



FUNCTIONS

AT THE PORT LINCOLN HOTEL





WELCOME

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

The Port Lincoln Hotel function centre overlooks the stunning Boston Bay in the heart of Port Lincoln. With seven sound-proofed function rooms we 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 take the stress out of planning any event, right down to assisting you in booking accommodation in one of our 111 modern rooms and suites.

Speak to our Function Manager today about hosting your next event - email functions@portlincolnhotel.com.au

Scan here to book a meeting with our Function Manager.



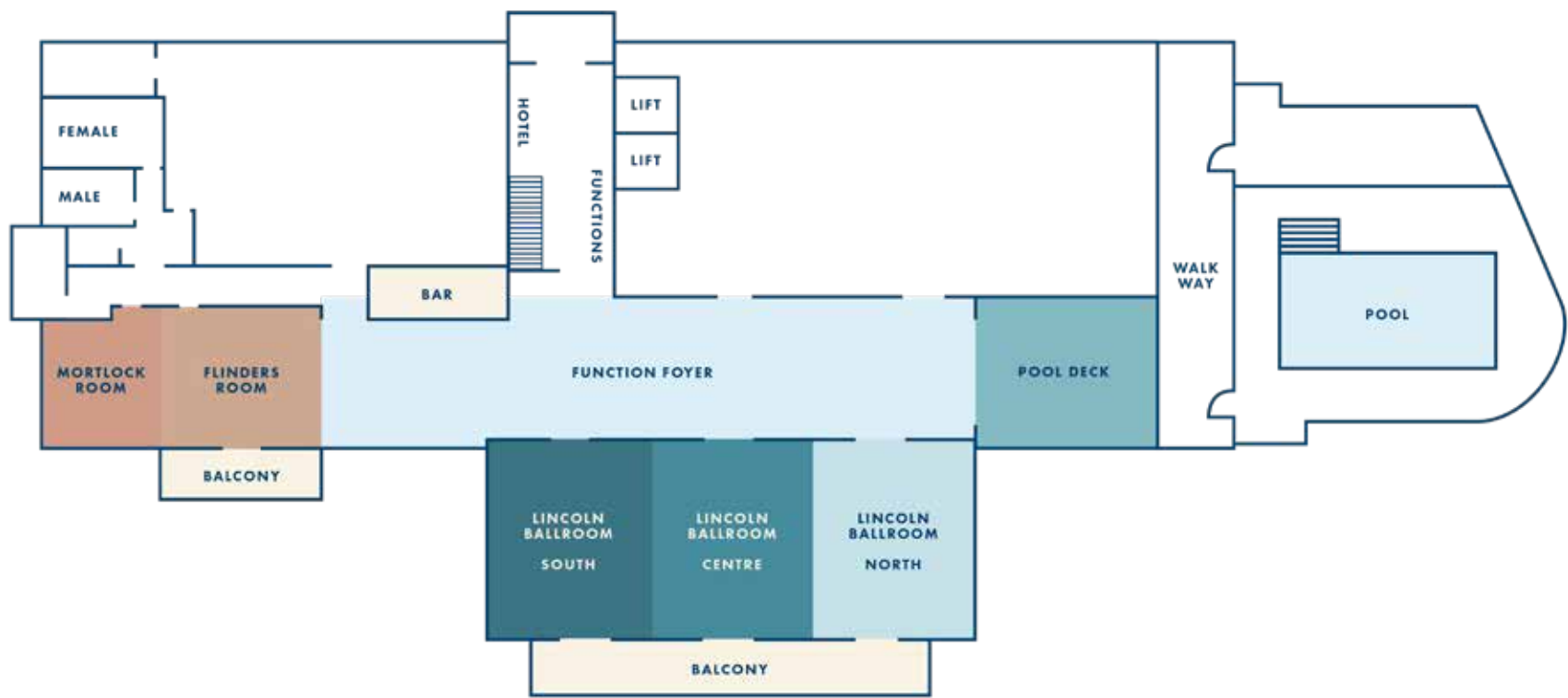
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FUNCTION ROOMS

ROOM SETS & CONFIGURATIONS



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.



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



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



BANQUET
Oval tables set with up to 10 chairs.



BOARDROOM
Large whole room table with chairs around the perimeter.



COCKTAIL
Guest standing with room for bar tables.

INCLUSIONS



WHITEBOARD & MARKERS



FLIPCHART & MARKERS



ELECTRONIC LECTERN, ROVING AND LAPEL MICROPHONES



STATIONARY PENS & PAPER



STAGE



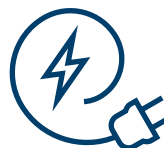
DEDICATED CONFERENCE WIFI



LAPTOP & LAPTOP CONNECTIONS



WATER & MINTS



AV FACILITIES:
DIGITAL PROJECTORS & SCREENS



NATURAL LIGHT



RECTANGLE & OVAL TRESTLE TABLES



BLACK OR WHITE LINEN TABLE CLOTHS & NAPKINS

LINCOLN BALLROOM

The largest room on our function floor, the Lincoln Ballroom is our premier function space boasting a large private balcony overlooking the Port Lincoln foreshore. The Lincoln Ballroom is a flexible space with the ability to divide the room into three separate spaces to suit a wide range of events. This space can be tailored for any occasion from major conferences, dinners, award nights to that milestone birthday or dream wedding. Our team can bring any event to life.

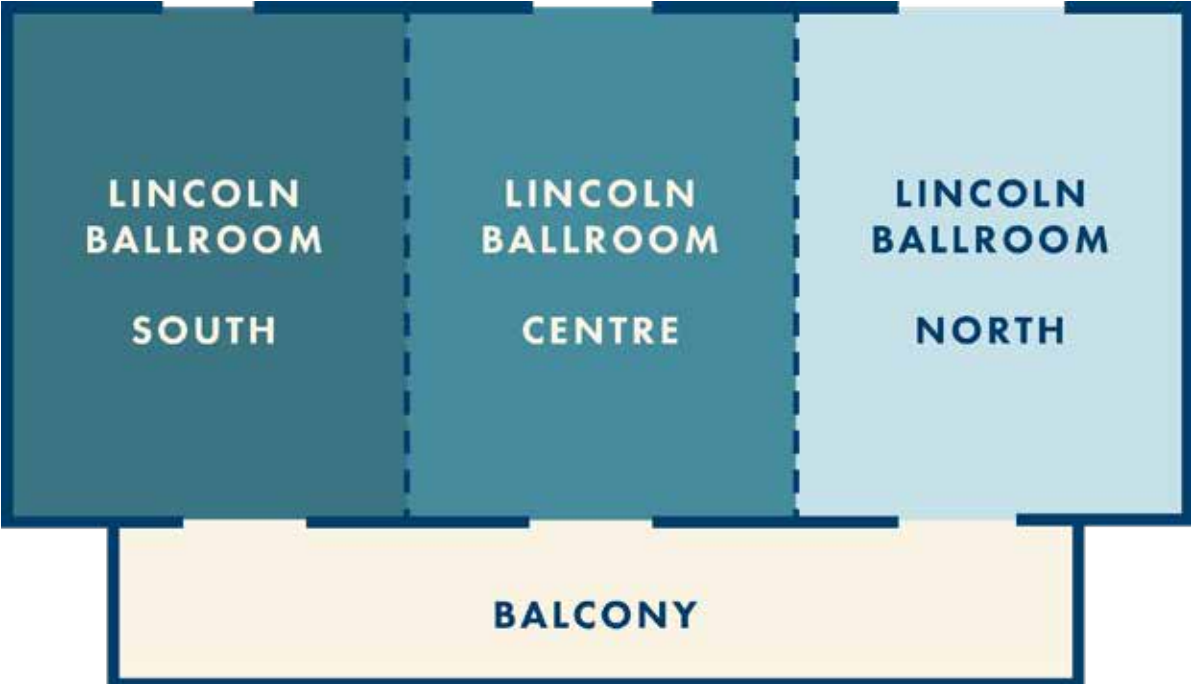
ROOM HIRE

Please speak to our Function Manager about our half day room rates.

- 1 ROOM | 330
 - 2 ROOMS | 495
 - 3 ROOMS | 660
- (INC GST) PUBLIC HOLIDAY SURCHARGES APPLY

CAPACITY

	1/3	2/3	Full
Cocktail	100	200	315
Banquet	60	120	200
U-Shape	26	50	-
Boardroom	26	-	-
Theatre	60	120	200
Cabaret	48	96	160
Classroom	36	78	120
Area M2	83	167	250



FLINDERS ROOM

The Flinders Room is the ideal space for training sessions, board meetings, private dinners or cocktail style events. The private balcony overlooking the bay is perfect for a breakout space, intimate lunch or dinner events.

The Flinders Room has the ability to join with the Mortlock Room to create a larger space to suit your extended guest list.

