

Function & Conference Bookings



Acceptance of Terms and Conditions

Please complete and return via fax (02) 6227 0361

Minimum numbers

Minimum numbers for all catering is 8 people, except picnic hampers.

Exclusive access to venue

Should you wish to have exclusive access to the venue during normal café opening hours (Friday – Sunday lunch, Friday and Saturday dinner), we require a minimum booking of 25 on Friday and Saturday and 35 on Sunday.

Conference Room Hire

A charge of \$ 75.00 per half day (4 hours) applies to conference bookings, additional to catering charges.

Confirmed Bookings / Deposit

We welcome tentative bookings but the venue can only be reserved on receipt of a confirmed booking and 50 % deposit, unless prior arrangements have been made.

Guaranteed Numbers / Reduction in Numbers

We require final numbers 5 working days prior to your event. Invoicing will be based on the number of guests attending or guaranteed numbers – whichever is greater.

Cancellations

The following fees may be applied to cancellations

Cancellation of tentative booking	No charge
Cancellation of confirmed booking, 1-month prior	No charge
Cancellation of confirmed booking, 1 week – 1 month prior	25 % of value of event
Cancellation of confirmed booking, less than 1 week	50 % of value of event

Pricing

Prices are per person and subject to change. Quoted prices are fixed for 30 days and on confirmation of a booking.

Additional Charges

Additional Labour

Functions are normally a maximum of 4 hours in duration. An additional labour charge of \$ 5.00 per guest per hour applies thereafter.

Damage

Clients are liable for any damage to equipment or property.

Cakeage

You are welcome to bring your own cake. A charge of \$ 1.50 per person applies.

Off-site Catering Fee

An off-site catering fee applies to events external to our restaurant venue.

Public Holiday Surcharge

A 10 % surcharge applies on Sundays and Public Holidays.

Payment

Payment is required within 7 days of receipt of invoice.

Client Name		Event Name	
Client Signature		Event Date	
Date of Agreement		Event Reference #	