



INCANTESIMO

ITALIAN centre



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**ITALIAN
CENTRE**

“Anything is possible”

As an owner operated small business, we offer a venue where friendly, personal yet professional service is paramount.

Our team want you to enjoy our excellent food and wonderful service.

What ever your occasion we will make it one to remember. We call it *'Incantesimo'*... your guests will call it *magic*.

BREAKFAST OR BRUNCH

Breakfast Uno – individually served

Poached eggs with smoked bacon, mushrooms, sautéed spinach and truffled hollandaise on toasted multigrain bread

Seasonal fresh fruit platter

Orange juice, coffee and tea

\$28.00 per person

Breakfast Duo – design your own....

Choose 6 items as shared table platters includes tea, coffee and orange juice

Savoury

Cheese and tomato muffin

Leg ham and vintage cheese toasted croissant

Baby spinach, mushroom and pine nut frittata

Pancetta and rocket quiche with tomato pesto

Creamy scrambled eggs on buttered brioche

White and wholemeal toast with preserves

Sweet

Strawberries with sweet balsamic and lemon mascarpone

Bruschetta with ricotta, pistachio and caramelized apple

Butter milk or fruit scones with preserves

Yoghurt, berry and muesli espresso cup

Apple and cinnamon friands

Tri-melon platter

Selection of Danish pastries

Mixed berry and yoghurt muffins

\$28.00 per person

Minimum 20 people

BREAKS

Beverages	per person
Coffee and tea	\$ 4.50
- half day	\$ 8.00
-continuous	\$ 10.50
Orange Juice	\$ 3.50
- half day	\$ 6.50
Soft Drink	\$ 3.20
- half day	\$ 6.50

Morning and Afternoon Break

Vegetables crudités and selection of dips including hommus, guacamole, garlic and chive, salmon and cream cheese	\$ 5.00
Selection of Italian bambini pastries (1 piece per person)	\$ 4.50
Mini sweet muffins	\$ 4.00
Seasonal fresh fruit	\$ 6.00
Italian cheese, caramelised figs and lavosh	\$ 7.50
Chocolate fondue with fruit	\$ 7.50
Traditional scones, jam and cream	\$ 7.50

Lunch

Pizza with various toppings	\$ 8.50
Closed sandwiches with meat and vegetarian fillings	\$ 6.50
Healthy wraps with meat and vegetarian fillings	\$ 8.50
Panini with meat and vegetarian fillings	\$10.00

LIGHT BUFFET LUNCH

Salad Lunch

Chicken caesar salad

Beef noodle salad

Platter of Italian cheese, caramelized figs and lavosh

Ciabatta bread

Seasonal fresh fruit platter

Orange juice

Coffee and tea

Panini or Focaccia Lunch

Selection of meat and vegetarian fillings

Platter of Italian cheese, caramelised figs and lavosh

Seasonal fresh fruit platter

Orange juice

Coffee and tea

Pasta or Casserole Lunch

Chef's choice of two - select from the list below

Mixed leaf salad with balsamic dressing

Ciabatta bread

Orange juice

Coffee and tea

Pasta and Casserole Choices - choose two from the following

Penne with creamy chicken and broccoli

Orecchiette with a swiss mushroom and veal ragu

Casarecce pasta with basil pesto sauce with prawns or chicken

Braised beef with mushrooms in a sour cream sauce

Chicken with roasted tomato and capsicum sauce

\$30.00 per person

Choose one lunch menu option

DAY PACKAGE

Arrival

Coffee and tea

Morning Break

Italian pastries

Orange juice

Coffee and tea

Lunch – choose one of the following

Panini lunch

Pasta lunch

Salad lunch

Afternoon break

Mini muffins

Coffee and tea

Other

Room hire

Room set up

AV equipment – screen, data projector and microphone

Presentation equipment – whiteboard

Water station and mints

\$47.00 per person

Minimum of 50 people

9am – 5pm week days only

HIRE

Room hire

Hourly room hire	\$175.00
Half day room hire (8.00am – 12.00pm or 1.00pm – 5.00pm or 6.00pm – 10.00pm)	\$550.00
Full day room hire (8.00am – 10.00pm)	\$1100.00

Other charges

Lectern and Microphone	\$POA
Data Projector, Screen	\$POA
Whiteboard	\$POA
Other technical services e.g. stage wash, lighting, draping	\$POA

