

CORPORATE AND SPECIAL CELEBRATIONS

At Matilda Bay Restaurant our staff ensure that your special event will function to perfection.

GENERAL INFORMATION

The Roe Function Room:

Named after John Septimus Roe, the Roe Function Room offers picturesque views of both the city of Perth and the Swan River.

- Room hire fee of \$500 applies to all bookings.
- **Seated** – 70 to 140 guests
- Minimum charge for 70 guests, food and beverage package rates, applies at all times.
- **Cocktail** – 100 to 200 guests
- Minimum charge for 100 guests on food and beverages package rates applies at all times.
- A minimum spend of \$13,900, food & beverage inclusive of room hire applies to all Friday and Saturday evenings.
- During November and December the minimum spend of \$13,900.00, food & beverage applies to all evening functions.
- A minimum spend of \$11,500 on food & beverage is required for all lunch bookings in November and December.

The Catalina Room:

Situated on the water's edge, this room takes its name from the famous Catalina flying boats which were based here during World War II. The room has exclusive use of the stunning alfresco area which makes any event a unique experience.

- Room hire fee of \$300.00 applies to all bookings.
- **Seated** – 30 to 50 guests
- Minimum charge based on 30 guests, food and beverage package rates, applies at all times.
- **Cocktail** – 60 to 100 guests
- Minimum charge of 60 people applies at all times.
- A minimum spend of \$7,200, food & beverage inclusive of room hire applies to all Friday and Saturday evenings.
- During November and December the minimum spend of \$7,200.00, food & beverage applies to all evening functions.
- A minimum spend of \$5,100 on food & beverage is required for all lunch bookings in November and December.

The Wine Room:

This exclusive room is situated on the ground floor and is ideal for intimate wedding receptions.

- Room hire fee of \$250 applies to all bookings.
- **Seated only** – 12 to 20 guests.
- Minimum spend of \$1750 on food and beverages inclusive of room hire.
- The restaurant a la carte menu is available in this room.

In the event that the minimum numbers, for both the Roe Function Centre and the Catalina Room, are not attained the food & beverage account will be rendered for the relevant minimum charge unless prior arrangements have been made.

ALL DAY SEMINARS

There are two rooms available to meet any of your seminar requirements.

Our standard room hire fees include lectern with microphone, lapel and hand held microphone, data projector and screen. Any other equipment may be quoted for as requested from an external company, or the client may choose to supply their own.

THE ROE FUNCTION ROOM

- \$500.00 room hire fee
- Situated on the upstairs level of the building.
- Accommodates 30 - 80 persons seated (minimum charge 30 persons)
- Has partial black-out capabilities.
- Suggested arrangement of tables within the room;
 - open-faced round tables of 6 – 8 people per table (up to 80 persons total)
- Better suited for presentations requiring projectors and screen and larger meetings.

THE CATALINA ROOM

- \$300.00 room hire fee
- Situated on the ground level of the building.
- Has folding doors opening onto the paved area and Matilda Bay Reserve, ideal for outdoor team building activities
- Accommodates 15 - 32 persons seated (minimum charge of 15 persons)
- Has no black-out capabilities.
- Suggested arrangement of tables within the room is either:
 - open-faced round tables of 6 – 8 people per table (up to 32 persons total)
 - a boardroom table seating up to a maximum of 26 persons.
- Better suited for boardroom discussions or intensive flipchart/ whiteboard *think-tank* work.

