



PORT LINCOLN
HOTEL



Functions

AT THE PORT LINCOLN HOTEL

1 Lincoln Hwy, Port Lincoln 5606 South Australia | Phone: 8621 2000 | portlincolnhotel.com.au



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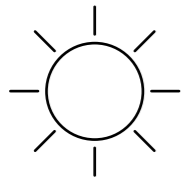
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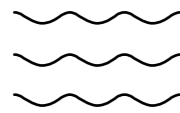
Function Rooms

With 7 flexible function spaces, The Port Lincoln Hotel can cater for up to 500 delegates.



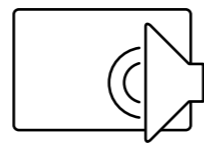
Natural Light

Each of our rooms feature floor to ceiling windows providing an abundance of natural light and breathtaking ocean views of Boston Bay.



Unique Spaces

For a unique social function, our undercover Pool Deck offers the perfect location for a welcome reception or casual dinner. Ask us about our Bohemian Nights Seafood Feast!

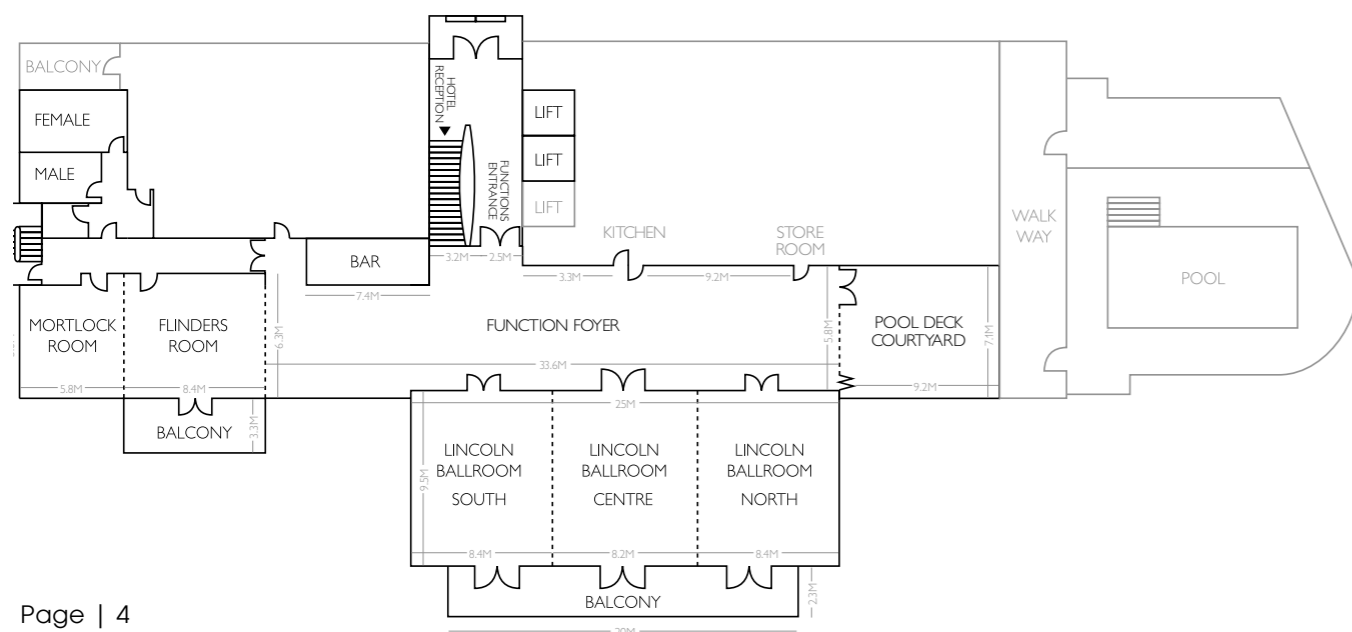


Audio Visual

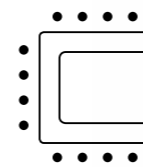
All of your audio visual requirements are catered for with the latest AV Equipment.