CAPACITY

Banquet / Reception	300
Cabaret	250
Theatre	300
U Shaped *	40
Boardroom *	40
* Can be increased but table hire would be applicable	

DIMENSION

	metres	L	W	H
Main Area - high		24	13	3.3
Bulkhead - low		9	11	2.76
Dance floor		9	14	
Stage		4.9	1.8	

LUNCH AND DINNER MENU

Entrée

Antipasto platter of cured meats, Italian cheese, herb and cheese arancini, oven roasted tomato, capsicum, marinated olives, mushrooms, potato frittata

Marinated prawn tails in lime vinaigrette with potato and red onion salad and citrus aioli

Mushroom tart with caramelised onion (V)

Carpaccio of kingfish, baby capers, shallots, orange

Sweet potato, rocket, walnut and blue vein cheese tartlet (V)

Aubergine rolls filled with zucchini, carrot and olives (V)

Panzanella salad with goat's cheese (chicken optional)

Confit duck with red cabbage and hazelnut salad

Soup

Minestrone with garlic crouton and shaved parmesan (V)

Chicken and vegetable

Mushroom with mascarpone (V)

Pasta

Cannelloni with ricotta and baby spinach served with a rosé sauce (V)

Orrechiette with char grilled vegetables, tomato, basil sauce and parmesan (V)

Potato gnocchi with mushroom and veal ragu

Orrechiette with roasted pumpkin, chicken, spinach, pine nuts and crushed ricotta

Casarecce with roasted garlic prawns and saffron cream sauce

Penne with sundried tomato, chicken, basil and roma tomato

Farfalle with napolitana sauce (V)

Main

All meals include mixed leaf and tomato salad with balsamic dressing OR Seasonal Vegetables

Atlantic salmon with soft pine nut polenta and salsa verde

Seared Kingfish with fennel, orange and hazelnut salad

Chicken breast fillet on crushed potato with pancetta, pine nuts, olives and herb sauce

Chicken breast fillet, pumpkin and potato mash with a basil cream sauce

Yearling scotch fillet on crushed potato, broccolini and cabernet demi glaze

Oven roasted sirloin of beef, rosemary scented cocktail potatoes, baby spinach and seeded mustard cream

Roasted rosemary, garlic, lemon zest lamb rump on spring potatoes with salsa verde and a red wine glaze

Rack of lamb, orange, fig, carrot, mint couscous and port glaze

Oven baked sage and garlic pork loin set on potato and spinach bake

LUNCH AND DINNER MENU

Dessert

Venetian flourless chocolate, hazelnut and almond torte with warm chocolate frangelico sauce

Tiramisu with espresso syrup and vanilla mascarpone

White chocolate and berry parfait with mixed berry sauce

Lemon and lime curd tart with berry compote and double cream

Vanilla panna cotta with braised raspberries, toasted pistachio and almond bread

Chocolate panettone pudding with orange salad and yoghurt dressing

Your celebration cake served with a chocolate cup duo of panna cotta with Chambord strawberries and sabayon with Cointreau oranges

Selection of Italian cheeses, caramelized figs and lavosh platters per table

ADDITIONAL SPECIAL DIETARY OPTIONS

Dietary Meals

These are suggested meals that will be served for those guests that are vegetarian (v), vegan (vg), coeliac (g), lactose intolerant (l)

Entree

Oven roasted tomato, grilled eggplant, red capsicum, bocconcini with rocket and parmesan salad and basil pesto (v/vg/l/g)

Roast pumpkin salad with semi sun dried tomato, pine nuts and balsamic dressing (v/vg/l/g)

Grilled swiss brown mushroom, oven roasted tomato, fennel and green olive tapenade with caramelized balsamic (v/vg/l/g)

Tomato and caramelized onion tart with goats curd, balsamic and rocket salad (v/g)

Main

Zucchini flowers with ricotta, porcini mushrooms and pistachio nuts (v)

Vegetable stuffed milanzane with capsicum and basil sauce (v/vg/l/g)

Risotto with roast pumpkin, almonds and Italian cheese (v/g)

Char grilled eggplant, zucchini and capsicum stack with rocket and parmesan salad (v/g)

