

THE

LOFT

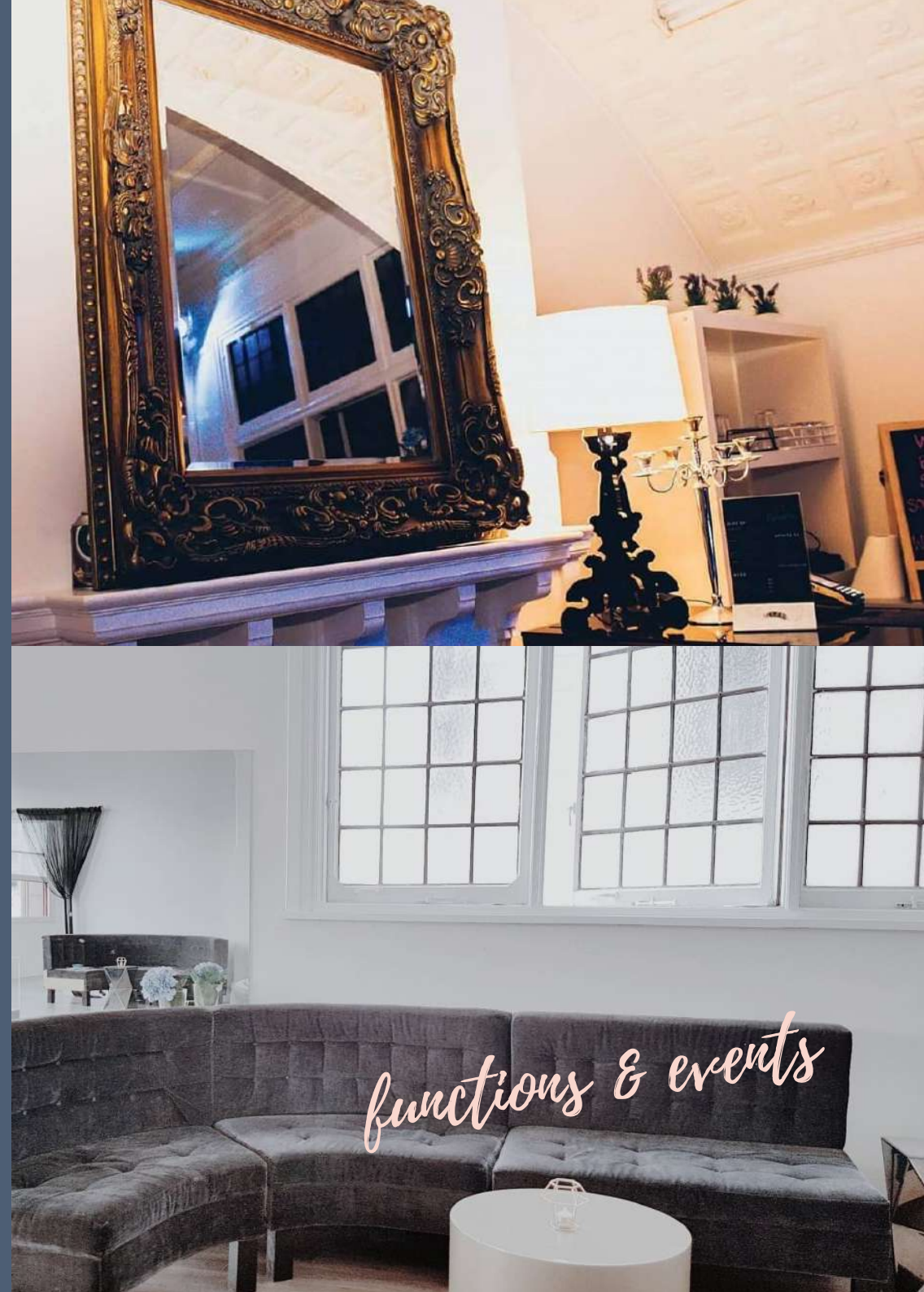
ADELAIDE

LEVEL 3/14 GRENFELL ST, ADELAIDE 5000

BOOKINGS BY APPOINTMENT | 7 DAYS UNTIL 3AM

P: 0423 004 491 | MAIL@THELOFTADELAIDE.COM.AU

WWW.THELOFTADELAIDE.COM.AU



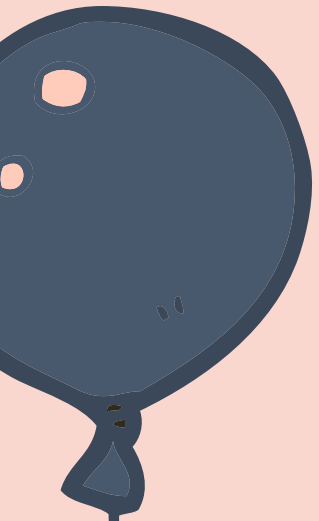
functions & events

ABOUT

The Loft Adelaide is a beautifully presented blank-canvas style function & events venue on Level 3 of 14 Grenfell Street in what used to be the old Tattersalls Building, built in 1917.

Catering from 20 up to 230 people, with a 7 day licence until 3am, booking is as easy as choosing a space and selecting a bar & food option. The rest is up to you! Rooms include The Main Loft with Cocktail Bar for up to 160 cocktail-style, The Lounge Loft with Bar for up to 85 cocktail style or book the Entire Venue exclusively for up to 230 people. Use of Furniture, Cocktail Tables, Lights, Sound, Decor is included in all bookings up to 6 hrs.*

Choose one of our packages, or chat to our function manager and we can work with you to customise an option to suit your needs. Come discover Adelaide's newest secret spot!



FUNCTIONS & EVENTS

A Boutique CBD Venue

THELOFTADELAIDE.COM.AU

THE VENUE

- EXCLUSIVE HIRE