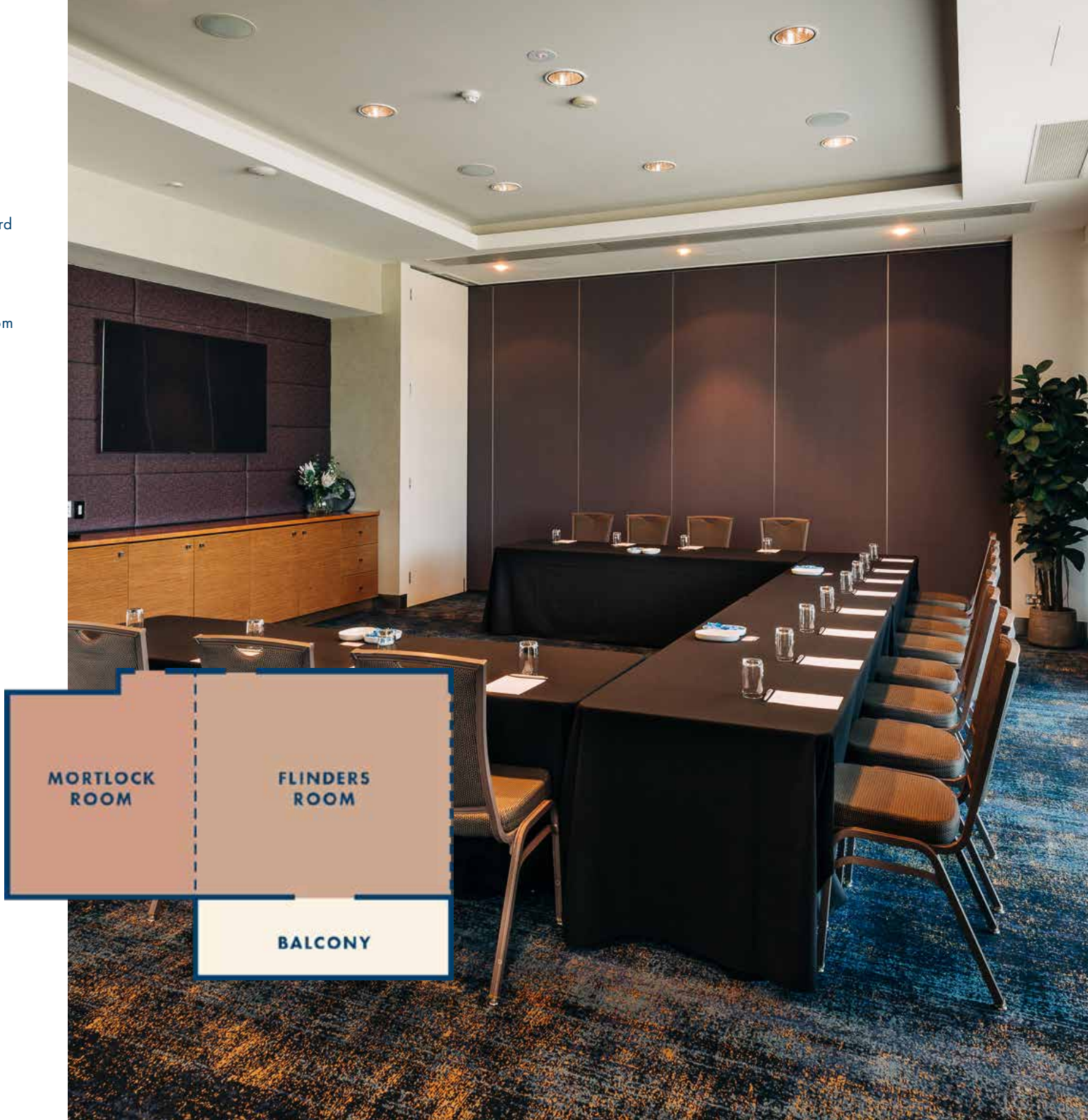
ROOM HIRE

Please speak to our Function Manager about our half day room rates.

FLINDERS ROOM | 165
FLINDERS + MORTLOCK ROOM | 330
(INC GST) PUBLIC HOLIDAY SURCHARGES APPLY

CAPACITY

	Flinders	Flinders + Mortlock
Cocktail	35	80
Banquet	30	50
U-Shape	18	30
Boardroom	16	-
Theatre	30	60
Cabaret	24	40
Classroom	20	40
Area M2	54	90



MORTLOCK ROOM

The smallest of our function rooms, the Mortlock Room, is the perfect space for board meetings, training sessions or an intimate dinner.

The Mortlock Room has the ability to join with the Flinders Room to create a larger space to suit your extended guest list.

