



# Function Pack information

Sundowners, Special Occasions,  
Functions

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Venue Manager

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# PLATTER OPTIONS

## PLATTER MENUS

Please notify us how many platters your function will require.

- Pumpkin croquettes (v) [20p] 65
  - Bacon & mustard mac 'n' cheese [30p] 65
  - Crispy chicken strips, aioli (gfo) [20p] 60
  - House made sausage rolls & sauce [20p] 60
  - Hot smoked salmon & avocado croutes (gfo) [25p] 85
  - Char-grilled chicken sliders (cabbage slaw, chipotle aioli) [20p] 85
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## SET MENUS

Gramercy offers 2 set menus – minimum of 20 guests required.

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### \$45 SET MENU

Choice of: 2 Mains, 2 Desserts OR 2 Entrees, 2 Mains

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### \$65 SET MENU

Shared Entrees, Choice of: 2 Mains AND 2 Desserts

We are able to tailor our beverage packages to your functions requirements.

All of our set menus utilise seasonal produce and as a result,  
are subject to change.

We are also able to cater for smaller groups, if you specify your request  
we'll take care of the rest.

Any dietary requirements need to be specified 72 hours before the function begins.

For all other requirements please see our attached terms and conditions page.



# BOOKING FORM

To secure your booking please fill out all details & return by FAX; (08) 9481 1120

EMAIL; info@gramercybarandkitchen.com.au

Your booking is not confirmed until we receive: Signed booking form with credit card details, signed terms & conditions form, & you have received a confirmation email.

Date of function: ..... Start time: ..... am/pm to End time: ..... am/pm

Contact name: ..... Company name: .....

Address: .....

Telephone Number (Work): ..... (Mobile): .....

Fax Number: ..... Email address: .....

Number of people: ..... Final numbers to be confirmed no later than 72 hours prior to booking

Contact on the night: .....

## AREA SELECTED

Area: ..... Guaranteed minimum spend: .....

Timing of platters (approx): ..... Microphone (\$35): .....

Name on signage: .....

## PAYMENT GUARANTEE INFORMATION

Card Type – Circle as appropriate:      Visa      Mastercard      AMEX

Credit card number: ..... Expiry Date: ..... / ..... CCV No: .....

I understand the conditions of booking Gramercy Bar and Kitchen, and the event cost will be deducted from my card as specified in the terms and conditions.

Card holder's signature: ..... Date: .....

Card holders name: .....



## TERMS & CONDITIONS

- Confirmation – a function is not considered confirmed until we are in receipt of, the signed booking form with credit card details, deposit received & the signed terms & conditions form & we have sent a confirmation e-mail.
- Deposits – Deposits will be forfeited when cancellations occur within 72 hours of the functions commencement.
- Minimum spends – are subject to the number of guests in attendance, period required, area required and overall catering requirements. The organiser agrees to begin the function and vacate the designated space at the scheduled times agreed upon. Functions on Friday evenings are subject to minimum spends, depending on numbers and the area reserved.
- Area allocation – the vendor reserves the right to substitute similar space at the management’s discretion, however every effort will be made to fulfil requests.
- Numbers – If numbers increase or decrease by more than 5 people from confirmation of booking then the venue must be advised.
- Final menu selection – must be confirmed 3 days in advance of the booking.
- Final numbers – are required 3 days prior to the function and charges will be based on minimum numbers or final head count, whichever is greater. Should the final number be less than the guaranteed minimum number, the difference will be made up in room or area hire fees.
- Orders are final – and cannot be altered within 3 days, the final amount will be charged as ordered.
- Reserved areas – will be hold for only 30minutes from the booking time, unless notified of the delay.
- Other functions – the venue reserves the right to book concurrent functions in available areas.
- Payment – full payment is required at the conclusion of the event when paying by credit card or cash. When paying by cheque, all accounts are to be paid in full 7 days prior to the function. Any additional charges are to be finalized at the conclusion of the event.
- Beverages & Catering – served in order to comply with the Liquor Control Act, our house policy for the Responsible Service of Alcohol along with Liquor Licensing obligations.
- Timing – the vendor is not responsible should all guests not be punctual in arriving which in turn affects the timing of service.
- Prices – will be confirmed in writing along with final function details. Every endeavour is made to maintain prices as printed, but these may be subject to increase at management’s discretion. All prices quoted are inclusive of state and federal government tax or levy.
- Cancellation by Client – cancellation fees apply. Please contact the functions co-ordinator for further details.
- Damages – the client is financially liable for any damages sustained to the venue whether through the actions of their guests, their outside contractors or any other persons attending the function.
- Security – the venue will not accept responsibility for the loss or damage to any equipment, or personal belongings left on the premises prior to, or after a function.
- Liquor Act – under WA law, all guests under the age of 18 must be accompanied by their legal guardian. All guests must be over the age of 18 to consume any alcohol (photo ID will be required). All guests under the age of 18 must vacate the premises by 9pm. Anyone deemed to be intoxicated will be refused service and/or asked to leave the premises.
- Gramercy Bar and Kitchen observes Responsible Service of Alcohol as per our House Policy.
- Gramercy Bar and Kitchen is the trading name of Ilijovski Nominees Pty Ltd.

I understand and accept all terms and conditions as listed above.

Name: .....

Signature: ..... Date: .....

These terms and conditions reflect both the legal requirements and the desire of Gramercy Bar and Kitchen to be caring and ethical, and a leader in the leisure and hospitality industry.