



PORT LINCOLN
HOTEL

FUNCTIONS

AT THE PORT LINCOLN HOTEL



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

[f/PTLINCOLNHOTEL](https://www.facebook.com/PTLINCOLNHOTEL) [@PTLINCOLNHOTEL](https://twitter.com/PTLINCOLNHOTEL) [@PTLINCOLNHOTEL](https://www.instagram.com/PTLINCOLNHOTEL) [inPTLINCOLNHOTEL](https://www.linkedin.com/company/PTLINCOLNHOTEL)



WELCOME

We are delighted to welcome you to our little slice of paradise right here on the Eyre Peninsula!

The Port Lincoln Hotel and it's function centre overlook the stunning Boston Bay in the heart of Port Lincoln. Boasting unique views of the town and bay, our seven sound-proofed function rooms provide the ideal venue for any meeting, conference, trade-show, gathering or wedding. Where country style hospitality meets inner city service, the Port Lincoln Hotel team takes the stress out of planning any event, right down to assisting you in booking accommodation for your trip in one of our 111 modern rooms and suites.

Speak to our Functions Manager today about hosting your next event:
functions@portlincolnhotel.com.au

INDEX

FUNCTION ROOMS. 4

INCLUSIONS 5

LINCOLN BALLROOM 6

MEETING ROOMS. 7

POOL DECK & FOYER 8

CATERING 9

CONFERENCE CATERING 10

BREAKFAST 12

COCKTAIL CATERING 13

GRAZING STATIONS 14

SET MENUS 15

BEVERAGE PACKAGES 16

ACCOMMODATION 19

GETTING TO PORT LINCOLN. 20

EXPERIENCE THE EP. 21

TERMS & CONDITIONS 22



FUNCTION ROOMS

ROOM FEATURES



NATURAL LIGHT

Floor to ceiling windows in every room.



UNIQUE SPACES

The Pool Deck overlooks the stunning Boston Bay – cocktails on the deck never looked so good!



AUDIO VISUAL

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

ROOM SETS & CONFIGURATIONS



U-SHAPE

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



THEATRE

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



OPEN CABERET

Oval tables set with 8 chairs – all with a view of the screen/stage.



BANQUET

Oval tables set with up to 10 chairs.



CLASSROOM

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



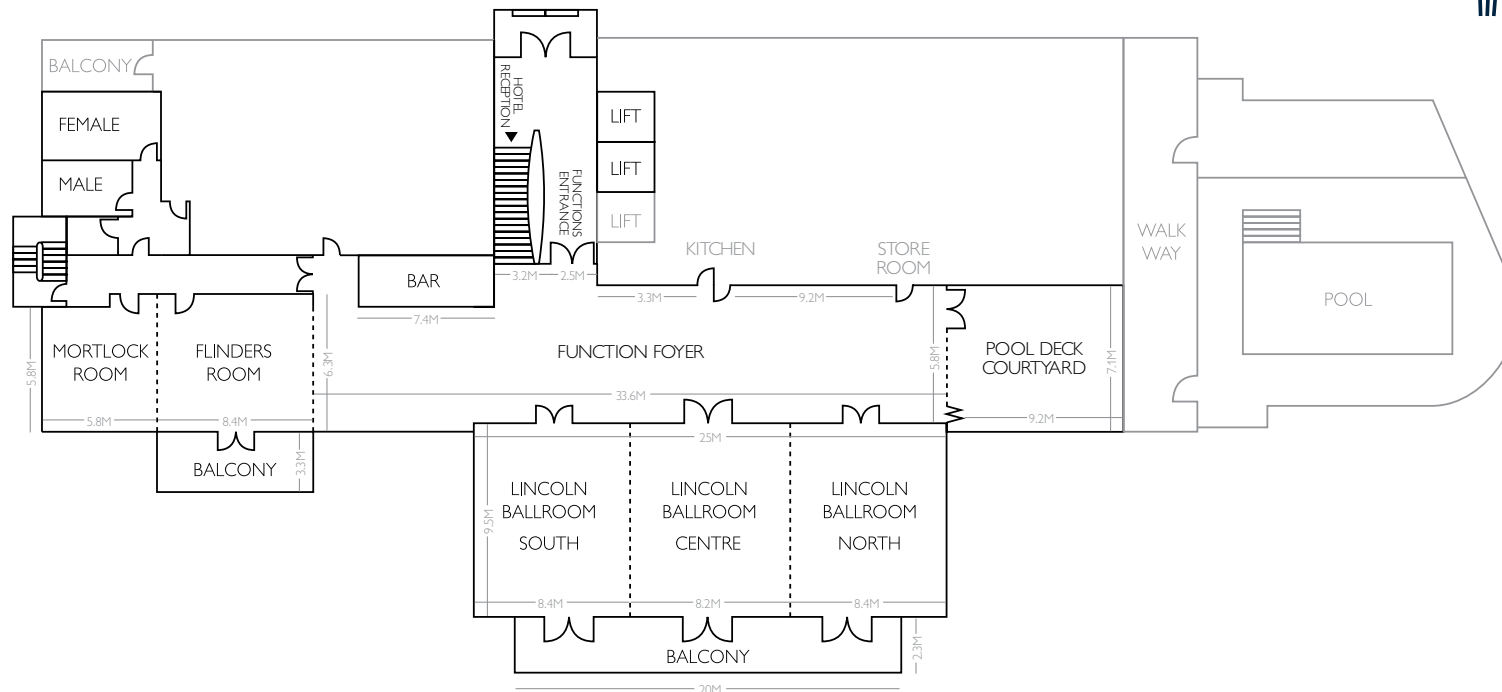
BOARDROOM

Large whole room table with chairs around the perimeter.



COCKTAIL

Guest standing with room for bar tables.





FLIPCHART
& MARKERS



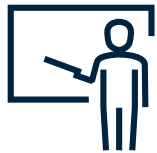
CONFERENCE
WIFI



LAPTOP & LAPTOP
CONNECTIONS



ELECTRONIC LECTERN,
ROVING AND LAPEL
MICROPHONES



WHITEBOARD
& MARKERS



STATIONARY PENS
& PAPER



STAGE

ALL ROOMS
INCLUDE



WATER & MINTS



DANCE
FLOOR



MODERN & LIGHTWEIGHT
FUNCTION CHAIRS



RECTANGLE & OVAL
TRESTLE TABLES



BLACK OR WHITE
LINEN TABLE CLOTHS
& NAPKINS

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 either one-third or two-thirds to suit your requirements. All three thirds of the Ballroom have a data projector, screen and connections for presentations. When booking the full Lincoln Ballroom, exclusive use of the foyer is included in the room hire fee. When booking one or two thirds of the ballroom, shared use of the foyer is included in the room hire fee.

ROOMS

1/3	1/3 Lincoln Ballroom
2/3	2/3 Lincoln Ballroom
FULL	Full Lincoln Ballroom

CAPACITY	1/3	2/3	FULL
AREA M ²	83	167	250
THEATRE	60	120	200
BANQUET	60	120	200
OPEN CABARET	48	96	160
CLASSROOM	36	78	120
U-SHAPE	26	50	-
BOARDROOM	26	-	-
COCKTAIL	100	200	315

ROOM HIRE	1/3	2/3	FULL
Exc GST	\$300	\$450	\$600
10% GST	\$30	\$45	\$60
TOTAL	\$330	\$495	\$660



MEETING ROOMS

The Flinders Room is the ideal space for training sessions, board meetings, private dinners and cocktail style events. The private balcony overlooking the bay is perfect for breaks or an intimate lunch or dinner event. The smallest of our function rooms, the Mortlock Room is perfect for smaller conference requirements. Both rooms have a large flat screen TV and connections for presentations. These two meeting rooms can also be combined to create one larger space or they can also be opened into the foyer to extend the length of the room.

ROOMS

F Flinders
M Mortlock
F+M Flinders + Mortlock

CAPACITY	F	M	F+M
AREA M ²	54	40	90
THEATRE	30	20	60
BANQUET	30	20	50
OPEN CABARET	24	16	40
CLASSROOM	20	15	40
U-SHAPE	18	14	30
BOARDROOM	16	12	-
COCKTAIL	35	25	80

ROOM HIRE	F	M	F+M
Exc GST	\$150	\$150	\$300
10% GST	\$15	\$15	\$30
TOTAL	\$165	\$165	\$330



POOL DECK & FOYER

The Pool Deck boasts stunning sea views and is a standout space for social functions or pre and post event drinks and canapés. Set overlooking our sparkling pool and beyond to the breathtaking ocean views of the north shore of Port Lincoln, our Function Foyer is a dynamic space suitable for a variety of functions. From cocktail events, product launches and exhibitions to pre-event drinks and canapés before guests move into the Lincoln Ballroom, paired with the Pool Deck, our Function Foyer is also serviced by a fully stocked bar. Bar service is included in the room hire fees.

