



Conference Package



90 MACALISTER ST SALE
(03) 51433320
EVENTS@CRIHOTEL.COM.AU

CONFERENCES AT THE CRITERION

Rich in history and grandeur, this well-known public house re-opened its doors in November 2013 after undergoing immense refurbishment to restore the venue to its former glory.

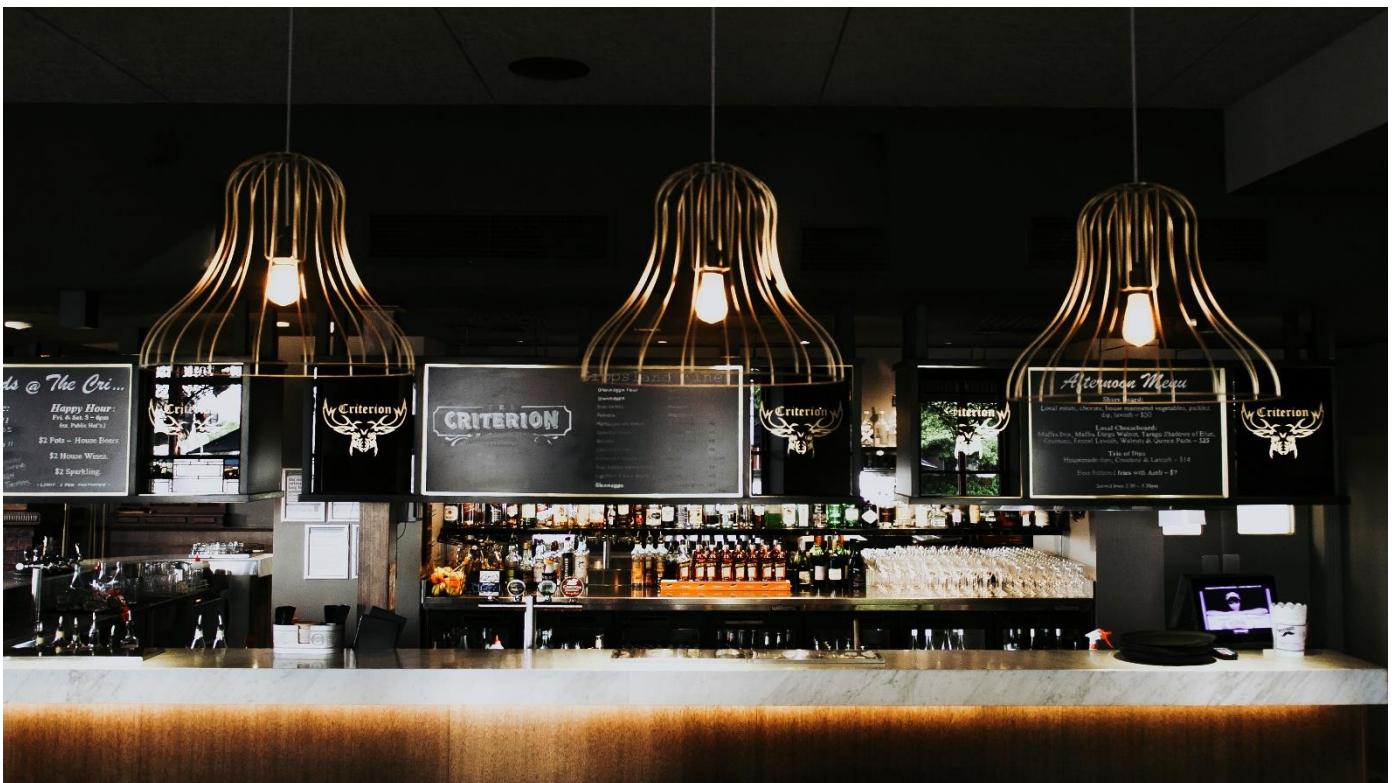
Resurrected and reinvigorated, the new look Criterion offers a range of versatile spaces to cater for both corporate or private functions. The venue features multiple bars and spaces over two levels, from the intimate and traditional

Library room on the ground floor, to the leafy balcony overlooking Sale's central business district.

Our friendly, professional team understands that every event is unique and will work with you to create a seamless celebration from beginning to end.

To discuss your event, please contact our Functions Manager.