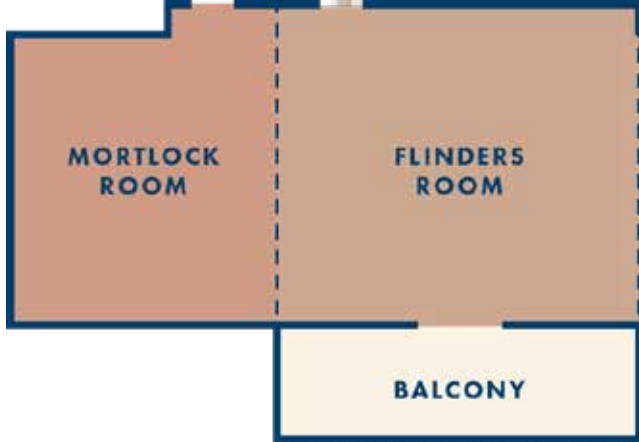
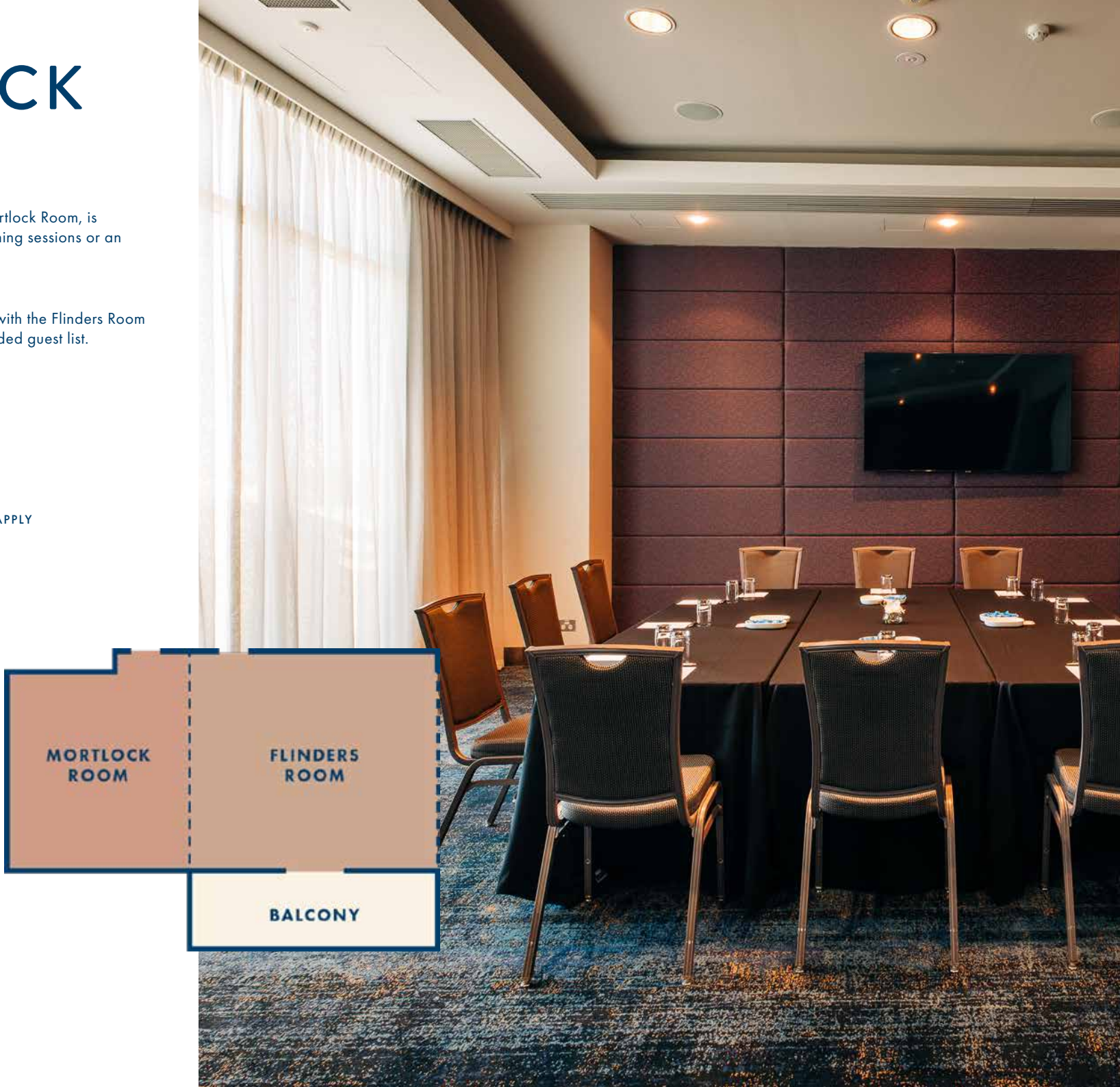
ROOM HIRE

Please speak to our Function Manager about our half day room rates.

MORTLOCK | 165
(INC GST) PUBLIC HOLIDAY SURCHARGES APPLY

CAPACITY

	Mortlock
Cocktail	25
Banquet	20
U-Shape	14
Boardroom	12
Theatre	20
Cabaret	16
Classroom	15
Area M2	40



POOL DECK

Overlooking the pool and stunning views of the North Shore, the Pool Deck is the ideal spot to host cocktail events, wedding ceremonies and intimate gatherings. Combined with the function foyer, this space will truly ‘wow’ your guests.

ROOM HIRE

Please speak to our Function Manager about hiring this space. Public holiday surcharges apply.

CAPACITY

	Pool Deck
Cocktail	100
Banquet	50
U-Shape	30
Boardroom	26
Theatre	60
Cabaret	40
Classroom	40
Area M2	93



