



the stirling hotel

CONFERENCE PACK
2025

ENQUIRE TODAY

[STIRLINGHOTEL.COM.AU](https://stirlinghotel.com.au)

WELCOME TO THE STIRLING HOTEL

LOCATED IN THE PICTURESQUE SUBURB OF STIRLING, THE GATEWAY TO THE ADELAIDE HILLS, WHERE HOSPITALITY IS AT THE HEART OF EVERYTHING THAT WE DO.

THE STIRLING HOTEL OFFERS A PERFECT SETTING + SPECIALIZES IN CREATING TRULY MEMORABLE EXPERIENCES. OFFERING A SINGLE POINT OF CONTACT, WE CAN METICULOUSLY PLAN + DELIVER YOUR SPECIAL EVENT.

WE KNOW NO TWO FUNCTIONS ARE THE SAME, WHICH IS WHY WE INDIVIDUALLY CURATE EACH EVENT TO ENSURE A FANTASTIC TIME FOR YOU + YOUR GUESTS.

OUR AIM IS TO ENSURE YOUR PREPARATIONS FOR THAT SPECIAL EVENT ARE WELL ORGANISED + SEAMLESS.

OUR INTEGRITY, CREATIVITY + PASSION ENSURES EACH + EVERY EVENT IS A UNIQUE + AN UNFORGETTABLE EXPERIENCE.

WE LOOK FORWARD TO HOSTING YOUR SPECIAL EVENT.



THE TERRACE

THE TERRACE FUNCTION SPACE HAS A UNIQUE DESIGN WHICH IS BOTH MODERN + VERSATILE, WITH A LARGE PRIVATE BAR + LIFT ACCESS. THE LIGHT FILLED ROOM BOASTS THE PERFECT MIX OF INDOOR + OUTDOOR SPACE.

BI-FOLD DOORS OPEN UP TO A SPACIOUS DECKING AREA WITH FESTOON LIGHTING, RETRACTABLE ROOF + BLINDS, CREATING AN ALL WEATHER AREA WITH LOUNGES + A ROOFTOP GARDEN AS THE PERFECT BACKDROP.

COMPLIMENTARY INHOUSE MUSIC SYSTEM, MICROPHONE, PROJECTOR + SCREEN IS AVAILABLE FOR YOUR USE.

ROOM SET + CAPACITY: PLEASE SEE PAGE 11

ROOM HIRE: \$400
9AM - 5PM MONDAY - FRIDAY

EARLIER ROOM ACCESS NOT GUARANTEED
ADDITIONAL \$80 PER HOUR OUTSIDE OF REGULAR HOURS





THE LIBRARY

THE LIBRARY IS A LIGHT + BRIGHT INTIMATE ROOM WITH AN OPEN GAS FIREPLACE + ECLECTIC DESIGN.

THIS VERSATILE SPACE IS THE PERFECT SETTING FOR PRIVATE GATHERINGS OR CORPORATE MEETINGS.

THE HIRE OF THIS ROOM ALSO INCLUDES THE USE OF A SMART TV WHICH CAN LINK DIRECTLY TO YOUR LAPTOP + GIVE YOU INTERACTIVE TECHNOLOGICAL APPLICATIONS AS A POWERPOINT PRESENTATION OR WHITEBOARD.

ROOM SET + CAPACITY: PLEASE SEE PAGE 11

ROOM HIRE: \$250
9AM - 5PM MONDAY - FRIDAY

EARLIER ROOM ACCESS NOT GUARANTEED
ADDITIONAL \$80 PER HOUR OUTSIDE OF REGULAR HOURS

ACCOMMODATION + TRANSPORT

ACCOMMODATION

WHY NOT STAY THE NIGHT?

5 ROOMS ACCOMMODATION HAS THREE BALCONY ROOMS OVERLOOKING STIRLING'S MAIN STREET, ALL FEATURING OPEN GAS LOG FIRES + SPACIOUS BATHROOMS PLUS TWO STANDARD KING ROOMS ALSO WITH SPACIOUS BATHROOMS.

FREE WIFI + PARKING IS AVAILABLE FOR GUESTS.

FOR MORE INFORMATION ON THE 5 ROOMS, PLEASE VISIT OUR [WEBSITE](#).

TRANSPORT

WE OFFER A TRANSPORT SERVICE WITH OUR STIRLING BUS ACCOMMODATING UP TO 11 PASSENGERS + CAN BE PREBOOKED FOR YOUR EVENT.

