

## Function Information, Terms and Conditions

In such a wonderful picturesque location, the Star of Greece is a unique restaurant to hold a private event, wedding reception or corporate function.

At The Star of Greece we change our menu with the seasons to ensure we are serving the freshest ingredients when they are at their absolute best.

The function menu is to be used when guest numbers exceed 11 or more adults.

Notification of your menu choice will need to be made 10 working days prior to the function date. This must include any dietary requirements of guests.

The function information, terms and conditions are to be read in conjunction with the function menus, which include prices.

### **Beverage / BYO Policy**

The award winning wine list has been perfectly crafted by owner and wine connoisseur Doug Govan, also of the Victory Hotel. It's a blend of predominantly local wine with a top-up from various regions around Australia and the world. You may select a range of wines from the seasonal wine list.

Up to 2 bottles of your own wine are permitted with corkage charged at \$20 per bottle.

Pre-selection of wine is a possibility with exclusive use bookings. Every effort will be made to ensure original selections or similar in vintage and price will be made available to guests. Should the selected wines be unavailable a replacement wine of similar value and style will be provided.

All beverages other than wine will be charged on consumption.

Beverage packages are available but please be aware that responsible service of alcohol will be in force at all times and will cease to those deemed intoxicated.

### **Licensing**

It is a condition of our Liquor Licence that alcohol cannot be served after midnight, or to minors.

Management reserves the right to refuse service, or remove from the premise customers, who are under the influence and, in our judgement, pose a threat either to themselves or others.

Daytime functions are based on 4.30pm last drinks, and night time functions are based on an 12 midnight last drinks. 30 minutes is allowed for guests to vacate the premises after last drinks.

All inside and outside areas of the restaurant where food is served is non-smoking based on current legislation. A designated smoking area exists outside the restaurant.

### **Capacity**

The restaurant has the capacity for 50 people in fully seated mode and 70 for cocktail.

The Terrace can accommodate 30 people in seated mode and 40 for cocktail.

The restaurant and Terrace areas combined can accommodate 80 persons sit down and 100 for cocktail style. Due to liquor licensing, the combined capacity will not exceed 100 persons at any one time.

### **Venue / Minimum Spend**

There is no venue hire as such, however, there is a minimum spend for exclusivity. Please discuss the rate with our function manager, based on the time of year.

### **Music / AV**

When the venue is being used exclusively, live music is permitted but will be limited to low key non-intrusive entertainment, as well as the ability to select from a wide range of music available in house. Management of the Star of Greece reserve the right to change the volume at all times.

For all other functions, the Star of Greece will control the music to ensure it is suitable for all diners.

### **Floor Plan**

A floor plan will be provided to you 7 days prior to the event, to allow you to complete your own seating plans, if appropriate.

Set up (including decorations) may commence from 5.30pm for evening functions and 11.00am for lunch functions.

If any set up is to be done by SOG staff, the cost of set up will be passed onto the customers based on the amount of time needed.

SOG will provide tables, tablecloths, chairs, glasses, cutlery & crockery for all function bookings. Any additional hire equipment, specialised drink ware, chair covers, candles, flowers etc must be organised by the client with details confirmed to the SOG 7 days prior to the event.

### **Cakeage**

You are welcome to bring your own cake. A charge of \$4 per person will be charged, this includes your cake cut and served with cream, coulis and fresh fruit.

### **Confirmation & Payment**

To confirm your function, please sign the terms and conditions on the final page and return to Star of Greece, with a deposit of 30% of the estimated cost of food, payable by cheque, cash or credit card.

A tentative booking can be made, however, a date will only be held until such time as another party requests that date. At this time, Star of Greece will contact you to determine whether you intend to confirm your booking and you will have 48 hours to formalise your booking as described above.

All tentative bookings will lapse 28 days prior to the booking date without notification.

Please note, the final account will need to be paid on the day of the event by cash or credit card only.

### **Guest Numbers**

A general estimate of your numbers is required with the initial booking to determine the space requirements for your function. Final numbers are required seven days prior to the function. This is the minimum number for which you will be charged. Additions are possible up to three days prior to the function.

The deposit may be refunded up to ten business days prior to the function, after this time it is non-refundable.

### **Damage / Cleaning**

Clients are responsible for any damage to the restaurant and/or any equipment used by guests during the function.

Confetti is not permitted inside the restaurant or the Kiosk.

### **Other**

Please be aware a Public Holiday surcharge may apply.

## Terms and Conditions Agreement

Sign to confirm that I have read and accept the terms and conditions outlined in this Function Agreement	
Name	
On Behalf of Company (if applicable)	
Name of Function (if applicable)	
Date	
Lunch / Dinner, Arrival Time	
Guest numbers	
Contact number	
Contact email address	
Menu Choice	
Deposit Amount (30%)	
Card number	
Name on card	
Expiry	
Security code (or phone through)	
Copy of deposit receipt	