



Glanville Hall  
Est. 1856



Memorials and Life Celebrations

# Welcome to Glanville Hall

Tucked away just two streets from the beach in picturesque Semaphore, Glanville Hall's 160-year-old heritage manor is an elegant, private and timeless location to celebrate a beautiful life.

This family-owned business offers quality food and personalised service in a stunning heritage setting. Select one of our all-inclusive **Life Celebration Packages**, or **build your own package** to suit your family's needs.

## Why choose Glanville Hall?

- ♣ Private and peaceful location
- ♣ Plentiful, FREE on-site parking
- ♣ Spacious and elegant refreshment spaces
- ♣ Just 25 minutes from the Adelaide CBD
- ♣ Beautiful grounds and gardens
- ♣ Family owned and operated, for a truly personalised experience

Glanville Hall can accommodate:

- ♣ seated, theatre-style services for up to 150 guests
- ♣ standing-style life celebrations for up to 180 guests
- ♣ separate refreshment spaces for 10-100 guests
- ♣ outdoor garden spaces to retreat and reflect

## Our difference

Our proudly family owned and operated business boasts one of the state's most awarded and experienced hospitality teams. We pride ourselves on offering the 'next level' in truly personalised and exceptional food and service.

The Glanville Hall difference is simple – we love what we do, and it would be an honour to help you create the perfect event to celebrate a beautiful life.



# Memorial and Life Celebration Packages

## Service *plus* Morning or Afternoon Tea

### \$1250 including:

- ♣ exclusive hire of the Glanville Hall manor and gardens for 3.5 hours (*for up to 30 guests – additional guests can be added!*)
- ♣ The Chapel set theatre or standing-style for your service, including all furniture, sound system, wireless microphone and lectern
- ♣ The Parlour (and Library if required) set for morning *or* afternoon tea following the service, including bottomless, freshly brewed tea and coffee, iced water and your choice of any three of the following food items *plus* assorted sandwiches:  

<i>vegetable frittata</i>	<i>freshly baked cookies</i>	<i>assorted muffins</i>
<i>caramel slice</i>	<i>carrot and walnut cake</i>	<i>decadent brownies</i>
<i>scones + jam and cream</i>	<i>orange and almond cake (gluten free)</i>	
- ♣ all staffing, including full food/beverage service, setup and pack down
- ♣ **add additional guests for \$25pp**
- ♣ **upgrade to a Grazing Table instead of morning/afternoon tea for \$100, with additional guests at \$27pp**



## Service *plus* Lunch Platters

### \$1550 including:

- ♣ exclusive hire of the Glanville Hall manor and gardens for 3.5 hours (*for up to 30 guests – additional guests can be added!*)
- ♣ The Chapel set theatre or standing-style for your service, including all furniture, sound system, wireless microphone and lectern
- ♣ The Parlour (and Library if required) set for lunch following your service, including bottomless, freshly brewed tea and coffee, iced water and orange juice served with baguettes, wraps and seasonal fruit platters (vegetarian options included)
- ♣ all staffing, including full food/beverage service, setup and pack down
- ♣ **add additional guests for \$35pp.**



## Service *plus* Gourmet Canapes

### \$1695 including:

- ♣ exclusive hire of the Glanville Hall manor and gardens for 3.5 hours (*for up to 30 guests – additional guests can be added!*)
- ♣ The Chapel set theatre or standing-style for your service, including all furniture, sound system, wireless microphone and lectern
- ♣ The Parlour (and Library if required) set for lunch following your service, including bottomless, freshly brewed tea and coffee, iced water, orange juice and lemonade served with our Chefs' selection of gourmet, cold and hot canapes
- ♣ all staffing, including full food/beverage service, setup and pack down
- ♣ **add additional guests for \$39pp**



**Our packages also include a fully stocked and staffed purchase bar on request.**

# Build Your Own Package

\* Please note that there is a minimum spend of \$1000 for any build your own package

**Venue Hire** \$550  
 Venue hire includes exclusive use of the Glanville Hall manor and gardens for three hours, including audio system, wireless microphone, iced water, staffing and setup.

**Beverages**

- ♣ freshly brewed tea and filtered coffee \$5pp
- ♣ orange juice \$4pp
- ♣ soft drinks \$6pp
- ♣ fully stocked and staffed purchase bar \$150, plus drinks

**Catering options \***

- ♣ **Light morning/afternoon tea** \$18pp

Your choice of three from the following food items

- vegetable frittata*                      *mini sandwiches*
- freshly baked cookies*              *assorted muffins*
- caramel slice*                              *carrot and walnut cake*
- decadent brownies*                      *orange and almond cake (gluten free)*
- scones with jam and cream*

- ♣ **Full morning/afternoon tea and sandwiches** \$22pp

Your choice of any three of the following food items, **plus** assorted sandwiches

- vegetable frittata*                      *freshly baked cookies*
- assorted muffins*                      *caramel slice*
- carrot and walnut cake*              *decadent brownies*
- orange and almond cake (gluten free)*
- scones with jam and cream*

- ♣ **Grazing Table** \$25pp

A decadent, beautifully styled grazing table filled with meats, cheeses, breads, dips, antipasto, marinated vegetables and more

- ♣ **Lunch Platters** \$35pp

Including mixed gourmet baguettes, wraps and seasonal fresh fruit

- ♣ **Gourmet Canapes** \$39pp

Includes hot and cold, handmade canapes served for 60 minutes

- ♣ **Dip and Antipasto Platters (to serve up to 15 guests)** \$45ea

- ♣ **Seasonal Fruit Platters (to serve up to 15 guests)** \$45ea

- ♣ **Cheese Platters (to serve up to 15 guests)** \$45ea



**Note: A minimum of 30 guests is required for all catered packages**

# The important part – our terms and conditions

We look forward to helping you create the perfect event. To ensure everything runs smoothly, it is important that you be completely familiar with our terms and conditions.

