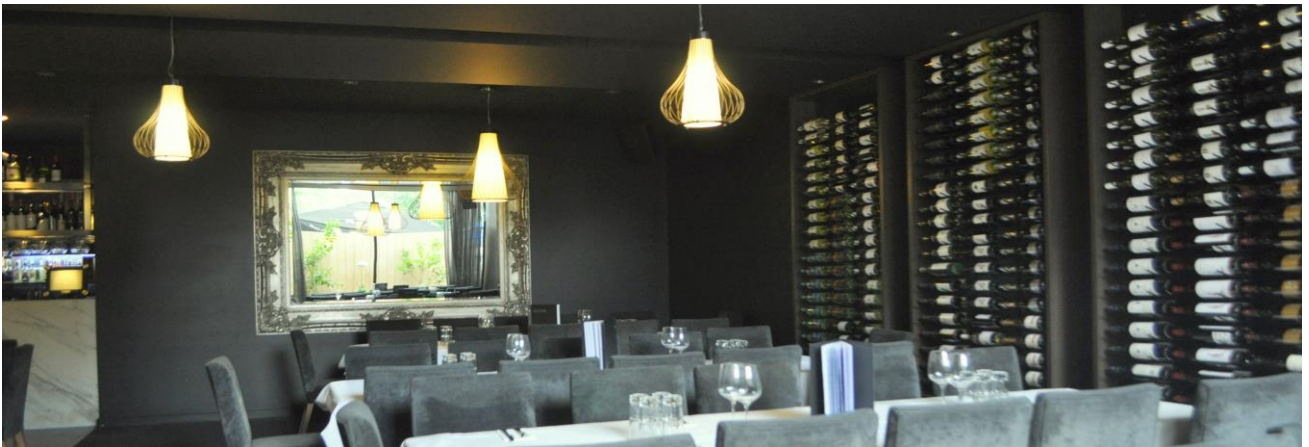


# 4 DOORS

CAFE | RESTAURANT | BAR | PIZZERIA



## Thank you for choosing 4doors for your next function

4doors has a unique room available for functions seven days a week. We specialize in birthdays, engagement parties, Christening, communions and confirmations. Whatever the occasion, 4DOORS can tailor a package to suit your every need.

The separate function room is perfect for an intimate event of 30 – 70 guests looking to enjoy a wonderful sit down meal as well as hold up to 180 of your friends/family for those very special cocktail events. Our private function room has everything you'll need for a memorable occasion - your own private bar, sound system (with iPod connectivity) and easily accessible bathroom facilities. Larger functions can also be held in the main restaurant/terrace areas.

### Within this pack includes:

- Four Doors Function and Event Menus
- Drink Packages
- Alcohol Policy
- Terms and Conditions



## Four Doors Responsible Service of Alcohol Policy

Thank you for considering our establishment for your function.

Our venue is committed to the responsible serving of alcohol because we:

- aim to provide a safe and friendly environment for our guests and staff;
- want to abide by our legal obligations under the Liquor Control Reform Act 1998.



All our staff are trained in the Responsible Serving of Alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience for you and your guests.

### Therefore, we adopt the following RSA practices for functions:

- Whilst the final decision in respect to RSA issues will at all times be the responsibility of the venue, we require you to nominate a responsible person to assist our staff with any issues regarding liquor service at your function.
- Minors will be required to be identified, and will not be served alcohol during the function
- Water and non- alcoholic beverages will be readily available at all times.
- Guests will be asked before glasses are topped up with alcoholic drinks.
- We reserve the right to limit the quantity of alcohol consumed by any particular guest.
- We reserve the right to stop the supply of alcohol to the function guests, or any particular guest/s if it becomes apparent at any time (even prior to scheduled finish) that the guests are intoxicated.
- We reserve the right to close down the function if the behaviour of the guests becomes unacceptable.
- Guests who are intoxicated will not be served any alcohol and will be required to leave the premises.
- All guests are encouraged to ensure they have safe transport from the function.
- Staff will offer to call a taxi for any guest/ s they consider should not be driving.

We respect our neighbours, and encourage our customers to leave the premises in a manner that does not disturb the amenity of the area.

We know that you will agree with the sentiments of this policy, and it is understood when you book your function. Your co-operation with the objectives set out above is a term of the contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

Again, we thank you for considering our establishment for your function.

I hereby understand & acknowledge all the terms, as outlined above.

Signed \_\_\_\_\_  
Event Organiser (responsible patron)

Signed \_\_\_\_\_  
Four Doors Management

## Terms and conditions

It is with great delight that we offer our function room to you. Our professional and friendly staff takes pride in the successful way that our many events & functions are conducted throughout the year. In order to ensure the smooth running of your event/function, we have established the following policies. Should you have any questions regarding these, we will be happy to answer them.

### Confirmation

A tentative booking will be held for 7 days only. If the event / function are not confirmed during this time, we will release your booking without notice.

### Deposit

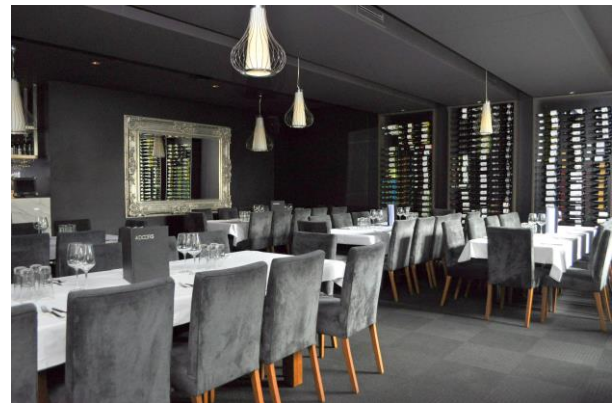
Upon confirmation, a minimum deposit of 20% is required, along with a signed copy of these terms and conditions. Balance of payment is required at the end of the event/function.

