	The deposit is forfeited. Cancellation fee is equivalent to 75% of the total estimated charges (including food & beverage, room hire charges, audio visual and entertainment based on numbers advised at time of reservation or signing of the Agreement).
30-8 days prior to the event	Cancellation fee equivalent to 75% of total estimated charges. (including food & beverage, room hire charges, audio visual, accommodation and entertainment based on numbers advised at time of reservation). The deposit is forfeited.
7 days or less prior to the event	The deposit is forfeited. Cancellation fee (based on numbers advised at the time of reservation or signing of the Agreement): 100% of all food and beverage charges 100% of all room charges 100% of all audio visual and entertainment charges. Serafino reserves the right to charge for the amount invoiced in the Tax Invoice annexed to the Client's quote.

PAYMENT

- The Agreement signatory is liable for payment of all charges associated with the Conference.
- Full pre-payment of all charges associated with the Conference including food and beverage, room hire, audio visual and entertainment is required by 12:00PM ten (10) business days before the Conference.
- Should additional requirements be requested during the Conference, the Agreement signatory will need to authorise all charges before the services can be supplied. A credit card, cheque or cash will then be required at the time these additional services and charges are incurred.
- Any additional charges will be invoiced after the Conference and payment terms will be fourteen (14) days.
- Serafino accepts payment via credit card, bank marked cheque, cash or direct deposit.
Cheques should be made payable to Serafino McLaren Vale
Electronic Funds Transfer:
Bank: Commonwealth Bank
Name: Milpera Enterprises trading as Serafino McLaren Vale
BSB: 065 169
Account No: 10030943
Reference: You must quote your reference number as stated on the Tax Invoice
- AMEX cards will incur a processing fee of 3% of the total payment cost.
- Should payment be made by credit card the Client must complete a Credit Card Details form.
- Failure to make payment in accordance with the terms herein the Client agrees to pay any costs associated with any debt recovery including but not limited to agency and/or legal fees.
- A valid credit card is required as additional security on final payment.

10. In the instance where a third party is responsible for any of Serafino's charges, written confirmation is required by Serafino from the Client detailing what charges will be accepted on the master account and those that will be attended to by a third party.
11. Credit facilities may be made available to company reservations subject to receipt of a Credit Application at least fourteen (14) business days prior to the Conference Date and approval of this Application. Serafino also requires a personal guarantee to be completed. In the instance where direct billing has been approved, payment is required within seven (7) days of receiving the invoice.
12. Any commissions due to a licensed booking agent are to be paid by Serafino once full payment has been received from the Client. No commissions should be withheld by the agent at any time.

SERAFINO

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