**LUNCH
AND
DINNER
MENU**

\$46.00 per person	2 course set menu
\$56.50 per person	3 course set menu
\$65.50 per person	4 course set menu
Extra	
\$7.00 per person	Guest choice of entrée (e.g. 2 choice entrée, 1 set main, 1 set dessert)
\$8.50 per person	Guest choice of main (e.g. 1 set entrée, 2 choice main, 1 set dessert)
\$16.00 per person	Seafood platter of oysters, prawns and pickled octopus
\$3.00 per person	Individual antipasto plate

CANAPES

Cold

Smoked salmon with dill sour cream, red onion and capers on toasted crouton

Egg and salmon involtini with sour cream and salmon roe

Roma tomato, bocconcini and pesto bruschetta

Confit duck salad with fig preserves

Seared carpaccio of grain fed beef with roasted baby beetroot and creamed fresh horseradish

Pumpkin, spinach and goats curd on pumpernickel

Ricotta and char grilled capsicum tartlets

Preserved lemon and lime, chicken tarts with black sesame seed crunch

Smoked trout fillet with baby herbs and saffron mayonnaise

Marinated prawn tails with citrus aioli croutons

Chicken, mango, coriander and chilli pastry tartlet

Char grilled Moroccan lamb with eggplant caviar on flat bread

Hot

Caramelized onion and blue cheese tart

Asparagus, semi sun dried tomato wrapped in crisp pancetta

Scallops wrapped in prosciutto with balsamic dressing

Coconut crusted chicken with sweet chilli sauce

Seared prawn tails marinated in lemon, chilli, garlic and parsley

Field mushroom filled with baby leek and gorgonzola

Fresh green lip chilli mussels

Italian cheese and herb arancini

Spinach and fetta parcels

Mini beef burger on brioche and tomato chutney

Desserts

Chocolate cup with vanilla panna cotta and raspberry coulis

Warm chocolate and frangelico shots

Hazelnut meringue with whipped cream and fresh fruit

Mini gelati cones

\$24.00 six canapés per person

\$ 5.00 each extra canapé per person

Based on a two hour cocktail event

PLATTERS

	per person
Traditional antipasto with cured meats, selection of sliced cheeses and ciabatta bread	\$ 8.00
Australian and Italian cheeses with caramelized figs lavosh	\$ 7.00
Pizza with meat and vegetarian toppings	\$ 8.50
Seasonal fresh fruit	\$ 6.00
Sweet tarts and éclairs (2 pieces per person)	\$ 6.00

BEVERAGES

Premium package

Rothbury Estate Sparkling Cuvee

Rothbury Estate Sauvignon Blanc and Shiraz Cabernet Sauvignon

Coopers Pale Ale on tap

Bottled Pure Blonde, Cascade Light

Soft drinks, orange juice and filtered water

\$17.00 per person 2 hours

\$29.00 per person 5 hours

\$6.00 per person extra per hour

Superior package

Killawarra Sparkling Brut

Wolf Blass Bilyara Sauvignon Blanc and Shiraz

Coopers Pale Ale on tap, bottled James Boags,

Pure Blonde and Cascade Light

Soft drinks, orange juice and filtered water

\$24.00 per person 2 hours

\$39.00 per person 5 hours

\$8.00 per person extra per hour

Deluxe package

Seppelt Fleur de Lys Chardonnay Pinot

Annie's Lane Semillon Sauvignon Blanc and Shiraz

Coopers Pale Ale on tap, bottled James Boags, Corona,

Pure Blonde and Cascade Light

San Pellegrino Sparkling, Aqua Panna and filtered water

Soft drinks and orange juice

\$30.00 per person 2 hours

\$48.00 per person 5 hours

\$9.00 per person extra per hour

Soft drink package

Soft drinks, orange juice and filtered water

\$8.00 per person 2 hours

\$16.00 per person 5 hours

\$4.00 per person extra per hour

**WEDDING
PACKAGE
ONE**

Pre dinner drinks

Sparkling, red and white wine, beer and soft drink

Entrée – select one

Antipasto platter of cured meats, Italian cheese, herb and cheese arancini, oven roasted tomato, capsicum, marinated olives, mushrooms, potato frittata

Marinated prawn tails in lime vinaigrette with potato and red onion salad and citrus aioli

Mushroom tart with caramelised onion (V)

