



BOOKING GUIDELINES

MENU SELECTION

- All menu items are subject to change according to seasonality and availability.
- Menu selections, guest numbers and dietary requirements must be received a minimum of 10 days prior to the event date.
- Melbourne Hospitality People (MHP) kitchens contain nuts, shellfish and other allergens. Traces of these may be in the food. All special dietary requirements or allergy information must be made available to MHP 10 days prior to the event date. In the event that MHP has not been given prior notification, the client will be charged pro rata for all additional items required. MHP will aim to cater appropriately for all dietary requirements and allergies, however cannot guarantee, nor take responsibility for any reaction to the food.
- Further, given the nature and complexity of our dishes not all 'diet' preferences & intolerances can be accommodated. Vegetarian dishes and those that can be modified to be gluten free (note traces may still occur), and vegan are noted on our menus. Please notify our staff if you need assistance with our menu and please let us know if you have an allergy so that we can notify the kitchen team.
- No external food or beverage can be consumed on the property with the exception of a celebration cake.
- Cake policy:
 - BYO cake. \$3pp cakeage fee inclusive of storage & plating with cream and seasonal garnish
 - BYO cake. No service, no cakeage fee
 - Cake table. \$100 per cake

HOUSEKEEPING

To ensure all of our guests have a pleasant experience we do not allow:

- Inappropriate behaviour, games, decorations, activities or novelty items.
- Decorative items that may interrupt the splendid view including balloons and large floral arrangements. Exceptions are made for full venue exclusive events.

TO BOOK

- To book your event, a signed contract and payment is required as outlined below:
 - 15 days or more: 20% deposit of your menu selection or minimum spend
 - 14 days or less: Full payment of your menu selection or minimum spend
- Confirmation - the number of guests confirmed 7 days prior to your event will be the final numbers. No refunds will be given to late cancellations.
- Exclusive events require a minimum spend amount. This amount is to be met with your menu selection. Should the minimum spend not be reached, the remaining amount will be charged as room hire.
- All minimum spends must be paid in full 7 days prior to the event.

CANCELLATION POLICY

| TYPE OF EVENT | CANCELLATION PERIOD | CANCELLATION PENALTY |
|----------------|---------------------|----------------------|
| Semi-exclusive | 7 days | 20% deposit |
| Exclusive | 14 days | 20% deposit |

HOUSE POLICY

Dress to impress, be nice and have fun! Please no muscle singlets, dirty workwear, dress up, swimwear, bare feet, club colours or intimidating dress. We want all our customers to have a great time so please respect our staff and patrons. We do not accept unpleasant or annoying behaviour, name dropping, shoving, play fighting or arguing. We like our neighbours so please do not disturb them or loiter after we close. We are an equal opportunity venue. No matter what race, age, creed, religion, colour, gender or sexuality you are, you must dress nice, play nice and be nice no matter who you are! We practice Responsible Service of Alcohol therefore we do not serve shots. We believe in quality not quantity. We reserve the right to refuse entry