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**FUNCTIONS & EVENTS**

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## WELCOME

SS&A Albury is a large multi-purpose venue with a range of dedicated conferencing and function facilities. Options for your next event range from an intimate 50-seat theatre style meeting room to a large 400-seat theatre style Auditorium. The venue is fully catered in-house allowing you to host cocktail parties with delicious canapés right through to premium four-course sit down dinners.

The SS&A Albury houses the Social Dining and Bar restaurant offering a full À la carte menu and the Cafe which is available for a quick coffee and cake. The venue features multiple bars, each with their own identity. The Studio which is host to our live and free entertainment; the Aurum Lounge, for an upmarket experience; The Locker Room is the region's best sports bar with giant screens and betting facilities.

With an outdoor courtyard, plenty of convenient off-street parking and a dedicated Functions Coordinator, SS&A Albury is the ideal venue for your next event.

The information provided is designed to assist in preliminary planning for your event at SS&A and the options detailed here are a guide as to what is available.

Should you wish to adapt or change anything, please feel free to speak to our Functions Coordinator who will work with you to tailor a package that suits your needs.



#### LIGHTING

Control the ambiance of your event with fully customisable lighting options. If you require more, we can assist in sourcing a supplier at no extra charge.



#### COCKTAILS & CANAPES

Turn an event into an occasion with delicious canapés and cocktails in a more intimate atmosphere or to accommodate many guests.



#### SIT DOWN DINING

Impress friends, family or colleagues with a full dining experience ranging from two to four-courses featuring dishes from our fully in-house catering team.



#### DATA PROJECTOR & SCREEN

For professional presentations or to display a trip down memory lane at a birthday party or engagement, utilise a data projector and screen.



#### INTERACTIVE WHITEBOARD & SCREEN

The Smart 65" Whiteboard and Screen is available to use in the Executive Meeting Room & will take your meeting or presentation to another level.



#### STAGE

A full-size professional stage in the Auditorium.



#### BAR

Inject a little more life into the party with a full-service bar that will allow your guests to select their own beverages throughout the event.



#### TABLE SERVICE

We are at your service – with the option of table service with your food and beverage package, you can ensure your guests are taken care of.





## THE AUDITORIUM

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The Auditorium is a large space that can cater up to 400 people in theatre style or 320 for a sit-down dinner. This room features a full-size professional stage, a full-service bar, a dance floor, bathroom facilities, plus extensive lighting and audio-visual options with a bio box.

**ROOM HIRE:** \$600

**CAPACITY:** 100 - 350

Cocktail - 350

Dinner - 280

Cabaret - 170

Classroom - 240

Theatre - 340

**AVAILABLE:** 7 days

**DIMENSIONS:** 30m x 16m





## THE SKYLIGHT LOUNGE

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Skylight Lounge is a versatile space that can be tailored to any occasion, with space for up to 200 people in a cocktail party style for engagements and birthdays or theatre style for presentations. The room includes a bar, dance floor and bathroom facilities.

**ROOM HIRE:** \$400

**CAPACITY:** 40 - 140

U-Shaped - 40  
Classroom - 100  
Theatre - 120

Cocktail - 140  
Dinner - 120  
Cabaret - 60

**AVAILABLE:** 7 days

**DIMENSIONS:** 25m x 10m





## EXECUTIVE MEETING ROOM

Executive Meeting Room is a well-appointed space that can cater up to 50 people in theatre style or 20 people in a classic U shape meeting configuration. This room features a kitchenette, bathroom facilities and the Smart 65" Interactive Whiteboard and Screen.

**ROOM HIRE:** \$150 half day \$250 full day

**CAPACITY:** 20 - 50

U-Shaped - 20  
Classroom - 30  
Theatre - 50

Cocktail - 40  
Dinner - N/A  
Cabaret - N/A

**AVAILABLE:** 7 days

**DIMENSIONS:** 7m x 5m





## THE STUDIO COCKTAIL BAR

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The Studio is most famous for its live and free entertainment, this amazing space can also be the location of your next event. Catering for up to 200 people in a cocktail style setting with the option of a full-service bar.