11 SEATER BUS SUBJECT TO AVAILABILITY.
MINIMUM SPEND REQUIRED.







CONFERENCE FOOD PACKAGES

ALL PACKAGES INCLUDE FILTERED STILL + SPARKLING WATER. THE BEVERAGE PER PERSON IS EITHER A BARISTA COFFEE, TEA, TAP SOFT DRINK + JUICE AT THE DESIGNATED BREAK TIMES.

ALTERNATIVE BEVERAGES WILL INCUR AN ADDITIONAL COST

THE BREAKFAST BUFFET | \$40PP 30 PERSON MINIMUM
AVAILABLE 8AM - 10AM, MONDAY - FRIDAY

THE LIGHT OPTION | \$20PP
BEVERAGE PER PERSON + MORNING TEA

THE WRAP OPTION | \$35PP
TWO BEVERAGES PER PERSON, MORNING TEA + MIXED WRAPS

THE SANDWICH OPTION | \$35PP
TWO BEVERAGES PER PERSON, MORNING TEA + MIXED SANDWICHES

THE WORKING LUNCH | \$60PP 18 PERSON MAXIMUM
TWO BEVERAGES PER PERSON, MORNING TEA + BISTRO LUNCH*
*DAILY SPECIALS NOT INCLUDED, EYE + SCOTCH FILLET EXCLUDED

THE LONG LUNCH | \$70PP 18 PERSON MINIMUM
TWO BEVERAGES PER PERSON, MORNING TEA
+ SHARED BANQUET MEAL

ADD AFTERNOON TEA | \$10PP
1 SELECTION FOR AFTERNOON TEA + BEVERAGE PER PERSON
THIS IS IN ADDITION TO ANY OF THE ABOVE PACKAGES

ADD A SALAD OPTION | \$4PP
CLASSIC SALAD | GREEK | PEAR, PARMESAN + ROCKET



CONFERENCING FOOD CHOICES

BREAKFAST BUFFET

SCRAMBLED EGGS
ROAST TOMATOES
HASH BROWNS
TOAST
BACON

INCLUDES 1 X COFFEE/ TEA/ JUICE PER PERSON

MORNING + AFTERNOON TEA

CHOOSE TWO ITEMS FOR MORNING TEA,
CHOOSE ONE ITEM FOR AFTERNOON TEA

ASSORTED DANISHES

BERRY FRIENDS (GF)

SCONES, JAM + CREAM (V)

BANANA BREAD, MAPLE BUTTER (GF, DFA)

HAM + CHEESE CROISSANTS

TOMATO + CHEESE CROISSANTS (V)

THAI CHICKEN SAUSAGE ROLLS, HOUSE TOMATO SAUCE (GFA, VGA)

PORK + FENNEL SAUSAGE ROLLS, HOUSE TOMATO SAUCE (GFA, VGA)

SEASONAL VEGETABLE TART (V)

FRESH FRUIT PLATTER (VG)

HOT CHIPS, TOMATO SAUCE, SSS SAUCE (V)

CHEESE PLATTER, QUINCE PASTE, FRUIT, CRISP BREADS (GFA, V)

WORKING LUNCH

PLEASE SEE OUR CURRENT [BISTRO MENU](#) FOR ALL OPTIONS



LONG LUNCH

CHOOSE THREE PROTEINS FOR A SHARED LUNCH, ALL SIDES INCLUDED

PROTEINS:

PETITE SIRLOIN, CARAMELISED ONION, RED WINE JUS (GF, DF)

SLOW ROASTED LAMB SHOULDER, CUMIN YOGHURT (GF, DFA)

GARLIC + HERB CHICKEN, PICO DE GALLO, SALSA VERDE (GF, DF)

ROAST SALMON, LEMON DILL BUTTER (GF)

MIDDLE EASTERN SPICED PUMPKIN, BABA GANOUSH,
SPICED YOGHURT, POMEGRANATE, PEPITA SALAD (V, GF, DFA)

SIDES:

