

# Function FAQ



## Function Times & Duration

The usual duration of function bookings is 3 hours and 45 minutes. Rooftop functions have set starting times at 12 PM, 2 PM, 4 PM, or 6 PM and must conclude at 10 PM at the latest. For functions in the Athletic Club and Public Bar, starting times are flexible, and can begin at any time between 12 PM and 12 AM, but must conclude at 12 AM at the latest.

## Confirming Your Function Booking

To secure your booking, we require a 50% deposit based on the agreed minimum spend. This deposit is non-refundable and will be applied as credit towards your final bill. We will provide a deposit payment link upon booking which must be completed online. Please note that the link will expire within 24 hours, after which your booking will be removed from our system.

## Minimum Spend Policy

All functions lasting more than 1 hour and 45 minutes require a minimum spend. The minimum spend is determined by factors such as the space used, season, duration of the function, and day of the week. The minimum spend includes GST but does not cover additional requirements such as a DJ, photo booth, audio-visual equipment, or gratuity unless specifically stated.

## Service Charge

A 10% service charge will be added to all food and beverage purchases for functions and bookings with over 8 people.

## Cancellation Policy

The 50% deposit is non-refundable in case of cancellation. Deposit transfer to a new date is subject to management's discretion.

## Payment Policy

The event organiser must provide a credit card and ID upon check-in for the function. The credit card will be charged for the remainder of the bill at the conclusion of the function, unless stated otherwise. No extensions of payment will be permitted.

## Music Arrangements

If you have exclusive use of the Athletic Club or Rooftop Terrace, you can provide your own music via a Spotify playlist, DJ, or live performance. Please ensure that your chosen entertainer brings their own equipment and connects to our sound system to comply with our volume regulations. Alternatively, we offer a DJ service for a fee of \$500 or DJ equipment hire for \$250.

## A/V Capabilities

Our venue offers TV screens and microphones for exclusive event bookings, ideal for presentations and multimedia displays.

## Event Decorations

Decorations are permitted, but please consult with our Function Manager beforehand. We do not allow confetti, glitter, or any decorations with glitter. The host must set up and remove all decorations after the function.

## Cakes

You can bring your own cake, and we will provide plates, napkins, and a knife at no extra cost.

## Setup Time

A 10-minute setup window is provided for preparing the venue for your event. If additional setup time is required, please speak with our Function Manager to discuss potential fees for extended access.

## Delivery Policy

We understand the importance of a smooth setup process and therefore, we accept deliveries up to 24 hours prior to your event, subject to availability of storage space. Deliveries must be made during venue opening hours unless agreed otherwise.

## External Vendors

We are open to collaborating with external vendors to enhance your event experience. Kindly provide us with the details of your preferred vendor, and we will review and make a decision on a case-by-case basis.

## Food & Beverage Confirmation

Your function menu, including food and beverage selections, must be confirmed at least 7 days prior to your function. Please be advised that failure to provide your menu selections by this deadline may result in limited options being available. If any requested product is unavailable, we reserve the right to substitute it with a similar product.

## Final Numbers & Dietary Requirements

Final numbers and dietary requirements must be confirmed no later than 48 hours prior to the event. Any changes made after this deadline may not be accommodated.

## Seasonal Menu Changes

Please note that our menus are subject to change with the seasons. If there is a change in season prior to your function date, the Function Manager will send you the updated menu once it has been confirmed.

## Walkthroughs & Tastings

We welcome prospective clients to come in for a guided tour of our venue. We can also organise a tasting of our canape menu for a minimal fee. To schedule a visit or tasting, please contact our Function Manager to make an appointment.





## Handling Food Allergies & Intolerances

We take food allergies and intolerances seriously and will make every effort to accommodate the needs of our guests. However, please note that we cannot guarantee that trace amounts of allergens or intolerances will not be present in the ingredients used in the meals or beverages served. To ensure the safety of your guests, it is the responsibility of the event host to inform the Function Manager of any allergies or intolerances at least 7 days prior to the event.

## Small Children

For events held on our Rooftop Terrace and in our Athletic Club, we advise against bringing young children due to safety concerns related to the numerous stairs. We kindly request that parents consider this when planning their attendance to ensure the comfort and safety of all guests.

## Minors

Guests under the age of 18 are welcome to attend events, but in accordance with Responsible Service of Alcohol (RSA) regulations, they must wear a wristband clearly identifying them as minors and must leave the venue by 9:30 pm when the kitchen closes.

## Accessibility

Please note that our Athletic Club and Rooftop Bar are not fully accessible for guests with mobility challenges, as they require the use of stairs. The Public Bar is the only space that is fully accessible, and we apologise for any inconvenience this may cause.

## Liability for Loss or Damage

While we take every precaution to ensure the safety of our guests, we cannot be held responsible for any loss or damage of personal belongings or objects left on the premises before, during, or after an event. The event organiser is responsible for any damage to the property, fixtures, or fittings, regardless of whether it was caused by themselves, their guests, or contractors.

## Responsible Service of Alcohol

To maintain a safe environment, we enforce responsible service of alcohol. We have last call at 11:45 PM and kindly request that all guests vacate the premises by 12:00 AM. We reserve the right to refuse service to any guest who displays signs of intoxication, as we believe it is necessary to protect the safety of all patrons and staff. Please note that we are unable to offer refunds for any beverage packages purchased or outstanding bar tabs resulting from the actions of intoxicated guests.

## BYO

As a fully licensed and serviced restaurant, outside food and beverages are not permitted on our premises.

## Smoking

To comply with NSW Government legislation, smoking is strictly prohibited within our venue and within four meters of any entrance or exit.

## Security

To ensure a safe and enjoyable experience for all guests, management reserves the right to refuse entry to any person deemed undesirable or intoxicated. The event organiser is responsible for ensuring compliance with all applicable laws, including liquor, health and safety, and fire regulations. Additionally, to minimize harm to our neighbors, we have a Noise Control Policy and request that guests depart the venue quietly.

## Transport & Parking

For those driving, there is street parking available on nearby streets, however, it can be limited during peak hours. There are also several paid parking lots within walking distance from the venue.

For those taking public transportation, the nearest train station is Museum Station, located just a short walk away from East Village. From Museum Station, visitors can catch the T2 Inner West & Leppington line. The venue is also serviced by several bus routes, including the 311, 333, and 376, with stops located nearby on William Street.