Carpaccio of kingfish, baby capers, shallots, orange

Sweet potato, rocket, walnut and blue vein cheese tartlet (V)

Aubergine rolls filled with zucchini, carrot and olives (V)

Panzanella salad with goat's cheese (chicken optional)

Confit duck with red cabbage and hazelnut salad

Main course – select two

All meals include mixed leaf and tomato salad with balsamic dressing OR seasonal vegetables

Atlantic salmon with soft pine nut polenta, salsa verde

Seared Kingfish with fennel, orange and hazelnut salad

Chicken breast fillet on crushed potato with pancetta, pine nuts, olives and herb sauce

Chicken breast fillet, pumpkin and potato mash with basil cream sauce

Yearling scotch fillet on crushed potato, broccolini and cabernet demi glaze

Oven roasted sirloin of beef, rosemary scented cocktail potatoes, baby spinach and seeded mustard cream

Roasted rosemary, garlic and lemon zest lamb rump on spring potatoes with salsa verde and red wine glaze

Oven baked sage and garlic pork loin set on potato and spinach bake

Rack of lamb, orange, fig, carrot, mint couscous and port glaze

Dessert – select one

Venetian flourless chocolate, hazelnut and almond torte with warm chocolate frangelico sauce

Tiramisu with espresso syrup and vanilla mascarpone

White chocolate and berry parfait with mixed berry sauce

Lemon and lime curd tart with berry compote and double cream

Vanilla panna cotta with braised raspberries, toasted pistachio and almond bread

Chocolate panettone pudding with orange salad and yoghurt dressing

Your celebration cake served with a chocolate cup duo of panna cotta with Chambord strawberries and sabayon with Cointreau oranges

Selection of Italian cheeses, caramelized figs and lavosh platters per table

Filtered coffee and tea with biscotti served after dessert

**WEDDING
PACKAGE
ONE
cont'd**

Beverages – 5 hours

Rothbury Estate Sparkling Cuvee

Rothbury Estate Sauvignon Blanc and Shiraz Cabernet Sauvignon

Coopers Pale Ale on tap

Bottled Pure Blonde, Cascade Light

Soft drinks, orange juice and filtered water

Package includes

Chaircovers and sash

Complimentary proposed menu tasting for Bride and Groom

Complimentary half hour pre dinner drinks

Client supplied spirits after main course – no corkage

Room set with linen, crockery, glassware

Set up of client provided place cards and bomboniere

Individual guest menus

\$99.00 per person

Minimum of 100 people

6.00pm – 11.30pm

**WEDDING
PACKAGE
TWO**

Pre dinner drinks

Sparkling, red and white wine, beer and soft drink

Entrée

Antipasto platter of cured meats, Italian cheese, herb and cheese arancini, oven roasted tomato, roasted capsicum, marinated olives and potato frittata

Pasta – select one

Cannelloni with ricotta and baby spinach served with a rosé sauce

Orrechiette with char grilled vegetables, tomato, basil sauce and parmesan

Potato gnocchi with mushroom and veal ragu

Orrechiette with roasted pumpkin, chicken, spinach, pine nuts and crushed ricotta

Casarecce with roasted garlic prawns and saffron cream sauce

Penne with sundried tomato, chicken, basil and roma tomato

Farfalle with napolitana sauce

Main course – select two

All meals include mixed leaf & tomato salad with balsamic dressing OR Seasonal Vegetables

Atlantic salmon with soft pine nut polenta and salsa verde

Seared Kingfish with fennel, orange and hazelnut salad

Chicken breast fillet on crushed potato with pancetta, pine nuts, olives and herb sauce

Chicken breast fillet, pumpkin and potato mash, basil cream sauce

Yearling scotch fillet on crushed potato, broccolini and cabernet demi glaze

Oven roasted sirloin of beef, rosemary scented cocktail potatoes, baby spinach and seeded mustard cream

Roasted rosemary, garlic, lemon zest lamb rump on spring potatoes with salsa verde and red wine glaze

Oven baked sage and garlic pork loin set on potato and spinach bake

Rack of lamb, orange, fig, carrot, mint couscous and port glaze

Dessert – select one

Venetian flourless chocolate, hazelnut and almond torte with warm chocolate frangelico sauce

