

GROUP BOOKING FORM

L'OLIO
La gnoccheria

GROUP BOOKING DETAILS

FULL NAME: _____ CONTACT NUMBER : _____

EMAIL: _____ DATE OF BOOKING: _____

TYPE OF BOOKING: _____ START TIME: _____

NO. OF ADULTS: _____ NO. SPECIAL MENU: _____ NO. KIDS : _____ PRAMS/ HIGH CHAIRS _____

FINAL NUMBERS MUST BE CONFIRMED 7 DAYS PRIOR

DEPOSIT DETAILS:

\$20 per person including children is required.

EFT: \$ _____ EFT REFERENCE: _____

BANK DETAILS: L'OLIO BSB: 062 323 ACC: 10192098

PLEASE ENSURE THE RECEIPT INCLUDING YOUR REF. NUMBER AND NAME IS EMAILED TO **INFO@LOLIO.COM.AU**

CASH: \$ _____

I _____ (print name) have read and agree to all terms and conditions.

Signed _____ Date: _____

L'olio La Gnoccheria
P +61 0296048664
E - info@lolio.com.au
W - www.lolio.com.au
60 Dublin St Smithfield NSW

GROUP BOOKING

TERMS & CONDITIONS



BOOKINGS

To make a booking, the correct deposit must be paid to L'olio La Gnoccheria at the time of booking with a completed and signed Group Booking Form. Tentative reservations will only be held for 7 days. L'olio La gnoccheria has the right to cancel your reservation should this signed terms and conditions page not be received at this time. All changes can only be done directly with the functions Co Ordinator between the hours of 9am-3pm Wed-Fri. Full payment of the food only is required 1 week prior to the event with final payment outstanding to be paid on the day. All deposits will be held until the end of the event for any damages and cleaning required.

SURCHARGES & MINIMUM SPEND

Exclusive use up to 70ppl will incur a \$3000 min spend Fridays, \$4000 min Saturdays, \$5000 min spend Sundays and any day we are usually closed. Back room only up to 40ppl will incur a \$2000 min spend Fridays, \$3000 min spend Saturdays. No disturbance to other guests is permitted. More than 40 people will need to book exclusive use of the venue. Public holiday functions have a min spend of \$10,000 for exclusive use of the venue. Please don't hesitate to ask as other functions may share the space and min spend may not apply. Sundays will incur a 10% surcharge to the final bill. Public holidays will incur a 15% surcharge to the final bill.

DEPOSITS

\$20 per person (including children) is required to be paid as deposit upon booking your function date, this deposit is deducted from your final bill on the day. A remittance of the bank transfer must be emailed with your function name and date to bookings@lolio.com.au. The outstanding balance of your function is to be settled on the day of your function, L'olio La Gnoccheria does not offer account facilities. Part of your deposit will be withheld if any clean-up is required or breakages of property.

CREDIT CARD SURCHARGE

Please note all major credit cards incur a 1.5% surcharge. Amex 2% surcharge.

FINAL NUMBERS

Guaranteed numbers are required 7 days prior to your function. Charges will apply to the guaranteed minimum number, or the final head count, whichever is greater.

HOURS

10-20 people standard duration is 2hrs, 20-50 people standard duration is 3hrs, 50+ people standard duration is 4hrs. If your booking is a lunch booking all guests must be vacated by 4pm-4.30pm. All dinner functions must conclude by 10pm-10.30pm unless prior arrangements have been made with the function manager and a room hire fee will be charged at \$250-\$500 per hour depending on the size of your function.

CANCELLATIONS

A deposit is required to secure your booking, this is non-refundable for cancellations less than 14 days prior to your function date. Postponing or transferring an event with more than 4 weeks' notice will not incur additional costs, and all monies will be transferred to your new date. Covid-19 Clause: Should any government restrictions be enforced that limit, restrict, or require you to cancel your event, or in the event of a lockdown at our venue your function will be transferred, without penalties, to the next available date or your choice. Otherwise, the paid event funds will be transferred as a credit towards a future event.