THE WINE ROOM

- \$250.00 room hire fee
- Situated on the ground level of the building.
- Boardroom set up with plasma screen and laptop input
- Accommodates 10 – 16 guests
- Machine coffee offered to guests throughout the day
- A la carte and fix price restaurant menu available only

S e m i n a r M e n u 1 \$ 6 5 p p

O N A R R I V A L

Shortbread biscuits
Coffee and tea

M O R N I N G T E A

Sliced fruit
Banana cake
Coffee and tea

L U N C H

Entrée and main course or main course and dessert selected from our seasonal set menu
Soft drinks and juices to be served with lunch

A F T E R N O O N T E A

Apple Scones with strawberry jam and double cream
Whole fruit basket
Coffee and tea

S e m i n a r M e n u 2 \$ 7 0 p p

O N A R R I V A L

Shortbread biscuits
Coffee and tea

M O R N I N G T E A

Sliced fruit
Scones with jam and cream
Coffee and Tea

L I G H T B U F F E T L U N C H

A selection of breads and baguettes, antipasto, cold sliced meats, roast lamb with mint jus, salads and accompaniments.
Fruit salad with fresh cream, lemon meringue pies, cheese board of local and imported cheese served with dried fruits and crackers.
Soft drinks and juices to be served with lunch

A F T E R N O O N T E A

Banana bread
Whole fruit basket
Coffee and tea

Carafes of water and bowls of mints to each table will be topped up throughout the function

FUNCTION BEVERAGE INFORMATION

BEVERAGES ON CONSUMPTION:

Opting for beverages on consumption means, you preselect what is to be served throughout the total duration of the function. There is a minimum charge of \$30.00 per person for beverages on consumption.

BEVERAGES ON PACKAGE BASIS

Opting for beverages on one of our pre-set packages means the price is set per head, for the entire group – excluding guests who are under 18 years of age. Beverage packages must run for the total duration of the function.

Enclosed prices are calculated from 6.00 pm till 12:00am, bar facilities can be extended by arrangement with a \$300 surcharge. Wines are supplied subject to availability and price variations at the time of order. A more comprehensive wine selection is available from our restaurant wine list. We would be pleased to discuss any individual requirements.

Please note: Special arrangements can be made for additional drinks on a tab, however a credit card must be presented to the function manager and the tab must be settled at the end of the function.

FUNCTION BEVERAGE LIST

Tap beer:

Jugs of standard draught beer and Dirty Granny Cider – 18.00
Jugs of premium draught beer from – 20.00

Bottled beers/cider:

Peroni Leggera (3.5% Alc.) - 8.00
Crown Lager – 8.00
Pilsner Urquell– 8.50
Matso's Smokey Bishop – 8.50
Little Creatures Rogers Amber Ale – 8.00
Corona - 8.50

Non alcoholic beverages

Jugs of soft drinks – 14.00
Jugs of juice – 18.00
Jugs of non alcoholic fruit punch – 18.00
Mineral water – 3.00 per person
Mocktails from 9.00 each

Spirits:

Glasses of standard spirits and mix – 8.00
Glasses of premium spirits and mix – 9.00
Liqueurs – 9.00

Cocktails

We have a large selection of cocktails available on request
From \$15.00 each please discuss with your co-ordinator
Champagne punch – 19.00 per jug

Non Alcoholic beverage package

4 Hour beverage package \$28.00
5 Hour beverage package \$32.00
6 Hour beverage package 38.00
Including non-alcoholic punch, soft drink and juices
Eden Vale Sparkling, White and Red or Sparkling grape juice



FUNCTION WINE LIST — A MORE EXTENSIVE WINE SELECTION IS AVAILABLE FROM OUR A LA CARTE MENU

CHAMPAGNE & SPARKLING WINES

- Pepperilly Estate Pinot Chardonnay NV (WA) **50.00**
- Asti Riccadonna (Italy) **50.00**
- Geppetto by Crittenden Pinot Chardonnay (Mornington Peninsula, VIC) **50.00**
- Larry Cherubino Ad Hoc "The Riddler" Pinot Chardonnay (Pemberton, WA) **55.00**
- Villa Jolanda Prosecco (Veneto Italy) **60.00**
- Stefano Lubiana Brut Reserve, NV (Granton, TAS) **65.00**
- Jansz (Pipers Brook, TAS) **65.00**
- Leeuwin Estate Brut Pinot Noir Chardonnay (Margaret River, WA) **65.00**
- Taittinger N.V. (Eperney, France) **95.00**
- Pol Roger, N.V. (Eperney, France) **110.00**