POOL DECK

FOYER

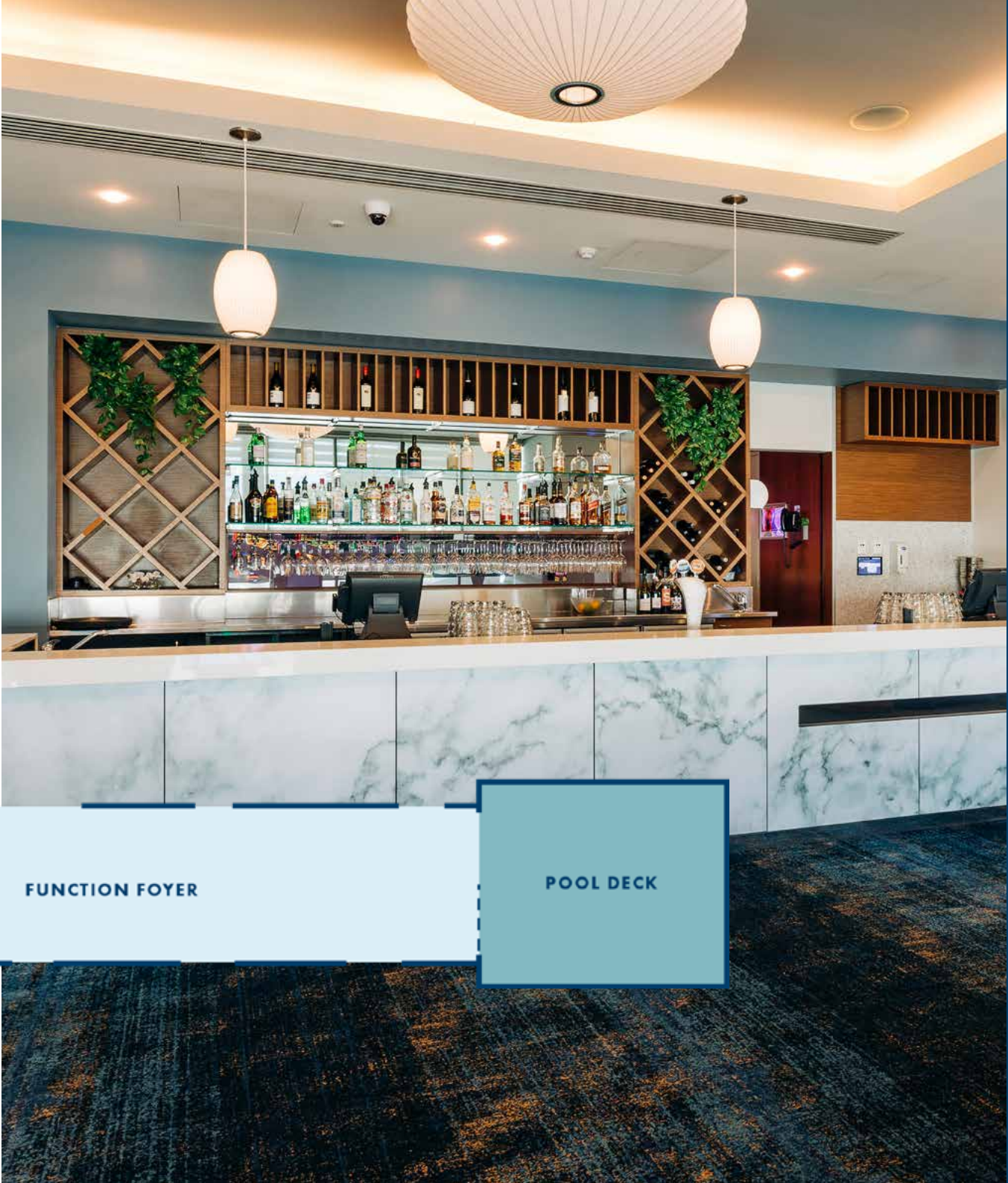
One of our most dynamic spaces, the Foyer can host an array of events from cocktail events, product launches, long lunches to pre-dinner drinks for your wedding. Why not combine with the Pool Deck so your guests can enjoy the beautiful view of the foreshore. This space also features a bar stocked with all your favourites.

ROOM HIRE

FOYER + POOL DECK | 495
(INC GST) PUBLIC HOLIDAY SURCHARGES APPLY

CAPACITY

	Foyer	Foyer + Pool Deck
Cocktail	250	343
Banquet	80	130
Area M2	220	350



FUNCTION FOYER

POOL DECK

BAR

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.

CORPORATE CATERING

ALL PRICING PER PERSON

BREWED TEA & COFFEE STATION

HALF DAY | 8
FULL DAY | 10

SELF-SERVE ESPRESSO COFFEE & T2 TEA

HALF DAY | 10
FULL DAY | 12

MORNING & AFTERNOON TEA

1 ITEM | 10
2 ITEMS | 12

ADD ONS

SOFT DRINKS | 6
BISCUITS | 6

SWEET OPTIONS

Mixed berry muffins
Scones, strawberry jam and chantilly cream
Chocolate brownie
Lumberjack cake
Fresh fruit salad (V)(GF)

SAVOURY OPTIONS

Pumpkin and bocconcini arancini (V)(GFA)
House made sausage rolls
Barbeque bacon and cheese scrolls
Pumpkin and feta quiches (V)
Chicken and vegetable Vietnamese roll (GF)(DF)
Ham and cheese croissants

LUNCH MENU

ALL PRICING PER PERSON

OPTION 1 | 30

minimum 6 pax

CHOOSE TWO FRESHLY MADE FAVOURITE OPTIONS

CHOOSE ONE SALAD

SOFT DRINK JUGS

OPTION 2 | 40

minimum 20 pax

WARM FRESH BREAD ROLLS

CHOOSE TWO HOT DISHES

CHOOSE TWO SALADS

SOFT DRINK JUGS

PACKAGES

minimum 6 pax

FULL DAY DELEGATE PACKAGE | 52

includes morning and afternoon tea (2 items per session),
lunch option 1, self-serve espresso coffee & T2 station,
soft drinks with lunch

HALF DAY DELEGATE PACKAGE | 42

includes morning or afternoon tea (2 items), lunch option 1,
self-serve espresso coffee & T2 station, soft drinks with lunch

FRESHLY MADE FAVOURITES

Smoked ham, tomato, cos lettuce, cheese, aioli, baguette

Roast pumpkin, feta, red onion, spinach, bagel (V)

Chicken Caesar and cos lettuce wraps

Pepperoni, tomato relish, roast capsicum, red onion, spinach,
turkish roll (DF)

SALADS

Greek; tomatoes, cucumber, capsicum, red onions, olives,
feta, lemon dressing (V)(GF)

Ceaser; cos lettuce, croutons, parmesan cheese, aioli,
bacon, eggs

Honey soy chicken; vermicelli noodles, carrots, red onion,
cucumbers, peanut dressing (GF)(DF)

HOT DISHES

Honey mustard chicken (GF)

Baked ratatouille (VE)(GF)

Italian beef lasagna

Tandoori chicken with basmati rice (GF)

Menu options and prices are seasonal and are subject to change.