FENNEL CABBAGE SLAW

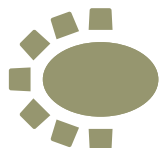
GREEK SALAD

SMASHED CHATS, TRUFFLE SALT

SKALA BAGUETTE + BUTTER

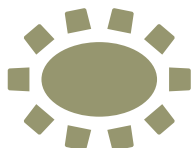


ROOM SET + CAPACITY



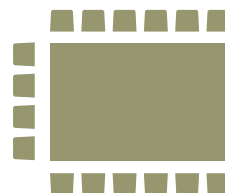
OPEN OVAL

LIBRARY	N/A
TERRACE	56



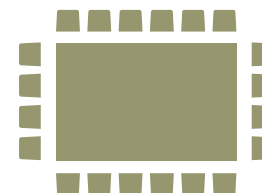
CLOSED OVAL

LIBRARY	N/A
TERRACE	80



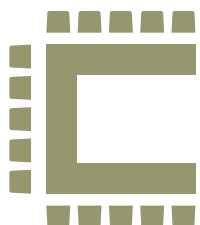
OPEN BOARD ROOM

LIBRARY	20
TERRACE	26



CLOSED BOARD ROOM

LIBRARY	22
TERRACE	28



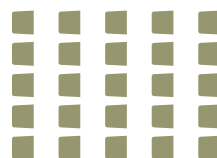
U SHAPE

LIBRARY	18
TERRACE	26



CLASSROOM STYLE

LIBRARY	18
TERRACE	36



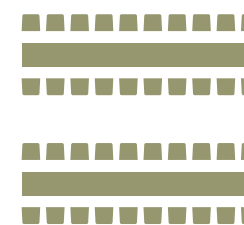
THEATRE STYLE

LIBRARY	50
TERRACE	90



ONE LONG TABLE

LIBRARY	20
TERRACE	42



TWO LONG TABLES

LIBRARY	40
TERRACE	84

TERMS + CONDITIONS

DEPOSIT PAYMENT OF AN EVENT BOOKING MUST BE MADE WITHIN 7 DAYS OF THE ORIGINAL TENTATIVE BOOKING. DEPOSIT PAYMENT IS CONSIDERED AN ACKNOWLEDGEMENT OF THESE TERMS + CONDITIONS. MANAGEMENT RESERVES THE RIGHT TO CANCEL THE BOOKING + ALLOCATE THE ROOM TO ANOTHER CLIENT IF THIS CONFIRMATION IS NOT RECEIVED.

FOOD PAYMENT MUST BE MADE 1 WEEK PRIOR TO THE DAY OF THE FUNCTION. PLEASE NOTE THAT OUR FOOD + BEVERAGE MENU IS SUBJECT TO CHANGE.

VENUE HIRE THE VENUE HIRE PAYMENT COVERS THE EVENT FOR 4 HOURS, IF YOU WOULD LIKE THE SPACE FOR MORE THAN 4 HOURS IT IS \$80 AN HOUR FOR EACH HOUR, WHICH WOULD NEED TO BE ORGANISED IN ADVANCE, NOT ON THE DAY OF THE EVENT.

CANCELLATION THE STIRLING HOTEL WILL REFUND DEPOSIT BOOKINGS WITH MORE THAN 2 MONTHS' NOTICE. LESS THAN 2 MONTHS' NOTICE WILL RESULT IN 50% OF THE DEPOSIT TO BE REFUNDED. LESS THAN 1 MONTH NOTICE THE DEPOSIT WILL BE FORFEITED. CANCELLATIONS MUST BE SUBMITTED IN WRITING. ACKNOWLEDGMENT OF WRITTEN CANCELLATION MUST BE SOUGHT IF CLAIMING REFUND.

POSTPONEMENT IF YOU HAVE GIVEN THE STIRLING HOTEL FUNCTION TEAM TWO WEEKS' NOTICE, YOUR DEPOSIT CAN BE TRANSFERRED TO A NEW DATE WITHIN A 12-MONTH PERIOD.

ITEMISED INVOICES ARE AVAILABLE BY PRIOR ARRANGEMENT WITH STAFF. THE BALANCE OF ANY ACCOUNT WILL BE CHARGED TO THE CREDIT CARD DETAILS PROVIDED. (THIS INCLUDES ANY UNUSED MINIMUM SPEND)

FINAL NUMBERS ARE REQUIRED 1 WEEK PRIOR TO THE EVENT ALONG WITH ARRIVAL TIMES + FOOD SERVICE TIMES.

ACCESS TIMES ARE TO BE DISCUSSED PRIOR TO THE EVENT DATE, THE AGREED UPON TIME WILL BE IN WRITING. EARLIER ACCESS CANNOT BE GUARANTEED FOR ALL EVENTS.

PRICE PLEASE NOTE THAT PRICES + PRODUCTS ARE SUBJECT TO AVAILABILITY + CHANGE + MAY ALTER WITH NOTIFICATION.

MENU DETAILS MUST BE FINALISED AT LEAST 14 DAYS PRIOR TO FUNCTION. MENU ITEMS MAY CHANGE DUE TO SEASONALITY + AVAILABILITY. EVENT PRICES MAY VARY marginally IF EVENT BOOKED BEYOND 12 MONTHS OF DEPOSIT PAYMENT.

BAR ACCESS CANNOT BE GUARANTEED AFTER YOUR EVENT.

RESPONSIBILITY ORGANISERS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE/ BREAKAGES SUSTAINED TO THE STIRLING HOTEL BY THE ORGANISER, ORGANISER'S GUESTS, INVITEES, OR OTHER PERSONS ATTENDING THE FUNCTION. THE STIRLING HOTEL WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE DAMAGE OR LOSS OF MERCHANDISE LEFT PRIOR TO OR AFTER THE FUNCTION.

RESPONSIBLE SERVICE OF ALCOHOL THE STIRLING HOTEL PRACTISES RESPONSIBLE SERVICE OF ALCOHOL ON ALL OCCASIONS. INTOXICATED INDIVIDUALS WILL NOT BE SERVED ALCOHOL. COMPLIANCE WITH OUR REGULATIONS + LIQUOR LICENSING LAWS IS A MUST. MANAGEMENT RESERVES THE RIGHT TO EXCLUDE OR EJECT ANY OBJECTIONABLE PERSONS FROM THE STIRLING HOTEL WITHOUT LIABILITY + IF REQUIRED, WE WILL SHUT THE FUNCTION DOWN EARLY.

EQUIPMENT ORGANISERS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE/ BREAKAGES OF EQUIPMENT OWNED BY THE STIRLING HOTEL OR SUB-HIRED BY THE STIRLING HOTEL.

DISPLAYS + SIGNAGE NOTHING IS TO BE NAILED, SCREWED OR ADHERED TO ANY WALL OR OTHER SURFACE OR PART OF THE BUILDING. BLUE-TAC/ STICKY TAPE IS BY HOTEL MANAGEMENT APPROVAL ONLY.

CLEANING GENERAL CLEANING IS INCLUDED IN THE COST OF THE FUNCTION. IF CLEANING REQUIREMENTS FOLLOWING YOUR FUNCTION ARE JUDGED TO BE EXCESSIVE, AN ADDITIONAL CLEANING FEE MAY BE CHARGED. CONFETTI RICE OR OTHER SIMILAR PRODUCTS ARE NOT PERMITTED IN FUNCTION ROOMS OR ANY PART OF THE STIRLING HOTEL NOR WITHIN THE GROUNDS.

SECURITY FUNCTIONS SUCH AS 18TH + 21ST BIRTHDAYS WITH 40 OR MORE PEOPLE ARE REQUIRED TO USE A SECURITY GUARD FOR THE FINAL 3 HOURS OF THE EVENT. IT IS \$50/ HOUR WHICH THE STIRLING HOTEL ORGANISES TO MAKE SURE EVERYTHING RUNS SMOOTHLY.

CLOSING THE STIRLING HOTEL HOLDS FUNCTIONS UNTIL 12 MIDNIGHT, LAST DRINKS WILL BE CALLED AT 11:45PM. YOUR GUESTS WILL BE ASKED TO VACATE THE FUNCTION ROOMS + THE HOTEL BY 12AM. PLEASE ADVISE YOUR BAND OR DJ OF THIS.

TRANSPORTATION IT IS YOUR RESPONSIBILITY TO ORGANISE HOW GUESTS WILL BE LEAVING THE PROPERTY AS IT CAN BE DIFFICULT GETTING TRANSPORT ON THE NIGHT IN STIRLING. WE SUGGEST PREARRANGING TAXIS/ UBERS/ BUS

CHILDREN LIQUOR LICENSING LAWS REQUIRE THAT: WE DO NOT SERVE ALCOHOL TO MINORS (CHILDREN UNDER THE AGE OF 18) THAT CHILDREN MUST BE ACCOMPANIED BY AN ADULT + THAT CHILDREN MUST LEAVE THE PREMISES BY 12 MIDNIGHT.

SMOKE FREE ALL OF OUR INDOOR EVENT SPACES ARE SMOKE FREE.

PUBLIC HOLIDAYS A 20% SURCHARGE APPLIES ON PUBLIC HOLIDAYS.





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