

## FUNCTION BOOKING FORM

Thank you for booking with Verde. Please complete this form and return to [reservations@verde.net.au](mailto:reservations@verde.net.au)

### EVENT DETAILS

Function Date:	Function Time:
Function Type:    Celebration          Business          Other	
Name of Host:	Number of Guests:
Area being hired: Verde Restaurant    Balcony Room    Verde Bar Area    Cellar Room    Chairman's Room    Totò Champagne Wine Bar	
Phone:	Email:

### CATERING DETAILS: PLEASE NOMINATE YOUR REQUIRED QUANTITIES

Canapés (minimum of 10 people):							
Platters:	x \$      Per Platter      TOTAL						
Buffet:	x \$ (POA) Per Person						
2 Course Set Menu (Mon-Thurs):	x \$68 Per Person      TOTAL						
3 Course Set Menu (Mon-Sat):	x \$78 Per Person      TOTAL						
Sides - note quantities:	<table> <tr> <td>x Sautéed spinach, shaved garlic (gf)</td> <td>x Homemade chips with a rosemary &amp; garlic confit</td> </tr> <tr> <td>x 'The Calabrian' tossed leaf with cucumber, EVOO and mum's homemade vinegar (gf)</td> <td>x Salad of radicchio, walnut gorgonzola dressing (gf)</td> </tr> <tr> <td>x JF salad, cucumber, leaf, tomato, red onion and lemon dressing (gf)</td> <td>x Mash potato, roasted garlic cream (gf)</td> </tr> </table>	x Sautéed spinach, shaved garlic (gf)	x Homemade chips with a rosemary & garlic confit	x 'The Calabrian' tossed leaf with cucumber, EVOO and mum's homemade vinegar (gf)	x Salad of radicchio, walnut gorgonzola dressing (gf)	x JF salad, cucumber, leaf, tomato, red onion and lemon dressing (gf)	x Mash potato, roasted garlic cream (gf)
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x JF salad, cucumber, leaf, tomato, red onion and lemon dressing (gf)	x Mash potato, roasted garlic cream (gf)						
Corkage:	\$4.00 Per Person						
Room Rental Fee:	\$						
Entertainment Requests:							
Food Allergies/Requirements:							
Minimum Spend:	\$						

### PAYMENT DETAILS

Amex      Mastercard      Visa

\*Credit Card Holder's Name:

Credit Card Number:

Expiry Date:

/

Authorised Signature:

Date:

*\*Credit Card surcharge fee Visa/MasterCard/Amex 2.2%. Please note that a credit card is required just to secure your booking unless in the case of a large function. See Deposit and Booking Procedure in the Terms and Conditions below.*

### BEFORE SIGNING PLEASE READ ALL TERMS & CONDITIONS ON THE FOLLOWING PAGE

I have read and agree to the terms and conditions

Name:

Signature:

Date:

## TERMS & CONDITIONS

Please ensure that the host carefully reads the term and conditions, understands all requirements and signs the bottom of the group booking and function form.

Please note prices quoted do not include any extra requirements such as floral table arrangements, decorations, entertainment, extra audio-visual components, additional furniture and gratuity unless specified.

All prices quoted are GST inclusive.

Please be advised that the menu and wine prices are subject to change if more than 30 days has passed since the original quote.

### DEPOSIT & BOOKING PROCEDURE

Your function date is confirmed on receipt of a signed Verde Restaurant + Bar and Totò Champagne Wine Bar Group Booking and Function Form, along with a deposit to the amount specified. This deposit will be credited to your account. Exclusive use of the main restaurant area does not include outside dining area, the lounge bar, Verde Private Dining Room, Upstairs Dining area, The Chairman's Room or Totò Champagne Wine Bar. Cancellations within 14 days of Function will be charge at Minimum Spend agreed by client and customer or \$1100.00 if amount not agreed to.

### ROOM HIRE

For serviced functions and events in all rooms a room hire charge is applicable.

### MINIMUM SPENDS FOR SERVICED EVENTS:

A minimum spend is applicable to all functions and events requiring service and catering.

Please note minimum spends are subject to change during the month of December and calendar events such as New Year's Eve and public holidays.

