



Functions at Curators Collective

We currently have three spaces available for functions/weekend bookings, these spaces are all on the ground floor and wheelchair accessible, these spaces are strictly non smoking, Please note all minimum spends are for a 2 hour booking and apply to all bookings of 10 people or more.

"The Atrium"

This is a quiet glass room on the left hand side of our building with green astro turf on the ground and glass walls and is fully covered by a large awning, this comfortably seats up to 30 guests or has standing room for 60. This space is perfect for quieter groups that don't want the loud sounds from the playground and still want views of the gardens, This space works perfectly for Parties, High Tea and much more!

Minimum Spend \$500 (additional spend if adjacent rooms are included)

"Playground"

This space is attached to the children's playground, very popular for kids parties as the kids can play whilst being fully supervised by the guests. The Playground space is under a large awning with pull down blinds for extra protection. This space can seat 40 people max and offers a space for 80-100 people if you're happy to having standing room only, we can also do a mix of both standing and seating if this is suitable for your group also. This space is the most popular and books out months in advance.

Minimum Spend \$500

"Alfresco Dining"

these spaces are suitable for seated groups of strictly 20 people or less, perfect for sit down lunches for corporate groups or small family groups. These are large tables under our market umbrellas and can be playground side or garden side depending on your group, these tables incur no minimum spend!

We also offer exclusive bookings perfect for weddings, engagement parties up to 100 people ask us for more information.

Current Terms and Conditions

All bookings at Curators Collective are subject to the following terms and conditions:

All bookings must be accompanied by a credit card number as security. Curators Collective must receive the attached booking form, which will in turn act as confirmation of your booking; until this is received the booking will be treated as an **enquiry only**. **We do not operate a credit policy**. Events must be paid for on the day. **Please note we reserves the right to charge the card on file for full payment if payment is not made on the day or in advance without notice and by signing this agreement you agree to these terms.**

All menus, wines and spirits are subject to availability. If the chosen item is not available we will endeavour to find a suitable alternative. All special dietary requirements menus are unable to be given in advance as we prepare these items on a per bookings basis, please feel free to ask if you require any additional information.

7 Days notice is required to finalise your food and beverage options. Should you be unable to provide these to us we reserve the right to cancel your booking or move you to an alternative table. Please note large group bookings are subject to our minimum spend rules on Saturday and Sunday of, \$500 for the Playground and \$500 in the Atrium. Please note these are non negotiable. All bookings are made in 2 hours blocks, should your booking require longer than this allocated time, your minimum spend will be adjusted accordingly at \$500 per additional hour. Please note your 2 hour booking includes a 30 minute setup time and a 30 minute pack down time, if your group runs over your booking you will incur additional charges.

48 hours notice is required for final booking numbers. Should the food requirements increase/ decrease on the day, you will be charged according to the last confirmed amount. We reserve the right to charge you a cancellation fee of 50% of your total estimated bill should you cancel within a 24 hour notice period.

We reserve the right to move your party to a suitable location should your first requested area become unusable, unsafe or unsuitable for your party, No refund will be offered should increment weather cause your area to be unsuitable, although we always ensure we have extra cover available so your guests are well looked after.

We currently do not offer CASH BAR facilities for day time functions in the atrium we operate a café during the day and unfortunately can not offer this service due to service issues to your guests. This does not apply to exclusive and evening functions or bookings in the playground

Those attending events in Curators Collective must remain in the specified table or area booked and are not permitted to move to other parts of the restaurant or alter the table setting in anyway, as this may disrupt service to other guests. If guests do not adhere to this rule we reserve the right to cancel your booking with no refund, it is important all of your guests understand that you personally will be held responsible for any damage caused to the property and the orderly conduct of the guests attending the booking. You are also bound by our rules, which are available upon request. Your guests are treated with the upmost respect from our staff should you or your guests be rude, offensive, threatening or disorderly we reserve the right to eject you from our premises and take full non refundable payment for your event.

Curators Collective cannot store or take responsibility for any equipment/products that may be used in conjunction with a booking. Any property brought to the premises remains the responsibility of the owner. We will not be liable for any property left behind after a booking.

No confetti, table scatters, foil decorations or similar is permitted on premises at any time, you will be charged a cleaning fee of \$500 if you or your guests should use any of these products on our premises. They cause damage to the wildlife and we have to sweep the area to ensure no contamination.

Curators Collective does not currently permit any outside prepared food to be consumed on the premises, birthday or special occasion cakes can be permitted on a per bookings basis with prior permission. We do retain the right to charge cakeage per person. Please ensure you let us know in advance of your intent to bring a cake. Cakeage is currently \$1 per person or \$4 per person for plated/wedding cakes

We are a fully licensed venue and do under no circumstances allow BYO this includes soft drink and other non alcoholic beverages this is a non negotiable term.

We operates under a strict responsible service of alcohol policy, we reserve the right to refuse service if any or your guests are intoxicated, disorderly or rude, we also retain the right to eject them from the premises.

Current Terms and Conditions

Please return a signed copy of this booking form to the Bookings Department at Curators Collective

Please fill out both pages of this booking form. Once this form is returned completed in full your booking is then confirmed.

Name _____ Today's date _____

Phone Number _____ Booking date _____

Function Space _____ Number of guests _____

Start time _____ Email Address _____

Finish time _____ *Bookings are made in 2 hour allotments*

Please note if you're unsure of your food and beverage selection please leave blank

Menu Selection

Would you like to dine on our delicious set course menu? Or would your guests prefer to dine from shared platters?

Dietary Requirements _____

Beverage Requests

Would you like to order drinks on arrival for your guests?

Any special requirements _____

Credit Card Guarantee

*****WE WILL NOT ACCEPT A BOOKING WITHOUT A COMPLETED FORM*****

Name of card holder _____

Credit card number

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Expiry date

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Security code

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Billing address of cardholder _____

Please note your credit card details will be held securely by our manager – Rebecca Cunningham and will not be disclosed to anyone other than the Manager. We will shred this document at the completion of your function should all final payments be made. Please note we do not take a deposit so this number is used as security for your booking, we will not take payment you're your card without your written consent unless you are in breach of our terms and conditions. Should you not provide us with your full credit details we reserve the right to cancel your booking, if you are not willing to provide us with your credit card details full pre-payment of your function must be made in advance.

Please note Curators Collective does not operate a credit policy and payment must be made in advance or on the day of the event.

If you require a copy of the final bill, please ask your friendly waiter on the day of your booking we do not offer a receipt or invoice after the date of your function unless we have provided written confirmation that we will do so.

I acknowledge receipt of and accept the Terms and Conditions including payment details sent to me after signing these terms and conditions will come into affect.

Signature _____ Date _____