**ROOM HIRE:** \$300

**CAPACITY:** 30 - 150

U-Shaped - N/A  
 Classroom - N/A  
 Theatre - N/A

Cocktail - 150  
 Dinner - N/A  
 Cabaret - N/A

**AVAILABLE:** Limited

**DIMENSIONS:** 18m x 16m





## DINING OPTIONS

With a fully in-house catering team, you can host cocktail parties with delicious canapes right through to premium sit down dinners.

The Functions Coordinator can take you through the options available to ensure you have the right fit for your guests and budget.



### CANAPE EVENTS

**STANDARD PACKAGE** **\$24PP**

Choice of three hot and three cold canapés.

**DELUXE PACKAGE** **\$30PP**

Choice of four hot and four cold canapés.

**PREMIUM PACKAGE** **\$38PP**

Choice of five hot and five cold canapés.



### SIT DOWN MENU

**STANDARD PACKAGE** **FROM \$40PP**

Soup and a main served alternate.

**DELUXE PACKAGE** **FROM \$46PP**

Entrée and main or main and dessert.

**PREMIUM PACKAGE** **FROM \$56PP**

Entrée, main and dessert.

Tea and coffee included.

### ADD ON HIGH TEA

**STANDARD** **FROM \$32**

**GRAND** **FROM \$48**



### BANQUET MENU

**BASIC PACKAGE** **FROM \$40PP**

Choice of two meats, three sides and two salads.

\*Price may vary

Please ask our function coordinator if you require any of our individual menus

– Canape package, Sit down menu, wake package, High tea or BBQ.



## CONFERENCE OPTIONS

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**MORNING & AFTERNOON TEA:** Price per head

**TEA & COFFEE:** Coffee and gourmet tea selection:  
 Half day \$4PP  
 Full day \$8PP  
 Instant coffee/tea station POA

**FINGER FOOD PLATTERS:**

Cold Platters	Serves 10 people per platter	<b>FROM \$60</b>
Hot Platters	Serves 10 people per platter	<b>FROM \$65</b>
Dessert Platters	20 pieces per platter	<b>FROM \$50</b>

**HOT/COLD LUNCHES:**

Hot and/or cold lunches are available upon request.  
 Please contact our function coordinator for a menu.

# ADDITIONAL INFORMATION

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## EQUIPMENT INCLUDED WITH ROOM HIRE:

- Iced water & glasses
- Microphone & lectern
- Whiteboard
- Data projector & screen

## EQUIPMENT AVAILABLE AT A NOMINAL FEE:

- Pens & notepad \$2.50 per head
- Photocopying \$0.20 per page
- Cloth napkins \$3 per head
- Tablecloths (when catering is provided, this charge may be waived) \$10

## MUSIC TO SUIT:

Be it a DJ or live music, we have the contacts & expertise to help you find the best match for your event. While entertainment is at your cost, we are happy to assist & do not charge for this service.

## ADDITIONAL REQUESTS:

Additional items may be available on request. If there is anything you require, please do not hesitate to ask.

## DIETARY REQUIREMENTS:

Additional items may be available on request. If there is anything you require, please do not hesitate to ask.

## BOOKING CONFIRMATION:

All bookings are considered inquiries only until an agreement is signed by both parties & the required deposit has been paid. The deposit will be deducted from the total of your account when paying in full prior to the event.

**DRINK PACKAGES** Available on request.  
Basic from \$45 (min 3 hours) house beer, wine & soft drink.

## Minimum Spend Requirements & Public Holiday Surcharge

The Auditorium & Skylight function rooms have a minimum spend requirements on all peak trading days including:

Friday events

Saturday events

Public Holidays & key dates such as New Years Eve & Easter

A Public Holiday surcharge of 10% applies to all food & beverage packages.

**Please speak with our Function Manager for further details.**





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