All bookings are made upon, and are subject to, the following terms and conditions as determined by Glanville Hall. By paying your non-refundable booking payment, you are agreeing to the following:

## Bookings

- 1.1 Tentative bookings may be made, but are only valid for seven (7) days from the date of booking.
- 1.2 No booking is deemed confirmed until a non-refundable booking payment has been received by Glanville Hall. The management reserves the right to cancel the booking if booking payment is not received by the due date.
- 1.3 By paying your booking payment, you agree to the terms and conditions outlined in this document.**
- 1.4 No refunds will be offered for any change of mind cancellations.
- 1.5 Deferring or changing a confirmed date may be available, at the discretion of management and depending on availability. An additional booking payment of \$500 will apply, and package pricing may change for date extensions.

## Liquor Licensing Act

- 2.1 Management and staff will abide by all conditions set down in the *Liquor Licensing Act*. We reserve the right to refuse the service of alcohol to any guests displaying signs of intoxication.
- 2.2 Management reserves the right to cease all service of alcohol prior to the close of a function, in the event that a large number of guests are displaying unacceptable behaviour or showing signs of intoxication.

## Prices

- 3.1 Unless otherwise stated, all prices quoted by Glanville Hall are inclusive of GST.
- 3.2 All priced quoted within this package are valid until end December 2019.
- 3.3 Once your booking payment has been received and confirmed in writing by Glanville Hall, your package pricing will be locked in until your event date to the absolute best of our ability. You will be notified immediately in the case of any unforeseen and/or unavoidable price changes.
- 3.4 Every effort will be made to maintain the exact quotation, however prices are subject to some variation and may change. Any changes in the quoted rates will be advised by management, in writing, as soon as possible.

## Payment

- 4.1 Your absolute confirmed, final number of guests - along with any and all special dietary requirements - is required *no less than seven (7) days* prior to the event, unless organised directly with your coordinator.
- 4.2 Please note that all attending guests over the age of two years must be accounted for in your final guest numbers.
- 4.3 We cannot guarantee that last minute or late additions will be accepted.
- 4.4 Your event account must be settled and cleared *no less than seven days prior* to the event.
- 4.5 No refunds will be offered for any changes or cancellations after final invoicing and payment, and charges will be rendered for any late inclusions.
- 4.6 Payment can be made by cash, credit card (Visa, Mastercard, EFTPOS), bank cheque or EFT (electronic funds transfer). Credit card and EFTPOS payments will incur a 1.5% processing fee. Personal cheques are not accepted.

## BYO

- 5.1 No food or beverage is permitted to be brought to Glanville Hall for consumption at the event, anywhere on the premises (including in the gardens or the Bridal Parlour) by the organisers or any persons attending the event.
- 5.2 No food or beverage shall be removed from Glanville Hall following the event.

## Weather

- 6.1 In the event of an outdoor event with predicted temperatures of 34 degrees or higher, shade must be provided to guests from our extensive range of options. Our staff will provide a complete list of options and pricing.
- 6.2 In the event of an outdoor event with predicted rain, the event must be moved indoors OR shelter must be provided from our extensive range of options. Our staff will provide a complete list of options and pricing.

## Damage and conduct

- 7.1 Event organisers are financially responsible for any damage sustained to Glanville Hall, by the organiser or invited guests, in any part of the premises during the event.
- 7.2 Management reserves the right to request a progress payment or security bond of \$500 where required.
- 7.3 Glanville Hall accepts no responsibility for damage or loss of merchandise or property left in the premises prior, during or after the event. Organisers should arrange their own insurance and/or security.
- 7.4 Glanville Hall reserves the right to exclude or eject any or all objectionable persons from the event or the premises without liability.
- 7.5 It is understood that the client will conduct the event in an orderly manner, in full compliance with Glanville Hall management and applicable laws.
- 7.6 Event organisers are financially responsible for any damage sustained to items hired for the purpose of the event, such as decorations, AV equipment and other hire items.
- 7.7 Children are very welcome at Glanville Hall, but must be supervised by responsible adults at all times. Our rooms are not to be used for babysitting or child minding purposes.

## Smoking

- 8.1 **Glanville Hall is a totally smoke free venue.** Smoking is absolutely prohibited within the building, on the lawns and within the gardens.
- 8.2 Smokers are asked to do in the designated smoking area at the side of the building, where ash trays are provided for the safe and neat collection of cigarette butts.
- 8.3 It is at the discretion of Glanville Hall management as to how many times guests will be 'warned' about the smoking regulations. After numerous warnings, Glanville Hall reserves the right to exclude or eject any or all objectionable persons from the event or the premises without liability.
- 8.4 Management reserves the right to charge a cleaning fee of \$500 for any events where these clear smoking regulations are ignored, and significant cleaning is required to remove cigarette butts from the premises.

## Facilities

- 9.1 Every effort will be made to maintain the exact appearance of the building, however changes, upgrades and improvements may take place between the date of booking and the event.
- 9.2 Glanville Hall's facilities may only be used for the purposes which they are intended.
- 9.4 All guests must vacate the premises within 30 minutes following the completion of the event. Failure to comply will result in a charge of \$150 for each additional 30 minutes or part thereof.
- 9.5 Please speak to our staff in regards to fire safety, fire bans and the use of candles within our building and surrounding gardens. Open flames are a fire risk, and must be contained at all times.
- 9.6 Please note that glitter, confetti, rice, artificial petals and table sprinkles are strictly prohibited within Glanville Hall, the gardens, lawns and the surrounding golf course. An additional cleaning fee of \$250 will be charged upon unauthorised use of these items.