(V) vegetarian, (VE) vegan, (VEA) vegan available, (GF) gluten free,
(GFA) gluten free available, (DF) dairy free, (DFA) dairy free available

Please alert wait staff to any allergies. We take these seriously but cannot
guarantee meals without tracers of allergens. Items marked GF are prepared with
gluten free ingredients but may not be suitable for coeliacs. Please speak to staff for
more information.



SET MENUS

ALL PRICING PER PERSON

2 COURSE

1 ENTRÉE 2 MAINS | 60
alternate drop

2 MAINS 1 DESSERT | 60
alternate drop

3 COURSE

1 ENTRÉE 2 MAINS 1 DESSERT | 70
alternate drop

ADDITIONAL ALTERNATE DROP OPTION | 5

SEAFOOD COUNTRY OF ORIGIN

A AUSTRALIAN | **I** IMPORTED | **M** MIXED

Menu options and prices are seasonal and are subject to change.

(V) vegetarian, (VE) vegan, (VEA) vegan available, (GF) gluten free, (GFA) gluten free available, (DF) dairy free, (DFA) dairy free available

Please alert wait staff to any allergies. We take these seriously but cannot guarantee meals without tracers of allergens. Items marked GF are prepared with gluten free ingredients but may not be suitable for coeliacs. Please speak to staff for more information.

ENTRÉE

SEARED BLUEFIN TUNA **A** (GF)(DF)
roast apple, nouc cham, bean sprouts, coriander

CRISPY PORK BELLY (GF)
jalapeño and apple slaw, sriracha caramel

SUMAC ROAST CHICKEN BREAST (GF)
ginger carrot purée, garlic butter sautéed spinach, red wine jus

STUFFED ARANCINI (V)(GFA)
sundried tomato, feta, basil pesto mayo, pickled onion and rocket salad

PRAWN BRUSCHETTA **A**
blistered cherry tomatoes, red wine vingerette, whipped feta

MAINS

BEEF EYE FILET (GF)
spinach and ricotta tart, mushroom purée, broccolini, red wine jus

ALMOND CRUMBED LAMB RACK
citrus pearl cous cous, crème fraîche, chilli oil

PESTO SOUS VIDE CHICKEN (GF)(DF)
potato caponata, asparagus, candied pinenuts, basil oil

PARMESAN ROAST PUMPKIN (V)(GF)
green lentil dahl, pickled red onion and cucumber salad

SEARED KINGFISH **A** (GF)
tomato mozzarella spinach risotto, basil

ATLANTIC SALMON **A** (GF)(DF)
lemon potatoes, steamed greens

DESSERT

FRENCH WHITE CHOCOLATE TART (GF)
raspberry compote, pistachio crumbs

COCONUT AND PISTACHIO CAKE (VE)(GF)
rhubarb jam and whipped coconut yogurt

SPICED HONEY PANNACOTTA (GF)
caramelised figs, fresh berries

RED WINE POACHED PEARS (GF)
whipped mascarpone, honey cranberries

CHEFS’ SELECTION OF PETITE FOURS

ADDITIONAL SIDES - SHARED BOWLS PER TABLE

5 per person

ROSEMARY ROASTED POTATOES (VE)
kipfler and kestrel potatoes, rosemary sea salt flakes

ALMOND BUTTERED GREENS (V)
sautéed season greens, toasted almonds, butter

CARAMELISED FIG AND GOATS CHEESE SALAD (V)(GF)
leafy green lettuce, tomatoes, red onion

All main course meals will be accompanied
with a bread roll per person



Cocktail Menu

ALL PRICING PER PERSON

CHOOSE 6 | 35
CHOOSE 6 SAVOURY OR SWEET CANAPÉS

CHOOSE 6 | 40
CHOOSE 5 SAVOURY OR SWEET CANAPÉS
CHOOSE 1 SUBSTANTIAL CANAPÉS

CHOOSE 8 | 50
CHOOSE 6 SAVOURY OR SWEET CANAPÉS
CHOOSE 2 SUBSTANTIAL CANAPÉS

SUBSTANTIAL

- BBQ BRAISED BEEF BRISKET (GF)
mashed potato
- HONEY MUSTARD CHICKEN (GF)
capsicum and onion couscous
- LAMB KORMA CURRY (GF)(DF)
steamed rice
- CRISPY PORK BELLY (GF)
jalapeño and apple slaw, sriracha caramel
- SOY STICKY RICE AND TOFU (VE)(GF)
satay vegetables

SWEET

- COFFEE AND CHOCOLATE CAKE
- MINI BAKED LEMON CHEESECAKE (GFA)
- WHITE CHOCOLATE RASPBERRY TARTS (GFA)
- VANILLA CUSTARD ZEPPOLE

Menu options and prices are seasonal and are subject to change.

