

# BULL & BEAR

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BAR AND RESTAURANT

## Venue Booking Guidelines

### General venue information

#### Function coordinator:

Our function coordinator Lauren would love to show you around – just give her a call on 8231 5795, Monday to Friday.

#### Corporate bookings:

The lounge room is particularly well suited for corporate event hire (meetings, training, presentations, workshops).

This room makes an ideal off-site option and has full A/V equipment, and the whole venue features wireless internet access.

#### Platters:

We have a range of platters must be pre-ordered 3 days before the function.

#### Drinks:

We recommend 'on-consumption' to be the most cost effective option. We are also happy to order in any special beverage requests you may have.

#### Whole Venue Hire

Capacity: 190

Cost: \$900

Availability: Weekends only

The whole venue has a capacity of 190, and provides a secure, private CBD location that can be all yours on weekends.

- Dedicated function coordinator
- Use of dining room, lounge and bar and restrooms
- Pre-event venue access for decoration/delivery
- Bar and kitchen staff
- Cakeage/corkage
- Wrist bands (if required for ID)
- Use of in-house music system, LED lighting, projection
- Lift access
- Cleaners
- Insurance

This fee covers from 6pm until 1am.

Functions going beyond 1am must be negotiated prior to the event, and may impact on security staff cost.

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## Other spaces for hire – Dining and Lounge

Both these spaces are very flexible and can be tailored to suit both sitting or standing functions.

<b>Dining Room Hire</b> <b>Capacity: 50</b> <b>Cost: \$200, or by negotiation</b> <b>Availability: Mon - Fri</b>	<b>Lounge Room Hire</b> <b>Capacity: 50</b> <b>Cost: \$200, or by negotiation</b> <b>Availability: Mon - Fri</b>
<ul style="list-style-type: none"><li>• Perfect for sit down meals available from our comprehensive menu.</li><li>• Dedicated bar area can be set aside for your guests to ensure prompt service.</li></ul>	<ul style="list-style-type: none"><li>• The lounge area is a mix of lounges, ottomans, tables &amp; chairs or just standing room.</li></ul>

## Booking Guidelines/Terms and Conditions

### Deposit

To confirm your function, we require a deposit to be paid within 7 days of booking. Bookings will be held for 7 days, after which the date will automatically become available again to other parties.

### Menu Confirmation

All cocktail food and dinner menus along with final numbers must be confirmed 7 days prior to the event.

### Cancellation

If a function is cancelled the room hire fee is non refundable. However this amount will be retained for 30 days and can be used as part of or whole deposit if you book another function.

### Payment

Must be received in full either before or on the night of the function. We accept cash, EFT or all major credit cards.

### Security

Some functions require security, due to the nature of the event or the number of guests. Our venue has an ongoing agreement with a fully accredited security agency that provides trained staff at \$45 an hour per security person. We strongly recommend security for 18th & 21st parties.

Security staff provide:

- Peace of mind against uninvited guests
- Guest list cross-check at entry/ID checks
- Support to staff and guests in the event of non-compliance with licensing laws

The venue reserves the right to use plastic drink-ware if behavior warrants, and to retain personal property where appropriate.

# Venue Booking Guidelines

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## **Responsibility**

It is the responsibility of the function organiser to ensure correct, proper and lawful behaviour of all invitees attending the function.

The function organiser will also be held responsible for any damages or breakages at the Bull and Bear and /or equipment owned or hired by the Bull and Bear.

If damage does occur to the property, and needs repairing, an excess fee of \$250-\$500 must be paid by the function organiser.

We will not be responsible for any loss or theft of personal property during or after the event.

## **Decorations**

May be allowed by prior arrangement, and should be fixed to the walls using only blue tac. The function organiser is responsible for the removal of these decorations after the event.

## **Cleaning**

Cleaning is factored into the hire cost of the venue. Excessive cleaning, including graffiti removal may incur extra charges.