

CONFERENCE PACKAGE



In the privacy of the Alexander Room the superb environment and the professional catering service will assist in the positive delivery of your conference material.

Conference activities are not just restricted to the function room and conference centre. There are many areas within Jells Park perfect for team building exercises or quiet think times.

Alexander Room

Room Capacities

U Shape	25 delegates
Boardroom	25 delegates
Hollow Square	30 delegates
Theatre Style	100 delegates
Classroom	50 delegates

Venue Room Hire

Weekday Day Hire Charge:	\$280 per day
Week Day Half Day Charge:	\$200 per session
Week Day Evening Charge:	\$500
Weekend day charge	\$360 per day
Weekend Evening Charge:	\$700

Audio-Visual

An extensive range of Audio Visual equipment is available on loan and for hire.

Parking

Ample FREE parking for cars, and special bus parking

Other Services

Want to get an early start? Add Breakfast to the start of the day, being Fully Licensed add an after conference drink to the day or a Barbecue in the park for lunch. Organising a special event requires a lot of thought; please feel free to take advantage of our experience and expertise when it comes to any aspect of your function.

At Jells your function is not just limited to daytime conferences and is a popular location for evening and weekend functions. Product Launches Christmas Parties, Social Nights, Weddings, Parties.

Terms and Conditions

Please check the current pricing and terms and conditions before confirming your function

Breakfast

(2 hour duration)

Served Buffet Style



The English Buffet

On Arrival

Chilled Fresh Orange Juice

Brewed Coffee & Tea

Breakfast

Scrambled Eggs

Bacon

Grilled Chipolata Sausages

Rostered Tomatoes

Sautéed Button Mushrooms

Toast White or Rye w Condiments

\$26.50 per person

The Works Buffet

On Arrival

Chilled Fresh Orange Juice

Brewed Coffee & Tea

Breakfast

Platter of Seasonal Fruits

Pancakes with Maple Syrup

Scrambled Eggs

Bacon

Grilled Chipolata Sausages

Roasted Tomatoes

Sautéed Button Mushrooms

Toast White or Rye w Condiments

\$32.50 per person

Morning or Afternoon Tea

(2 hour duration)

Served Buffet Style



Devonshire Tea

Platter of Assorted Scones served w Vanilla Cream & Strawberry Jam

Brewed Coffee & Tea.

\$12.50 per person

Madeline's Tea Package

Homemade Dips with Pita Bread

Local and Imported Cheese and Fruit Platter

Potato wedges w Sour Cream & Chilli Sauce

Party Pies w Tomato Chutney

Homemade Sausage Rolls w Tomato Chutney

Homemade Vegetarian Quiches

Platter of Mini Muffins w Vanilla Cream

Platters of Mini Scones w Vanilla Cream & Strawberry Jam

Flourless Chocolate Addiction Cake

Carrot Cake

Brewed Coffee & Tea

Select 3 options

\$17.50 per person

Select 4 options

\$19.50 per person

Select 5 options

\$21.50 per person

Day Conference Package #1

Served Buffet Style -
Minimum 30 Guest



All Day - Chilled Water
-Brewed Coffee & Tea

Morning and Afternoon Tea Options

(Select one item from the following)

Homemade Vegetarian Quiches

Home-Style Cookies

Fresh Fruit Platter (GF)

Scones baked daily in our own kitchen & served w strawberry preserve & vanilla cream

Muffin served w vanilla cream, freshly baked, ask for daily selection

Lunch

Chilled Fresh Orange Juice

(Select three items from the following)

Fish Goujons w Tartare Sauce & Chips

Hot Oriental & Indian Savouries

Chicken Satays w Peanut Sauce (GF)

Lamb Kofta w Tzatziki (GF)

Mini Vegetarian Quiche

Mini Beef Burgers w Tomato chutney

\$28.50 per person

Day Conference Package #2

Morning & Afternoon Tea to be served on Buffet Style in The Alexander Room
Lunch to be served in Madeline's Restaurant
Maximum 30 Guest