0351433320 events@crihotel.com.au



OVERVIEW OF SPACES



The Library

\$100

Capacity

Seated 40

The Drawing Room

\$200

Capacity

Seated 50 / Standing 80

The Balcony Room

\$200

Capacity

Seated 50 / Standing 100

The Macalister Room

\$200

Capacity

Seated 70 / Standing 100

First Floor

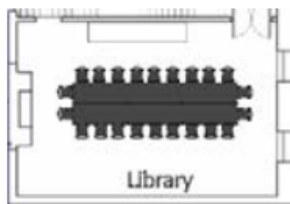
\$400

Combined Balcony Room &
Macalister Room

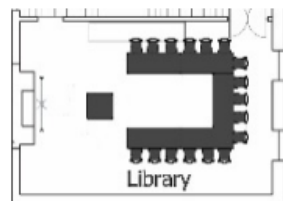
Capacity

Seated 140 / Standing 200

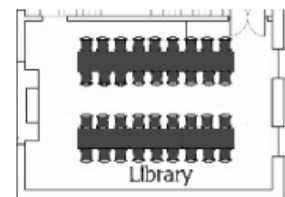
THE LIBRARY



Boardroom (maximum 20)



U-Shaped (maximum 15)



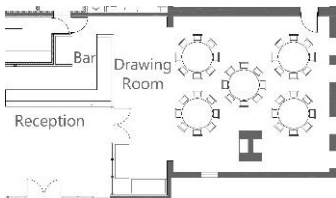
Dining (maximum 36)

The most intimate of our function facilities, the Library room is located on the ground floor and is ideal as a private dining space or small meeting area. With heritage features such as original 1850s fireplace, the space is equipped with LCD TVs that are both HDMI / USB compatible.

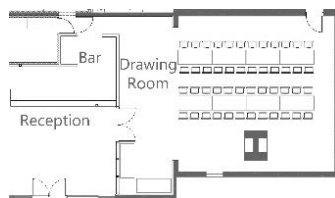
\$100 room hire

Capacity
Seated 40

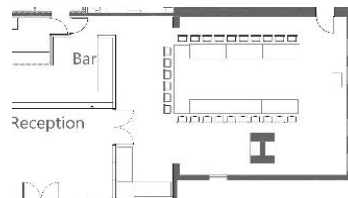
THE DRAWING ROOM



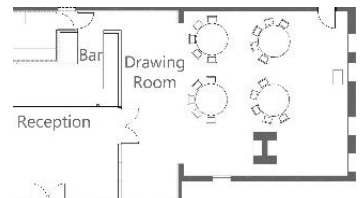
Workshop (maximum 40)



Dining (maximum 48)



U-Shaped (maximum 26)



Cabaret (maximum 25)

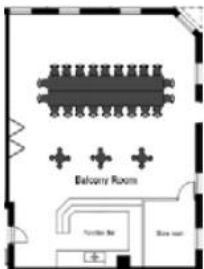
Adjacent to our Main Bar / Library, the Drawing Room offers excellent flexibility as a function space. Located on the ground floor of the hotel, it features a beautiful exposed brick fireplace, private bar facilities and LCD TV's with HDMI / USB compatibility. The Drawing Room is adaptable to many requirements and event styles, including private dining, canape functions, corporate events and conferences.

\$200 room hire

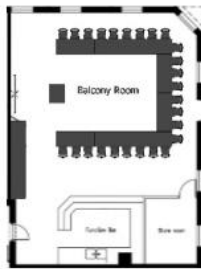
Capacity

Seated 50 / Standing 100

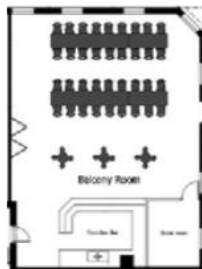
THE BALCONY ROOM



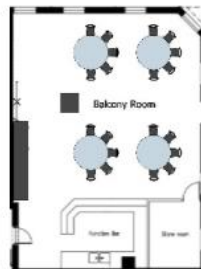
Board Room
(maximum 22)



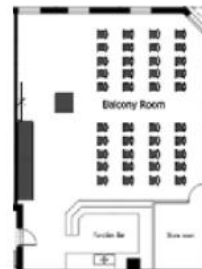
U-Shaped
(maximum 26)



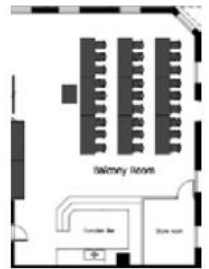
Dining
(maximum 36)



Cabaret
(maximum 25)



Theatre
(maximum 40)



Cabaret
(maximum 40)

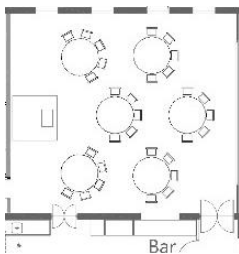
Located on the 1st floor, the Balcony Room provides a beautiful setting for any occasion and can be accessed via the original heritage staircase or lift. It is an ideal space for private dining, canape functions, small conferences or meetings. With an abundance of natural light, it also features a private bar and direct balcony access.