WHITE WINES
SAUVIGNON BLANC

- Mt Riley (Malborough, NZ) **50.00**
- Rosily (Margaret River, WA) **50.00**
- Millbrook (Jarrahdale, WA) **50.00**
- Stella Bella (Margaret River, WA) **55.00**
- Shaw and Smith (Adelaide Hills, SA) **65.00**

RED WINES
SHIRAZ

- Pepperilly Estate (Ferguson Valley, WA) **55.00**
- Forest Hill (Denmark, WA) **60.00**
- Rosily (Margaret River, WA) **55.00**
- Brokenwood (Hunter Valley, NSW) **65.00**
- Elderton (Barossa Valley, SA) **75.00**

CHARDONNAY

- Wignalls Unwooded (Great Southern, WA) **50.00**
- D'Arenberg Olive Grove (McLaren Vale, SA) **50.00**
- Pepperilly Estate (Ferguson Valley, WA) **55.00**
- Woodlands (Margaret River, WA) **55.00**
- Pierro "Fire Gully" (Margaret River, WA) **60.00**

PINOT NOIR

- Mt Riley (Marlborough, NZ) **55.00**
- Mt Difficulty Roaring Meg (Central Otago, NZ) **80.00**
- Picardy (Pemberton, WA) **95.00**

BLENDED WHITES

- Pepperilly Sauvignon Blanc Semillon (Ferguson Valley, WA) **50.00**
- Turkey Flat "Butchers Block" (Barossa Valley, SA) **50.00**
- Alkoomi Semillon Sauvignon Blanc (Great Southern, WA) **50.00**
- Deep Woods Semillon Sauvignon Blanc (Margaret River, WA) **55.00**
- Aravina Sauvignon Blanc Semillon (Margaret River, WA) **55.00**
- Pierro "LTC" (Margaret River, WA) **65.00**

BLENDED REDS

- Pepperilly Estate Cabernet Shiraz (Ferguson Valley, WA) **55.00**
- Pepperilly Estate Purple Patch (Ferguson Valley, WA) **55.00**
- Millbrook Cabernet Malbec (Jarrahdale, WA) **55.00**
- Geoff Merrill Cabernet Shiraz (McLaren Vale, SA) **55.00**
- Woodlands Cabernet Merlot (Margaret River, WA) **60.00**
- Stella Bella Sangiovese Cabernet (Margaret River, WA) **65.00**

CHENIN, VERDELHO, PINOT GRIS

- Paul Conti "The Tuarts" Chenin Blanc (Sawan Valley, WA) **40.00**
- Ashbrook Verdelho (Margaret River, WA) **45.00**
- Tim Adams Pinot Gris (Clare Valley, SA) **55.00**
- Antichello Pinot Grigio, (Veneto Italy) **55.00**

CABERNET SAUVIGNON

- D'Arenberg "High Trellis" (McLaren Vale SA) **50.00**
- Rosily (Margaret River, WA) **55.00**
- Hay Shed Hill (Margaret River, WA) **55.00**
- Forest Hill (Denmark, WA) **60.00**
- Tim Adams (Clare Valley, SA) **60.00**
- Bowen Estate (Coonawarra, SA) **60.00**

RIESLING

- Bellarmine Auslese – (sweet) (Pemberton, WA) **45.00**
- Alkoomi (Great Southern, WA) **50.00**
- Skillogalee (Clare Valley, SA) **50.00**

MERLOT

- Hamlyn Bay (Margaret River, WA) **50.00**
- Rosily Merlot (Margaret River, WA) **50.00**

FUNCTION BEVERAGE PACKAGES

House package

Standard package:

- 2 hour package \$32.00 per person
- 3 hour package \$35.00 per person
- 4 hour package \$42.00 per person
- 5 hour package \$46.00 per person
- 6 hour package \$49.00 per person

Inclusive of bottled beers:

- 4 hour package \$54.00 per person
- 5 hour package \$60.00 per person
- 6 hour package \$66.00 per person

Select three:

Crown Lager, Pilsner Urquell, Corona,
Rogers Amber Ale (Mid strength), Peroni Leggera (Mid strength)

Beverages included:

Tap beers of Carlton Draught, Fat Yak, Cascade Premium Light and Dirty Granny Cider.

Champagne punch, soft drinks, juices and wines to include:

*Pepperilly Estate Pinot Chardonnay NV Sparkling
Pepperilly Estate Sauvignon Blanc Semillon
Pepperilly Estate Cabernet Shiraz
Pepperilly Estate Purple Patch*

Upgraded package

Standard package:

- 4 hour package \$50.00 per person
- 5 hour package \$54.00 per person
- 6 hour package \$57.00 per person

Inclusive of bottled beers:

- 4 hour package \$62.00 per person
- 5 hour package \$69.00 per person
- 6 hour package \$74.00 per person

Select three:

Crown Lager, Pilsner Urquell, Corona,
Rogers Amber Ale (Mid strength), Peroni Leggera (Mid strength)

Beverages included:

Tap beers of Carlton Draught, Fat Yak, Cascade Premium Light and Dirty Granny Cider.

Champagne punch, soft drinks, juices and wines to include:

*Larry Cherabino Ad Hoc "The Riddler" Chardonnay Pinot Noir NV
Forest Hill Sauvignon Blanc
Forest Hill Chardonnay
Forest Hill Cabernet Sauvignon
Forest Hill Shiraz*

Superior package

Standard package:

- 4 hour package \$57.00 per person
- 5 hour package \$60.00 per person
- 6 hour package \$64.00 per person

Inclusive of bottled beers:

- 4 hour package \$69.00 per person
- 5 hour package \$74.00 per person
- 6 hour package \$79.00 per person

Select three:

Crown Lager, Pilsner Urquell, Corona,
Rogers Amber Ale (Mid strength), Peroni Leggera (Mid strength)

Beverages included:

Tap beers of Carlton Draught, Peroni, Fat Yak and Dirty Granny Cider.

Champagne punch, soft drinks, juices and wines to include:

*Leeuwin Estate Brut, Pinot Noir Chardonnay
Stella Bella Sauvignon Blanc
Pierro "Fire Gully" Chardonnay
Hay Shed Hill Cabernet Sauvignon
Rosily Shiraz*

CORPORATE FUNCTION MENUS

MIDWEEK MENUS

Monday to Thursday in both our Roe Function Centre and Catalina Room we are pleased to offer our corporate clients exclusive menu packages.

Our standard room hire fees include lectern with microphone, lapel and hand held microphone, data projector and screen.

LUNCH \$55 PP_(Based on a 3 hour function)

Inclusive of:

- Sour dough rolls and sea salt butter
- 2 course set menu (one entrée and one main, or one main and one dessert)
- Served with mixed garden salad, tomato medley, cucumber, white balsamic dressing

DINNER \$65 PP_(Based on a 4 hour function)

Inclusive of:

- Sour dough rolls and sea salt butter
- 3 course set menu (one entrée, one main course, one dessert)
- Served with mixed garden salad, tomato medley, cucumber, white balsamic dressing

*Dishes to be selected from the listed options on pages 8, 9 and 10. Extra choices on the day \$10 per person per choice

WEEKEND AND EXTENDED MIDWEEK FUNCTION MENU

3 Course Set Menu at \$85 per person (Fri – Sun, Lunch 4 – 5 hours, Dinner 5 – 6 hours)

Sour dough rolls, sea salt butter

One entrée

One main course

Salad to the table

One dessert

Coffee, tea and biscuits

*Dishes to be selected from the listed options on pages 8, 9 and 10. Extra choices on the day \$10 per person per choice

BUFFET MENUS

Only available in the Roe Function Room for minimum 90 people

\$95 and \$120 menu available – please see page 11 and 12 for menu selection.