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SAVOURY

- SOY GLAZED PUMPKIN (VE)(GF)
miso crème, tempura battered nori
- CHICKEN CROSTINI
brie, quince paste
- TUNA SASHIMI **A** (GF)(DF)
roast apple, nouc cham
- KINGFISH CEVICHE **A** (DF)
toasted pita, avocado, finger lime
- ROAST BEEF BLINI
dill crème fraîche, pickled cucumber
- CHEESEBURGER SLIDER
mustard, tomato sauce, pickles
- PORK BELLY (GF)(DF)
char sui, pineapple salsa
- MARINATED CHICKEN SKEWERS (GF)
lemon yogurt
- MOZZARELLA STUFFED PUMPKIN ARANCINI (V)(GFA)
salsa verde
- CUCUMBERS & BEETROOT BITES (VE)(GF)
hummus, beetroot, toasted nori, chilli oil
- SWEET POTATO FRITTERS (V)(GF)
feta, sriracha caramel
- VEGETABLE EMPANADAS (V)
tomato salsa
- STICKY SOY TOFU BITES (VE)(GF)
pickled onion, sesame
- CHILLI PRAWN **A** (GF)(DF)
mango salsa

SEAFOOD COUNTRY OF ORIGIN

A AUSTRALIAN | **I** IMPORTED | **M** MIXED





DRINKS PACKAGES

HOUSE

3 HOURS | 45

4 HOURS | 55

5 HOURS | 65

Willow Point Sparkling White

Willow Point Moscato

Willow Point Chardonnay

Willow Point Sauvignon Blanc

Willow Point Rosé

Willow Point Cabernet Merlot

Willow Point Shiraz

Selection of Tap Beer

Filtered water, tap soft drinks & juices

LOCAL

3 HOURS | 55

4 HOURS | 65

5 HOURS | 75

Lincoln Estate Diamond Sea Sparkling

Boston Bay Wines Riesling

Lincoln Estate Sashimi Sauvignon Blanc

Lincoln Estate Merlot

Boston Bay Wines Shiraz

Selection of Tap Beer

Filtered water, tap soft drinks & juice

PREMIUM

3 HOURS | 70

4 HOURS | 80

5 HOURS | 90

Bird in Hand Sparkling Pinot Noir

Pikes Traditionale Riesling

Shaw and Smith Sauvignon Blanc

Rockford Alicante Bouchet Rosé

Hentley Farm Villain and Vixen Shiraz

Mollydooker Two Left Feet Shiraz Cabernet Merlot

Selection of Tap Beer

Filtered water, tap soft drinks & juices

BAR TAB

only pay for what you and your guests consume - select your own drinks from our list we only charge your tab on consumption

CASH BAR

guests pay as they go for their own drinks

CORKAGE

If you prefer to bring your own | 20 per bottle

**T&C apply - drink package is subject to minimum guest numbers



WE DO WEDDINGS

SPEAK TO OUR FUNCTION MANAGER ABOUT YOUR WEDDING
FUNCTIONS@PORTLINCOLNHOTEL.COM.AU

ACCOMMODATION

The Port Lincoln Hotel features 111 rooms and suites, gym, laundry facilities and a solar heated pool.

ALL ROOMS INCLUDE

- exceptionally comfortable, custom designed beds
- free unlimited high-speed wifi
- free parking
- tea and coffee making facilities
- digital TV
- operable windows
- premium bedding

Offering all our function guests the best rates – speak to our Function Manager for the best pricing.

ROOM TYPES

No. of Rooms	27	5	5	7	45	5	9	8
Max. Adult Capacity	3	2	3	3	3	2	2	2
Room Size SQM	32	36	36	36	36	42	42	52

CONFIGURATION

Desk	y	y	y	y	y	y	y	
King Size Bed		y				y	y	y
King Size Bed or Two Queen Beds	y		y	y	y			

ROOM FEATURES

Private Balcony		y		y	y	y	y	y
Ocean Views					y		y	y
Town Views	y	y	y	y		y		
Spa Bath						y	y	y

ENTERTAINMENT

Digital TV	y	y	y	y	y	y	y	y
Individually Controlled Air Con	y	y	y	y	y	y	y	y
Free Unlimited Wi-Fi	y	y	y	y	y	y	y	y

AMENITIES

Tea & Coffee Making Facilities	y	y	y	y	y	y	y	y
Bathrobes						y	y	y
Premium Bathroom Products	y	y	y	y	y	y	y	y
Complimentary Water								y
Mini Bar	y	y	y	y	y	y	y	y
Hair Dryer	y	y	y	y	y	y	y	y
Ironing Facilities	y	y	y	y	y	y	y	y
In Room Safe	y	y	y	y	y	y	y	y