All Day

Chilled Water
Brewed Coffee & Tea

A Choice of either:

Morning or Afternoon Tea Options

Brewed Coffee & Tea

(Choose one from the following for each break)

Home-Style Cookies

Fresh Fruit Platter (GF)

Scones baked daily in our own kitchen & served w strawberry preserve & vanilla cream

Muffin served w vanilla cream, freshly baked, ask for daily selection

Lunch Served in Madeline's Restaurant

Main Course

A Choice Your Favourite cup of tea or coffee (1cup per guest)

Fish and Chips

House battered fresh fish fillets served w fat chips, salad & tartare sauce

Jells Beef Burger

Homemade beef burger w lettuce, tomato chutney, cheese & honey mustard mayo served w fat chips

Steak Sandwich

200g steak w fresh tomato, lettuce served w house made tomato chutney & beer battered onion rings

Pasta of the Day

Please check our specials board or ask our friendly staff for our daily selection (v)

Jells Chicken Parmigiana

Grilled chicken breast prepared w our homemade bread crumbs, topped w our homemade Napolitana sauce made w fresh tomato, mozzarella served w a roquette salad

Beverages can be ordered and paid by individuals or on a tab to be paid at the end of the day

\$32.50per person

To offer both Morning & Afternoon tea add **\$6.50 extra per person**

Terms and Conditions

Confirmation:

Confirmation of the tentative reservation is made upon receipt of the booking form and deposit. Paying of the deposit acknowledges the terms and conditions of booking. If the deposit is not received within the allocated time the Management reserves the right to cancel the tentative booking.

Deposit:

Deposit can be made by using Major Credit Cards, Company Cheque, Cash or Direct Deposit.

Cancellation:

Clients are permitted one postponement of their booking with the deposit being transferred to the revised date.

A postponement made within 21 days of the function date will incur a \$100 admin fee.

A postponement made within 14 days of the function date will incur a \$150 admin fee.

A postponement made within 7 days of the function date will incur a \$200 admin fee.

If you are required to cancel your booking the deposit will be refunded upon re-booking of the date and time of your booking.

Final Numbers:

Guaranteed minimum final numbers will be required seven (7) days prior to the function. If this day is a weekend then the previous working day is the requirement. This minimum final number will form the basis of the charging.

Final Payment:

Final Payment based on guaranteed minimum numbers will be required three (3) working days prior to the function date. Unless by prior arrangement. Any charges incurred on the day of the function must be paid at the conclusion of the function. The final payment will not be refunded if the function is cancelled before the function is held or if number of attendees falls below the confirmed number of guests.

Prices

Please note that prices may change without notice. Please check the current pricing and terms and conditions on your event before confirmation. Menu items may be substituted where required without notice

Damages/Cleaning:

Clients are financially responsible for any damages sustained to the venue and its contents and property, prior to during and after the event by the client, guests or contractors engaged by the client. Clients are responsible for costs incurred due to excessive cleaning required of the venue caused by the client, guests or contractors engaged by the client.

Bond:

If determined by the venue a bond may be applicable.

The refunding of the bond is at the sole discretion of the venue.

Factors considered for non return of Bond. Excessive cleaning required after event including room, toilets and gardens.

Cleaning or damage caused by decorations not removed or while being removed. Failure of guests to follow venue

BYO policy. Damage caused by guests to venue or property.

All 18th and 21st Birthday Parties will incur a bond of \$500.

Public Liability:

The client needs to determine its public liability responsibilities for activities undertaken by the client, guests or contractors engaged by the client. The venue will not be held liable for activities undertaken by the client, guests or contractors.

BYO FOOD OR DRINK IS NOT PERMITTED UNDER ANY CIRCUMSTANCES

Agreement: Paying of the deposit is acknowledgment of these conditions.

At Madeline's at Jells we pride ourselves on using fresh, quality and local produce. Our meals are market and seasonally driven, and as such, produce elements may be subject to change according to seasonal variation.