

Tao's Function Package & Policy

SEATING CAPACITY

	MAXIMUM SEATING CAPACITY	MINIMUM CHARGE	
		LUNCH	DINNER
COMMUNAL ROOM (A+B)	100	\$5800	\$7800
COMMUNAL ROOM (A)	48	\$2784	\$3744
COMMUNAL ROOM (B)	40	\$2320	\$3120
CLASSIC ROOM	50	\$2900	\$3900
BALCONY ROOM	28	\$1624	\$2184
JAPANESE ROOM	16	\$ 928	\$1248

Minimum Spend to book the entire Venue

LUNCH

DINNER

Tuesday – Thursday

\$4800.00

\$6800.00

Friday – Sunday

\$6800.00

\$10000.00

The room hire fee will apply when food and beverage costs do not meet these minimums. The minimum spend does not include additional features such as chair covers and floral arrangements.

ADDITIONAL FEATURES

- WIRELESS MICROPHONE (Conditions Apply)
- FLORAL ARRANGEMENTS (TBC)
- WHITE LINEN TABLECLOTHS & NAPKINS
- CAKE KNIFE & TABLE
- 250inch PROJECTOR SCREEN (Only for Function Hold in Communal Room)
- 150inch PROJECTOR SCREEN (Available in Classic Room)
- PROJECTOR (Provided with VGA/ HDMI)
- RECEPTION TABLE (Available only if the reception is greater than 40 PAX)

DECLARATION

I hereby certify that the above information as provided by me is true and agreed with all terms and conditions.

Client Signature: _____ Staff Signature: _____

Date: _____

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OPERATIONAL HOURS

LUNCH 11:30AM - 15:00PM BEVERAGE SERVICE HOURS; 11:30AM – 14:30PM
DINNER 18:00PM - 10:00PM BEVERAGE SERVICE HOURS; 18:00PM – 21:30PM

STANDARD FOOD SERVING TIME

Starting point will be 1230pm (luncheon) and 1900pm (dinner), reception schedules are to be confirmed prior to the function date; written timelines are to be sent to Tao's for approval. All meals must be served by 1430pm (luncheon) and 2130pm (dinner) due to the restaurant operation policy.

FUNCTION DURATION (ADDITIONAL TIME)

The standard time allocation allowed in the following packages is **3.5 hours for a luncheon (11:30-15:00)** and **4 hours for dinner (18:00-22:00)**. If you wish to extend beyond the allocated time frame then the additional charge of \$5 per person per hour will apply based on your final confirmed numbers. This includes the room hire and an extension of your beverage package.

Tao's Restaurant reserves the right to remove you and any attendees at your function from the property outside of these times.

CHILDREN 3 – 10 YEARS OF AGE

4 COURSES (SOUP, MAIN, ICE CREAM & BEVERAGE) \$25

Children are welcome to attend any function. Children's menus are available and a selection is to be made prior to the event as with all menus. All prices include soft drink and juice for the duration of the event.

MENU SELECTIONS

Your event organiser will contact you one month prior to the function date to arrange for a food tasting session on the current season selections. Menus are to be confirmed at least 7 days prior to the function with the "Final Confirmed Number of Guests" this guest number will form the basis for the minimum number of guests for which you will be charged. If your final guest numbers fall below this number, you will be charged for that minimum number. Any increase in guest numbers must be advised to Tao's immediately and, in any event, at least two working days prior to your function date to ensure we can cater as best as possible.

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RECOMMENDED MENU COMBINATION

Party Size **LESS** than 40 PAX; 2 - 4 combinations allowed
Party Size **LESS** than 60 PAX; 2 - 4 combinations allowed
Party Size **GREATER** than 80 PAX; 4 combinations required

Due to the limited stock of customised pottery plates on site; we required you to carefully make-up your combinations according to the table shown above. All dishes are served alternatively, should you have any special dietary requirements; please inform us for further arrangements.

B.Y.O

Clients are allowed to bring the following to the venue: Red/White Wine & Champagne ONLY
Corkage of \$10/bottle (Below 750ml)
\$20/bottle (Above 750ml)

No food or beverage (including liquor) of any kind may be brought onto Tao's property (including the function area) by you or any attendees at your function without Tao's prior written approval.

ADDITIONAL FEE

I _____ (Host of the Event) give the full permission to Tao's Management Team, the right to debit the additional \$500 to the Master's Account for inappropriate manner such as vomiting or damaging at the primes. Tao's reserves the right to remove you and your attendees for such inappropriate manners.

