

Conference Package



Madeline's at Jells is a unique venue located in Jells Park.

The Alexander Room offers an event space for your next day time event,
Whilst Madeline's offers a warm and inviting location for dinners, weddings & cocktail events of an evening.

With a choice of packages available we are able to provide a range of options for you to choose from including:

Breakfast & Lunch Menus
Morning Tea, Afternoon Tea & High Tea
Corporate Days & Conferences
Wedding Ceremonies & Receptions
Seated Dinners
Cocktail Dinners
Bar Tabs & Beverage Packages.

The Alexander Room

There is a range of catering options available to suit your requirements for day time events.

For seated events of up to 70 people and standing events of up to 100 people
VENUE HIRE & LINEN CHARGE MAY BE APPLICABLE TO YOUR EVENT

Madeline's Café

With a view overlooking Jells Park Lake, Madeline's offers a variety of seated dinners up to 100 guests & cocktail packages for up to 150 guests.
VENUE HIRE & LINEN CHARGE MAY BE APPLICABLE TO YOUR EVENT

In The Park

In Jells Park we offer a variety of locations to host your next event.
No matter the size of your event we are able to organise Marquees & Jumping Castles through our preferred suppliers

Weddings at Jells

Jells Park is a beautiful location for a wedding at any time of the year.
Locations within Jells Park provide a picturesque back drop to any ceremony, and your guests are only a short walk from a fully catered reception inside Madeline's.
VENUE HIRE & LINEN CHARGE MAY BE APPLICABLE TO YOUR EVENT

Our Team will personally & professionally manage your event from the initial enquiry to the conclusion of your event. We pride ourselves on going above and beyond your expectations and providing a memorable event for all your guests.

For further information:

www.jells.com.au

email : info@jells.com.au

phone: 9561 4522 ext 2

Buffet Menus

Our Buffet Menus are designed to cater a relaxed Breakfast, Lunch or Dinner.
We are pleased to adapt these menus to suit a range of dietary requirements & your personal preferences.

The English Buffet

Function Duration 2.5 hours
Minimum numbers apply
Served Buffet Style by Madeline's Staff
Available in The Alexander Room Only

Breakfast

Scrambled Eggs
Bacon
Pork & Fennel Chipolatas
Roast Tomatoes
Roast Mushrooms
Toasted Sourdough & Multigrain with Condiments

Chilled, Fresh Orange Juice
Self-Serve Tea and Coffee
\$26.50 per person

The Works Buffet

Function Duration 2.5 hours
Minimum numbers apply
Served Buffet Style by Madeline's Staff
Available in The Alexander Room Only

Breakfast

Seasonal Fruits
Pancakes with Maple Syrup
Scrambled Eggs
Bacon
Pork & Fennel Chipolatas
Roast Tomatoes
Roast Mushrooms
Toasted Sourdough & Multigrain with Condiments

Chilled, Fresh Orange Juice
Self-Serve Tea and Coffee
\$32.50 per person

Conference Packages

Our Conferences packages provide flexibility in offering morning & afternoon tea, with options to add breakfast & lunch for your attendees.

We are able to source a range of audio-visual equipment to enhance your conference.

Take advantage of the park location to provide your guests with team building activities & quiet thinking space.

Room Capacity

U Shape	25 delegates
Boardroom	25 delegates
Hollow Square	30 delegates
Theatre Style	100 delegates
Classroom	50 delegates

Venue Hire

Weekday Full Day:	\$280
Week Day Half Day:	\$200
Week Day Evening:	\$500
Weekend day:	\$360
Weekend Evening:	\$700

Morning & Afternoon Tea Package

Chilled Water
Self-serve tea & coffee

A Choice of Morning or Afternoon Tea

Select one item from the following

Charlie's Home-Style Cookies (GFO)
Fresh Fruit Platter (GF)
Homemade Mini Vegetarian Quiches
Scones w jam & vanilla cream
Muffins w vanilla cream

\$12.50 pp

Additional Food Item \$6.50 pp

Conference Lunch Package #1

Minimum Numbers Apply
Served on Platters in The Alexander Room

Chilled Orange Juice

Select three items from the following

Mixed Gourmet Sandwiches
House Made Mini Sausage Rolls, tomato chutney
Honey Soy Chicken Skewers (GF)
Lamb Kofta, Greek yogurt (GF)
Pumpkin, feta & herb tartlets
Mini Vegetarian Samosa, Sweet Chilli Dipping Sauce
Mini Spring Rolls, Sweet Chilli Dipping Sauce

\$ 20.50 per person

Conference Lunch Package #2

Maximum Numbers Apply
Lunch served in Madeline's
Orders to be placed on arrival

Coffee or Pot of tea per guest

Selection of

Pumpkin Tart (gf)

