

# THE PASS CAFE



BYRON BAY



## *Function Menu*

Venue hire \$2000 - 5 hour period

# THE PASS CAFE



B Y R O N B A Y

## *Function Menu*

### *Cocktail Option*

**\$55** per head choose three options

**\$66** per head choose four options

**\$77** per head choose five options

**\$88** per head choose 6 options

Assorted sushi

Salt & pepper squid

Atlantic salmon fish cakes with lime aioli

Pulled pork slider with slaw & chilli jam

Hand made Indian vegetable samosas with chutney

Baked kumera served with house made hummus & crispy kale

Char grilled thai lamb cutlets served with green bean salad

Poached coconut chicken rice paper rolls

Eggplant schnitzels with creamy mash and burnt butter

Satay chicken & vegetable skewers

Traditional bruschetta

Gourmet pizza

Buttermilk fried chicken house made dipping sauce

Artichoke, pesto and brie tarts

Almond & haloumi crumbed chicken schnitzel

Agnolotti pasta salad with ricotta

# TERMS & CONDITION

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Function booking terms and conditions

- 1. Tentative Bookings** – Functions can be tentatively booked and held for two (2) weeks. If the function is not confirmed (as set forth in item 2 below) at the close of business on the fourteenth day, the booking will be automatically cancelled and the venue/date will be released for new bookings.
- 2. Confirmation** – A function is not considered confirmed until we are in receipt of the function booking agreement, duly signed by the client and the requested First Deposit (as defined in item 3 below) is received.
- 3. Payment Schedule**- Payments are scheduled as follows  
**First Deposit** – upon confirmation, we require a deposit of \$1000 (One Thousand Dollars), which will be deducted from the final amount due.  
**Second Deposit** – After the initial deposit has been paid, we further require a 30% deposit based on the minimum guests numbers 8 weeks prior to the date of the function.  
**Final Payment** – The final payment is based on final guest numbers (or minimum numbers, whichever is greater) and is required fourteen (14) days prior to the date of the function either by bank Cheque or cash. Any additional or unexpected changes must be settled prior to the date of the function.
- 4. Cancellation by the Client** – All cancellations must be made in writing. Cancellations made after the wedding booking agreement has been signed off **and/or** the first deposit has been received , will be subject to the following:  
**4.1 For notice of cancellation outside of 8 weeks to the date of the function:** A cancellation fee will not be incurred and the initial deposit will be refunded, provided that we have received notice of cancellation in writing.  
**4.2 For notice of cancellation inside of 8 weeks to the date of the function:** A cancellation fee will apply and all deposits and / or payments made according to our payment schedule are non refundable.
- 5. Outside Services** – If any services are booked by the Venue on the client’s behalf, and subsequently cancelled within 30 days of the function, the client will be responsible for any and all applicable charges.
- 6. Final Function Details** – Final guest numbers, menus, beverage arrangements, entertainment, audio visual requirements, venue set ups, starting and finishing times must be confirmed fourteen (14) days prior to the function date from the checklist provided.
- 7. Function Timing**- The venue will not be held responsible should all guests not be punctual in arriving or being seated, or should speakers, attendees or the client delay the commencement of any event, or if any other interference beyond the control of the Venue does not permit us to run service at the contracted time.
- 8. Commencement and Vacating of Rooms** – The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, the Venue reserves the right to impose a labor charge as well as any other applicable charges, as described in item 9 below, for each hour or part thereof, that the function space is occupied. Any time extensions must be arranged with your function coordinator prior to the event.
- 9. Extended hours** – Should you wish to extend beyond the agreed time, an hourly function charge will apply, which will include staffing costs, music, beverage and any other costs associated to the extension of time. All applicable charges must be payable in advance, prior to the date of the function.
- 10. Food and Beverage** - The Pass Café & atering is fully licensed and our policy does not allow food and or beverages to be brought to the venue for consumption unless prior arrangement has been made. The venue has the right to refuse cash bar events.
- 11. Prices** – Prices will be confirmed in writing along with final function details stated in the function booking & agreement confirmation letter. Once confirmed these prices will not change unless the date of the function is transferred. All prices quoted are exclusive of any state or federal government tax or levy unless otherwise stated.
- 12. Transferring of Booking Date** – In the event of a function being transferred from one date to another a new first deposit will be required. Once the previously held date has been re sold, all First deposits will then be deducted from the final amount due on your new event. (This may not apply to events transferred to another venue)
- 13. Venue Hire** – Venue hire is subject to the period that the venue is required, the number of guests attending and the overall catering needs. Our function coordinator will discuss this along with your requirements.

# TERMS & CONDITION

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**14. Security** – The venue will not take any responsibility for the loss or damage to any equipment, merchandise, gifts or any personal items belonging to the client or to any of the guests left on the premises prior to, during, or after the function. **15. Outside Contractors** – For all functions, plans must be approved by the venue at least fourteen (14) days prior to the function. The outside contractors must liaise with the venue of delivering, set up and break down. Outside contractors appointed by the client or by the venue on behalf of the client must at all times abide by the venue's regulations and instructions. All outside contractors will be required to obtain their own public liability insurance with a minimum of \$10,000,000 and must provide a certificate of proof to the venue. **16. Compliance** - Clients are responsible for the orderly behaviour of their guests and the venue reserves the right to intervene where it sees fit. **17. Displays and Signage** – No items are to be nailed, attached, pinned, screwed or glued to the walls of any area of the venue unless prior approval has been given. **18. Damages** – Clients are financially liable for any damage sustained to the venue whether through the actions of their guests, outside contractors or any other persons attending the function. **19. Other Functions** – The venue reserves the right to book other functions in the same area up to two hours before the scheduled function commencement time and two hours after the scheduled finishing time. **21. Fire, Life and Safety** – The venue retains the right to adjust any set up to ensure fire, life and safety codes are not breached. **22. Delivery and Collection of Goods.** – All goods are to be delivered to your function coordinator unless prior arrangements have been made. The venue will accept delivery of goods one week prior to the function. All deliveries are to be made between the hours of 10am and 4pm Monday to Friday. All delivery times must be booked in the day before by ringing 02 6680 8028. All goods must be removed from the function at its conclusion, unless prior arrangements have been made with your function coordinator. **23. Insurance** – It is the client's responsibility to take out insurance on all items belonging to them or to their guests for the period those items are in the venue. **24. Re-Allocation of space** - the venue reserves the right to reallocate a function should the numbers decrease below the minimum as confirmed in the function agreement. **25. Natural Disaster** – The venue takes no responsibility for any natural disaster e.g. flooding, power failure, war etc. **26. Marketing and Advertising** – Unless advised otherwise the venue may use any photo's, video, DVD Images taken by the venue of any event for marketing or advertising purposes without the clients consent. **27. Cakes** – The Pass Café does not make or provide cakes. The Pass Café will however cut and serve your cake on plates. If required we will serve it with a side of Cream, Ice Cream or a Coulis. There will be a per head charge on this service. \$5 per person. **28. Responsible Service of Alcohol** – The Pass Café & Catering serves alcohol responsibly. The Pass Café reserves the right to refuse any one alcohol. Intoxicated persons may be asked to leave the function. The Pass Café asks that you nominate a responsible adult as a contact at your function. **29. Venue Hire** – the hire fee for the Pass café is \$2000.00 . This is for a maximum 5 hour period. If you would like to hire the venue for a period longer than this a price can be negotiated with The Pass Café. The venue must be vacated no later than 10pm.