PRE DINNER DRINKS CANAPÉ OPTIONS

Please select a maximum of 4 items from the list below.
Items are served as 40 piece platters at \$100.00 per platter

COLD ITEMS

- Chicken, corn pastry, apricot chutney (gf)
- Wood fired asparagus and zucchini, chili and lemon oil (v) (gf)
- Tomato, baby Bocconcini and basil skewers (v) (gf)
- Crab, cucumber and avocado remoulade (gf)
- Corn bread with jalapenos and sour cream (v)

HOT ITEMS

- Porcini mushroom arancini (v)
- Grilled fish cakes, peas, potatoes, lemon aioli (gf)
- Crispy Chinese style mini drumettes
- Spinach and ricotta pastizzi, yogurt dipping sauce (v)
- Indonesian beef satays with peanut sauce

ENTREE OPTIONS

Cold & Warm Entree

- Smoked chicken and avocado salad with crumbled Persian feta and dressed baby spinach
- Individual Antipasto platters, prosciutto, ham, mild salami, semi dried tomatoes, olives, marinated feta, Gardinière pickled vegetables
-with tiger prawn and fresh Australian oyster add **5.00**
- Roma tomato and shallot tarte tatin topped with goats cheese and green oil (v)
- Baked ricotta tart, vine ripened tomatoes, caramelised pears and toasted foccacia (v)
- Italian prosciutto thinly sliced with fresh Roma tomato, smoked bocconcini and mixed greens
- Olive oil poached salmon, pickled red onion, avocado puree

Soup & Pasta

- Roasted sweet potato and pumpkin soup served with pumpkin and three cheese scroll (v)
- Seafood chowder, poached prawns, scallops, buttered baby leeks
- Potato and leek soup with smoked salmon, chives and sour cream
- Potato gnocchi with vine ripened tomato sauce, wilted spinach and shaved parmesan (v)
- Homemade beef cannelloni topped with tomato sugo, mornay crust

ENTREE OPTIONS CONT.

Hot Entree

Field mushroom and Persian feta risotto cake with fresh rocket and tomato salsa (v)

Mount Barker crumbed chicken, Asian slaw, honey soy drizzle

Salt and pepper shallow fried prawns with avocado, cucumber and coriander salad, confit tomato add **5.00**

Western Australian seafood wrapped in a light herb crepe, lime glaze, grilled scallop and tiger prawn add **5.00**

Slow cooked pork belly with apple purée and caramelised fennel (gf)

MAIN COURSE OPTIONS

Seafood and Fish

Salmon fillet, baby buttered leeks, spinach with Limoncello beurre blanc and mustard cress

Cone Bay barramundi, crushed potatoes, shaved fennel, orange and rocket salad

Pink snapper fillet with Chinese cabbage, spring onion and mint slaw, coconut, almonds, mango and lime salsa, tiger prawn

Seafood plate: grilled scallop, tiger prawns, fresh water marron, Tasmanian salmon, seared tuna served with creamy potato mash and lemon dressing add **15.00**

Chicken

Half chicken, partly boned served with soft polenta and field mushroom cream sauce

Chicken breast, pan roasted, with baby beets, pink grapefruit, cranberries, dressed rocket

Duo of chicken breast and oven roasted beef fillet with creamed potato, haloumi crust, red wine jus add **5.00**

Beef

Sirloin of beef 250g, char grilled and served with steamed fresh asparagus, crushed potatoes, béarnaise

Black Angus beef fillet, creamed potato, caramelised red cabbage and red wine jus