CAPACITY CHART	AREA M2	THEATRE	BANQUET	OPEN CABARET	CLASSROOM	U-SHAPE	BOARDROOM	COCKTAIL
Lincoln Ballroom	250	200	200	160	120	-	-	315
Ballroom 1/3	83	60	60	48	36	26	26	100
Ballroom 2/3	167	120	120	96	78	50	-	200
Pre Function Foyer	220	-	80	64	-	-	-	250
Mortlock Room	40	20	20	16	15	14	12	25
Flinders Room	54	30	30	24	20	18	16	35
Mortlock & Flinders	90	60	50	40	40	30	-	80
Pool Deck	93	60	50	40	40	30	26	100

Please note: Capacity figures are maximum amounts - not taking into account any further equipment such as catering tables, stage pieces etc. All function rooms are 3.3m in height; all rooms have balcony access (except for the Mortlock room & Foyer).

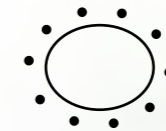


ROOM SETS & CONFIGURATIONS



U-Shape

Tables are set in a u-shape facing the screen/stage with chairs placed around the perimeter.



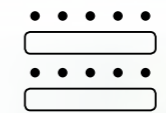
Banquet

Oval tables set with up to 10 chairs



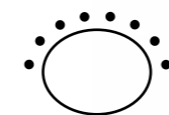
Theatre

Rows of chairs placed facing the screen/stage with aisle down the middle



Classroom

Trestle tables set in rows with all chairs facing the screen/stage



Open Cabaret

Oval tables set with 8 chairs - all with view of screen/stage



Boardroom

Large whole room table with chairs around the perimeter

ALL ROOMS INCLUDE:

- Laptop connection leads
- Laptop usage if required
- Rectangle and oval trestle tables
- Modern, Lightweight and Stackable Function Chairs
- Electronic Lectern, Roving and Lapel Microphones
- Whiteboard and Markers
- Flipchart and Markers
- Linen Table Cloths, white and black
- Linen Napkins
- Dance Floor
- Stage
- Conference WIFI
- Stationary pens and paper
- Iced water and mints

Function Rooms



WELCOME FOYER

Our Welcome Foyer is a dynamic space suitable for a variety of functions including cocktail events, product launches, exhibitions or pre-event drinks and canapés before guests move into the Lincoln Ballroom.

Room Hire:
\$330 inc. gst

Maximum Capacity:
250 pax



POOL DECK

This open air, undercover courtyard boasts stunning sea views and is a standout space for social functions or pre-post event drinks and canapés. Set overlooking our sparkling pool and beyond to the breathtaking ocean views of the north shore of Port Lincoln.

Room Hire:
\$330 inc. gst

Maximum Capacity:
100 pax



LINCOLN BALLROOM

Our largest room, The Lincoln Ballroom is the premier venue for major conferences, dinners, award nights and weddings. The room is a flexible space with the ability to divide into three separate spaces of one-third or two-thirds to suit your requirements.

- In-built Projector and Screens
- Soundproof Conference Room
- Audio Visual Equipment

Room Hire:
1/3 \$330 inc. gst
2/3 \$495 inc. gst
Full Ballroom \$660 inc. gst

Maximum Capacity:
1/3: 100 pax
2/3: 200 pax
Full: 315 pax



FLINDERS ROOM

The Flinders Room is the ideal space for smaller training sessions, board meetings, private dinners and cocktail style events. Use of a private balcony overlooking the bay is perfect for breaks or an intimate lunch or dinner event.

- Wall Mounted LCD Screen
- Soundproof Conference Room
- Audio Visual Equipment

Room Hire:
\$165 inc. gst

Maximum Capacity:
40 pax



MORTLOCK ROOM

The smallest of our rooms, the Mortlock Room is perfect for smaller conference requirements.

- Wall Mounted LCD Screen
- Soundproof Conference Room
- Audio Visual Equipment

Room Hire:
\$165 inc. gst

Maximum Capacity:
20 pax



FLINDERS & MORTLOCK ROOMS COMBINED

The Flinders and Mortlock Rooms offer the flexibility of being combined for additional space. These rooms when combined create an intimate environment, perfect for corporate functions requiring break out spaces or a special dinner sure to impress.

- Wall Mounted LCD Screen
- Soundproof Conference Room
- Audio Visual Equipment

Room Hire:
\$330 inc. gst

Maximum Capacity:
85 pax

Corporate Catering

The Port Lincoln Hotel has conference and social event menu packages and optional extras suitable for a variety of functions. For more dietary options please speak to us as many dishes can be prepared to suit your needs – we cater for everyone.

CORPORATE CATERING

• Refreshments

Espresso coffee and a 'T Bar' tea selection.

Tea and Coffee Breaks | 3.5pp, per break

Tea, Coffee & Biscuit Breaks

Packet Biscuits | 5.5pp, per break

Homemade Biscuits | 6.5pp, per break, min 15pax

Continuous Tea and Coffee | 12pp

Jugs of Fruit Juice/Soft Drink | 9.5 per jug

• Morning & Afternoon Tea

Chef's selection | 15pp, per break
of 1 sweet, 1 savoury and 1 healthy option, served with espresso coffee and 'T Bar' tea selection

• Working Lunch Breaks

WORKING LUNCH 1: Chefs Selection | 22pp

Freshly made salad, assorted wraps and breads with a variety of fillings, fresh seasonal fruit platter

WORKING LUNCH 2: The Corporate | 28pp

Freshly made salad, assorted wraps and breads with a variety of fillings, mini quiches or pies, fresh seasonal fruit platter, assorted desserts

WORKING LUNCH 3: The Manager | 34pp, min 20 pax

Mini sliders, your choice of one hot dish option, your choice of two hot side or freshly made salad, fresh seasonal fruit platter, assorted desserts

WORKING LUNCH 4: The CEO | 40pp, min 20 pax

Mini sliders, Your choice of two hot dishes, Your choice of two hot sides or freshly made salads, bread rolls with butter, fresh seasonal fruit platter & assorted desserts.

WORKING LUNCH MENU OPTIONS

Freshly Made Salads:

Chefs Garden Salad

Greek Salad

Lincoln Caesar Salad

Potato & Wholegrain

Mustard Salad

Pasta Salad

Hot Dishes:

Butter Chicken

Beef & Mushroom Ragout

Sweet & Sour Pork (gf) (df)

Lamb & Vegetable Stew (gf) (df)

Thai Green Fish Curry

(Fish of the Day)

Vegetable & Noodle Stirfry (df) (v)

Hot Sides:

Steamed Jasmine Rice (gf) (df) (v)

Pasta Bake

Roast Potatoes (gf) (df) (v)

Buttered Seasonal Vegetables (gf) (v)

Cheesy Cauliflower and

Broccoli Bake (gf) (v)

CORPORATE CATERING PACKAGES

• THE DAY DELEGATE PACKAGE | 48pp

Includes both a Morning and Afternoon Tea Breaks, The Working Lunch: Chefs Selection Package and continuous espresso coffee and 'T-Bar' tea selection. (valued at \$64pp)

• THE HALF DAY DELEGATE PACKAGE | 35pp

Includes Morning or Afternoon Tea Break, The Working Lunch: Chefs Selection Package and continuous espresso coffee and 'T-Bar' tea selection. (valued at \$49pp)



DID YOU 65% OF PEOPLE ARE MORE PRODUCTIVE IN THE MORNINGS?

Why not try an early morning meeting? Speak to us regarding our breakfast packages!



Sit Down Dinner & Lunches

● **SILVER**
SIT DOWN PACKAGE | 55pp
2 Course Set Menu
Your choice of 1 entrée,
2 mains or 2 mains, 1 dessert
alternate drop

● **GOLD**
SIT DOWN PACKAGE | 60pp
3 Course Set Menu
Your choice of 2 entrée,
2 mains and 1 dessert
alternate drop

● **DIAMOND**
SIT DOWN PACKAGE | 65pp
3 Course Set Menu
Your choice of 2 entrée,
2 mains and 2 desserts
alternate drop

ENTREE

Smoked Hiramasa Kingfish Tartlet

served with a caper tomato salsa, fresh rocket and a sticky balsamic glaze

Lemongrass Skewered Spencer Gulf King Prawns (gf) (df)

served with turmeric, biryani rice and a coconut chilli sauce

Crispy Pork Belly (df)

on a salad of spinach, julienne carrots, capsicums and onion with a thai dressing, topped with crispy noodles and fried shallots

Roasted Rosemary Garlic Lamb Rump

served on cous cous salad, tomato chutney and minted cucumber yoghurt

Korean Kaarage Fried Chicken (df)

served with sweet soy glaze, kewpie mayonnaise and a bean shoot snow pea salad and miso seasme dressing

Spiced Vegetable Pakoras (gf) (v)

served with whipped tomato feta and a roast capsicum and rocket salad

MAINS

Chargrilled Porterhouse Steak (gf)

served with garlic and herb whipped butter & red wine jus

Roast Chicken Breast (gf)

with a champignon marsala sauce

Citrus and Herb Crusted (df)

Hiramasa Kingfish Fillet served with dill aioli

Roasted Smoked Rack of Lamb (gf) (df)

served with minted pea puree and rosemary jus

Baked Atlantic Salmon (gf)

served with grilled asparagus and lemon buerre blanc

Crispy Pork Bella Porchetta

rolled with sage and fennel, served with an apple cabbage braise and rich pan gravy

All mains served with new potatoes and seasonal vegetables

DESSERTS

Local Pope's Honey Panna Cotta (gf)

served with candied fig, pistachio praline and chantilly cream

Baked Mixed Berry Cheesecake

with berry compote and vanilla ice cream

Warm Chocolate Fondant

served with dark chocolate ganache and raspberry sorbet

Mango, Coconut & Almond Tart

served with passionfruit coulis and lemon sorbet

Cocktail Events

Roaming canapés served by waiters

CANAPES | 20pp
4 selections (your choice from hot, cold, sweet or Fork Dishes)

LIGHTER SIDE COCKTAIL PACKAGE | 35pp
4 Selections (your choice from hot, cold, or sweet options) 2 Fork Dishes

MORISH SIDE COCKTAIL PACKAGE | 45pp
6 Selections (your choice from hot, cold, or sweet options) 2 Fork Dishes

BIG SIDE COCKTAIL PACKAGE | 55pp
8 Selections (your choice from hot, cold, or sweet options) 3 Fork Dishes Minimum 15 people.

COLD

- natural coffin bay oysters, lemon
- natural coffin bay oysters, soy, wasabi & pickled ginger
- bluefin tuna rosettes
- hiramasa kingfish rosettes
- smoked salmon wrapped grissini bread sticks, dill cream
- chicken & green peppercorn terrine, goats' cheese, water cracker
- rare roast beef on toasted mini bagel, sun dried tomato, horseradish cream
- marinated tomato, basil & mozzarella caprese on rye toast
- roast onion & feta tartlet

HOT

- coffin bay oysters kilpatrick
- panko crumbed king prawns, lemon, tartare
- tempura battered local fish goujons
- sweet soy glazed chicken skewers, peanut satay
- herb & garlic marinated beef skewers, garlic aioli
- roast chicken & bacon mini quiches
- pulled pork tartlets, smokey chipotle
- zesty chicken wings, texas dipping sauce
- pumpkin & sage arancini, lemon aioli
- asparagus & mushroom filo pastries

FORK FOOD

- mini beef, chicken & pork sliders
- pad thai noodle box, cashews, lime
- bao bun, pulled pork, sticky soy glaze, crunchy asian slaw
- butter chicken, basmati rice, mini papadum
- local fish & chips, tartare, lemon
- salt & pepper squid, green papaya salad
- lamb cutlets, tzatziki, cous cous
- spinach, pumpkin, pine nuts & ricotta salad
- vegetable stir fry, vermicelli noodles, fragrant herbs

SWEET

- chocolate brownie (gf on request)
- passionfruit cheesecake
- mini donuts, cinnamon sugar
- iced eclairs
- wattleseed & almond friand (gf)
- mini pavlovas, seasonal fruits, chantilly cream
- fruit salad jars, passionfruit coulis

Looking for something more substantial? Add another Fork Dish for \$10pp, per additional dish.

For extra dietary options, please speak to us as many dishes can be prepared to suit your needs - we cater for everyone'.

Ask us about our platters for informal events



Beverage Packages

The Port Lincoln Hotel can provide a selection of wines and beverages to suit your taste and budget. The following beverage packages have been put together to include a selection of premium wines for you and your guests to enjoy during your event. Packages are based on three, four and five hour service.

PLATINUM PACKAGE

3 hours | 85 per guest
4 hours | 90 per guest
5 hours | 105 per guest

- Jansz Sparkling Cuvee
- Shaw + Smith Sauvignon Blanc
- Pikes Riesling
- Rockford Alicante Rosé
- Mitchell Peppertree Shiraz
- Molly Dooker Maitre D' Cabernet Sauvignon
- Tap Beer
- Soft Drink and Juice

GOLD PACKAGE

3 hours | 55 per guest
4 hours | 60 per guest
5 hours | 65 per guest

- Croser NY Sparkling Wine
- Giesen Sauvignon Blanc
- Mad Bastard Riesling
- Brown Brothers Moscato
- d'Arenberg Footbolt Shiraz
- Jim Barry Coverdrive Cabernet Sauvignon
- Tap Beer
- Soft Drink and Juice

SILVER PACKAGE

3 hours | 50 per guest
4 hours | 55 per guest
5 hours | 60 per guest

- Alpha Box & Dice Sauvignon Blanc
- Down the Rabbit Hole Shiraz
- Down the Rabbit Hole Sangiovese Cabernet
- Alpha Box & Dice Rosé
- Alpha Box & Dice Prosecco
- Tap Beer
- Soft Drink & Juice

LOCAL PACKAGE

3 hours | 45 per guest
4 hours | 50 per guest
5 hours | 55 per guest

- Lincoln Estate Sparkling
- Lincoln Estate Sauvignon Blanc
- Boston Bay Riesling
- Boston Bay Shiraz
- Peter Teakle Cabernet Sauvignon
- Tap Beer
- Soft Drink & Juice

Breakfast Functions

INDIVIDUAL ITEMS

minimum 15pax

Bacon & Eggs | 16pp

Scrambled eggs, local bacon rashers, sautéed mushrooms, roast tomato and house made tomato relish served with toasted sour dough bread.

Big Breakfast | 22pp

Scrambled eggs, local bacon rashers, grilled sausages, sautéed mushrooms, roast tomato, wilted spinach, baked beans, hash browns and house made tomato relish served with toasted sour dough bread.

Smashed Avocado on Sourdough | 18pp

Blistered cherry tomatoes, baby spinach, quinoa, pepitas & sunflower seeds, served on toasted sourdough bread finished with a sticky balsamic glaze & extra virgin olive oil. (v) (df)

Corn & Zucchini Fritters | 18pp

Served on roast capsicum puree and smashed avocado, topped with two soft poached eggs, fresh rocket and sticky balsamic glaze. (v) (gf)

Please note, individual items must be pre-ordered prior to the day of the event.

REFRESHMENTS

Tea & Coffee | 3.5pp

Espresso coffee & 'T Bar' tea selection

Fruit juices | 2pp

Served in jugs to be shared

Soft drinks | 2pp

Served in jugs to be shared

PACKAGES

Conference Breakfast | 26pp

For the table:
Warm croissants, muffins, Danishes.

Plated breakfast:
Scrambled eggs, crisp bacon, breakfast sausage, grilled tomato, English muffin.

Tea, coffee, juice and water.

Continental Buffet | 24pp

On the buffet:
Fresh fruit, natural and vanilla yoghurt selection, toasted granola muesli, preserved fruit, bacon, scrambled eggs, mushrooms and baked beans with a basket of assorted pastries.

Tea, coffee, juice and water.

Light Breakfast | 18pp

Ham and cheese croissant per person, Fruit platter and Danishes per table.

Tea, coffee, juice and water.

The Port Lincoln Hotel

Relaxed, contemporary, stylish and welcoming – The Port Lincoln Hotel offers everything you need in the one venue and all in a unique destination in the Seafood Capital of the World.

Accommodation

With 111 rooms and suites and majority offering a private balcony and ocean views, The Port Lincoln Hotel is the perfect place to relax for business or leisure.



Dining

Sarin's Restaurant is located on the ground floor of The Port Lincoln Hotel offering spectacular ocean views with indoor and outdoor seating – the perfect place to enjoy a casual coffee and grazing platter with colleagues or experience fine dining by night.



	Town View Room	Ocean View Balcony Room	Deluxe Spa Suite	Luxury Ocean View Balcony Suite
ROOM TYPES				
No. of Rooms	27	52	14	18
Max. Adult Capacity	3	3	3	3
CONFIGURATION				
Desk	✓	✓	✓	
King Size Bed			✓	✓
King Size Bed or Two Queen Beds	✓	✓		
ROOM FEATURES				
Private Balcony		✓	✓	✓
Ocean Views		✓	✓	✓
Lounge Area	✓	✓	✓	✓
Spa Bath			✓	✓
Dining Area				✓
ENTERTAINMENT				
Flat Screen TV	✓	✓	✓	✓
Individually controlled air con	✓	✓	✓	✓
Free Unlimited Wi-Fi	✓	✓	✓	✓
AMENITIES				
Tea & Coffee Making Facilities	✓	✓	✓	✓
Bathrobes			✓	✓
Premium Bathroom Products	✓	✓	✓	✓
Mini Bar	✓	✓	✓	✓
Hair Dryer	✓	✓	✓	✓
Iron	✓	✓	✓	✓
Room Safe	✓	✓	✓	✓

Terms & Conditions

TENTATIVE BOOKINGS

We will hold a tentative booking for a maximum of 21 days from the initial enquiry. After this time, the Port Lincoln Hotel reserves the right to release the room/space for re-sale. The booker must be 18 years or over.

QUOTES

Are valid for 30 days and are subject to availability at the time of booking.

SECURITY DEPOSIT

To confirm a booking for non-account holders, a deposit equal to the total amount of room hire for the entire event, or an amount specified by the Port Lincoln Hotel, must be paid within the 21 day hold period.

CONFIRMATION OF CATERING AND EVENT SCHEDULE

We require a signed copy of the proposed catering choices and time line a minimum of 14 days prior to the event date. Any changes made after this time are not guaranteed.

FINAL NUMBERS

We require written notification of final numbers 7 days prior to your event. Charges will be made based on the final number, or the attendance number, whichever is greater. Once the final numbers are set, we will not decrease the charges if your attendance numbers all less than expected. Due to catering requirements, we do not guarantee that we will be able provide additional catering on the day of the event, if your attendance numbers increase.

DIETARY REQUIREMENTS

We require written notification of all dietary requirements 7 days prior to your event. Any dietary requirements that are not disclosed within this time frame cannot be guaranteed.

FUNCTION ROOM ACCESS

Access times must be pre-arranged with the Functions Manager, including set-up and bump-in/out times. Entrance into function rooms must be granted by a Manager of the Port Lincoln Hotel. Guests are not permitted to enter any other function room/space, which have not been previously negotiated with the Functions Manager.

MINIMUM SPEND

The hotel has minimum spend requirements for private functions on an individual case basis.

DECORATIONS

No attachments are to be used on the walls without prior arrangement. Glitter, scatters and confetti are not permitted anywhere in the hotel. Attaching things to walls or ceiling mounts, must be done by a licenced decorator or in line with WHS regulations. Any damage or additional cleaning costs will be on-charged to the booker/organisation.

