



MARION
HOTEL

CORPORATE
FUNCTIONS



WELCOME

Welcome to the **Marion Hotel**. We are the perfect hub to host your next corporate event. Exceptional spaces, personalised service and an extensive product offering allow us to deliver truly memorable events.

Let's get down to business, shall we?

We know it's challenging to find the perfect space for your next corporate event, but don't worry, we have four dynamic spaces which can be tailored to any occasion, from morning meetings to evening networking sessions.

Should you require a larger space, we can combine multiple rooms to make sure all of your guests are well accommodated.

Let us take the burden of details off your plate, allowing you to focus your attention to budgeting, compiling agendas, and preparing presentations.

AHA | SA AWARDS FOR EXCELLENCE

2020 & 2021



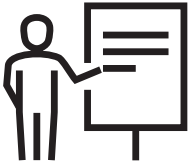
WINNER
BEST OVERALL HOTEL



2021, 2022 & 2023
MEETING & EVENTS VENUE
GENERAL

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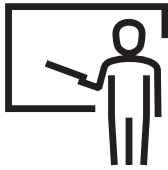
FLIP CHART



MINTS



PENS



WHITE BOARD

**INCLUDED
IN ALL
SPACES**



NOTE PADS



**OUTSTANDING
MARION
SERVICE**



FREE WIFI



**HDMI
CONNECTION
& AUDIO
FACILITIES**

STUDY

For intimate gatherings or when your team needs a productive space to strategize, the Study provides a comfortable setting for small groups. This exclusive room offers an Australian-crafted live-edge timber table, a self-service bar, a TV screen and it's own restroom. The Study is the perfect nook for hosting lunch meetings, corporate gatherings and strategy sessions.

CAPACITY



Cocktail

40



Boardroom
or Private Dining

22

ROOM HIRE

\$240







TOTAL inc gst



TERRACE

You're the artist in this scenario, and the Terrace is your canvas to create the event of your dreams. Perfect for corporate functions such as meetings, planning days, product launches and team building activities. Featuring a private bar, big screen and a Nightlife music system including Crowd DJ capabilities, the Terrace provides all you need for your event to be a success.

CAPACITY

	Cocktail	120
	Banquet	70
	U-Shape	30
	Boardroom	30
	Theatre	100
	Cabaret	50

ROOM HIRE

\$300
TOTAL inc gst









GLASSHOUSE

Our Glasshouse function room truly embodies its namesake. It bathes in natural light, accentuating the vibrancy that the space already possesses. The room also leads into the Secret Garden outdoor area, a realm of pure magic in its own right.

Equipped with a private bar, big screen and Nightlife music system including Crowd DJ capabilities, the Glasshouse can effortlessly transform into anything you need it to be. Whether it be a business meeting or end of year celebration, sit or stand – the choice is yours in this space.

CAPACITY

	Cocktail	120
	Banquet	70
	U-Shape	30
	Boardroom	30
	Theatre	100
	Cabaret	50

ROOM HIRE







\$360
TOTAL inc gst



SECRET GARDEN

The Secret Garden is the hidden gem of the Marion Hotel. Lush landscaping surrounds the space and the retractable roof and walls allow for complete flexibility. It's the picture-perfect space for any of your corporate events. With it's own bar and dedicated 'Canteen' food truck, the space can be hired on it's own or in addition to the adjacent function rooms, 'Glasshouse' and 'Terrace'.