\$200 room hire

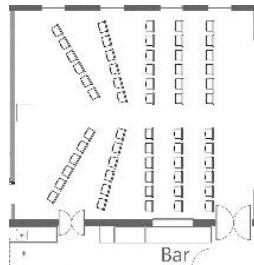
Capacity

Seated 45 / Standing 100

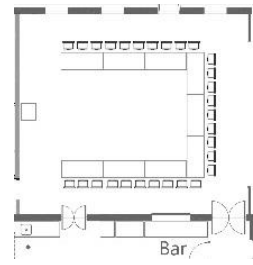
THE MACALISTER ROOM



Cabaret (maximum 30)



Theatre (maximum 55)



U-Shaped (maximum 29)

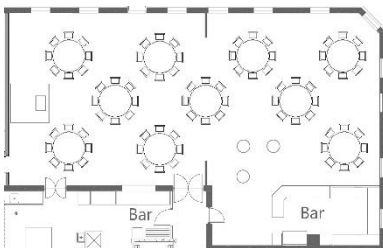
The Macalister Room is a large and elegant room that offers excellent flexibility in setup options. Located on the 1st floor, the room offers access to the sprawling balcony overlooking Macalister St. Featuring lift access, built-in AV facilities and a private bar, the Macalister Room is the ideal space for events of up to 130 people.

\$200 room hire

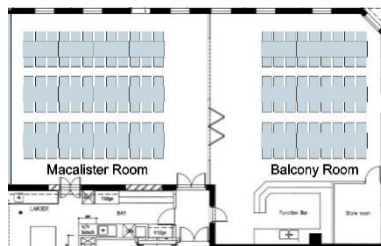
Capacity

Seated 70 / Standing 130

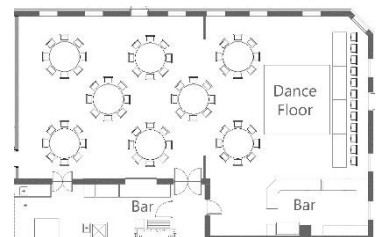
FIRST FLOOR



Workshop (maximum 80)



Dining (maximum 120)



Wedding (maximum 100)

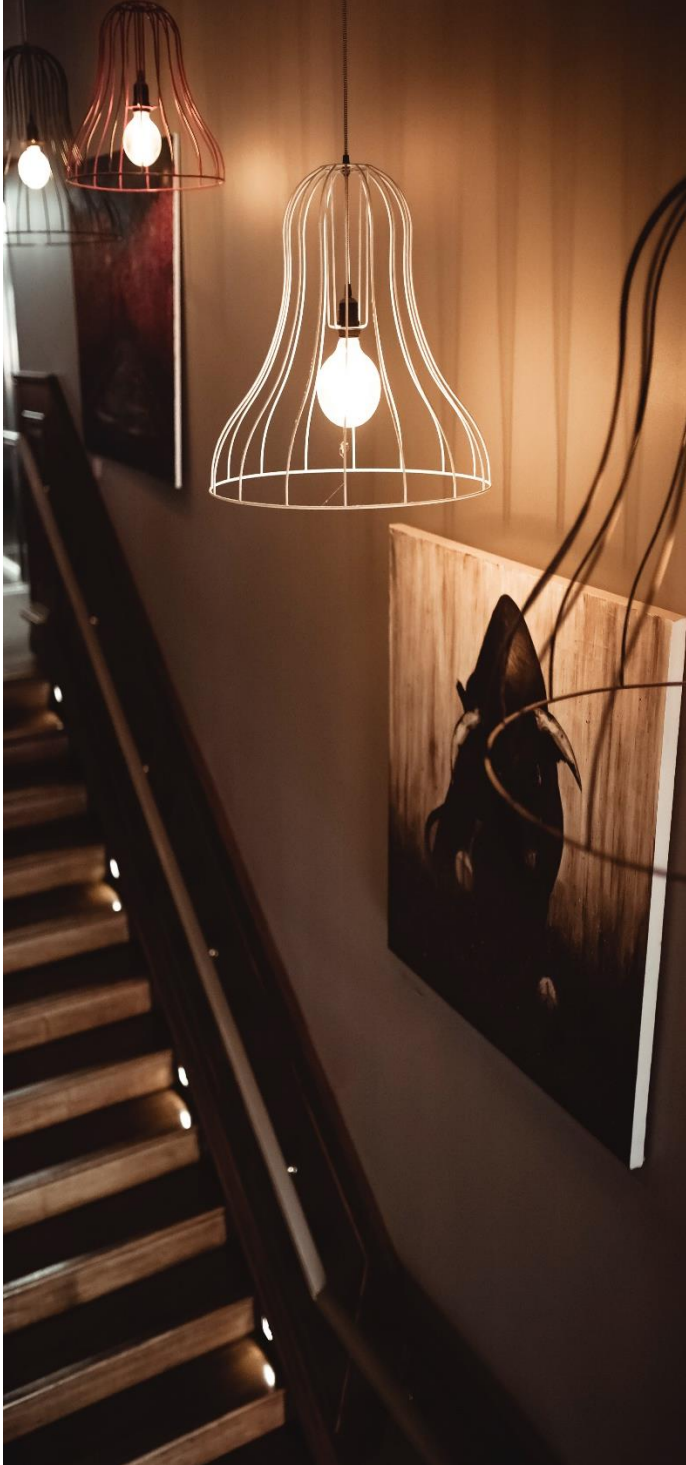
For larger scale functions, the Balcony Room and Macalister Rooms can be combined to offer a generous open plan space for up to 230 guests. The space can be set up with dancefloor and private bar facilities.

