



## Terms and Conditions

### Charges

- A 10 % service charge applies to all private dining and cocktail parties. This covers room hire and staff service charges.
- Cancellation less than 14 days prior to your event could incur a cost of \$ 500
- Confirmed numbers of guests must be finalised 3 working days before the event. This confirmed number is the number billed on the day, unless greater.
- Minimum spend for **Private Dining Room** for dinner Friday or Saturday is \$2000. Minimum guest number is 14, unless prior arrangement. Capacity is 24 persons for one long table, 32 persons with different table configurations. No minimum spend for other times
- Minimum spend for **Lounge** area is \$1500 Friday and Saturday nights. Lounge capacity is 40 persons. Minimum guest number is 20 in the Lounge area. No minimum spend for other times.
- There is no minimum spend Sunday – Thursday. The only requirement is you choose from Option A, B or C menus for your event.
- Cocktail party capacity is 70 persons - this is both rooms use exclusively with a minimum spend of \$ 3500 (Friday and Saturday nights)
- **Exclusive use** of both areas is not guaranteed unless minimum spend of \$3500 is guaranteed by signature below.
- We are unable to facilitate separate tabs, however we will accept separate payments.
- **School parents groups** – a deposit of \$ 500 will be taken prior to your event. This will not be refunded if cancellation occurs due to any circumstances once you have secured the room with this form.
- **Beverages** are charged on consumption. If choosing wine prior to your event we must be notified five working days prior to the event as availability is not always assured. If we are unable to provide you with your first choice we will offer you alternatives.

### Menus / Food Service

- Dishes are subject to seasonal change.
- Please let us know within 3 working days of any dietary requirements or food allergies for your event.
- Ilona Staller does not allow outside food to be brought into the venue by any guests for consumption on the premises. We offer a celebratory cake for special occasions. This cake is the dessert for both Option A and B, or one of the canapé choices on Option C
- Option A and B are 'feasting', share table menus. Service will be over 2 – 4 hours, unless you advise us otherwise