Tiramisu with espresso syrup and vanilla mascarpone

White chocolate and berry parfait with mixed berry sauce

Lemon and lime curd tart with berry compote and double cream

Vanilla panna cotta with braised raspberries, toasted pistachio and almond bread

Chocolate panettone pudding with orange salad and yoghurt dressing

Your celebration cake served with a chocolate cup duo of panna cotta with Chambord strawberries and sabayon with Cointreau oranges

Selection of Italian cheeses, caramelized figs and lavosh platters per table

Filtered coffee and tea with biscotti served after dessert

**WEDDING
PACKAGE
TWO
cont'd**

Beverages – 5 hours

Killawarra Sparkling Brut, Wolf Blass Bilyara Sauvignon Blanc and Shiraz
Coopers Pale Ale on tap, bottled James Boags, Pure Blonde, Cascade Light, juice, soft
drinks, and filtered water

Package includes

Chaircovers and sash
Complimentary proposed menu tasting for Bride and Groom
Complimentary half hour pre dinner drinks
Client supplied spirits after main course – no corkage
Room set with linen, crockery, glassware
Set up of client provided place cards and bomboniere
Individual guest menus

\$118.00 per person Minimum of 100 people 6.00pm – 11.30pm

WEDDING PACKAGE THREE

Pre dinner drinks

Sparkling, red and white wine, beer and soft drink

Chef's selection of canapes

Entrée

Seafood platter of oysters, prawns and marinated octopus

Antipasto platter of cured meats, Italian cheese, herb and cheese arancini, oven roasted tomato, roasted capsicum, marinated olives and potato frittata

Pasta – select one

Cannelloni with ricotta and baby spinach served with a rosé sauce

Orrechiette with char grilled vegetables, tomato, basil sauce and parmesan

Potato gnocchi with mushroom and veal ragu

Orrechiette with roasted pumpkin, chicken, spinach, pine nuts and crushed ricotta

Casarecce with roasted garlic prawns and saffron cream sauce

Penne with sundried tomato, chicken, basil and roma tomato

Farfalle with napolitana sauce

Main course – select two

All meals include mixed leaf & tomato salad with balsamic dressing OR Seasonal Vegetables

Atlantic salmon with soft pine nut polenta and salsa verde

Seared Kingfish with fennel, orange and hazelnut salad

Chicken breast fillet on crushed potato with pancetta, pine nuts, olives and herb sauce

Chicken breast fillet, pumpkin and potato mash, basil cream sauce

Yearling scotch fillet on crushed potato, broccolini and cabernet demi glaze

Oven roasted sirloin of beef, rosemary scented cocktail potatoes, baby spinach and seeded mustard cream

Roasted rosemary, garlic, lemon zest lamb rump on spring potatoes with salsa verde and red wine glaze

Oven baked sage and garlic pork loin set on potato and spinach bake

Rack of lamb, orange, fig, carrot, mint couscous and port glaze

Dessert – select one

Venetian flourless chocolate, hazelnut and almond torte with warm chocolate frangelico sauce

Tiramisu with espresso syrup and vanilla mascarpone

White chocolate and berry parfait with mixed berry sauce

Lemon and lime curd tart with berry compote and double cream

Vanilla panna cotta with braised raspberries, toasted pistachio and almond bread

Chocolate panettone pudding with orange salad and yoghurt dressing

**WEDDING
PACKAGE
THREE
cont'd**

Your celebration cake served with a chocolate cup duo of panna cotta with Chambord strawberries and sabayon with Cointreau oranges

Selection of Italian cheeses, caramelized figs and lavosh platters per table

Filtered coffee and tea with biscotti served after dessert

Beverages – 5 hours

Seppelt Fleur de Lys Chardonnay Pinot

Annie's Lane Semillon Sauvignon Blanc and Shiraz

Coopers Pale Ale on tap, bottled James Boags, Corona,

Pure Blonde and Cascade Light

San Pellegrino Sparkling, Aqua Panna and filtered water

Soft drinks and orange juice

Package includes

Chaircovers and sash

Complimentary proposed menu tasting for Bride and Groom

Complimentary half hour pre dinner drinks

Client supplied spirits after main course – no corkage

Room set with linen, crockery, glassware

Set up of client provided place cards and bomboniere

Individual guest menus

\$134.00 per person Minimum of 100 people 6.00pm – 11.30pm

CHILDREN'S MENU

Entrée

Fusilli with napolitana sauce

Main

Crumbed chicken with chips and tomato sauce

Dessert

Mini gelati

Beverages

Soft Drinks

\$35.00 per child (aged 4 years to 12 years)