CAPACITY

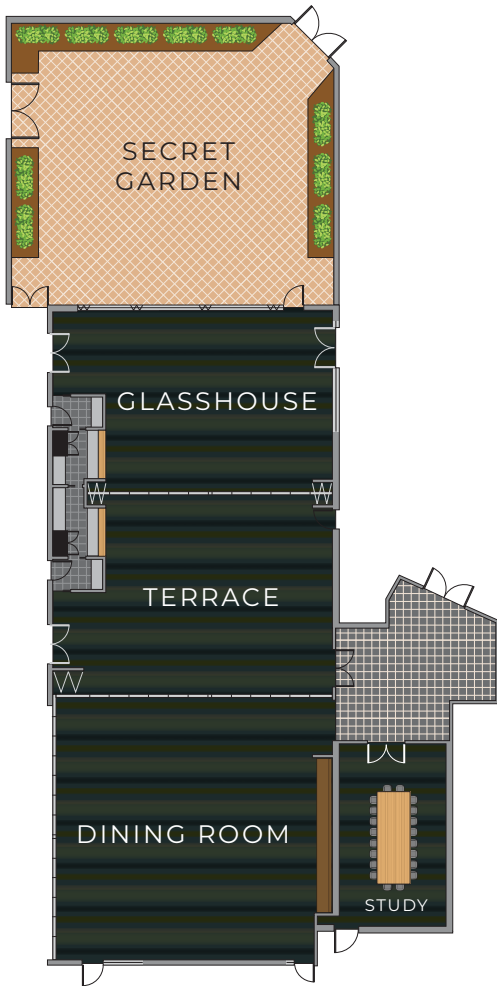
	Cocktail	150
	Banquet	80
	U-Shape	30
	Boardroom	30
	Theatre	100
	Cabaret	40

ROOM HIRE

\$360
TOTAL inc gst






FUNCTION ROOM COMBINATIONS



SECRET GARDEN + GLASSHOUSE




CAPACITY

	Cocktail	270
	Banquet	150
	Banquet & Dance Floor	120

ROOM HIRE \$670
TOTAL inc gst

GLASSHOUSE + TERRACE




CAPACITY

	Cocktail	240
	Banquet	140
	Theatre	200

ROOM HIRE \$595
TOTAL inc gst

SECRET GARDEN + GLASSHOUSE + TERRACE




CAPACITY

	Cocktail	390
	Banquet	220
	Banquet & Dance Floor	170

ROOM HIRE \$900
TOTAL inc gst

SECRET GARDEN + GLASSHOUSE + TERRACE + DINING ROOM

CAPACITY

	Cocktail	500
	Banquet	300
	Banquet & Dance Floor	240

ROOM HIRE \$1800
TOTAL inc gst

Subject to availability

CORPORATE CATERING

ALL PRICING PER PERSON

REFRESHMENTS

BREWED TEA & COFFEE

HALF DAY | 5

FULL DAY | 8

SELF SERVE ESPRESSO COFFEE & TBAR TEA

40 pax maximum

HALF DAY | 6

FULL DAY | 10



MORNING AND AFTERNOON TEA

1 ITEM | 8

2 ITEMS | 12

SAVOURY

- Vili's cocktail pastries
- toasted bacon and egg sliders with tomato relish
- house-made hommus with crudites (GF)(VE)
- goat's cheese tarts with beetroot and caramelised onion (GF)(V)
- spinach and feta pastizzis (V)
- vegetable spring rolls with sweet chilli (V)
- fruit and grain slice (VE)

SWEET

- house-made caramel slice (GF)(V)
- house-made carrot cake with cream cheese icing (V)
- freshly baked Danish pastries (V)
- banana bread with salted caramel whipped butter (V)
- freshly baked scones with raspberry jam and cream (V)
- Portuguese custard tarts (V)
- strawberry and coconut chia pudding (GF)(V)
- warm macadamia and white chocolate cookies (V)
- seasonal fruit platter (GF)(VE)

WORKSHOP LUNCH PACKAGES

ALL PRICING PER PERSON

LUNCH PACKAGES

OPTION 1 | 20

6 people minimum

choose two wraps/sandwiches

choose one salad

soft drink jugs

OPTION 2 | 30

10 people minimum

choose two wraps/sandwiches

chef's selection of pizzas

choose one salad

choose one sweet or savoury item

soft drink jugs

OPTION 3 | 37

10 people minimum

warm sourdough rolls

choose two hot dishes

choose two salads

choose one sweet or savoury item

soft drink jugs

+ HOT CHIPS | 4

CAN'T SEE WHAT YOU'RE AFTER?

Our functions manager can customise a menu for you.

DINING ROOM

LUNCH IN THE DINING ROOM | 28

25 pax maximum

Order from our limited à la carte menu, ready for you in the Dining Room at your breakout time. Includes soft drinks.



