

## **BAR BRIGHTON FUNCTION INFORMATION PACK**

BAR BRIGHTON is "THE" venue for your next event, whether it's your birthday party, a cocktail evening or themed nights.

Relaxing and stylish, BAR BRIGHTON is the perfect place to enjoy an ice cold beer or sip on a cocktail just metres from the famous Brighton beach.

The contemporary yet elegant design will surely impress your guests as will the tasty selections on our Spanish tapas menu.

### **BAR BRIGHTON / THE VENUE**

BAR BRIGHTON is available for hire all year round and is perfect for parties of around 80 people.

If you require EXCLUSIVE use of Bar Brighton the following fees apply:

Venue Hire: \$2000 (This amount will be refunded or put towards the final bill total)

### **THE BRIGHTON ROOM / FUNCTION ROOM**

This private room is perfect for groups of around 20 people whether it be a sit down dinner or just tapas and drinks.

Room Hire: FREE

Minimum spend of \$500 deposit is required. (This amount will be refunded or put towards the final bill total)

All our prices and fees are standard and subject to change. We are open to suggestions and fees can be negotiable.

## **Beverage Billing and Packages**

Hosts can choose to set up a bar tab or allow guests to pay for their food & drinks individually. If you organise a pre-paid bar tab the amount can be increased throughout the function as needed.

## **Trading hours**

Trading hours for BAR BRIGHTON are as follows:

Monday to Saturday: 12pm to midnight

Sunday: 12pm – 11pm

## **Terms and conditions**

Please ensure the host for your function reads the following terms and conditions carefully:

All prices quoted are inclusive of GST and are subject to change without notice.

Under the smoke free environment bill 2000 smoking is not permitted in BAR BRIGHTON.

We reserve the right to refuse alcohol service to intoxicated persons as part of our responsible service of alcohol under the Liquor Act 1982. Last drinks will be called approximately half an hour prior to closing or at the discretion of management.

## **Confirmation**

Please note that all reservations are subject to confirmation. Tentative reservations will be held for 7 days after the initial enquiry. We require a signed letter of agreement (function checklist) complete with credit card details and payment by credit card to confirm the reservation.

## **Menu Selections**

We require confirmation of the menu seven days prior to the function. In the absence of menu confirmation we will design a suitable meal package for your function. Please note that the menu is subject to seasonal variation. We can cater to personal requests where possible.

## **Security deposit**

Bar Brighton may require an additional security deposit and additional security costs at the discretion of management. The client is responsible for any loss or damage to property caused by guests attending the function. This payment is refunded after the function.

## **Payment**

We accept Visa, MasterCard, American Express, bank cheque and direct deposit.

Credit card surcharges are as follows:

American Express 5%

All other credit cards 2%

A confirmation payment of the room hire is required upon booking the function room. In the case of function food, final numbers and pre-payment of the total catering bill is required no less than 7 full working days prior to the function. Pre-set bar tabs need to be paid prior to commencement of the function. Company cheques can be made payable to Bar Brighton or a direct deposit can be made prior to the function.

## **Cancellation**

Cancellation of confirmed function bookings must be made 14 (fourteen) days prior to the function date. A cancellation fee of \$100 for the Brighton Room and \$500 for the venue, Bar Brighton applies if functions are cancelled with less than fourteen days notice. All cancellations must be made in writing.

Management reserves the right to cancel functions at anytime providing notice in writing within 14 working days.

## **Process to book a function at Bar Brighton**

Once you have decided on the date for your function complete your function checklist and return by:

Fax 02 9318 1299 or  
email [dean@barbrighton.com.au](mailto:dean@barbrighton.com.au)

On receipt of your checklist we are able to put together a function confirmation for you this will be forwarded to you via email so that you can check the details and return along with your credit card details and your signature.

**Function checklist**

**PLEASE NOTE WE DO NOT TAKE TENTATIVE BOOKINGS AND ARE UNABLE TO CONFIRM YOUR FUNCTION UNTIL WE RECEIVE YOUR SIGNED CONFIRMATION ALONG WITH CREDIT CARD DETAILS**

Please complete this form and return by fax: 02 9567 3233 or email: [dean@barbrighton.com.au](mailto:dean@barbrighton.com.au)

Function Date: \_\_\_\_\_ Function Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email : \_\_\_\_\_

Contact at the function: \_\_\_\_\_

Mobile: \_\_\_\_\_

Organiser's Arrival: \_\_\_\_\_ Guests Arrival: \_\_\_\_\_

Number of guests: \_\_\_\_\_ Company: \_\_\_\_\_

Space Required please circle: BAR BRIGHTON (Whole Venue) / The Brighton Room (Private Room

Food Requirements please circle: Canapé / Platter menu

Please list either canapés required or type of platters:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food service to commence: \_\_\_\_\_

Beverage please circle: Standard Package / Premium Package / Bar tab / Guests buy own

Amount for bar tab limit: \_\_\_\_\_

Credit Card (please circle) MasterCard / VISA / Amex

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

By signing the above I hereby authorise Bar Brighton to take payment and make the booking for my function.

Bar Brighton

PH: 9567 3200

Fax: 9567 3233

Email: [dean@barbrighton.com.au](mailto:dean@barbrighton.com.au)