

## **FUNCTION INFORMATION**

**FUNTION SPACE:** We have different sized areas for different sized functions, how many people you have attending will determine the area best suited for your function. The options available include;

- The function room:
  - Can accommodate between 80-100 people seated and 150 people standing
  - Has its own music system and disco lighting
  - Has its own bar and toilets
  - o Is separated and private from rest of restaurant
  - o Best suited for large functions
  - To secure the room, we require a minimum of 60 people and payment of a non-refundable deposit of \$100. Should the event be cancelled, the deposit will be forfeited.
  - Payment for the deposit is normally taken in the venue, but can also be received online into the following bank account: 03-0774-0088157-000, please enter your name and the date of the event as the reference.
- The restaurant West side:
  - o Can accommodate 40 people seated
  - Includes lots of fixed booth and fixed banquette seating
  - o includes an area for setting up a buffet if required
  - Best suited for lunch/dinner events, business functions
- The restaurant East side:
  - o Can accommodate 49 people seated
  - Includes a mixture of fixed banquette seating, fixed booths and loose tables and seating
  - Loose tables and seating give a lot more flexibility to change area as required
  - o Includes an area for setting up a buffet if required
  - Best suited for larger lunch/dinner events, business events when the function room is not available
- The restaurant Cozy Nook:
  - o Can accommodate 14 people seated
  - o Includes 2 large, fixed booths
  - In its own private area, separated from main restaurant by an open slat wall
  - o Best suited for smaller groups which want their own area

**CATERING:** We have a multiple menus available for functions, including a large platters

menu, set and buffet menus, and Christmas menus. We can also cater to

personal requests.

**TABs:** We can offer many options regarding TABs, such as an open bar or

subsidized drinks, please discuss this with our staff to ascertain the best

option for your function.

**DECORATIONS:** All decorating is completely up to you, we will allow you to come in earlier

in the day to set this up, we will also happily store any decorations, photo boards or gifts for you however we do ask that you bring along a box to pack them in so that they can be stored out of the way safely. We do not allow

confetti or glitter to be used on the premises.

**MUSIC:** You may organize your own band or DJ, or you may use our music system

by creating a playlist on Spotify. This option is available in the function

room only.

**UNDER 18's:** Anyone under the age of 18 must be accompanied by their parent or legal

guardian. We also ask that they leave the premises by 11.00pm at the latest.

**LICENCE:** Our license goes to 2am, but the Duty Manager has the discretion to close

earlier if there are any issues with intoxication, fighting or damage. This is

not negotiable.

**PUNCTUALITY:** All functions and bookings must be on time or contact us in advance if there

is a change in time or cancellation, so we may make any necessary

adjustments.

If a function or booking is over 30 minutes late without notifying us, we

reserve the right to reallocate the tables and seating to other customers. An estimated start and finish time is required for all functions, as we may have other functions booked prior or after said function, so to not clash, and

so everyone is clear as to their time limits.



## **FUNCTION BOOKING DETAILS**

NAME:
PHONE:
E-MAIL:
EVENT DATE:
EVENT START TIME:
EVENT ESTIMATED FINISH TIME:
OCCASION:
NUMBER OF PEOPLE:
FOOD:
TIME OF FOOD:
BAR TAB:
SPECIAL REQUESTS:
BOOKING TAKEN BY:
ROOM BOOKED OUT IN RESDIARY:
CUSTOMER INFORMED OF START/FINISH REQUIREMENT
CUSTOMER INFORMED \$100 DEPOSIT NON REFUNDABLE