- UNIQUE CBD VENUE
- UP TO 5.5 HOURS
- AVAILABLE 7 DAYS
- LICENCED UNTIL 3AM
- UP TO 230 PEOPLE
- CHOICE OF ROOMS
- INCLUDES FURNITURE & DECOR
- INCLUDES LIGHTS & SOUND
- BAR OPTIONS
- FOOD PLATTERS OR BYO*
- BOOK PRIVATE FUNCTIONS
- OR TICKETED EVENTS*
- NEXT TO RUNDLE MALL
- LIFT ACCESS



THE MAIN LOFT

includes Private Bar

Cocktail 40 - 160

UP TO 5.5 HOURS EXCLUSIVE HIRE

UNIQUE CBD EVENT SPACE

PRIVATE BAR & STAFF INCLUDED

PARTY & MOOD LIGHTING

LARGE OPEN-PLAN LAYOUT

HIGH CEILINGS 4.5M+

INCLUDES FURNITURE & DECOR (POA)

RED CARPET, LOUNGES, COCKTAIL TABLES

PLAY YOUR OWN MUSIC VIA USB, MP3

OR LAPTOP (DJ AVAILABLE)

ELEVATOR ACCESS

LICENCED UNTIL 3AM

ROOM HIRE \$500 | MINIMUM SPEND MON - THURS \$1000 | FRI - SUN \$1500

BAR OPTIONS INCLUDE PACKAGES, BAR TAB, CASH BAR. *DEPOSIT APPLIES

FOOD PLATTERS EXTRA OR BYO CATERING *T&CS APPLY



THE LOUNGE LOFT

includes Private Bar

Cocktail 20 - 85

UP TO 5.5 HOURS EXCLUSIVE HIRE

UNIQUE CBD EVENT SPACE

PRIVATE BAR & STAFF INCLUDED

PARTY & MOOD LIGHTING

MIRRORED WALL 12M

HIGH CEILINGS 4.5M+

INCLUDES FURNITURE & DECOR (POA)

RED CARPET, LOUNGES, COCKTAIL TABLES

PLAY YOUR OWN MUSIC VIA USB, MP3

OR LAPTOP (DJ AVAILABLE)