Scotch fillet, field mushroom, crisp prosciutto with potato croquette, roasted garlic tomato jus

All steaks are cooked medium, unless otherwise requested

Amelia Park lamb scotch, sous vide, with maple sweet potato purée, sautéed spinach, herb reduction

Amelia Park lamb rack roasted with a fig and shallot tatin, steamed green beans, red wine jus add **5.00**

Braised duck leg, crisp pork belly, pommes puree and spiced apple sauce

DESSERT OPTIONS

Baked self saucing chocolate and black cherry pudding with chocolate ice cream
Eton Mess, strawberry and raspberry, vanilla cream, crushed meringue (gf)
Apple tarte tatin with house made puff pastry, maple and pecan ice cream
Classic vanilla crème brûlée, blueberry compote (gf)
Sticky date pudding, Bourbon baked pear with butterscotch sauce
Lemon tart with fresh berries and double cream
Mango panna cotta, coconut lassi , macadamia mango crumb (gf)
Vanilla cheese cake, rhubarb compote, biscuit crumbs
Chocolate mousse duo, dark and white, couverture chocolate, almond praline (gf)
Chocolate marquise, flourless cake, orange crème anglaise (gf)
Cheese selection with dates and Lavosh crackers

EXTRA ITEMS

Platters per table of a variety of cheese served after dessert **60.00** (per platter)

Antipasto platters served in conjunction with a 3 course meal

13.00 per person

18.00 per person with prawn and oyster

Seasonal vegetables with main course **3.00** (per person)

Caesar salad, crisp pancetta, anchovies and croutons **5.00** (per person)

Roasted new potatoes with a garlic and rosemary crust **4.00** (per person)

Homemade truffle selection **4.00** (per person)

BUFFET MENU 1: \$95.00 per person - Minimum 90 adults – Roe Room only

Fresh assorted rolls with sea salt butter to the table

ENTRÉE (select one of the following)

- Individual antipasto platters with rosemary and sea salt foccacia
- Roasted sweet potato and pumpkin soup with pumpkin and three cheese scroll (v)
- Potato gnocchi with vine ripened tomato sauce, wilted spinach and shaved parmesan (v)
- Mount Barker crumbed chicken, Asian slaw, honey soy drizzle
- Potato and leek soup with smoked salmon, chives and sour cream
- Olive oil poached salmon, pickled red onion, avocado puree

CARVERY

- Pork – Roasted pork loin, crackling and apple sauce
- Beef – Black Angus roasted sirloin
- Lamb – Amelia Park lamb leg, rosemary and garlic crusted

HOT DISHES

- Spice crusted reef fish with cilantro dressing
- Rigatoni pasta with black olives, basil and pine nut pesto
- Madras beef curry, herb yoghurt
- Honey soya marinated chicken pieces
- Cardamom infused Jasmin rice
- Roasted chat potatoes, pumpkin, red pepper salsa
- Mixed green vegetables, toasted almonds

SALADS

- Mixed green salad with semi-dried tomatoes, Lebanese cucumbers and fresh avocado
- Classic Caesar salad
- Risoni, olives, red onion and cucumber salad with pesto vinaigrette
- Chickpea, feta, chorizo and rocket salad

DESSERT (select one of the following)

- Lemon tart with fresh berries and double cream
- Classic vanilla crème brûlée, blueberry compote (gf)
- Chocolate mousse duo, dark and white, couverture chocolate, almond praline(gf)
- Eton Mess, strawberry and raspberry, vanilla cream, crushed meringue (gf)

COFFEE, TEA & BISCUITS

BUFFET MENU 2: \$120.00 per person - Minimum 90 adults – Roe Room only

Fresh assorted rolls with sea salt butter to the table

ENTRÉE (select one of the following)

Individual antipasto platters with natural oyster, tiger prawn, rosemary and sea salt foccacia

Roasted sweet potato and pumpkin soup with pumpkin and three cheese scroll (v)