THEMING

Centrepiece options

All items and colours subject to availability

All centerpieces come with a beveled edge mirror base and tea light candles

	Per centrepiece
Large Vogue candelabra	\$25.00
5 Arm Edwardian candelabra	\$30.00
Trio of cylinders arrangement	\$35.00
Black modern lotus with white ball candle	\$40.00
Uber glam low square table lamp	\$40.00
Uber glam tall table lamp	\$60.00
Uber glam 5 arm candelabra	\$55.00
Versailles candelabra with glass droplets	\$50.00
Mirror with 5 tea lights	\$12.00

Bridal table decorations

Uber glam bridal 8 people	\$100.00
Uber glam bridal 10 people	\$125.00
Uber glam bridal 12 people	\$150.00

Bridal table skirting

White organza 6 people	\$50.00
White organza 8 – 10 people	\$100.00

Bridal and cake table swagging

White 6 people	\$100.00
White 8 people	\$120.00
White 10 people	\$140.00
White 12 people	\$160.00
Cake table	\$75.00

Box of rose petals	\$120.00
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TERMS AND CONDITIONS

Confirmation

Confirmation of a booking and minimum number of guests must be signed off by the client within 14 days of the tentative reservation. The management of the centre reserves the right to cancel the booking and allocate the space to another client if confirmation is not received with out recourse by any person against The Italian Centre.

Deposit

Tentative bookings cannot be secured until we have received written confirmation and a non-refundable/non-transferable \$1000 deposit.

Room Hire

Functions for less than 100 people and cocktail receptions incur a room hire charge. Clients may have access to the room prior to their function at a time arranged between The Italian Centre and the client.

Cancellation

The Italian Centre requires six months notification of cancellation for deposits to be refunded in full. If a function is cancelled between three and six months prior to the date the deposit paid, minus \$200 to cover administration costs, will be refunded if The Italian Centre secures another function on that date. If the function is cancelled within two months prior to the date all deposits shall be forfeited and the client shall pay a fee up to 50% of the estimated cost of the said function. Cancellations made from 30 days to the of the function date, all deposits shall be forfeited and the client shall pay 100% of the estimated cost of the said function.

Final Details

To ensure the smooth running of your function we request:

At time of booking, minimum number of guests.

21 days prior, running schedule and menu selections.

5 days prior, table allocations, final number of guests to be catered and charged for unless attendance is greater. This will be the minimum number of guests charged for.

Reduction in Guest Numbers

In the event that within 60 days prior to the function the expected attendance figure is reduced by more than 20%, the client will be liable to pay for up to 50% of the resultant reduction in function cost (the 20% reduction in numbers will incur 50% cost).

Labour Charges

The client shall agree to function commencement and vacation times for any function. The centre must be cleared within 30 minutes of the agreed end time. Should the function run over time, a labour charge of \$250 per half hour will apply after midnight Monday to Friday. A \$500 per half hour labour charge will apply on Saturday nights after midnight.

All functions held on Sundays and Public Holidays incur a surcharge per person on top of food and beverage costs. Minimum number of 100 people will apply.

Commencement and Vacating of Rooms

The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond the agreed finish time and if the following client is inconvenienced, the centre reserves the right to charge whatever extra costs are reasonably incurred to ensure the smooth operation of that function.

Billing and Terms of Payment

The Italian Centre accepts all major credit cards and cash payments or bank cheque, personal or company cheques only accepted by prior agreement, and must be presented five (5) working days prior to the function.

The **final payment must be made 3 days prior to the function** or, where previously arranged, within 7 days.

When running the bar by consumption this account must be settled at the completion of the function.

If full payment is not received prior to the event (unless otherwise arranged), the centre reserves the right to cancel your event.

Room Allocation

The Centre reserves the right to assign another room for the organised function in the event the room originally designated for such function shall be unavailable.

Menu Selection and Price Changes

Prices and menu items are subject to change without notice. We are happy to help you design a menu for your function although any special dietary requirements for your guests must be specified at least **one week** prior to the event.