RESPONSIBLE SERVICE OF ALCOHOL & BEHAVIOUR

It is the responsibility of the booker/organisations to ensure that all attendees adhere to a minimum dress code and behave in an orderly manner during the event. The Port Lincoln Hotel staff and security have the right refuse service or remove patrons for inappropriate or offensive behaviour. It is an offence to serve or supply alcohol to a minor or intoxicated person. Persons below the age of 18 years must vacate the premises no later than 12am on any given day.

SECURITY

Is not provided as standard for you function, this can be arranged upon request for an additional cost. The hotel reserves the right to evaluate security requirements for private functions on an individual case basis.

POOL DECK RESTRICTIONS

The pool deck closes at 10pm daily. When hiring our pool deck space, please be advised that all guests must vacate the space no later than 10pm on any given day. In the case of an event where the pre-arranged function closure time is later than this time, guests will be relocated to another function space after 10pm, at the digression of the manager on duty.

SMOKING

Is only permitted in our designated smoking areas. The pool deck must be smoke-free at all times when food is offered or available, under the Tobacco Products Regulation Act 1997.

FOOD AND BEVERAGE

No food or beverage may be brought onto the hotel premises for consumption during the event. Any exceptions must be arranged with the Functions manager prior to the event. Corkage and cakeage charges are applicable. The Port Lincoln Hotel reserves the right to forward on cost increases for catering to the booker/organisation and to change menu items for reasons beyond our control.

ENTERTAINMENT

The Port Lincoln Hotel must be advised of any entertainment bookings prior to the event and reserves the right to decline requests or terminate any music that could be deemed offensive or inappropriate.

EXHIBITIONS

Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment in accordance with our WHS codes of practice.

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.

CLEANING

General cleaning is included in the cost of the room hire. Where the Port Lincoln hotels deems necessary additional charges will be applied.

RESPONSIBILITY

Should the Port Lincoln Hotel 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 an alternate space or available date. If the final numbers of your event increase or decrease significantly from those advised at the time of confirmation, we may substitute a more appropriate room. We will advise you of any changes as soon as a decision is made.

DELIVERY/PICK-UP OF GOODS

All items delivered prior to an event must be clearly labelled with the event name and be delivered no earlier than 14 days prior to your event. At the conclusion of the event all items must be removed from the premises unless a prearranged pick is made. Items will be held onsite pending collection for a maximum of 7 days.

ACCOMMODATION

The hotel can provide accommodation options for guests, subject to availability; all bookings are to be made with our reservations team.

I/We: _____
(the company/client) hereby declare that I/We have read, understood and abide by the terms and conditions of The Port Lincoln Hotel

Sign _____ Date _____

Given name _____ Surname _____

PARKING

Free - please note that all parking is subject to availability.

DAMAGE

Please note, the booker/organisation is financially responsible for damage sustained to hotel property and/or fittings during the event.

INSURANCE

The Port Lincoln Hotel does not take responsibility for damage to, or loss of items before, during or after an event; we recommend appropriate insurance cover is pre-arranged by the booker/organisation.

WHS GUIDELINES

The Port Lincoln Hotel abides by WHS codes of practice at all times. All visitors must adhere to this whilst on the premises.

EVENT CONCLUSION

The hotel operates within strict guidelines for event times. Any event that exceeds the agreed conclusion time will incur additional charges.