CHAIR COVERS

Chair covers and sashes can be added to your package for a cost of \$5.00 per chair. A variety of colours are available.

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TENTATIVE BOOKINGS AND DEPOSITS

We are able to hold a date tentatively for up to seven days, after which time if verbal confirmation has not been received the date will be released. Once you have advised your intention to confirm, we will send out a BOOKING AGREEMENT. A 30% of the estimated spend will be due on the day when this function contract is signed/dated.

DEPOSITS ARE NON-REFUNDABLE

CANCELATION POLICY

All cancelations must be made in writing to Tao's Restaurant.

Where the client;

A cancels a booking beyond 8 days prior to the function date, the client shall forfeit the entire deposit and in addition shall, upon demand of Taos in writing.

B cancels a booking within 7 days prior to the function date; the client shall forfeit the entire deposit and in addition shall, upon demand of Taos in writing and pay in full a further 30% of the estimated spend

PAYMENT STRUCTURE

- 30% of the estimate spend will be due when this contract is signed
- Yours event organiser will contact you prior to the function date, the full payment based on your final confirmed guest numbers and package will be due no later than 7 days prior to your event.
- Payments must be made in Cash, Approved Credit Card or Electronic Funds Transfer.
 - Visa & Master Cards Incur a 2% Credit Card Surcharge
 - American Express & Diners Club Cards Incur a 3% Credit Card Surcharge.
 - EFTPOS will be free of Service Surcharge.

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BEVERAGE PACKAGES

LUNCHEON

DINNER

6 COURSE

7 COURSE

\$68.00

LUNCH BANQUET

\$88.00

DINNER BANQUET

INCLUSIVE OF JUICE
(Apple & Orange)

INCLUSIVE OF JUICE
(Apple & Orange)

VOSS SPARKLING WATER

VOSS SPARKLING WATER

\$78.00

INCLUSIVE OF JUICE
(Apple & Orange)

INCLUSIVE OF JUICE
(Apple & Orange)

BAROSSA VALLEY SHIRAZ

BAROSSA VALLEY SHIRAZ

MARGARET RIVER SAUV/BLANC

MARGARET RIVER SAUV/BLANC

McLAREN VALE SPARKLING

McLAREN VALE SPARKLING

CHAIR COVER

CHAIR COVER

EXTRA FEATURES

CHAIR COVER
(\$5.00 per unit)

CHAIR COVER
White/ Black

SASH COLOUR
Burgundy/ Purple/ Pale Gold/ _____

CUP CAKE /SERVE
(\$5.50 per unit)

LYCHEE/ ROSE/ CHOCOLATE/

PROJECTOR SCREEN
(250inch)

Available Only in Communal Room A & B

PROJECTOR SCREEN
(150inch)

Available for Classic Room

MICROPHONE

Only for Entire House Booking

CENTREPIECE

POA

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FUNCTION TYPE	<input type="checkbox"/> WEDDING <input type="checkbox"/> ANNIVERSARY <input type="checkbox"/> BIRTHDAY <input type="checkbox"/> OTHERS _____																		
FUNCTION DATE		<input type="checkbox"/> LUNCH	<input type="checkbox"/> DINNER																
HOSTS		CONTACT NUMBER	(61) _____																
ESTIMATED NUMBER OF GUESTS	<p style="text-align:center">ADULTS:</p> <p style="text-align:center">CHILDREN:</p> <p style="text-align:center">CREWS(\$25/pp):</p>																		
EMAIL ADDRESS: _____																			
PAYMENT TYPE	<input type="checkbox"/> VISA/MASTERCARD 2% SURCHARGE	TOTAL AMOUNT	\$ _____																
	<input type="checkbox"/> AMEX/DINERS CLUB 3% SURCHARGE	DEPOSIT AMOUNT	\$ _____																
	<input type="checkbox"/> CASH																		
	<input type="checkbox"/> EFTPOS(SAV/CHQ)																		
<input type="checkbox"/> ELECTRONIC FUNDS TRANSFER Tao's Food Industries Pty Ltd BANK: Westpac BSB: 033365 ACC:349847 Please quote your name/ function date.		SURCHARGE AMOUNT	\$ _____																
CREDIT CARD DETAILS																			
CARD NUMBER: _____																			
EXPIRY DATE: _____ / _____																			
CCV: _____																			
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CARD HOLDER NAME: _____																			
CARD HOLDER SIGNATURE: _____																			
I HEREBY AUTHORISE TAO'S RESTAURANT TO DEBIT MY CREDIT CARD FOR THE ABOVE AMOUNT.																			

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