

# **CAFE SYDNEY PRIVATE DINING ROOM - TERMS & CONDITIONS**

## **TENTATIVE BOOKINGS**

All tentative functions for Cafe Sydney Private will be held for a period of five (5) working days, after which time the booking will be released.

## **FUNCTION CANCELLATIONS**

Cancellation of Cafe Sydney Private by four (4) working days prior to the date will incur no penalty. Failure to cancel a reservation within four (4) working days will result in 50% of the minimum spend being charged to the credit card. Cafe Sydney reserves the right to cancel a Cafe Sydney Private function if the contract has not been received within seven (7) working days to the function date.

## **GUARANTEED CATERING NUMBERS**

To ensure the efficient execution of your function we require an accurate estimation of catering numbers seven (7) working days prior to the function. Guaranteed catering numbers will be required two (2) working days prior to the date by 10am. Applicable charges will apply or on final head count, whichever is greater. 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 clients' individual needs. We will also endeavour to maintain prices as originally quoted; however, they may change without notice. Menu confirmation is required minimum seven (7) working days prior to your booking.

## **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 their guests and agree to indemnify Cafe Sydney for any liability loss claim or proceedings in respect of any loss or damage to property or equipment (including iPod docking station) caused by any or all guests at the above function.

## **EMERGENCIES**

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

## **TIMING**

Cafe Sydney has the right to book other functions up to two hours before the scheduled function commencement time and one hour after the scheduled function finishing time.

## **ENTERTAINMENT**

Entertainment is by own arrangement and subject to management's approval [and to approval by the City of Sydney]. Cafe Sydney can provide the use of an iPod docking station with prior arrangement. Guests will be required to bring in their own compatible iPod to utilize this.

We retain a complete discretion at all times to vary or halt entertainment which impacts on the restaurant patrons or restaurant operations, 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**

Cafe Sydney is a non smoking venue.

## **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.

## **INTERNET CONNECTION**

It is the client's responsibility to ensure their equipment is configured to Cafe Sydney's specifications and tested prior to the function date. This must be prearranged with the Function Manager and charges will apply.

**DELIVERY & COLLECTION OF GOODS**

Cafe Sydney will only accept delivery of goods on the day of the function 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.

**SURCHARGES**

Should your function extend 30 mins past the agreed conclusion time, a surcharge may apply.

**PAYMENT**

The balance must be settled at the close of the function unless prior arrangements have been made. Please provide cheque or supply credit card details with type/number/name on card/expiry date.

**MINIMUM SPEND**

Please note that all bookings in Cafe Sydney Private are subject to a minimum spend. For lunch bookings this minimum spend is \$1000 and for dinner \$1500 (food & beverage inclusive). This price may vary depending on the number of guests and the space required. Please refer to your quote for the applicable minimum spends.

**SERVICE CHARGE**

There is no room hire charge. A 10% discretionary service charge on the total bill will apply.

**ADDITIONAL**

At all times throughout your event you will have a waiter assigned to your room.

**BOOKING CONFIRMATION**

All tentative bookings will be confirmed on receipt of Credit Card details as guarantee along with signed Terms & Conditions.

**\*\* Note: All details must be received and confirmed by 10.00am for lunch reservations and 3.00pm for dinner reservations on the day, or your booking will be released at this time.**

***'I have read and understood the above'***

Please sign and return these Terms & Conditions by email to [kate@cafesydney.com](mailto:kate@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

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