\$400 room hire

Capacity

Seated 140 / Standing 230

ADDITIONAL DETAILS



CAKEAGE

You are welcome to bring a cake to celebrate, please note that this does incur a \$2.00 per person fee to a maximum of \$50. All plates, napkins, cake knife & cutlery are provided.

LINEN HIRE

Linen hire is available at \$15 per piece. Although not a requirement, we encourage hosts to enhance their function with clothed tables.

AV EQUIPMENT

All of our function spaces can offer projectors for a fee of \$50 for setup & usage.

Ground floor rooms (The Library and The Drawing Room) are also equipped with LCD TV's that are USB / HDMI compatible.

Although the Criterion Hotel Sale does endeavour to provide brilliant AV support, we are not professionals and therefore strongly encourage all AV equipment to be tested for compatibility with our systems prior to your event.

For your peace of mind, we do offer professional AV support for audio mixing desks, lighting and visual input support at additional cost.

ACCOMMODATION

Located on the first floor, the Criterion Hotel offers beautiful boutique accommodation. Refurbished in 2017, each room features complimentary wi-fi, LCD smart televisions with Netflix, heating and cooling and mini bar facilities.

Room rates current to March 2018:

9 x Studio Rooms (QB)	\$135 per night
1 x Studio with bath (QB)	\$150 per night
1 x Double Room (QB and KB / QB & Twin)	\$200 per night
3 x Deluxe King (KB / Twin)	\$175 per night
2 x Queen Rooms (QB)	\$175 per night



BREAKFAST

The hotel offers delicious weekday breakfast hampers delivered to your door at 8am.

Priced between \$12-\$25, our breakfast packs feature house made muesli jars with buckwheat maple clusters, house baked croissants and fresh fruit to help start your day the Criterion way.



CONFERENCE REQUIREMENTS

Please complete & return (along with Conference Catering form and signed T&Cs) to our Events Coordinator, via events@crihotel.com.au no later than 10 days prior to your event.

EVENT DETAILS

Date: _____

Occasion: _____

Number of guests: _____

Function space: _____

Set up time: _____

Event start/finish time: _____

Room layout: _____

CATERING DETAILS – *Please also complete additional catering selection page*

Dietary requirements: _____

Food service times:

Morning Tea: _____ Lunch: _____ Afternoon Tea: _____

ADDITIONAL DETAILS

Linen required (\$15 ea)	Y / N	Power @ Tables (\$5.00p/p)	Y / N
Stage/lectern:	Y / N	Whiteboard:	Y / N
Microphone:	Y / N	Flipchart:	Y / N
Data projector (\$50)	Y / N	Projector input:	HDMI/VGA/Apple

CONTACT DETAILS

Contact name/Company: _____

Contact phone: _____

Contact email: _____

CONFERENCE CATERING

Prices below are per head & include GST. Please complete and return (along with Conference Requirements form and signed T&Cs) to our Events Coordinator, via events@crihotel.com.au no later than 10 days prior to your event.