### Cancellation

The following conditions apply:

Notice of up to 1 month prior – 50% cancellation refunded

Notice of less than 24 hours – no refund



### Selecting a Menu

We would be pleased to assist in your choice of menu. We do ask for at least 14 days notice to allow us to give the necessary time and thought to your requirements, although we will make every effort to meet your requests within a shorter lead time. All prices contained in this compendium are current, but may be subject to change at any time until your confirmation and deposit are received.

### Beverages

Events & functions which are inclusive of a beverage package (consisting of tap or bottled beer, bottled house wine and soft drinks), are held for a maximum of 5 hours. For extra time, cost will be decided.

### Cutting of Cake

Four Doors can cut and serve your cake to your guests for a fee of \$2.00 per plate. Cake must be served before 10:30pm and speeches are required to begin before 10:00pm

### Guaranteed Numbers

To ensure the success of your event / function, the guaranteed minimum number of guests attending is required 7 days prior to your event. This will be the number catered and charged for. Should no guaranteed number be received by Four Doors, the “guaranteed number” of persons shall be the number indicated at the time the event / function was confirmed.

## Insurance

Four Doors accepts no liability for loss or damage of merchandise equipment, exhibits or any other property prior, during or after your event / function. We recommend that organisers take out their own insurance cover.

## Car Parking

Parking is subject to availability. Four Doors accepts no liability for loss or damage to vehicles.

## Commencement and Vacating of Function Rooms

The organiser agrees to begin the event / function and vacate the designated function space at the scheduled times agreed upon. Should an event / function go beyond the agreed finishing time (or if you would like your event / function to finish after midnight), Four Doors reserves the right to impose a labour charge of \$350 for each hour or part-hour the function space is occupied.

## Payment

All accounts should be paid in full at the end of your event / function, unless alternative arrangements have been made. Any additional charges incurred, should be paid for prior to departure from Four Doors. Applications for credit facilities are not available. Payments by American Express cards may incur a surcharge.

## Room Hire

**All cocktail functions are subject to a \$300 room hire fee.** This covers the cost of furniture removal/setup, cleaning and any additional bar and floor staff required to host the event. Room hire is subject to the agreed period required, the number of guests in attendance and overall catering requirements. Our Four Doors Management will discuss what room hire may be applicable, at the time of confirming your event / function.

## Outside Contractors

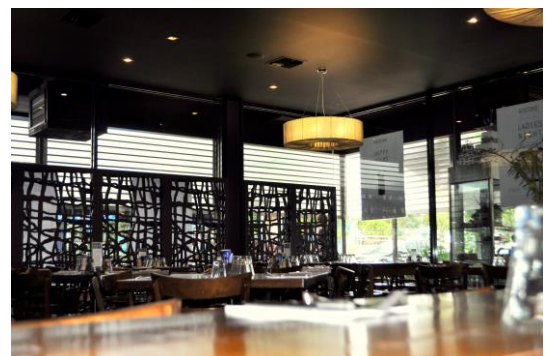
Outside contractors must be approved by Four Doors Management, a minimum of 5 days prior to the event / function. Outside contractors must liaise with management in all matters of delivering, set-up and breakdown.

## Compliance

Event / function organisers are responsible for ensuring the orderly behaviour of their guests. Four Doors Management reserves the right to intervene where it sees fit.

## Displays and Signage

No items are to be attached, pinned or glued to the wall surface or any area in Four Doors. Signage in public areas is to be kept to a minimum and must be approved in advance by Four Doors Management.



## Damages & Theft

Event organisers will assume financial responsibility for any and all damages and / or theft caused during the event / function, by any of their guests, or any other persons attending the event / function, whether in the room(s) reserved or in any part of the Premises. An additional cleaning fee may also apply, should confetti or other similar material need to be removed from in or around the function area.

## Other Functions / Events

Four Doors reserves the right to book other events / functions in the same function room up to one hour before the scheduled starting time and one hour after the scheduled finishing time. Additionally, Four Doors reserves the right to book another event / function in the adjoining rooms at any time.

Should you not book the entire room for an event; Four Doors reserves the right to book additional functions in the same room.

## Force Majeure

Where matters beyond the reasonable control of the Four Doors Management impair or prevent Four Doors from being able to perform its obligations as stated in your confirmation, you will release Four Doors from any liability or loss, incidental or consequential, to such matters. Where, in the reasonable opinion of Four Doors Management, the nominated function room is deemed inappropriate for the event / function, Management may assign a different function room, after consultation with the event / function organiser.

## Prohibition on Food & Beverage

The event / function organiser and his / her guests, shall not bring any food / beverages of any kind into Four Doors, without prior permission from Management. Four Doors Management will hold no liability for Food Poisoning or Allergy Reactions from the use of your own Cakes or Other Food Products.

## Staff

Adequate waiting staff for the event / function shall be provided by Four Doors.

## Minimum Spend

Four Doors reserves the right to ensure a minimum spend commitment for your Function or Event.

Friday \$3,000

Saturday \$3,000

Sunday \$3,000

For your Event Four Doors Management has set in place a minimum spend of \$ \_\_\_\_\_, this minimum spend includes the deposit listed below.

I hereby understand & acknowledge all terms & conditions, as outlined above.

Deposit \$ \_\_\_\_\_

Date Received \_\_\_\_\_

Signed \_\_\_\_\_  
Event Organiser (responsible patron)

Signed \_\_\_\_\_  
Four Doors Management