L'OLIO

La gnoccheria

TABLE SEATING PLAN

L'olio La Gnoccheria requires a seating plan for groups of more than 10 people. 7 days prior to the booked date

Tables are most suited to 8-9 people per table this includes space for highchairs or prams.

A typed document with guest's full names and table number will be required prior to the date.

All special menus (vegetarian, gluten free), kid's meals and highchair or pram space must also be specified on each table.

Please refer to floor plan

BYO CAKES OR BISCUITS

Should you wish to supply your own cake or biscuits please advise us when booking your function.

A cakeage charge of \$2 per person applies for plating and service. Should you wish to add a scoop of gelato to your cake total charge is \$5 per person.

Biscuits incur a \$4 per platter for plating and service.

Please note we do not allow you to serve your own cake.

We offer tiramisu cake but must be ordered 2 weeks prior to the function and will be price on application.

DELIVERY & COLLECTION OF GOODS

L'olio La Gnoccheria will only accept delivery of goods on the day of the function 1HR prior to your start time, if more time is required a service fee according to hours required will be charged at an hourly rate of \$100 per hour.

DECORATIONS

We are happy to accept prior delivery and placement of your items for your function such as place or table cards & bomboniere, anything else is the responsibility of the host to ensure they are placed for the start of the function. Items must be collected at the conclusion of the event.

L'olio La Gnoccheria will not accept responsibility for items remaining on the premises. No decorations will be accepted that can be deemed offensive by other diners.

Strictly NO CONFETTI ITEMS ALLOWED. All decorations must be removed, or a rubbish fee will apply.

DAMAGES

The client is financially liable for any damages to the restaurant property, fixtures or fittings whether sustained by their actions or through the actions of their guests. Nothing is to be nailed, screwed to the walls, doors or other surfaces which are part of the restaurant.

RESPONSIBLE SERVICE OF ALCOHOL

L'olio La Gnoccheria is committed to the responsible service of alcohol, intoxicated guests will not be served. It is a requirement of the law that intoxicated persons are removed from the premises, and that no guests under the age of 18yrs be served alcohol. We reserve the right to ask for proof of age.

INSURANCE & PUBLIC LIABILITY

L'olio La Gnoccheria accepts no responsibility for damage or loss of merchandise, equipment or personal articles left in the restaurant prior to, during or after the function.

GROUP BOOKING FORM

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NAME: _____ DATE: _____ DAY: _____ TIME: _____

ADULTS : _____ SPECIAL MENU: _____ KIDS 1-5YRS _____ KIDS 5-10YRS _____ KIDS 10-15YRS _____

MENU SELECTIONS

BREADS: CHOICE NO.1 _____ SPECIAL MENU _____

CHOICE NO.2. _____ KIDS MNEU. _____

STARTERS: CHOICE NO.1 _____ SPECIAL MENU _____

CHOICE NO.2. _____ KIDS MENU. _____

CHOICE NO.3 _____

PASTAS: CHOICE NO.1 _____ SPECIAL MENU _____

CHOICE NO.2. _____ KIDS MENU. _____

CHOICE NO.3 _____

MAINS: CHOICE NO.1 _____ SPECIAL MENU _____

CHOICE NO.2. _____ KIDS MENU _____

CHOICE NO.3 _____

SIDES: CHOICE NO.1 _____ SPECIAL MENU _____

CHOICE NO.2. _____

DESSERT: CHOICE NO.1 _____ SPECIAL MENU _____

CHOICE NO.2. _____ KIDS MENU. _____

CHOICE NO.3 _____

ADD ON: CHOICE NO 1 _____ CHOICE NO 2 _____

BEVERAGE PACKAGE: Please circle one choice. ON CONSUMPTION / BEVERAGE PACKAGE 1 / BEVERAGE PACKAGE 2

PRICE PER ADULT \$ _____ SPECIAL MENU \$ _____ KIDS 1-5YRS _____ 5-10YRS _____ 10-15YRS _____

PRICES ARE PER PERSON AND IS FOOD ONLY. TERMS AND CONDITIONS STILL APPLY