Tea & Coffee (On Arrival)	\$3.50	<input type="checkbox"/>
House Made Choc Chip Cookies	\$2.50	<input type="checkbox"/>

MORNING/AFTERNOON TEA

Standard Package	\$16.50	<input type="checkbox"/>
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Includes Tea & Coffee, Seasonal Fruit Platter, Freshly Baked Scones, Yarra Valley Jam & Whipped Cream

OR

Premium Package	\$23.50	<input type="checkbox"/>
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Includes Tea & Coffee, Soft Drink, Juice. Please select 4 items:

<input type="checkbox"/> Assorted Baguettes & Croissants	<input type="checkbox"/> Cheese Board	<input type="checkbox"/> Fruit Platter	
<input type="checkbox"/> House Made Scones	<input type="checkbox"/> Sausage Rolls	<input type="checkbox"/> Mini Muffins	<input type="checkbox"/> Danishes
<input type="checkbox"/> Add Choc Chip Cookies		\$2.50	<input type="checkbox"/>

LUNCH

Standard Lunch	\$18.50	<input type="checkbox"/>
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Includes Tea & Coffee, Assorted Baguettes & Croissants, House-made Quiches/Tarts.

OR

Premium Lunch	\$25.00	<input type="checkbox"/>
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Includes Tea & Coffee, Soft Drink, Juice. Please select 4 items:

<input type="checkbox"/> Sausage Rolls	<input type="checkbox"/> Beer Battered Fish & Chips	<input type="checkbox"/> Seasonal Salad
<input type="checkbox"/> Cheese Board	<input type="checkbox"/> Assorted Baguettes & Croissants	<input type="checkbox"/> Quiches & Tarts
<input type="checkbox"/> Fruit Platter		

T & C's

BOOKING DEPOSITS

To confirm a conference booking, full payment of room hire fee is required.

PAYMENT DETAILS

Menu selections and payment of your food portion of the account is required 10 days prior to the function date. All functions are required to cater for the total number of people (including children) attending the event. Should a Bar Tab be provided for your guests, this amount is also to be paid in full prior to the function or a credit card provided to bar staff at the commencement of the function.

ROOM ALLOCATION

While every effort will be made to ensure functions are conducted in the space of the host's choosing, occasionally circumstances will arise that mean an alternate room becomes more appropriate for the requirements of the function. In these rare instances, management reserves the right to assign an alternate room due to circumstances beyond the venue's control. Should attendee numbers decrease from numbers advised at the time of final confirmation, it is at the venue management's discretion to reallocate an event to a more appropriate space.

CANCELLATIONS

Under any circumstance, notice of function cancellation must be made as soon as possible by consulting directly with management. A fee may be applicable upon cancellation, as per the following:

Function cancellation within 10 days of event start- Room hire fee

Function cancellation within 7 days of event start- Room hire fee & 50% of catering component.

DECORATIONS

Any additional equipment / decorations or props required, other than those supplied by the venue, must be confirmed with management a minimum of one week prior to the date of the function. Please note that the venue reserves the right to disallow any material deemed offensive, dangerous or damaging to the venue. We politely ask that no glitter, table scatters or confetti are used at any function in the hotel. The venue does not accept responsibility for damage or loss of equipment / decorations left at the venue prior to or after the function. It is the responsibility of the host to ensure all client goods are removed from the venue at the completion of the function and the room is returned to its original state.

GUEST ENTRY

The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Additional function guests (above and beyond the numbers of guests confirmed) may only be admitted in accordance with the venue's licensed capacity. Persons under the age of 18 years are allowed to attend the function but must remain under the supervision of their parents or legal guardian at all times. They are not to consume liquor and are not to venture into any other section of the Hotel. The Criterion Hotel Sale is a member of the Wellington Liquor Accord & enforce barring. Any person identified on the barring list is not permitted in the hotel under any circumstance.

END TIME

Functions are to draw to a close by 12 midnight. Any decorations, gifts or personal belongings must be removed from the hotel at the conclusion of the function, unless prior arrangements have been made with management.

DAMAGE/GUEST MISCONDUCT

It is the responsibility of the organising host to ensure that all invited guests behave in an acceptable manner. Please be advised that organising hosts are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. Hotel management reserve the right to end functions early due to intoxication & quarrelsome guests.

I confirm that I _____ have read and understood the above terms and conditions and agree to comply.

SIGNED:

DATE: