Private Dining, Functions & Events

at The Pavillion

Organising an event can be stressful at the best of times.

You’re managing people’s expectations, hoping they will enjoy themselves and all the while,

trying to make it a pleasurable experience for yourself as well. At The Pavillion, it’s important for us to take the time to understand your individual needs, making sure all details are covered.

To learn more about what we can do for you, have a read and then call or email us on 03 9005 1510 or eat@the pavillion.co to discuss your event. We look forward to hearing from you soon.

**General Terms & Conditions**

**Tentative bookings**

Tentative bookings will be held for a maximum of 48 hours. This time frame may alter within peak times. The Pavillion holds the right to cancel any un-confirmed reservations.

**Confirming your function**

To secure your function a deposit of 20% food spend will be required upon confirmation of date and based on the minimum spend. In the event of a cancellation, the deposit is non-refundable unless cancellation is advised in writing three (3) weeks prior to the event.

**Booking Duration**

Functions are booked up to 4-5 hours with 30 minutes to vacate.

**Final numbers**

Confirmation of total number of guests and dietary requirements is required 5 days prior to the event. Changes to the guest numbers will be accepted 72 hours prior to the function. There is no refund for any non-attendance after this time.

**Menu confirmation & terms**

Please have your menu and beverages confirmed 5 days before the event.

Function menus are not valid with any other offer, nor can be offered at a discounted price. Please discuss any changes required with the function manager; any changes to menus will be subject to price adjustments. All menu items are subject to change without notice; whilst we do our best to give you advance notice, this is not always possible. Dietary requirements to be confirmed 5 days before the event.

**Minimum spends** are a requirement for exclusive use of the private dining room/s and exclusive use of the venue. If the minimum spend is not met with food & beverages, it will be treated as room hire ($3000). Please discuss these spends with the restaurant manager upon booking. December and other peak periods may incur a 10% rise in minimum spends.

**Payment**

Is required 72 hours prior to the function by cash or credit card.

Bar Tab and any other expenses incurred during the event must be settled at the conclusion of the function.

**Decorations**

You are welcome to organise flowers, balloons etc. at your own cost to be used in your private room. Please arrange a time with the functions manager to come and set the room to your requirements. Please plan to take everything with you. The Pavillion is not liable for anything left at the restaurant i.e. flowers, decorations etc. *The Pavillion does not allow glitter/sparkles of any sort.*

**BYO food & beverages**

The Pavillion does not allow outside food or drink of any type to be brought into the venue, with the exception of celebration cakes or specialty items.

**DJ Hire**

At The Pavillion we do have available an in-house DJ. They are able to meet any of your music requirements. The hire is $500.00, which will be included with your total spend.

**PA System**

A system is available for use during the night at hire fee of $100, which will be include on you total spend.

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| Name |   |
| Phone Number |   |
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| Date of Event |   |
| Start Time |   |
| Number of Guest |   |
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| Type of Event |   |
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| Deposit Amount |   |
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| Dietary requirements |   |
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Signed