LUNCH OPTIONS

WRAPS, ROLLS, FOCCACIAS

Gluten free options available

- roast beef, relish and lettuce roll
- curried egg and alfalfa focaccia (V)
- double smoked ham, swiss cheese and tomato roll
- lamb, tzatziki and cucumber wrap
- roast veg and pickled cucumber focaccia (VE)
- pesto chicken baguette

HOT DISHES

- green chicken curry with jasmine rice (GF)
- mushroom beef ragout with penne pasta and sautéed spinach
- butter chicken with steamed jasmine rice and papadums (GF)
- roast lamb with Mediterranean couscous and mint sauce (GFA)
- beef burrito bowls with shredded lettuce, avocado, mozzarella, tomato, jalapeños (GF)
- stir-fried udon noodles with capsicum, vegetables and soy (VE)
- chef's selection of pizzas (GFA)

(V) vegetarian, (VE) vegan, (GF) gluten free, (GFA) gluten free available, (VEA) vegan available

Please alert wait staff to any allergies and/or intolerances.

We take these very seriously, but cannot guarantee meals without traces of allergens.

SALADS

- Caesar salad (GFA)
- Vietnamese noodle salad (GF)(V)
- fusilli with basil pesto, bocconcini and sun-dried tomato (V)
- grain salad with chickpeas and green beans (V)
- broccolini and witlof with olive oil dressing and poppy seeds (GF)(V)



SUNDOWNER PACKAGE

NETWORKING DRINKS IN THE GARDEN

SUNDOWNER PACKAGE ADD ON | 10 PP

add a knock-off drink per person; all tap beer, wines by the glass, base spirits



BREAKFAST

PRE SELECT 4 ITEMS | 30PP

to be served with toasted sourdough
minimum 20 people

HAHNDORF BACON (GF)

PORK CHIPOLATA (GF)

POACHED EGGS (V)(GF)

HASH BROWN (V)

ROAST TOMATO (VE)(GF)

SMASHED AVOCADO (VE)(GF)

MUSHROOM (VE)(GF)

OPTIONAL EXTRAS

MIMOSAS | 15

two hours service

ESPRESSO COFFEES | 6

two hours service

(V) vegetarian, (VE) vegan, (GF) gluten free,
(GFA) gluten free available, (VEA) vegan available

Please alert wait staff to any allergies and/or intolerances.

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without traces of allergens.

BRUNCH

SHARED BREAKFAST TIERS PERFECT
FOR THOSE HIGH BRUNCH FEELS | 39 PP

TOP TIER

MARION FRUIT PLATTER (VE)(GF)

SECOND & THIRD TIER

choose 4 of any of the following

ESPRESSO FRENCH TOAST (V)

fig yoghurt, double cream,
roasted macadamia nut brittle

STUFFED MUSHROOM (VE)(GFA)

swiss brown mushroom, garlic, thyme,
roasted onion and pine nut filling,
roasted tomato, rocket

BACON & EGG SLIDERS

bacon, eggs, tomato relish

SMOKED SALMON & DILL BLINI

blini, dill, sour cream

SMASHED AVO & EGG (V)(GFA)

whipped ricotta, avocado, chives,
lime dressing, toasted sourdough

CROISSANT

sweet - icing sugar (V)

or savoury - ham, cheese, tomato

TOASTED GRANOLA JAR (V)

vanilla yoghurt, berry compote

includes orange juice, filtered tea and coffee



ACCOMMODATION

The Marion Hotel is the proud host of 62 truly elegant rooms. Boasting creative flair, the guest rooms have been crafted with tailored furnishings and distinctive fixtures. Our rooms have their own unique personality and are bound to surprise you. We offer all our valued function guests the best stay rates available. Speak to our Functions Manager for more details and to secure the best pricing.

ROOM TYPES

CLASSIC TWIN ROOM	2 Queen beds
CLASSIC KING ROOM	King bed
CLASSIC FAMILY ROOM	Queen bed + King single bunk
NOOK ROOM	King bed + Soaking tub
TREETOPS ROOM	King bed + Soaking tub

ALL ROOMS INCLUDE:

- exceptionally comfortable, custom-made beds
- free high speed Wi-Fi
- free parking
- tea and coffee making facilities
- smart TV with ability to stream your own content
- operable windows
- large working desk
- premium bedding