Filled w pumpkin, peppers, feta & spinach w watercress salad

Ancient Grain Salad (gf)

Quinoa, roast pumpkin, roast tomato, herbs, toasted
buckwheat, nuts, lime yoghurt dressing

Spiced Hand Cut Calamari

Salt & pepper crust, lime mayo, roquette, cucumber,
coriander

Dukkah Chicken (gf)

Sliced pear, roast beetroot, goats cheese

Chicken Burger

Spiced chicken, slow roast tomatoes, roquette, smashed
avocado, chipotle mayo

\$ 22.50 per person

Pre-Order

If you're running short on time for a breakfast or lunch we are able to offer you the ability to pre-order your meals, ready for you shortly after your arrival here.
Please fill in the following form and return via email or fax.
Payment will be processed 1 day prior to your booking.

In the event of cancelled bookings or reduction in guest numbers with less than reasonable notice of your booking either full payment or cancellation fee will apply.

Company Name:
Contact Name:
Contact Number:

Booking Date:
Booking Time:

Name on Card: _____	Expiry Date: __/__/____
Credit Card Number: _____	CVV: _____
Authorised Signature: _____	

Name	Meal	Price

Total: \$____.____

Beverages on Consumption

We are able to provide beverages charged on consumption with or without restrictions. Drinks are charged at our bar prices. Please see our full selection of drinks below

Beers & Ciders

Crown Lager
Boags Premium Light
Corona
Peroni
Asahi
Fat Yak Pale Ale
Dirty Granny Apple Cider

Wines

Sparkling

Yarra Burn
Yarra Valley
Hand Picked Prosecco
Italy
Domain Chandon
Yarra Valley

Whites

Upside Down Sauvignon Blanc
Marlborough
Rhyme and Reason Pinot Gris
Adelaide Hills
Kellybrook Chardonnay
Yarra Valley
Chalk Hill Moscato
Adelaide Hills

Reds

Tomich Grace & Glory Shiraz
McLaren Vale
Sabella Cab Sauvignon
McLaren Vale
The Farm Merlot
Margaret River

Cold Drinks

Coke, Diet Coke, Lemonade, Squash per Jug
Orange Juice, Apple Juice per Jug
Mineral Water

Tea & Coffee

Only applicable for events in Madeline's

Whilst every effort will be made to provide your first selection, in the event that a chosen item is out of stock we may replace the item with a similar product

Terms and Conditions

Confirmation:

Confirmation of the tentative reservation is made upon receipt of the booking form and deposit. Paying of the deposit acknowledges the terms and conditions of booking. If the deposit is not received within the allocated time the Management reserves the right to cancel the tentative booking.

Deposit:

Deposit can be made by using Major Credit Cards, Company Cheque, Cash or Direct Deposit.

Cancellation:

Clients are permitted one postponement of their booking with the deposit being transferred to the revised date.

A postponement made within 21 days of the function date will incur a \$100 admin fee.

A postponement made within 14 days of the function date will incur a \$150 admin fee.

A postponement made within 7 days of the function date will incur a \$200 admin fee.

If you are required to cancel your booking the deposit will be refunded upon re-booking of the date and time of your booking.

Final Numbers:

Guaranteed minimum final numbers will be required seven (7) days prior to the function. If this day is a weekend then the previous working day is the requirement. This minimum final number will form the basis of the charging.

Final Payment:

Final Payment based on guaranteed minimum numbers will be required three (3) working days prior to the function date. Unless by prior arrangement. Any charges incurred on the day of the function must be paid at the conclusion of the function. The final payment will not be refunded if the function is cancelled before the function is held or if number of attendees falls below the confirmed number of guests.

Prices

Please note that prices may change without notice. Please check the current pricing and terms and conditions on your event before confirmation. Menu items may be substituted where required without notice

Damages/Cleaning:

Clients are financially responsible for any damages sustained to the venue and its contents and property, prior to during and after the event by the client, guests or contractors engaged by the client. Clients are responsible for costs incurred due to excessive cleaning required of the venue caused by the client, guests or contractors engaged by the client.

Bond:

If determined by the venue a bond may be applicable.

The refunding of the bond is at the sole discretion of the venue.

Factors considered for non return of Bond. Excessive cleaning required after event including room, toilets and gardens. Cleaning or damage caused by decorations not removed or while being removed. Failure of guests to follow venue BYO policy. Damage caused by guests to venue or property.

All 18th and 21st Birthday Parties will incur a bond of \$500.

Public Liability:

The client needs to determine its public liability responsibilities for activities undertaken by the client, guests or contractors engaged by the client. The venue will not be held liable for activities undertaken by the client, guests or contractors.

BYO FOOD OR DRINK IS NOT PERMITTED UNDER ANY CIRCUMSTANCES

Agreement: Paying of the deposit is acknowledgment of these conditions.