ROOMS

FF Function Foyer

PD Pool Deck

CAPACITY	FF	PD
AREA M ²	220	93
THEATRE	-	60
BANQUET	80	50
OPEN CABARET	64	40
CLASSROOM	-	40
U-SHAPE	-	30
BOARDROOM	-	26
COCKTAIL	250	100

ROOM HIRE FF & PD

Exc GST	\$300
10% GST	\$30
TOTAL	\$330

Please note: When booking the full Lincoln Ballroom, exclusive use of the foyer is included in the room hire fee. When booking one or two thirds of the ballroom, shared use of the foyer is included in the room hire fee.



CATERING



CONFERENCE

TEA AND COFFEE .....6 per person

ADD BISCUITS .....3 per person

MORNING AND AFTERNOON TEA

PER BREAK.....10 per person

Your choice of two options per break:

SWEET OPTIONS

chocolate chip muffins

scones, strawberry jam & crème chantilly

carrot and walnut cake

chocolate brownies

assorted mini danishes

raspberry friands

banana and berry smoothies

granola, fruit salad, passionfruit syrup, yoghurt

SAVOURY OPTIONS

spinach and feta puffs

pork and caramelised onion sausage rolls

vegemite and cheese scrolls

mushroom, leek and mozzarella quiches

pumpkin, bacon and tomato slice

mini ham and cheese croissants

zucchini, quinoa and almond fritters

tomato, pumpkin and coconut granola bars

WORKING LUNCH

3 OPTIONS ..... 25 per person

ADDITIONAL OPTION.....5 per person

Lunches include jugs of soft drink

OPTIONS

Virginian ham, tomato relish and cheese sandwiches

lemon chicken, sweetcorn, cucumber and iceberg sandwiches

chicken caesar and baby cos wraps

roasted mediterranean vegetable and hummus wraps

sausage rolls, pasties and mini pies

chef's garden salad, honey mustard dressing

ginger and lemongrass chicken, bean sprout and cucumber salad, nam jim dressing

tuna salad nicoise – green bean, potato, olive, cherry tomato, lemon mustard dressing

cauliflower, pumpkin and chickpea salad, lentil sprouts, sumac honey dressing

chicken san choy bau,

fish pakoras, mint chutney

assorted whole fruit bowl

sweet treats

PACKAGES

FULL DAY

DELEGATE PACKAGE ..... 48 per person

Includes morning and afternoon tea, working lunch (3 options), continuous tea & coffee, soft drinks with lunch

HALF DAY

DELEGATE PACKAGE ..... 38 per person

Includes morning or afternoon tea, working lunch (3 options), continuous tea & coffee, soft drinks with lunch



CONFERENCE

BUFFET

HOT BUFFET..... 40 per person

choose from one of the following packages:

INDIAN “DABBA”

butter chicken
chickpea and vegetable korma
aloo gobi masala
turmeric scented basmati rice
raita and pappadum
sweet treats

STREET FOOD “NOSH”

chicken san choy bau
fish pakoras, mint chutney
corn, potato and kidney bean quesadilla, sour
cream, tomato salsa
vietnamese cabbage, broad bean and carrot slaw,
nam jim dressing
sweet treats

FRENCH “DEJEUNER”

herb and garlic marinated beef flank
cassoulet of white beans, mushroom
and baby spinach
leek and potato gratin
roasted beetroot and heirloom carrot bowl
sliced baguette and butter
sweet treats

ITALIAN “PASTO”

chicken cacciatore
eggplant and zucchini parmigiana
rosemary roasted potatoes with parmesan
roasted pumpkin and artichoke salad
with baked ricotta
sliced baguette and butter
sweet treats

BREAKFAST

BREAKFAST BUFFET. . . . . 28 per person

fresh seasonal sliced fruit

scrambled eggs, bacon, sautéed mushrooms,
roasted tomato, toasted sourdough bread

assorted pastries

fruit juices

tea & coffee

PLATED BREAKFASTS . . . . .18 per person

(pre-order required)

BACON & EGGS

scrambled eggs, bacon, sautéed mushrooms,
roasted tomato, toasted sourdough bread

or

SMASHED AVOCADO ON SOURDOUGH

blistered cherry tomatoes, baby spinach, quinoa,
pepitas & sunflower seeds, toasted sourdough
bread, balsamic glaze

fruit juices

tea & coffee



COCKTAIL

CANAPES

PER ITEM.....5

COLD

charred eggplant and capsicum crostini, saffron crème fraîche
kingfish ceviche, pickled fennel, orange reduction
tuna tataki, pickled carrot, wasabi kewpie
herb crusted beef carpaccio, horseradish mayonnaise, enoki mushroom
mini chicken waldorf tarts, granny smith apple, candied walnut
salmon gravlax, dill pickled cucumber, dijonaise
coffin bay oysters
– price available upon request

HOT

mediterranean lamb kofta, tahini yoghurt
truffled mushroom and pinenut arancini, basil mayonnaise
sweet potato and quinoa fritter, parsley toum
tandoori chicken skewers, mint and coriander chutney
soy braised murray valley pork belly, pineapple sambal, ginger caramel
squid ink tempura fried prawns, lime aioli

SWEET

mini salted caramel and chocolate tarts, sea salt
lemon and lime curd “mignon” tarts, italian meringue, almond crumble
pear and almond frangipane cake, cinnamon yoghurt

LIGHT ENTRÉE

PER ITEM.....10

gochujang and soy marinated tofu, pickled cabbage, bean sprout and cucumber slaw
turmeric infused flake, charred corn and cauliflower salad, zhoug yoghurt
honey soy pork belly, okonomiyaki, tonkatsu sauce
mini PLH beef burger, iceberg, caramelised spanish onion, cheddar
chickpea, quinoa and haloumi burger, iceberg, roma tomato, lime aioli
dukkah spiced vegetable tagine, minted cous cous, tahini yoghurt
BBQ beef short ribs, pickled onion and fennel salad
butter chicken, basmati rice, cucumber and tomato raita



GRAZING STATIONS

25 PEOPLE	500
50 PEOPLE	900
100 PEOPLE	1800

INCLUDES:

sliced salami/prosciutto
marinated kalamata olives
mushroom and pinenut arancini
hummus
baba ganoush
sweet potato dip
stuffed baby bell peppers
grissini
lavosh
crackers
crudités
assorted cheeses

Add Prawns.....6.5 per prawn

Add Oysters ..... 3.5 per oyster

Platters available on request, priced per person -
please speak with our function manager for
more details.



SET MENUS

2 COURSE

1 ENTRÉE 2 MAINS . . . . . 55 per person
(Alternate drop)

2 MAINS 1 DESSERT . . . . . 55 per person
(Alternate drop)

3 COURSE

1 ENTRÉE
2 MAINS 1 DESSERT . . . . . 65 per person
(Alternate drop)

2 ENTRÉES
2 MAINS 2 DESSERT . . . . . 75 per person
(Alternate drop)

ADDITIONAL ALTERNATE
DROP OPTION . . . . . 5 per course
per person

ADDITIONAL CHOICE
OPTION . . . . . 9 per course
per person

Swap entrée for canapés – 3 items per person

ENTRÉE

sous vide chicken breast, bacon and potato medley, green pea veloute

broad bean falafel, rocket and fennel salad, beetroot hummus

dill and gin cured salmon, apple and celery remoulade, salmon roe

asian braised pork belly, paw paw and bean sprout slaw, thai peanut butter dressing

miso marinated blue fin tuna, eggplant and garlic puree, pickled mushroom

garlic and chilli infused flake, chickpea and zucchini salad, harissa tarator

MAIN

grilled beef porterhouse, potato and leek gratin, broccolini, red wine jus

shiraz braised beef cheek, confit garlic mashed potato, bacon and mushroom ragout

mediterranean lamb shank, freekeh, broad bean and roasted almond salad, tomato ragu

lemon & paprika marinated chicken breast, pearl barley & pumpkin salad, roasted heirloom carrots, tomato aioli

oven roasted kingfish, sweet potato and green bean medley, turmeric and coconut emulsion

citrus marinated nannygai, eggplant zaalouk, green pea and cauliflower salad

roasted root vegetable tarte tatin, pickled fennel and celery salad, soubise sauce

DESSERT

lemon and lime curd tart, strawberry coulis, italian meringue, almond crumble

thyme infused pear tarte tatin, ginger anglaise, vanilla ice cream

55% dark chocolate mousse, candied walnut, raspberry sorbet

orange and cardamom infused semolina cake, whipped ricotta, pistachio and coconut crumb

ADDITIONAL SIDES

shared bowls per table

rosemary & garlic roast potatoes . . . . 5 per person

steamed broccolini with chilli

garlic oil and toasted pine nuts . . . . . 5 per person

All main course meals will be accompanied by shared garden salads and a bread roll per person.

