

Functions at Black Pepper

“one venue, any occasion”

Black Pepper Café is the ideal venue for any special occasion with its stylish and flexible function space and picturesque backdrop of Lake Ginninderra, it provides a unique setting for both formal events or casual parties.

Black Pepper Café is fully licensed and can seat up to 70 people for a sit-down dinner or up to 100 people standing for cocktail parties. There is also additional alfresco space available. When it comes to delivering your event our team will pay attention to the details to ensure you have a seamless and enjoyable experience.

To assist your event planning we have put together this simple information package which includes our current function menus, beverage list / packages and our terms and conditions.

Our experienced and professional staff will gladly assist with any enquiry you may have, from a preliminary inspection and quotation, to menu choices and room set-up.

We can take tentative bookings and are happy to hold them for a period of 21 days. To confirm your booking a 10% or \$150.00 deposit is required along with a signed copy of the terms and conditions.

We hope you find the information useful but please don't hesitate to call us if you have any questions or would like to discuss package options.

Thank you for considering Black Pepper Cafe, we look forward to hearing from you.

Black Pepper Functions - Terms and conditions

Confirmed booking: A deposit and a signed copy of the terms and conditions are required within 21 days of placing the initial booking to secure your function date.

Cancellations:

- All cancellations must be notified in writing to Black Pepper Cafe
- Cancellations received on or before 28 days prior to the function date, the function deposit will be refunded less 25% of the fee to cover administration costs
- Less than 28 days notice but on or before 14 days will result in loss of deposit
- Less than 14 days but on or before 7 days notice will result in loss of deposit and the room hire charge will apply
- Less than 7 days notice will result in loss of deposit, the room hire charge applying and 50% of the overall associated food and beverage costs payable

Surcharges:

- Please note a 10% surcharge will apply to functions held on a public holiday.
- An additional \$100.00 will be charged for each hour or part thereof after 12.00am or after the agreed function end time (unless by prior agreement with Black Pepper Cafe).

Minimum Numbers: The minimum number for a function at Black Pepper is 30 people. Children under 6 are not counted towards the minimum number. A separate menu can be arranged for children under 12.

Confirmation of Numbers: The final number of guests needs to be confirmed at least four days prior to the event. If less than the advised final number of guests attends the function, charges will remain the same. However, if numbers exceed the Confirmed booking the client will then be charged accordingly.

Floor Plan: The floor plan and final settings cannot be changed after 4pm on the day of the event unless by agreement with Black Pepper Cafe.

Damages: Clients are liable for any damages which may occur as a result of the function. The cost for any damages will be charged by invoice. Black Pepper Cafe bears no responsibility for items brought in by guests.

Payment: Should be finalised at the conclusion of the function by cash, eftpos or credit card. Functions can be invoiced if pre-arranged and agreed to by Black Pepper Cafe. Invoices must be paid within 7 days of issue.

Entertainment: The room will be available from 4:30pm onwards on the day of the function to set up entertainment and decorations.

Room Hire: \$400

Consumption: No food or beverages may be brought onto the premises at any time unless by agreement with Black Pepper Cafe.

Liquor Licence: The service of alcohol is only permitted to guests over the age of 18 and service may be refused to patrons without proof of ID. We also reserve the right to ask any underage guest and/or guests without proof of ID consuming alcohol to leave the event. In addition to this, any adult who provides alcohol to underage guests will be asked to leave. We have a responsibility to ensure the safety of all guests and will refuse service to those who are intoxicated.

Corkage: Black Pepper Cafe is fully licensed and can provide all your beverage requirements. However, if you have a particular request to supply something special for the celebration, corkage may be arranged.

Cakeage: Our chefs can bake a range of delicious cakes to mark your special occasion. We do appreciate that some guests will wish to supply their own cake, which we are happy to serve at \$2.00 per person.

I acknowledge and accept the above Terms and Conditions

Name..... Sign..... Date...../...../.....

Black Pepper Café Use Only: Received By Date...../...../.....