TERMS AND CONDITIONS

- 1. TENTATIVE BOOKINGS** We will hold a tentative booking for a maximum of 7 days.
- 2. CONFIRMATION AND DEPOSIT** A confirmation form needs to be completed within 7 days of making the booking, deposit equal to the room hire cost must be made to secure the booking.
- 3. CANCELLATIONS** Cancellation of function rooms and/or accommodation by you must be advised in writing. If the event is cancelled with less than 60 days notice all deposits will be forfeited. For bookings made within the 60 day cancellation period, the deposit is automatically non refundable unless negotiated otherwise.
- 4. PAYMENT** Please see below for your payment schedule.
DEPOSIT – Within 7 day of making the booking – Equal to amount of room hire.
FINAL PAYMENT – 7 days prior to event – 100% anticipated food, beverages and additional extras requested.
DAY OF THE EVENT – Any miscellaneous charges from the day of event (eg bar tab) *An invoice can be generated for payment after the event if approved by the Function Manager and must be paid within 7 days.
REFUNDS – Credit card surcharges are non refundable.
For payments processed through Stripe a small administration fee will be incurred if payment is required to be refunded.
- 5. MENU SELECTION** Food and beverage selection must be confirmed in writing no later than 7 days prior to the event. Menus and drink packages are updated seasonally and are subject to change.
- 6. FINAL NUMBERS** We require written notification of final number of expected guests 7 days prior to your event. Charges will be made based on the final number, or the attendance number, whichever is greater.
- 7. SLIPPAGE FEE** A decrease in numbers in excess of 20% of the estimated numbers at time of booking with less than 14 days notice to the event will incur a slippage fee.
- 8. DIETARY REQUIREMENTS** We require written notification of all dietary requirements 7 days prior to your event. Any dietary requirements that are not disclosed until the day of the event will be charged in addition to the meals ordered and must be paid for on the day of the event.
- 9. INSURANCE** We cannot take responsibility for damage to or loss of items before, during and after an event, and recommend that you arrange appropriate insurance cover.
- 10. DAMAGE** Please note, you are financially responsible for damage sustained to hotel property and fittings during the event. No attachments are to be used on the walls without prior arrangement with us.
- 11. CLIENT RESPONSIBILITY** It is your responsibility to ensure that all attendees adhere to our dress code and behave in an orderly manner during the event.
- 12. SECURITY** Arrangement for security can be made upon request and will be required for events over a certain number of people. An additional charge will apply.
- 13. ACCOMMODATION** Subject to availability, function rates will be offered in conjunction with your event.
- 14. PARKING** Is free, please note that all parking is subject to availability.
- 15. EXTERNAL CATERING** No food or beverage may be brought onto the hotel premises for consumption during the event unless it has been approved by management prior to the date.
- 16. ENTERTAINMENT** All external entertainment providers are required to sign the hotels in house entertainment terms and conditions. No powered speakers are permitted in the Secret Garden. The hotel reserved the right to have ultimate volume control for all functions.
- 17. NOISE RESTRICTIONS** We need to be courteous to our neighbours. In The Secret Garden music must finish by 10pm and close by midnight. Amplified live music is not permitted.
- 18. FUNCTION ROOMS** We reserve the right to re-allocate function rooms due to circumstances beyond our control or if the final numbers increase or decrease significantly from those advised at the time of reservation.
We will discuss any changes with you when the decision is made.
- 19. EXHIBITIONS** Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment in accordance with health and safety codes.
- 20. ADVERTISING** Prior permission is required to use the hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by hotel management prior to publication.
- 21. CLEANING** General and normal cleaning is included in the cost of the room hire. Additional charges will apply in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning. Use of table scatters or confetti cannons will incur additional charges.
- 22. RESPONSIBILITY** Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.
- 23. ADDITIONAL SERVICES** We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, etc. A charge may be incurred for some services. If the event is cancelled, any charges for additional services may not be refunded.
- 24. WET WEATHER** The Secret Garden and Garden Deck are outdoor spaces and can be effected by extreme weather. Should this impact your function an alternative space will be offered. Refunds will not be offered for cancellations due to weather inside our cancellation policy.
- 25. FUNCTION ROOM ACCESS** Please note that guaranteed access is 1 hour prior to your function. Early access may be arranged at an additional cost, if required discuss with our function manager.



MARION HOTEL

A PROUDLY SOUTH AUSTRALIAN,
FAMILY-OWNED BUSINESS.

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marionhotel.com.au   /marionhotel