BEVERAGE PACKAGES

THE HOUSE

2 HOURS	30 per person
3 HOURS	40 per person
4 HOURS	50 per person
5 HOURS	60 per person

- Jock’s Block Sparkling
- White Lies Riesling
- Willow Point Sauvignon Blanc
- Willow Point Rosé
- Willow Point Shiraz
- Willow Point Cabernet Merlot
- Tap Beer & Cider
- Filtered water, tap soft drinks & juices

CASH BAR

guests pay as they go for their own drinks

THE LOCAL

2 HOURS	40 per person
3 HOURS	50 per person
4 HOURS	60 per person
5 HOURS	70 per person

- Lincoln Estate Sparkling
- Boston Bay Riesling
- Lincoln Estate Sauvignon Blanc
- Peter Teakle Chardonnay
- Boston Bay Shiraz
- Peter Teakle Cabernet Merlot
- Tap Beer & Cider
- Filtered water, tap soft drinks & juice

BAR TAB

only pay for what your guests consume

THE PREMIUM

2 HOURS	50 per person
3 HOURS	60 per person
4 HOURS	70 per person
5 HOURS	80 per person

- Bird in Hand Sparkling
- Hentley Farm Riesling
- Shaw & Smith Sauvignon Blanc
- Rockford Alicante Rosé
- d’Arenberg Footbolt Shiraz
- Jim Barry Cover Drive Cabernet Sauvignon
- Tap Beer & Cider
- Filtered water, tap soft drinks & juices



we do
weddings

Speak to our weddings and functions
manager about your wedding

DOWNLOAD OUR WEDDINGS PACK

portlincolnhotel.com.au/weddings | functions@portlincolnhotel.com.au

ACCOMMODATION

The Port Lincoln Hotel features 111 rooms and suites as well as a restaurant, two bars, gaming lounge, gymnasium, laundry facilities and swimming pool. Relaxed, contemporary, stylish and welcoming – The Port Lincoln Hotel offers a unique destination in the Seafood Capital of Australia.

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



Call or email our reservations team to book:
reservations@portlincolnhotel.com.au
8621 2000

	Town View Room	Ocean View Balcony Room	Deluxe Spa Suite	Luxury Ocean View Balcony Suite
ROOM TYPES				
No. of Rooms	27	52	14	8
Max. Adult Capacity	3	3	2	2
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	✓	✓	✓	✓



HOW TO GET TO PORT LINCOLN

PORT LINCOLN IS A COASTAL CITY, LOCATED ON THE TIP OF THE EYRE PENINSULA, SOUTH AUSTRALIA.

FLY (recommended)

The Port Lincoln Airport is one of Australia's most trafficked regional airports, serviced daily by major airlines. QantasLink and Regional Express. The flight is a very easy 40 minutes from Adelaide and with over 13 return flights a day, it is the perfect solution for your next trip to the region. Flight prices range from \$140 to \$400 return. If large group travel is required, please speak to us about chartering a flight.

SELF-DRIVE

If you are one of the lucky ones not bound by time, let the journey be part of the adventure and drive the 6.5 hours to Port Lincoln from Adelaide. Take in the amazing scenery as you follow the coast along Highway One, spotting the Spencer Gulf to your left and the Flinders Ranges to your right. Take a break half way at Port Augusta, before travelling around and down to Port Lincoln.

COFFIN BAY

● PORT LINCOLN



● ADELAIDE

CEDUNA

STREAKY BAY

PORT AUGUSTA

WHYALLA

EXPERIENCE THE EP



SHARK CAGE DIVING

Tick that item off your bucket list and go shark cage diving with the oceans most feared predator – The Great White Shark. Port Lincoln is the only place in Australia and one of very few places in the world where you can get up and close with these amazing animals. Speak to us about our exclusive partnership with Calypso Star Charters.



PARNKALLA TRAIL

Wander around Port Lincoln's coastline, The Parnkalla Walking Trail passes a number of beautiful secret beaches, popular fishing spots, secluded picnic areas, historical sites and stunning, untouched flora & fauna – soak it up and immerse yourself in nature.



OYSTER FARM TOURS

An exciting 1 hour, hands on experience wading amongst the oyster beds in the world famous clean ocean waters of Coffin Bay. Learn how oysters are farmed and receive a shucking lesson by a local host with the opportunity to taste the freshest oysters straight from the sea!



X-TREME KITE & PADDLE

Get your adventure on with a huge range of water and land based activities! X-Treme Kites & Paddle specialise in Stand Up Paddleboarding Lessons (perfect for exploring the calm waters of Boston Bay) as well as Sumo Wrestling and Bubble Soccer and much more! Ideal for team building activities.



SWIM WITH THE SEALIONS

Set off to the crystal clear waters of Seal Cove, just off the coast of the Lincoln National Park where the gorgeous puppies of the sea welcome your arrival with somersaults and graceful swirls, inviting you to join in! Perfect for groups and families.



GLEN FOREST TOURIST PARK & VINEYARD

Get up close with native Australian animals, hand-feed kangaroos and koalas, try your luck at Putt Putt Mini Golf, explore the 400 acres on a Segway, get lost in the maze and enjoy a coffee in the cafe.

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 are 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 discretion 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.

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.



