

TERMS & CONDITIONS

COMMERCIAL TERMS & CONDITIONS

Please see below for our commercial terms & conditions.

CONFIRMATION/DEPOSIT

A 30% deposit must be paid at the time of booking. If the deposit is not received by the due date, the booking will be cancelled.

Event bookings made within 7 days require full payment and confirmation of guests at time of booking.

PRIVATE DINING ROOM

Due to the high demand of our private dining room, a \$1500 non-refundable deposit is required to secure the booking. If the booking proceeds, this deposit will be credited to the final bill.

FINAL NUMBERS/PAYMENT

Final numbers required 7 days prior to your event and the remaining balance paid in full. All additional charges to be settled at the conclusion of the event. Final numbers can only decrease by 10% from the original numbers as advised at time of booking. Final numbers cannot be reduced, however may be increased pending the approval of the venue.

CANCELLATIONS

All cancellations are to be made in writing

- 31 days or more - the deposit paid will be refunded with the exception of the private dining room where the deposit is non-refundable
- 30 days or less before your event - 100% of the deposit will be retained.
- 14 days or less before your event - 100% of the estimated total cost of the event will be charged as a cancellation fee.

POSTPONEMENTS

All requests to postpone your event must be made in writing. Deposits held can only be used for a similar or larger event and cannot be transferred to restaurant or bar credit.

- **30 days or less before your event** - the deposit paid can be transferred to a new date to be used within 3 months of the original event date*
- **14 days or less before your event** - 50% of the deposit will be retained as a postponement fee. The remaining balance of the deposit will be transferred to a new date within 3 months of the original event date.* **
- **7 days or less before your event** - 100% of the deposit will be retained as a postponement fee and the event can be transferred to a new date within 3 months of the original date.* **

* Excludes September through to December where the event can only be transferred within 30 days from the original date.

**If the event is not held within the specified time period, the full cancellation fee will be charged (100% of the estimated total cost of the event).

RESPONSIBLE SERVICE OF ALCOHOL

O Bar and Dining practices Responsible Service of Alcohol. It is a requirement of law that intoxicated persons are removed from licensed premises. We have a 'zero tolerance' policy on drugs. People caught in the possession of drugs will be removed from the premises immediately and reported to the appropriate authorities.

AMBIENCE/MUSIC/SPEECHES

O Bar and Dining has an upbeat ambience. For non-exclusive evening events, the inhouse music will not be altered (style or volume) on any occasion. For the comfort of other guests, speeches, if approved by management, may last for 10 minutes maximum.

AUDIO VISUAL/EXTERNAL SUPPLIERS

O Bar and Dining is a revolving venue and requires specialist AV application and therefore must be arranged through our specialists Bombora Audio Visual with our assistance. Additional costs will be added to your account and must be paid for prior to the event. If cancellation should occur, you will be responsible to pay the full AV charge. All external suppliers must conduct a site inspection with management prior to the event date.

EVENT EXTENSIONS

Should you wish to extend your event past the agreed finish time, a surcharge of \$250 per half hour applies and any extra food and beverage will be charged on consumption.

DELIVERIES/COLLECTION OF GOODS

Due to strict Australia Square security restrictions please speak to our event coordinator for assistance.

MINORS

O Bar & Dining is a licensed venue. All guests under the age of 18 years must be approved by management. Minors must be supervised by a parent or guardian.

SERVICE FEE/PUBLIC HOLIDAYS

A 7.5% service charge will be added to the final bill as a gratuity for the staff. Exclusive events will be charged a flat \$2000 service charge. An additional 10% surcharge will apply to all events held on Sundays or public holidays.

DAMAGES

The client is financially liable for any damage to restaurant property, fixtures or fittings whether sustained by their own actions, or through the actions of their guests, contractors or sub-contractors. Nothing is to be nailed, screwed or stapled to the walls, doors or other surfaces which part of the restaurant.

TENTATIVE BOOKINGS

Tentative bookings will only be held for a maximum of 5 business days. If another customer wishes to book the date, you will be advised and have 24 hours to confirm or release your tentative booking.

DRESS CODE

Smart dress code applies — no sneakers, singlets, thongs or shorts.

EVENT REQUIREMENTS

Please fill in your details below so we can provide you with a tailored quote for your event.

CONTACT NAME: _____ EMAIL: _____

MOBILE NUMBER: _____ PHONE NUMBER: _____

COMPANY: _____ POSITION: _____

DATE OF EVENT: _____ NUMBER OF GUESTS: _____

START/END TIME: _____ EVENT NAME: _____

ADDRESS: _____

POST CODE: _____

SALON PRIVÉ EVENTS

Please select from the following options for your event:

SEATED OPTIONS:

Breakfast menu	\$60 pp
Lunch: 2 course set menu	\$125 pp
Lunch: 3 course set menu	\$135 pp
Lunch: 3 course a la carte	\$150 pp
Dinner: 3 course a la carte	\$190 pp
Dinner: 5 course tasting menu	\$200 pp
Dinner: 5 course tasting with matched wines	\$340 pp
Add on: Canapes on arrival	add \$10 pp
Add on: Cheese course	add \$15 pp
Upgrade: Glass of Cristal on arrival	add \$40 pp

STAND-UP OPTIONS:

Cocktail: 2 hour canapes	\$85 pp
Cocktail: 3 hour canapes	\$95 pp
Cocktail: 4 hour canapes	\$105 pp
Add on: Dessert canapes	add \$5 pp
Upgrade: Glass of Cristal on arrival	add \$40 pp

ADDITIONAL ITEMS:

Personalised menus	\$5 pp
Place cards	\$5 pp
Floral arrangements from \$80 ea	\$POA

Personalised menus and place cards require 72 business hours notice

BEVERAGE SELECTION:

A complimentary glass of NV Louis Roederer Brut Premier is included on arrival.

Sparkling wine: _____

White wine: _____

Red wine: _____

Beer: _____ Water: _____ Chilled tap _____ Bottled still/sparkling _____

NOTES/DIETARY REQUIREMENTS:

AV REQUIREMENTS: *(Tailored quotes available)*

Small PA system w/ microphone	\$545.00
55" LCD Screen	\$695.00
Lectern	\$151.00
Laptop	\$302.00