Potato gnocchi with vine ripened tomato sauce, wilted spinach and shaved parmesan (v)

Mount Barker crumbed chicken, Asian slaw, honey soy drizzle

Potato and leek soup with smoked salmon, chives and sour cream

Western Australian seafood wrapped in a light herb crepe, lime glaze, grilled scallop and tiger prawn

CARVERY

Pork – Roasted pork loin, crackling and apple sauce

Beef – Black Angus roasted sirloin

Lamb – Amelia Park lamb leg, rosemary and garlic crusted

Seafood – display of oysters, prawns and condiments

HOT DISHES

Salt & pepper prawns with Asian dipping sauce

Traditional beef lasagna, Roma tomato sauce and Romano cheese

Spice crusted pink snapper fillet with cilantro dressing

Chermoula basted chicken thighs

Traditional seafood paella

Roasted pork belly, egg noodles, pak choy and chili caramel

Roasted chat potatoes, pumpkin, red pepper salsa

Mixed green vegetables, toasted almonds

SALADS

Mixed green salad with semi-dried tomatoes, Lebanese cucumbers and fresh avocado

Classic Caesar salad

Roma tomato and bocconcini salad with black pepper, olive oil dressing

Salad of poached seafood, baby potatoes wrapped in watercress mayonnaise

DESSERT (select one of the following)

Lemon tart with fresh berries and double cream

Classic vanilla crème brûlée, blueberry compote (gf)

Chocolate mousse duo, dark and white, couverture chocolate, almond praline(gf)

Eton Mess, strawberry and raspberry, vanilla cream, crushed meringue (gf)

COFFEE, TEA & BISCUITS

OUTDOOR AREAS

PRE-DINNER DRINKS AREA

Adjacent to the main Restaurant and Function Centre area in the Matilda Bay Reserve can be set aside for pre-dinner drinks for guests from the Roe Function Centre. Area license fee of \$150.00 applies.

MARQUEE FUNCTIONS

Adjacent to the main restaurant there is an exclusive area set aside in the reserve for marquee functions, in this area we can cater for seated dinners up to 300 persons and cocktail style events up to 1000. Using this area gives you the opportunity to create a unique function with Perth city as your backdrop.

CATALINA ROOM ALFRESCO AREA

Should you wish to have additional coverage over the paved area adjacent to the Catalina Room we can arrange a marquee structure to provide all weather protection. The marquee is silk lined with chandelier lighting.

Three sizes available:

6m x 9m \$1,500.00

9m x 9m \$1,950

12m x 9m \$2,400.00

TERMS & CONDITIONS

TENTATIVE BOOKING

Tentative bookings are held for a period of two weeks and will automatically be cancelled unless arrangements have been made to extend the tentative booking period.

CONFIRMATION OF BOOKING

A deposit of \$1000.00 within the two week period is required to guarantee the booking and will be deducted from the final account. Upon confirmation of the booking a receipt will be issued noting the venue date and time of the function.

FINAL CONFIRMATION OF ARRANGEMENTS

It is desirable to finalise all arrangements no less than 6 weeks prior to the event, preferably by personal appointment confirming menu, beverages, seating plan, timings and additional requirements.

PAYMENT

Final numbers are to be confirmed 14 days prior to the event whereupon 100% of the food account and 50% of the estimated beverage account will be payable in advance by cash, direct deposit or credit card. The guaranteed number of guests at this time will be the final number charged for. The balance of the account will be dispatched during the week following the event and full payment will be required within 7 days. No surcharges for Visa or Mastercard. American Express and Diners Club will incur a 2% surcharge.

SLIPPAGE

Any decrease in numbers in excess of 20% with less than 14 days notice to the event will incur in a slippage fee. This will be calculated on 80% of the anticipated cost per person.

TERMS & CONDITIONS (CONT.)

