

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

## )) THE MENU

Should you require a more specialised menu other than those presented in this brochure please do not hesitate to ask our staff to tailor a menu to meet your needs. The cost of a 3 course meal is the minimum charge for a sit down meal.

If you require a choice in each course on the day an additional charge of \$5.00 per choice per course per person will apply for the first choice and \$3.00 per course per person per choice for any additional choices.

## )) BEVERAGES

A variety of options are available.

- (a) Limited bar facilities on either an hourly or consumption basis for the duration of the function
- (b) Full bar and wine service on consumption for the duration of the function
- (c) Enclosed prices are calculated from 6.00 pm till 12:00am, bar facilities can be extended by arrangement with a \$250 per hour or part thereof surcharge being levied.

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.

## )) FUNCTION ROOMS

**The First Floor Roe Function Centre:** Offers picturesque views of both the city of Perth and the Swan River. The room can seat a maximum of 140 people, for a sit down meal and up to 300 people for a stand up cocktail style function.

- Reservations on Saturday evenings require a minimum of 100 adults.
- At all other times a minimum charge of 70 adults and a room hire fee of \$500.00 applies.
- For bookings over 100 adults for a sit down meal, no room hire fee is charged.
- A minimum of 100 adults applies as a standard for cocktail parties. On a Saturday evening, the minimum charge for a cocktail party is \$55.50 per person for food. Please note for cocktail parties there is a standard room hire fee of \$500.00 at all times.

**The Ground Floor Catalina Room:** Situated almost on the water's edge and can seat a maximum of 50 people for a sit down meal and up to 100 people for a stand up cocktail style function.

- A room hire fee of \$300.00 applies for all bookings.
- A minimum charge of 30 adults applies at all times for a sit down meal.
- On a Saturday evening to hold a cocktail party a minimum of 80 adults is required.
- At any other time there is a minimum of 60 adults for cocktail style functions.

**The Wine Room:** A new addition, this exclusive room situated on the ground floor in our main restaurant.

- A room hire fee of \$250.00.
- Seating capacity of 20.
- Minimum expenditure of \$1500.00.
- May order only from our a la carte menu.

**Please note that minimum numbers can change at Management's discretion.  
Different minimum and maximum numbers apply for breakfast and seminar functions.**

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.

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 \$30.00 per staff member per hour will apply.

## )) 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, time and additional requirements.

## )) PAYMENT

Final numbers are to be confirmed 7 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, cheque 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.

## )) RESPONSIBILITY

Matilda Bay Restaurant does not accept responsibility for damage to, or loss of, any clients 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 \$55.00 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. 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.**