HOW TO GET TO PORT LINCOLN

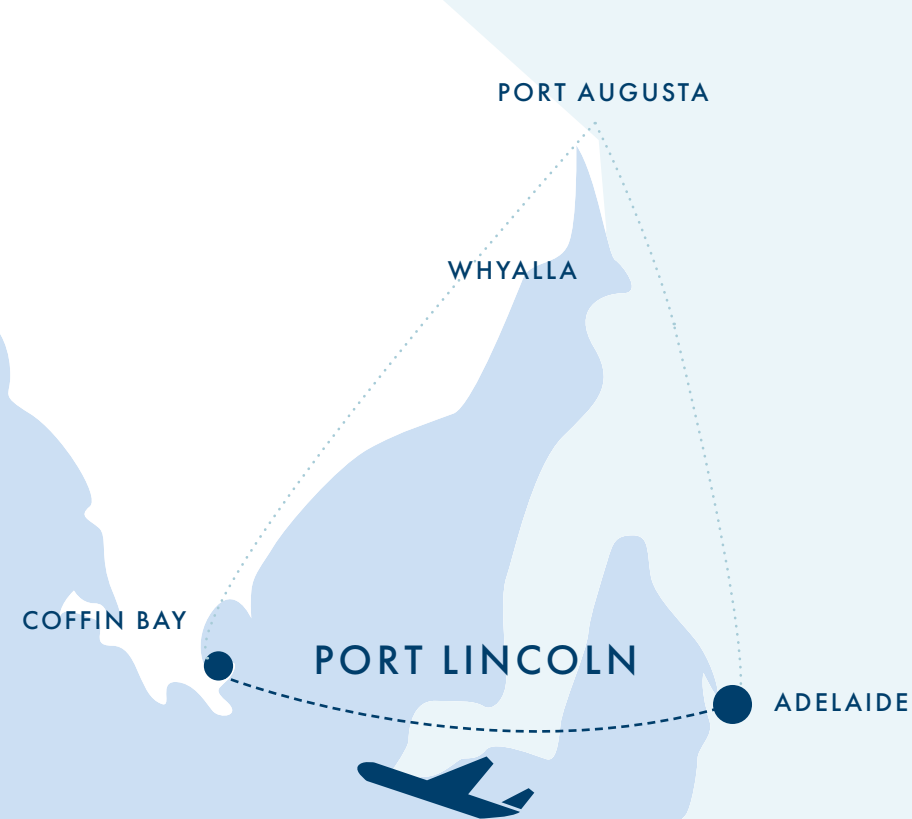
PORT LINCOLN IS A COASTAL CITY, LOCATED ON THE TIP OF THE EYRE PENINSULA, SOUTH AUSTRALIA.

FLY

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 change \$180 to \$500 return.

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.



EXPERIENCE THE EYRE PENINSULA



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 close with these amazing animals. Speak to us about our exclusive partnership with Calypso Star Charters.



PARNKALLA TRAIL

As you 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

Tentative bookings will be held for a maximum of 14 days from the initial enquiry, unless booking is made inside this window and therefore the booking will be held for a maximum of 48 hours. 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

Valid for 14 days and are subject to availability at the time of booking.

CONFIRMATION AND SECURITY DEPOSIT

To confirm a booking, a client contract is required to be signed and returned along with a deposit equal to the total amount of room hire for the event or an amount specified by the Port Lincoln Hotel. This must be actioned within 14 days of booking the event.

CANCELLATIONS

Cancellations must be advised in writing. If the booking is cancelled less than 14 days prior to the event date, all deposits will be forfeited. For account holders, the Port Lincoln Hotel will invoice the room hire cost as a cancellation fee. For bookings made within the 14-day cancellation period, the deposit is automatically non-refundable unless negotiated otherwise. If the booking is cancelled less than 7 days prior to the event date all catering costs will be forfeit.

WEDDING

An initial deposit is required along with signed terms and conditions to secure your booking. In the event of cancellation, the initial deposit is non-refundable.

PAYMENT

Full payment of 100% anticipated catering and beverage packages must be made a minimum 7 days prior to the event. Invoice after event; pre-approved account holders only. Outstanding costs on the day ie. beverage tab, must be settled at the conclusion of the event via card or cash.

METHODS OF PAYMENT

Direct Debit (min. 7 days prior to the event). Credit/Debit Card or Cash (Please note: credit cards incur a surcharge of 1% for Visa & MasterCard, 1.5% for Amex cards).

CONFIRMATION OF CATERING AND EVENT SCHEDULE

Catering and beverage selections must be confirmed in writing no later than 14 days prior to the event. A proposed event schedule must be approved by you no later than 7 days prior to the event.

FINAL NUMBERS

Anticipated final numbers must be confirmed in writing no later than 7 days prior to your event. Charges will be made based on the final numbers, or the attendance number, whichever is greater. Due to catering requirements, we do not guarantee that we will be able to provide additional catering on the day of the event, if your attendance numbers increase.

DIETARY REQUIREMENTS

All dietary requirements must be confirmed in writing no later than 7 days prior to your event. Any dietary requirements that are not disclosed within this time frame cannot be guaranteed.

EXTERNAL CATERING

No external catering or beverages are permitted on hotel premises during the event. Exceptions must be approved by the Functions Manager prior to the event. Corkage and cakeage charges are applicable.

FUNCTION ROOMS

We reserve the right to reallocate function rooms due to circumstances beyond our control or if the final numbers increase or decrease significantly from those advised at the time of booking. Any changes made will be discussed with you when the decision is made.

FUNCTION ROOM ACCESS

Access times must be pre-arranged with the function team, including set-up and bump-in/out times. Guests are not permitted to enter any other function room/space, which have not been previously negotiated with the functions team.

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 space after 10pm, at the discretion of the manager on duty. Access to the pool is not included.

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 objects to walls or ceiling mounts, must be done by a licenced decorator or in line with WHS regulations.

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 or entertainment that could be deemed offensive or inappropriate or disruptive to hotel guests.

EXHIBITIONS

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

ADVERTISING

Prior permission is required to use the hotel name and/or logo in print and/or audio-visual advertising. All proposed artwork must be approved by hotel management prior to publication.

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.

PARKING

Free – onsite parking is subject to availability.

SECURITY

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

RESPONSIBLE SERVICE OF ALCOHOL & BEHAVIOUR

The Port Lincoln Hotel staff and security have the right to 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.

CLEANING

General cleaning is included in the cost of the room hire. Additional charges will apply where an event has created cleaning requirements considered over and above normal post event cleaning.

DAMAGE

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

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 space. 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 7 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.

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.

ACCOMMODATION

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

EVENT CONCLUSION

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





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