### PAYMENT OF ACCOUNT

All accounts will be charged a fee of 2% when paying with American Express, MasterCard or Visa.

### FOOD AND BEVERAGE CONFIRMATION

We require a minimum of seven (7) days' notice of your menu requirements, including food and beverage selections. Verde Restaurant + Bar and Totò Champagne Wine Bar reserves the right to alter products to a similar product if the product requested is not available.

Please note that if at the time of the event not all guests are in attendance the host will be charged for the total number of guests specified at the time of confirmation.

### MENU/WINE LIST

Menu and Beverage items are subject to availability. Prices are subject to change without notice.

### DINING TIME

Please be advised that if all guests are not seated in the dining room at the pre-arranged booking time there may be a delay in food service.

### SET MENU

When booking a function for groups of 10 or more you are required to have the set menu - 2 x course at \$60.00 per person or 3 x course at \$70.00 per person Monday to Thursday and 3 x course at \$70 per person Friday and Saturday. Any sides are an additional cost.

### FOOD ALLERGIES AND INTOLERANCES

When notified we will take care to ensure that the meals or beverages served to you are free from the notified products that you are allergic or intolerant to. However, we cannot guarantee that trace elements will not be contained in the purchased components of these foods or beverages. Please notify management of any allergies or intolerances. You may be required to sign a disclaimer form.

### BYO

Verde Restaurant + Bar is a fully licensed & serviced restaurant and does not allow BYO on Friday and Saturday. BYO is allowed from Monday - Wednesday at a charge of \$10.00 Per Bottle. No BYO for groups of 10 or more on any day/night of the week, BYO is for strictly wine only. There is NO BYO for special events days, Sundays, Public Holidays or for the month of December.

Totò Champagne Wine Bar is strictly NO BYO.

### LOSS OR DAMAGE

Verde Restaurant + Bar and Totò Champagne Wine Bar will take all necessary care but cannot take responsibility for damage or loss of objects or personal belongings left on the premises before, during or after the function.

The organiser is financially responsible for any damage sustained or loss incurred to Verde Restaurant + Bar and/or Totò Champagne Wine Bar property, fixtures or fittings, whether through their own actions or the actions of their guests or contractors. Nothing is to be attached to any part of Verde Restaurant + Bar or Totò Champagne Wine Bar property without the prior written approval of management.

### CLEANING FEE

The host/organiser is financially responsible if any of his/her guests vomit, defecate or urinate within the building and cause damage. A fee of \$120.00 per incident will be charged to the credit card which is given as security before the event. No glitter or decorations with glitter or the like to be used at functions, this will also incur a cleaning fee of \$120.00.

### SMOKING

In accordance with NSW Government legislation, smoking is not allowed inside Verde Restaurant + Bar or Totò Champagne Wine Bar apart from the smoking courtyard located opposite the Verde Private Dining Room. While smoking in this area no consuming of food is permitted. Smoking is additionally not permitted within four (4) meters of any entrance/exit to the venue or within the outdoor seating area of Totò Champagne Wine Bar.

### SERVICE GRATUITY

In the event of a function there will be a 10% service gratuity fee charged to the final bill.

### RESPONSIBLE SERVICE OF ALCOHOL

Verde Restaurant + Bar and Totò Champagne Wine Bar enforces at all times the Responsible Service of Alcohol. Last Drinks at 11.45pm, all guests must leave the premises by 12am.

### SECURITY

Management of Verde Restaurant + Bar and Totò Champagne Wine Bar reserves the right to refuse and exclude entry to any person to a function deemed undesirable or intoxicated. The host must conduct their function in full compliance with the rules and regulations of Verde Restaurant + Bar and Totò Champagne Wine Bar management and all applicable laws, including liquor laws, health and safety regulations and fire regulations. As part of house policy and harm minimization we have a Noise Control Policy which directs patrons to be mindful of our neighbours when leaving the premises and requests they depart the restaurant in a quite manner.

### SPECIAL MENUS

Groups of 10 + cannot have the \$22.00 special menu unless approved by management before the event date. The \$22.00 special is only valid during the months of January to November.

Bread rolls will be charge at \$1.00 per roll.