ELEVATOR ACCESS

LICENCED UNTIL 3AM

ROOM HIRE \$500 | MINIMUM SPEND MON - THURS \$800 | FRI - SUN \$1200

BAR OPTIONS INCLUDE PACKAGES, BAR TAB, CASH BAR. *DEPOSIT APPLIES

FOOD PLATTERS EXTRA OR BYO CATERING *T&CS APPLY



FULL VENUE BOOKOUT

Cocktail 80 - 230

UP TO 6 HOURS EXCLUSIVE HIRE

AVAILABLE 7 DAYS

LICENCED UNTIL 3AM

BOOK ALL ROOMS

BAR STAFF INCLUDED

1 SECURITY INCLUDED*

HIGH CEILINGS 4.5M+

INCLUDES FURNITURE & DECOR (POA)

PLAY YOUR OWN MUSIC OR ADD DJ

ELEVATOR ACCESS

RED CARPET ENTRANCE

PRIVATE FUNCTIONS

ROOM HIRE - NIL

VENUE DEPOSIT - \$1500

MINIMUM BAR: MON - THURS \$3000 | FRI - SUN \$3500

TICKETED EVENTS - POA





THE
LOFT
ADELAIDE



ALL HIRE BOOKINGS

+ *INCLUDES
FURNITURE & DECOR*

EXCLUSIVE VENUE

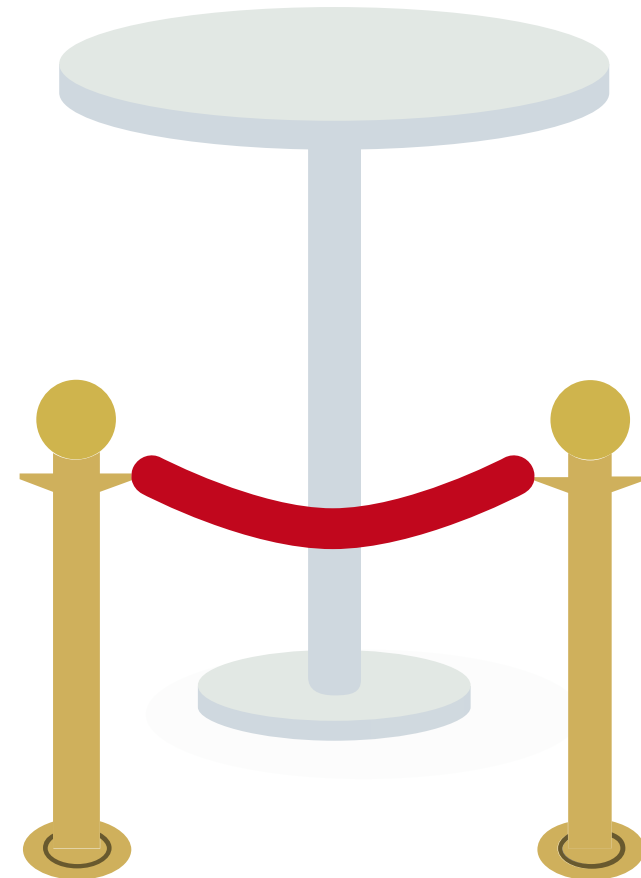
UP TO 5.5 HOURS HIRE
TOP LOCATION NEXT TO RUNDLE MALL
UNIQUE CBD EVENT SPACE
CHOICE OF ROOMS WITH PRIVATE BARS
CATERING FROM 20 - 230 GUESTS
MULTIPLE BAR OPTIONS
FOOD PLATTERS OR BYO*
BAR STAFF INCLUDED
PARTY & MOOD LIGHTING
FLEXIBLE OPEN-PLAN LAYOUT
HIGH CEILINGS 4.5M+
FURNITURE & DECOR*
PLAY YOUR OWN MUSIC OR ADD DJ
ELEVATOR ACCESS
LICENCED UNTIL 3AM
BACK-ALLEY FOR LOADING/UNLOADING
FREE EVENT LISTING (IF APPLIES)

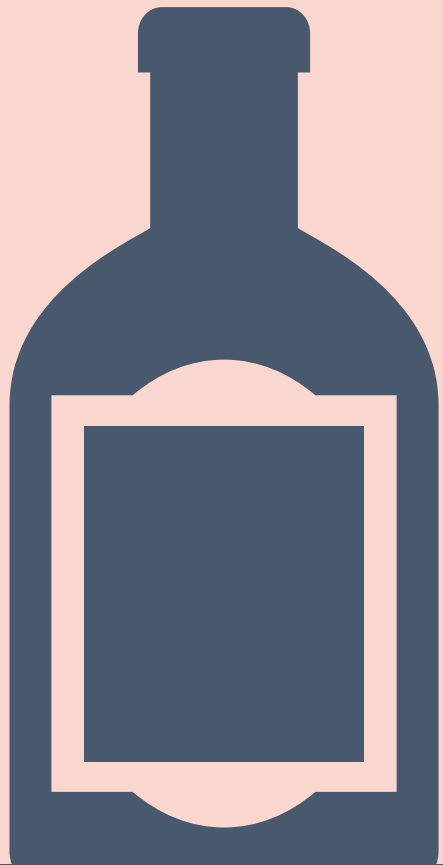
INCLUDED IN ALL BOOKINGS

COCKTAIL BAR TABLES (14)
"WAVE" BAR STOOLS (48)
SINGLE OTTOMANS (18)
LOUNGES & VIP BOOTHS
1X METAL EASEL FOR BYO SIGN
1X A4 LIGHTBOX FOR CUSTOM MESSAGE
1X 6M LONG RED CARPET ENTRY
*ALL ITEMS PENDING DATE AVAILABILITY

ADD EXTRA

(2) DOOR TILL / WELCOME BOOTH \$30EA
(14) WHITE LYCRA COCKTAIL COVERS \$4EA
(1) JUMBO ROUND 4-TIERED FOOD/DISPLAY
STAND (ON WHEELS, BLACK, METAL) \$30
GOLD BOLLARD & RED ROPE \$45 PER SET
DJ EQUIPMENT & MIXING SERVICE (POA)
WIRELESS MIC \$30
SMOKE MACHINE & OTHER EXTRAS (POA)





Available Bar options include

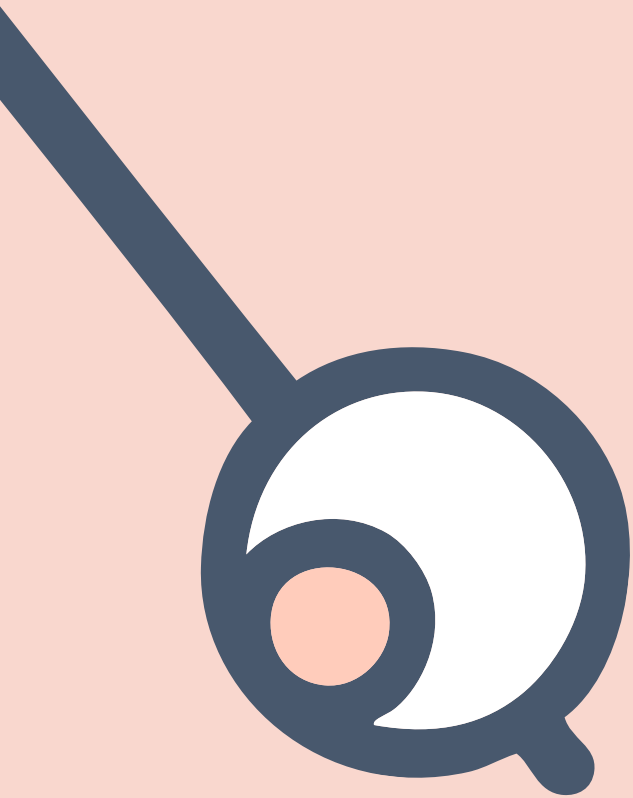
DRINK PACKAGES

BAR TAB

CASH BAR

SUBSIDISED

**minimum spend and conditions apply*



Food & Catering options include

FOOD PLATTERS OR BYO*

**see terms for details*

PLATTERS

Minimum spend \$300. Self-service option - platters are placed down and guests help themselves. Napkins included. Platters are COLD set options.