FUNCTION SET UP

All prices are inclusive of basic set up. The venue is happy to set place cards, menus, bonbonniere etc. There are no restrictions on suppliers, however, please supply all contact and delivery details to your function coordinator. Delivery and pick-up must be within the guidelines set by the coordinator.

Note: Afternoon functions are required to close the bar at 4:30pm and the room must be vacated by 5:00pm. Evening functions cannot commence any earlier than 6:00pm. Should you require extra staff (in addition to our usual allocation) a charge of \$35.00 per staff member per hour will apply.

RESPONSIBILITY

Matilda Bay Restaurant does not accept responsibility for damage to, or loss of, any client's property left on the premises prior to, during or after a function. Organisers are financially responsible for any damage sustained to fittings, property or equipment by the client, guests or outside contractors prior to, during or after a function.

SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or part of the building. All signage in the public areas must be approved by Management.

DAMAGE

Any damage caused by guests to Matilda Bay Restaurant and Function Centre will be the financial responsibility of the organiser and the costs associated with repairs or abnormal cleaning will be charged to your final account at the rate of \$65.00 per hour per staff member. Free standing candelabra are not permitted due to damage caused by wax. Candelabra are permitted on the tables provided drip trays are used.

CONSUMPTION

Function organisers are not permitted to supply their own food or beverage under any circumstances.

DUTY OF CARE

Under the liquor licensing laws of Western Australia we have a duty of care to all our clients and reserve the right of our duty manager to refuse service of alcohol to persons he/she deems are intoxicated and may do harm to themselves other patrons or property.

CANCELLATION

Deposits will only be refunded if **12 months** notice of cancellation is made in writing or a replacement function is found prior to the date. Deposits are not transferrable to the restaurant or subsequent bookings.

We reserve the right to take into account any administrative costs incurred to date and these will be deducted from the deposit.

In the event of a function being cancelled within **30 days** of the date booked, we reserve the right to charge 50% of the estimated value of the function, should the function be cancelled within **7 days** we reserve the right to charge 100% of the food and 50% of the estimated beverages.

ALL PRICES SHOWN THROUGHOUT THIS BROCHURE ARE INCLUSIVE OF GST AND ARE BASED ON CURRENT AND FORESEEABLE COSTS BUT MAY BE SUBJECT TO INCREASE AT THE MANAGEMENT'S DISCRETION, IN WHICH CASE 30 DAYS NOTICE WILL BE GIVEN.

Thank you for your understanding, we look forward to being of assistance

FUNCTION CONFIRMATION FORM

****Please return this form when paying the function deposit****

FUNCTION DAY & DATE: COMMENCEMENT TIME:

VENUE:..... APPROX. NO. OF GUESTS:

OCCASION: CONTACT NAME:

BUSINESS NAME:

(IF APPLICABLE)

ADDRESS:

SUBURB:..... POSTCODE:

TELEPHONE #s: HOME#: WORK#:

MOBILE#: EMAIL ADDRESS:

PERSONS RESPONSIBLE FOR PAYMENT OF ACCOUNTS

NAME:

ADDRESS:

SUBURB:..... POSTCODE:

TELEPHONE #s: HOME#: WORK#:

MOBILE#: EMAIL ADDRESS:

IF PAYING THE DEPOSIT BY MASTERCARD OR VISA, PLEASE COMPLETE THE DETAILS BELOW:

Credit Card #: Expiry date:..... CCV #

Cardholders Name:..... Amount: \$1000.00

Authorised by (Signature of cardholder):

EFT Payments – Please note: Narration with payment must include the date and name of function.

Account details (name of account payment is coming from): Date & Amount paid:

Please forward this sheet as confirmation of payment.

Our bank details:

Matilda Bay Restaurant: BSB # 066000, Account # 10576977, Commonwealth Bank

I have read, understood and agree to the terms and conditions noted in the function information as attached to the menu package

NAME & SIGNATURE:..... DATE:.....