

# CAFE SYDNEY

We are delighted to be considered as a possible venue for your wedding reception. Please find below some information that we hope will help you with your decision. Please not all prices quoted are inc- GST.

**Number of Guests:** Up to 120 seated or up to 320 for a stand up cocktail reception

**Function Duration:** Saturday lunch from 12 noon till 4:30pm

Sunday dinner from 6:30pm till midnight

**Menu:** Lunch @ \$110 per person

Dinner @ 135 per person

**Beverages:** All beverages are charged on a consumption basis

**Minimum Charge:** \$24,000 for a Saturday lunch

\$32,000 for a Sunday evening

**Service Charge:** 8% on top of total account for lunch and dinner weddings

**Terms & Conditions:** Please find attached

The minimum charge includes:

- Exclusive use of Café Sydney, food component plus beverages on consumption, linen for all tables, printed menus and labour for the duration of your function.

Additional expenses that are not included in the minimum spend:

- Wedding cake, entertainment, microphone & lectern, place cards, guest list display and centrepieces such as flowers

Beverages are all served and charged on a consumption basis. We would liaise with you on the day regarding beverages on consumption to ensure that the minimum spend or set budget is not exceeded without your knowledge.

If you have any questions or would like to organise a site inspection, please contact Jo Bennett on 61 2 8298 0322 via facsimile on 61 2 9251 8363 or email [jo@cafesydney.com](mailto:jo@cafesydney.com)

## **CAFE SYDNEY WEDDING - TERMS & CONDITIONS**

We wish to ensure that your wedding is a complete success; therefore certain Terms & Conditions have been established.

### **TENTATIVE BOOKINGS**

All tentative wedding reception reservations will be held for a period of ten (10) working days, after which time, the tentative booking will be released.

### **BOOKING CONFIRMATION & DEPOSIT**

A wedding reception will be confirmed on receipt of an initial \$2000 deposit along with a signed contract and terms & conditions. An additional deposit totalling 50% of the minimum spend is required 6 months prior to the reservation date. The full minimum spend is to be paid prior to the function date (see also payment below).

### **FUNCTION CANCELLATIONS**

Notified in writing forty (40) working days prior to the date, the deposit will be reimbursed in full. Written notification received between forty (40) and thirty (30) working days before the date will be reimbursed 50% of the full deposit. Any wedding reception cancelled within thirty (30) working days prior to the date will forfeit the total deposit.

### **GUARANTEED CATERING NUMBERS**

To ensure the efficient execution of your wedding reception we require an accurate estimation of catering numbers twenty (20) working days prior to the reception date. Guaranteed catering numbers are required seven (7) working days before the reception date by 10am. Applicable charges will apply or on final head count, whichever is greater. Menu confirmation is required minimum twenty (20) working days prior to the reception date. The per person menu charge will apply for any guests not showing for the confirmed booking numbers.

### **SEASONAL MENU CHANGES & PRICES**

The menus provided are subject to seasonal changes. Where possible Cafe Sydney will aim to meet all client's individual needs. Every endeavour is made to maintain prices as originally quoted, however, they may change without notice.

### **RESPONSIBLE SERVICE OF ALCOHOL**

Clients will be responsible to ensure the orderly behaviour of their guests and Cafe Sydney reserves the right to intervene where it sees fit. The responsible service of alcohol and related laws will be enforced during the event. All food and beverage must be consumed on our licensed premises.

### **INDEMNITY & DAMAGES**

The client will acknowledge responsibility for the conduct of guests and agree to indemnify Cafe Sydney for any liability loss claim or proceedings in respect of any loss or damage to property caused by any or all guests at the above wedding reception. This damage includes charging for broken glass ware.

## **EMERGENCIES**

This agreement may be cancelled by Cafe Sydney at any time if there exists an emergency or threat of danger to any person. Similarly this agreement may be cancelled by Cafe Sydney at any time if the use of Customs House is prohibited or hindered for any reason.

## **TIMING**

Guests will be required to vacate the premises 30 minutes after the conclusion of service. Cafe Sydney has the right to book other functions up to two hours before the scheduled reception commencement time and one hour after the scheduled reception finishing time.

## **ENTERTAINMENT**

Entertainment is by own arrangement and subject to management's approval [and to approval by the City of Sydney]. Full details of any proposed entertainment, including details of likely noise levels, must be supplied at least [thirty (30) days] prior to the function. We retain a complete discretion at all times to vary or halt entertainment which does not comply with any applicable laws or regulations or which may cause us to be in breach of the terms of our lease. Permission must also be sought prior to putting up any decorations or lighting etc.

## **SMOKING**

In accordance with NSW Government legislation, Smoking is permitted only on the terrace.

## **SECURITY**

Under no condition does Cafe Sydney take responsibility for any items brought by the client into Cafe Sydney. It is the clients responsibility to ensure the security of their equipment and their guests possessions while on the premises. For particular functions Cafe Sydney will recommend and reserves the right to supply security at the client's cost.

## **DELIVERY & COLLECTION OF GOODS**

Cafe Sydney will only accept delivery of goods on the day of the reception and all goods must be collected on the same day unless prior arrangements have been made. All parties making deliveries or collecting items are to use the goods lift and make their way to level 5 (access is at the rear of Customs House via Customs House Lane). Authorised parking in Customs House Lane may be pre-arranged through your contact at Cafe Sydney, confirmation will depend on day and time.

## **GOODS & SERVICES TAX**

All prices are inclusive of goods and services tax.

## **SERVICE CHARGE**

An 8% discretionary service charge (gratuity) on the total account is applied on all Wedding Receptions. This fee is not included in the minimum charge applicable for hiring Cafe Sydney as a private venue.

Should your reception extend past the agreed time a surcharge will apply.

**PAYMENT**

The full minimum spend is to be paid prior to the function date. Any outstanding amount plus the gratuity is to be settled in full at the close of the function unless prior arrangements have been made. Payment can be paid by cheque, EFT or credit card.

*'I have read and understood the above'*

Please sign and return these Terms & Conditions to Jo Bennett by email to [jo@cafesydney.com](mailto:jo@cafesydney.com) or fax (02) 9251 8363 to indicate you have understood & are agreeing to them.

\_\_\_\_\_  
Client's Signature & Date

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Function Date

\_\_\_\_\_  
Contact number

\_\_\_\_\_  
Reservation Contact Name

\_\_\_\_\_  
Email Address

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| <p><b>CREDIT CARD DETAILS</b></p> <p>DATE: .....</p> <p>CARD TYPE: ..... Amex / Visa / Diners / MasterCard / Bankcard</p> <p>CARD HOLDERS NAME: .....</p> <p>CARD NUMBER: .....</p> <p>EXPIRY DATE: .....</p> |
|---|

SIGNATURE: