

Booking Form

Event date: _____

Organiser name: _____

Email address: _____

Preferred arrival time: _____

Event Area

Area: _____

Special requests: _____

Menu and Beverages (Included in *minimum spends)

Menu: _____

Beverages: _____

BYO cake: Yes (served as Dessert w/ ice cream; \$9pp) /
 Yes (served as petit fours w/o garnish; \$4.50pp) /
 No

OR, PDR cake (replaces your Dessert course): Yes / No

Petit fours: Yes (\$2.50ea; _____ x pieces per person) / No

Occasion: _____

Phone number: _____

Number of adult guests: _____

Number of children (12 and under): _____

Kindly note exclusive use of our Private Dining Room or Terrace event spaces is subject to a minimum spend*. Please contact our Events Team for further information prior to submitting your completed booking form.

Non exclusive use, i.e. tables in our main dining room, events are seated alongside other restaurant diners & do not incur a minimum spend, however table positioning is subject to availability.

Optional Extras (Not included towards *minimum spends)

Linen table cloths: Yes (\$3pp) / No

Place cards: Yes (\$3pp) / No

Points of Contact

Contact(s) on the day: _____

For payment of the bill: _____

Terms and Conditions

Deposit and Payment: If an exclusive area (Terrace or Private Dining Room) has been selected, a deposit of \$1,000 is required in order to secure your booking. If a table within the main restaurant has been selected (non exclusive use), a deposit of 25% of the food cost per adult guest is required to secure your booking. All deposits will be removed from the final bill on the day. Final payment is required at the conclusion of your event unless otherwise stipulated by your Event Manager, for example, when exclusive use of the whole venue as been requested.

Service Fee: A 10% service fee is applicable at the conclusion of your event. This will be applied to your final food and beverage bill on the day. This service fee can go towards your minimum spend (if required).

Minimum Spend: A minimum spend on food and beverage is required in order to book exclusive use of a private area. In the event that the minimum spend is not met, the difference is to be charged as room hire.

Public Holidays: A 15% Public Holiday Surcharge is applicable on all public holidays. This will be calculated based on the final bill and does not form part of the minimum spend (if a minimum spend is applicable for your function).

Cancellation policy (non exclusive use): In the event of cancellation with less than four (4) weeks notice, the 25% deposit will be retained. Cancellation with five (5) or less days notification 50% of total estimated food and beverage revenue, based on contracted spend, will be retained. Please note, 1.5% of the deposit is non-refundable for payments made by credit card due to administration fees.

Cancellation policy (exclusive use of the terrace or private dining room): In the event of cancellation with less than four (4) weeks notice, the initial deposit of \$1,000 will be retained. Cancellation with five (5) or less days notification 100% of total estimated food and beverage revenue, based on contracted spend, will be retained. Please note, 1.5% of the deposit is non-refundable for payments made by credit card due to administration fees.

Final numbers: Final numbers must be confirmed seven (7) business days prior to the event. If numbers reduce after this time, please inform Public Dining Room at least 24 hours prior, otherwise the menu cost per final number will be charged.

Departure Times:

Lunch – Guests are required to leave the restaurant no later than 5pm, with last drinks served at 4.30pm (unless stated otherwise by your Event Manager at the time of booking).

Dinner – Guests are required to leave the restaurant no later than 11pm, with last drinks served at 10.30pm (unless stated otherwise by your Event Manager at the time of booking).

Beverage Selection: For all groups of sixteen (16) or more guests, a pre-selection of wines is required seven (7) days prior to the event. Any selections made less than seven (7) days, or on the day of the event, are subject to availability.

By completing the below details, I acknowledge that I have read and agree to the above terms and conditions.

I approve the use of my credit card in order to confirm my reservation.

Organiser name: _____

Card number: _____

Card Type: AMEX / MasterCard / VISA

Expiry date: _____ CCV: _____