



Thank you for considering Café au lait's Boutique Function Rooms for your coming event.

Situated upstairs in the historic Backhaus Building is our exquisite Boutique Function rooms and Balcony. With elegant décor, crystal chandeliers and a balcony overlooking the city centre you are sure to be impressed by this unique venue.

Café au lait's café and catering kitchen provides sumptuous food carefully crafted to help make your event a complete success with an events manager on hand to discuss your every requirement.

Cafe au lait is perfect for ...

Conferences
Product launches
Training Sessions
Christmas Parties
Cocktail Parties

Weddings
Engagement Parties
Birthdays
Workshops
Project completions

Boardroom meetings
Fashion Parades
Specialty Dinners
Wine Releases
Anniversaries

Our highly experienced function team provides exceptional service and superior catering with choices from a variety of menus and beverage packages. Café au lait also caters for Vegetarians, Gluten Free and any other special dietary requirements.

Please contact me on 5443 9956 or email on cafecatering@cafeaulait.com.au to discuss the possibility of holding your next event at Café au lait. We will be happy to provide a copy of our menus or tailor a package to suit your needs.

We look forward to welcoming you and your guests to Café au lait.

Kindest Regards

Anita Hunter
Events Manager

Boutique Function Rooms & Balcony
Level 1, 20 Mitchell Street, Bendigo 3550
T – (03) 5443 5126 or 5443 9956 F – (03) 54429122
cafecatering@cafeaulait.com.au www.cafeaulait.com.au



Terms & Conditions – Private Function

Our aim is to make your function at Café au lait function rooms a complete success therefore the following terms and conditions apply:

Tentative Bookings

We are pleased to hold a preferred function date for 7 days until a final decision to proceed with the booking has been made. We reserve the right to release any tentative bookings after a 7 day period and will make reasonable attempts to contact clients prior to releasing dates. Bookings are only considered secure once a deposit is paid.

Deposit & Confirmation of Booking

A 10% deposit or minimum \$100.00 is payable to secure your booking together with the signed Booking form stating you have read our Terms and Conditions.

Minimum Spend

Café au lait requires a minimum spend in the absence of a venue hire charge. Should the spend on the evening fall below this amount, the balance is payable as a room charge. A credit card number will be taken in a cash bar situation to charge any shortcomings of the minimum spend (which is outlined in this contract) on the evening. This minimum spend varies, please contact the Events Manager for more information on pricing.

Venue Hire

Hire includes exclusive use of upstairs of Cafe au lait including Bissett Room, Anti Room & Balcony. Facilities include heating (including balcony) & cooling & two unisex toilets. Set up arrangement will be determined by style of function & guest numbers.

Capacity of Venue

Dining offered in the Bissett Room is available for up to 30 guests or the Balcony is available for up to 20 guests. Cocktail function is available for up to 70 guests.

Menu Selection

We would be pleased to assist you with your menu selection from the food and beverage menus provided. To ensure your needs are met, we require all wine and menu selections and final guest numbers 7 days prior to your function date.

Final Guest Numbers

Final guest numbers are required at least 7 days prior to your function. The final number will form the basis for final charging.

Payment

Unless alternative arrangement is made with the Events Manager, all functions over \$1000.00 require full payment of the minimum spend 7 days prior to the event. This amount is non-refundable in the event of cancellation within 7 days. Any outstanding balance is payable on the night. Credit cards accepted include Visa Mastercard & Amex. Amex transactions attract a 3% surcharge.

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Drinks Charged on Consumption

Drinks are charged on consumption. The bar is available with the option of a cash bar for guests to purchase or charged to one tab and processed at the end of the event.

Loss of Property / Damage

Café au lait will not accept any responsibility for any damage, loss or theft of personal property on the premises prior, during or after the function. This responsibility rests solely with the client. The client will be held financially responsible for any loss sustained to the function venue including damage to the premises, fittings and equipment. No banners, signs or posters may be attached to the walls, ceilings or windows without prior arrangement with the Function Manager.

No confetti, streamers or glitter may be thrown around in the premises.

Food & Beverages

With the exception of Wedding Cakes, Café au lait will not permit BYO food or beverages for consumption during the event. Café au lait have a range of celebration cakes to choose from. The selling of liquor will cease at 1.00am.

Parking

2 Hour Parking - There is ample public parking in the surrounding areas – Hargraves Street, Bath Lane and the larger car park at the intersection of Hargraves Street and Edwards Street.

All Day - The multi storey car park near the intersection of Hargraves Street and Williamson Street is the most convenient. From there it is a short stroll through the Mall to Café au lait in Mitchell Street

Music / Entertainment

Please feel free to supply your favourite music for your function. We have available the option of either CD or Ipod – please advise your requirements.

Decorations and Themes

You may wish to create your own themed function area which our events manager can assist you with. Items such as flowers, balloons and table centrepieces are most welcome. No confetti, streamers or glitter allowed. Please note that you will need to contact us to arrange access. Please ensure that the name of the function is clearly labelled on any boxes or deliveries.

Price Changes

Prices of food and beverages can change. If a function is booked well in advance then we strongly recommend inquiring about any changes that may have occurred. Café au lait reserves the right to make seasonal changes to menus and pricing without notice.

Function Times

Café au lait is licensed until 1am. We request that guests quietly vacate the venue after this time.

Function Booking Agreement & Confirmation

Please complete the following to secure your booking for the use of facilities at Café au lait, which is subject to the Terms & Conditions above. This form must be signed and returned to Café au lait with your deposit.

Client Details

Booking Name: _____

Contact Person: _____

Address: _____

Phone: (w) (m) (h)

Email _____

Please tick preferred method of communication

Function Details

Date: _____ Start Time: _____ Finish Time: _____

Occasion: _____ Number of Guests: _____

Menu: Finger Food Buffet Set Menu

Option: Bronze Silver Gold Regular Deluxe Regular Deluxe

Beverage Service: Bar Cash Bar Table

Deposit Amount of \$ _____ (10% or a minimum of \$100 required)
is for the above named function, and the balance is to be paid on confirmation of guests numbers attending, or no less than 7 working days prior.

Method of Payment: Cash Eftpos Credit card Cheque Date paid: ____/____/____

I acknowledge that I have read and agree to the Terms and Conditions as set out in the information package above.

Customers Name _____ Signature: _____ Date: ____/____/____

Credit Card Details

I, the named Client above agree to my credit card details to be held and used in the case of outstanding amounts incurred on the day

Card No: _____ Expiry Date: ____/____

Type: Visa MasterCard Amex

Cardholders Name: _____ Signature: _____