Decorations not allowed

The use of scatters, confetti, rice, is strictly prohibited. Attaching items to the walls is not permitted

TERMS AND CONDITIONS

Alcohol

The client shall disclose to the centre all alcohol that is to be brought onto the premises for any function and its intended use. The client shall conform to the centre's rules as to the use of differing alcohol types within the centre. A wine service fee will apply.

Responsible service of alcohol: The Italian Centre reserves the right (under the liquor Licensing Act, 1997 – section 125) to refuse service of alcohol to intoxicated or disorderly patrons. These patrons may also be asked to leave the premises. Through the liquor-licensing Act, the Italian Centre has a duty of care for staff and patrons and we therefore act accordingly.

Damages

Clients are financially responsible for any damages sustained to the centre and its contents and property owned or in the care or custody of the centre by the client, client's guests, invitees or other persons attending the function. This liability will hold whether the damage sustained is in the area reserved or any area or part of the centre.

Exhibition Set-up, Display and Signage

Any exhibits to be positioned in the function centre require two weeks notification. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or any part of the building.

Client Responsibility

The Centre will not accept any responsibility for damages or loss of merchandise left in the centre of function area prior to or after the function. Clients should arrange their own insurance and or security. All client goods must be removed from the centre premises after the function. The client is required to inform all relevant persons involved in the organising of the function, whether colleagues or contractors, of the Centre's Terms and Conditions.

Compliance

It is understood that the client will conduct their function in an orderly manner in full compliance with the centre management and with all applicable laws. The Centre reserves the right to exclude or eject any and all objectionable persons from the function or the centre premises without liability.

Audio Visual Equipment

The Centre can cater for most AV needs and costs of usage are available upon request. Any equipment that we do not have on hand can be arranged and on costed to the client.

Sound Levels and Music

The Centre reserves the right to lower the levels of music if it deemed to be disturbing any guests. Noise levels must not exceed 100dba. We are licensed for live entertainment until 12.00

Set Up and Delivery of Equipment

Clients are responsible for the costs involved in ensuring set up and break down time on all function space. All deliveries to the centre must be prior advised to the centre and must be marked with the name and date of the function. Whilst every effort will be made to assist in movement of goods from loading bay to the function room assistance will be offered on the basis of staff availability. The centre does not have storage facilities other than rooms booked by client. Goods left in the centre without prior arrangement will be deemed abandoned.

Liability

If the centre has reason to believe that a function will effect the smooth running of the centre, it's security or reputation, it reserves the right to cancel the function without liability.

Laws and Regulations

At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome or offensive or is breach of the centre's rules. Nor can any such act breach any statutes, by laws, orders, regulations or other provisions having the force of the law including but not limited to the centre liquor licence and fire obligations.

Fire Obligations

The client must ensure that displays, equipment, goods or material in conjunction with their function do not obstruct the fire exits of the centre. Statutory signage that is lit must remain on at all times.

Non-Smoking Venue

The Italian Centre is a non-smoking environment. It is the client's responsibility to communicate this fact to the guests attending the function.

Public Areas

Confetti, rice and glitter are not permitted in or on the grounds of The Italian Centre. If they are used a clean-up fee of \$350 will be charged to the client for cleaning.

TERMS AND CONDITIONS

Car Parking

Our car park is situated at the eastern side of The Centre off Cardwell St. Patrons are also able to use the adjacent car park of the Betania Christian Centre in Hume Lane after hours Monday to Friday and weekends, excluding Wednesday. We can not guarantee car park as there are limited spaces. Guests park at their own risk.

Medical Service

In the event of a medical emergency please notify any of our staff members and they will contact the necessary personnel. Any expenses will be the responsibility of the client.

Occupational Health, Safety and Welfare

It is the responsibility of the client to conform to all related sections of the South Australian Occupational Health, Safety and Welfare Act, 1986.

Fire and Safety

All exit doors must not be locked or secured and must be free of any screens or displays etc. Any flammable materials that readily release toxic gases are not permitted on the property. If smoke machines are to be used, The Italian Centre must be notified.

Insurance

The Italian Centre cannot accept any responsibility for any loss or damage prior, during or after a function. Clients are advised to insure any items of value brought into the venue.

I understand and agree to the information outlined in the function package and the enclosed terms and conditions:

Signed _____

Date _____

Name _____

Address _____

Telephone _____

Date of Event _____