CHEESE & NIBBLES \$70

Serves 10 - 15

Platter includes a selection of:

Tasty Cheese
Dutch Smoked Cheese
Dutch Edam Cheese
Apricot & Almond Fruit Cheese
Plain Crispbread Crackers
Almonds
Strawberries
Grapes

COB DIP & CRUDITÉ \$70

Serves 15 - 20

Platter includes a selection of:

Cob Loaf
Baby Spinach & Feta Dip
Snow Peas
Cherry Tomatoes
Carrot
Celery
Red Capsicum
Cucumber
White Mushrooms
Cauliflower

CONTINENTAL MEATS \$95

Serves 25 - 30

Platter includes a selection of:

Champagne Ham
Red wine Mettwurst
Garlic Mettwurst
Sopressa Salami
Chilli Salami
Pepper Mortadella
Prosciutto-wrapped grissini sticks
Twiggy Sticks
Kabana
Provolone
Marinated olives
Semi dried tomatoes

ANTIPASTO \$70

Serves 20 - 25

Platter includes a selection of:

Kalamata olives
Marinated mushrooms
Cherry bocconcini
Antipasto mix
Stuffed sweet peppers
Homestyle olives
Mild salami
Prosciutto-wrapped Grissini

VEGAN DIPS & CRUDITÉ \$80

Serves 15 - 20

Platter includes a selection of 3 dips:

-Vegan Basil, Spinach & Roasted Cashew Pesto Dip
-Vegan Roasted Sweet Potato, Coriander and Sweet Chilli Dip
-Vegan Spanish Hommus with Fabada Beans Dip
Dairy Free Cheddar Style Cheese
Original Rice Crackers
Snow Peas, Red Capsicum, Cauliflower
Carrot, Celery, Mushrooms

WRAPS PLATTER \$75

34 pieces | Serves 15 - 25

Platter includes a selection of wrap fillings:

-Leg ham, cheese & salad in a tortilla wrap
-Smokey BBQ, pulled pork & coleslaw in a wrap
-Chicken, bacon, parmesan cheese, mayo & cos lettuce wrap
Roast beef, Red Onion, tomato, fruit chutney & cos lettuce wrap

SEASONAL FRUITS \$65

Serves 10 - 15

Platter includes a selection of seasonal fruits:

Strawberries, Oranges, Kiwifruit
Watermelon, Rockmelon & Honeydew
Grapes, Pineapple. Served with chocolate dipping sauce.
*substitution may occur if necessary

Platters are arranged off-site and will be delivered fresh on the day of your event. Orders must be received not less than 14-days prior to your event.

Platters do not make up part of minimum spend. Want to BYO food or cater externally? No worries! See Terms for details.



Add Extras

TO YOUR SPECIAL EVENT

THEMED DANCE CLASS

60-90 MINS | FROM \$24PP | MINIMUM 12 GUESTS
OVER 12 STYLES TO CHOOSE FROM

FLOWER CROWN WORKSHOP

60-90 MINS DURATION | FROM \$35PP | MINIMUM 12 GUESTS

COCKTAIL MAKING CLASS

90 MINS | \$70PP | MINIMUM 12 GUESTS | 3 COCKTAILS EACH

TOPLESS WAITERS

\$120 PER HOUR | MINIMUM 2 HOURS | CHOICE OF UNIFORM

GUEST HOST | DRAG | PERFORMERS

PRICE UPON REQUEST

DJ HIRE

\$85 PER HOUR | MINIMUM 2 HOURS

Prices subject to change. Discounts may apply pending numbers or package. Extras do not count towards minimum spend. See Terms for details.

TERMS & CONDITIONS

Hire Fees

The following hire fees apply to all bookings to be paid on/with deposit.
The Main Loft \$500 room hire
The Lounge Loft \$500 room hire
Full Venue \$1000 venue deposit
All hires incur a minimum spend.