PAYMENT OPTIONS

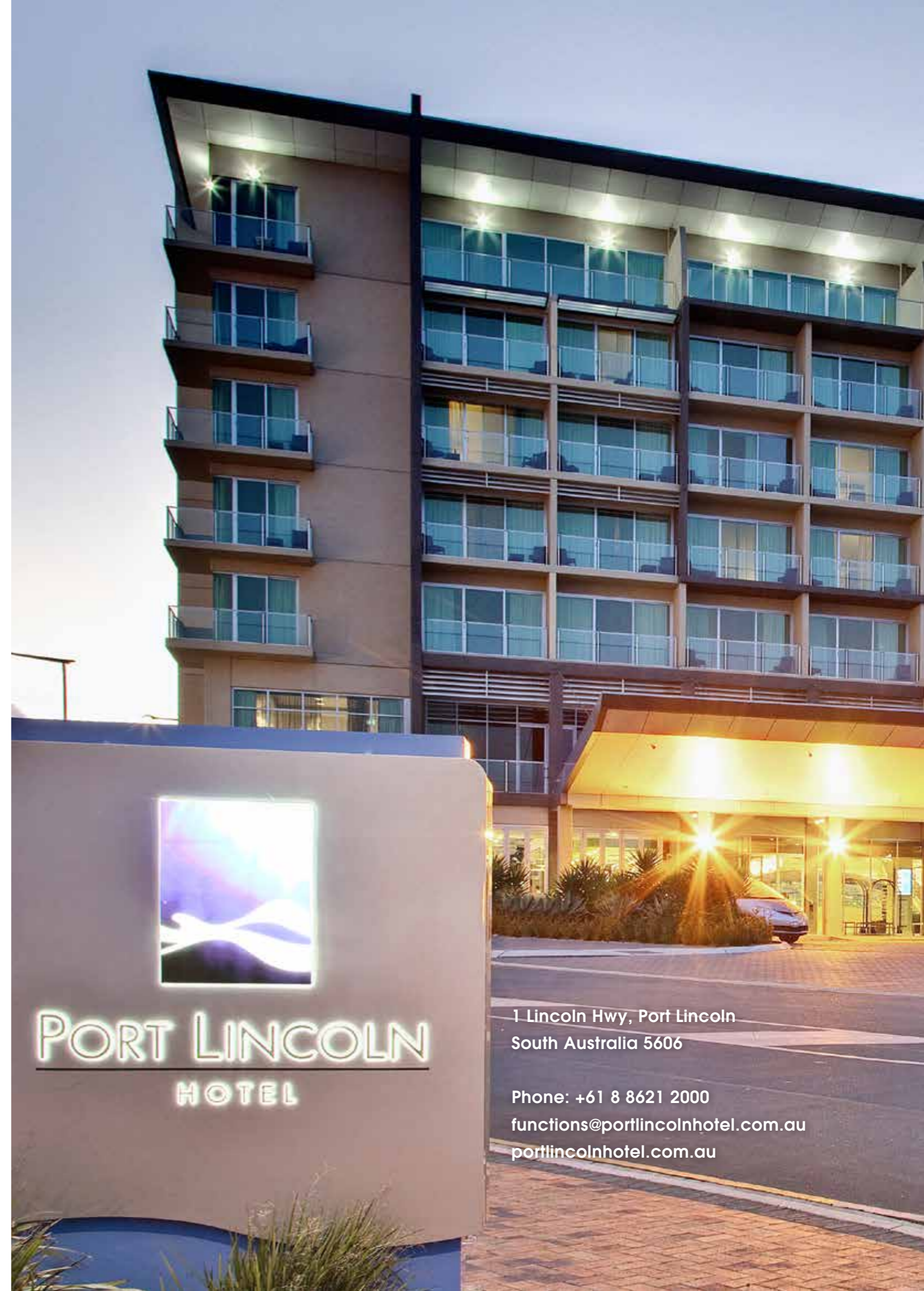
- Full payment can be made prior to the event,
- On the day of the event, via credit card or cash,
- Invoice after event; pre-approved account holders only.

METHODS OF PAYMENT

Credit/Debit Card, Cheque (min. 14 days prior), Direct Debit (min. 3 days prior) or Cash (Please note: credit cards incur a surcharge of 1% for Visa & MasterCard, 1.5% for Amex & Diners cards).

CANCELLATIONS

If a booking is cancelled less than 21 days prior to the event date, all deposits will be forfeited. For account holders the Port Lincoln Hotel will invoice the minimum amount for room hire as a cancellation fee. Any cancellations or reduction in confirmed numbers within 5 days of the event, will also be charged the full amount of catering costs.



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