Deposits

Room hire fees are required in full within 7 days of confirming your function, together with \$500 deposit towards your minimum bar spend. (Minimum upfront cost to confirm a booking is \$1000 or Full venue \$1500). Fees & Deposits are non-refundable.

Venue Hours

The venue may be available on the day of your event prior to scheduled time, for any set up required. Prior entry must be arranged beforehand with management and confirmed in writing. The venue is fully licenced 7 days from 7.00am – 3.00am Monday - Sunday.

Hire Includes

Use of existing facilities, speakers, party lights, furniture as outlined, bar staff, exclusive venue up to 6 hrs from entry. Additional hours or part thereof will be charged extra. Includes venue as-is plus standard room set-up. All functions are to be prepaid in full. Final fees required 30 days prior to event. See terms.

Bookings & Confirmation

To confirm your booking, we require the completed Terms & Booking Form to be returned to us along with your fee & deposits within 7 days of making a tentative booking. All bookings will remain tentative until such time that full deposit is paid & form returned. If the deposit & booking form is not received, we may release the date to other prospective clients. Custom quotes are valid for 7 days.

Additional Services & Extras

Security — is required for all bookings as per our licence and will be charged extra. \$60ph, minimum 4 hours. See terms for details.
DJ Hire — \$85 per hour
BYO Catering surcharge* — \$100 or \$1.10 per guest (whichever is greater) applies to all self-catering bookings. Please note, no kitchen facilities or equipment onsite. *No surcharge for dessert-only eg. lolly buffet, donut wall.
Additional Cleaning — \$250
DJ equipment, booth & mic — POA
Extras & Additional Staff — POA

Cleaning

General cleaning is included in the cost of the function. If excessive mess and deep cleaning is required, additional charges will be incurred as above. You will be notified immediately and payment due within 7 days of the event. Please note that glitter, confetti and artificial petals are prohibited and the cleaning fee will be charged upon unauthorised use of items.

Payment of your Account

Final fees for your event, including any minimums, packages, security or extras will be invoiced to you and payment is required in full 30 days prior to the event. Additional guests can still be added afterwards, see next. We accept payment by Visa, Card, Cash, Bank Transfer. A 2.8% surcharge will apply for payments made using American Express. We are: Frappe Australia Pty Ltd ABN 16 603 403 603, t/as The Loft Adelaide.

Beverage & Food Options

See our function pack as details vary and may be subject to change. Drink packages must be for duration of function unless approved otherwise. Minimum numbers required for some Bar options, may vary.

Final Attendance Numbers

Final number of guests are required upon payment of your account, however any additional guests can be added and paid for up to 14-days prior to the event. Changes made within the 14-day period may incur additional charges. Any on-the-night extras must be paid on departure of your function.

Cancellation & Agreement Policy

When a confirmed booking is cancelled prior to the event, there will be a full loss of hire/deposits and all payments made. Fees towards a booking are 100% non-refundable. When booking at The Loft Adelaide you agree to the terms and conditions herein.

TERMS & CONDITIONS

BYO Decor

You may bring in extra Hire items within your scheduled booking times at no additional cost. Please note no drilling, stapling, sticky tape, hammering allowed. No damage to walls or building either before, during or after the event. Items must be removed upon conclusion of event, unless prior written permission from management is given and alternate arrangements are made.

BYO Catering & Food

Clients can choose to BYO food through any certified caterer. A surcharge of \$100 per booking or \$1.10 per guest, whichever is greater, applies to all self-catering bookings. Please note no kitchen facilities or equipment on site. We recommend your caterer make at least one site visit prior to your event. Insurance certificate required, see next. Staff or service not included.

Access

Guest entry via Grenfell Street, and Elevator access to Level 3. Should you require loading/unloading of items, there is back-alley access to the back of the building for pick-up and drop off only. Please let us know beforehand should you intend to use the service entrance, supervision may be required.

Toilets

Unique heritage Toilets are located on Level 5 for guests (elevator access). Ample signage is available. At times, Staff toilets on Level 3 may be used by guests by prior arrangement with management, and pending numbers.

Insurance

The Loft Adelaide will not be held responsible or pay any premiums on any insurance policies against injury, damage to or loss of equipment, merchandise or personal property of guests or third-party suppliers left on the premises prior to, during or after a function. Third-party caterers must supply the venue their insurance at least 14 days prior to the event.

Responsible Service of Alcohol

All staff are trained and follow 'Responsible Service of Alcohol' and by law may refuse to serve alcohol to any person that is deemed intoxicated. Underage Guests (Under the age of 18 years) Underage guests will only be permitted in the venue if accompanied by a legal guardian at all times. All underage guests must leave the premises by 12am.

Lost Property

Will not accept any responsibility for any damage or loss of property left on premises prior, during or after the function. This responsibility lies solely with the client.

Miscellaneous

Special Offer terms may vary. Please note if Full Venue is booked, only Main Bar will be open for service as minimum spend will increase if you wish to have both. No GST. Black shirt Staff uniform included in all bookings. Public Holidays incur 20% surcharge. Please note some events may attract a refundable security deposit or special terms. No candles or open flames allowed.

Audio Visual

We will endeavor to assist with any audio-visual requirements needed for the event. These things take time and patience. We ask that everything is tested well prior to the date of the event so any issues can be ironed out with plenty of time to spare. We will not take responsibility for things not working if they haven't been tested prior.

Proof of Age

All guests will be required to present identification at the door. We only accept Australian Driver's Licence, Australian Proof of Age or a Passport.

Security

As per our licence, security at point of entry Level 3 is a requirement and will be charged extra unless stated otherwise. Cost \$60 per hour for duration of the event. Minimum 4 hours. Typically 1 per 100 guests, but total may vary.

Damage to Property

The client is responsible for the conduct of all guests and will take full responsibility for any damage to persons or property caused by client or guest. If any furniture, equipment or other part of the venue is damaged/broken, the person responsible for the function is financially liable; cost of repairs will be forwarded to them and payment required within 7 days.

Client Responsibility

The client is required to inform all relevant personnel involved in attending the function of these terms and conditions.

BOOKING FORM

CLIENT & EVENT DETAILS

CLIENT NAME

PHONE

EMAIL

EVENT TYPE

EVENT DATE

NO. OF GUESTS

START TIME

END TIME

WHICH ROOM?

THE MAIN LOFT / THE LOUNGE LOFT / FULL VENUE

CONTACT PERSON

(IF DIFFERENT THAN ABOVE)

NAME:

MOBILE:

ACCEPTANCE

I agree and accept the Terms & Conditions outlined, I understand the Terms & Conditions and confirm all details are correct.

PRINTED NAME

SIGNATURE

DATE

FUNCTION COORDINATOR

SIGNATURE

DATE

*Start Time refers to start of the event. Prior Entry / Early Setup pending availability. End time refers to conclusion of event including exit.

BOOKING PAYMENT

HIRE FEE / DEPOSIT

DEPOSIT METHOD

VISA CHEQUE MASTERCARD DINERS AMEX CASH

NAME ON CARD

CARD NUMBERS

EXPIRY DATE

CVV NUMBER

AMOUNT AUTHORISED

DEPOSIT TAKEN BY

WE ALSO ACCEPT BANK TRANSFERS TO:

THE LOFT ADELAIDE
BSB: 015 140
ACC NUMBER: 468 144 536

THANK YOU

We look forward to your special event!

THE LOFT ADELAIDE
LEVEL 3, 14 GRENFELL STREET
ADELAIDE CBD, SA 5000
0423 004 491
WWW.THELOFTADELAIDE.COM.AU

WHAT NEXT?

PLEASE RETURN THIS COMPLETED BOOKING FORM
WITHIN 7 DAYS OF CONFIRMED AVAILABILITY, AND WE'LL
PROCESS PAYMENT TO CONFIRM YOUR BOOKING

MAIL@THELOFTADELAIDE.COM.AU

**Please note bank transfers may take up to 3 days. Invoices upon request only.*