



# BOOKING FORM

Please complete all information below, read and sign the terms & conditions and complete the credit card details section in order to confirm your reservation.

Reservations are not on hold until the form is completed and sent back to us.

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

OCCASION: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ GUEST # \_\_\_\_\_

## FOOD:

Please select **only 1** banquet: (see menu attached)

- Mezze banquet (vegetarian) \$57 pp
- Deluxe banquet \$65 pp
- Teta's banquet \$80 (incl your choice of 3 mezzes)  
Please list chosen mezzes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DRINKS: (Please choose 1)

- Bar tab limit \$ \_\_\_\_\_
- Can the bar tab start prior to organiser's arrival?  Yes  No
- Any restrictions on the bar tab?  Yes  No

\_\_\_\_\_

- Bill charge  
Beverage orders will be added and charged to the final bill. Please note there is no split bills.



# BOOKING FORM

- Beverage package (Please select **only**)
- Soft drinks package \$14 pp for 2hrs (all soft drinks, juices & sparkling water)  +1 hour \$4pp
- Alcohol package \$ 38pp for 2hrs (soft drinks, house red & white wine, sparkling wine & beers)  + 1 hour \$14pp
- BYO wine and champagne **only** - \$8.90pp

## TERMS & CONDITIONS

### BOOKING CONFIRMATION AND DEPOSIT

Your event will be confirmed once we receive a completed and signed booking form with credit card details. We do not hold spaces in the interim unless a \$200 deposit has been paid.

The deposit payment will be taken from the credit card on file unless specifically requested to be paid via EFT.

1.5% surcharges will apply to all credit card transactions otherwise EFT is accepted.

### CANCELLATIONS

We appreciate that circumstances may occur, which could make it necessary for a function to be cancelled. In all instances written notice is required. **Minimum 10 days notice for cancellations for a full refund of deposit. If booking is cancelled within 48 hours of reservation, deposit becomes non-refundable.**

### FINAL EVENT DETAILS AND MENU SELECTIONS

Banquet selection is required 7 days prior to the booking date along with final guest numbers.

Please note any dietary requirements and we will do our best to cater for them.



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## PRICE VARIATIONS AND SERVICE FEES

Although every effort is made by Teta's Lebanese management to maintain menu prices as printed, price variations may occur at the discretion of management.

A **5% service charge** is applied to all bookings of 12 or more guests as a gratuity paid directly to the staff.

## FINAL PAYMENT

Final payment and any additional charges incurred throughout the duration of your event will be charged on the final bill.

## PRIVATE EVENTS/HIRE OUT FEES

Hire out fees/minimum spend will apply should you choose to have a section to yourselves:

- Friday & Saturday evenings:
  - Terrace (up to 55 guests): \$6,000 min. spend food and drinks.
  - Bar side (up to 35 guests) \$4,000 min. spend on food and drinks
  - Entire top floor (up to 85 guests) min. spend \$9,500 on food and drinks.
  
- Weekdays & Sunday evenings:
  - Terrace (up to 55 guests): \$3,500 min. spend on food and drinks
  - Bar side (up to 35 guests) \$2,500 min. spend on food and drinks
  - Entire top floor (up to 85 guests) min. \$6,000 spend on food and drinks

If your event goes past 11pm, an additional fee of \$100 per hour will apply to contribute towards staff staying back plus transport fees.

## FOOD AND BEVERAGE POLICY

We accept **BYO wine and champagne only**. A **corkage of \$8.90pp** will apply. No other food or liquor is to be brought into the restaurant with the exception of a cake where a **cakeage fee of \$2 per person** will apply.

All guests must be seated while drinking.

For health and safety reasons, any food that is left will be disposed.



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## DECORATIONS

Please notify us if you have an event planner organised for set up and pack down of decorations. We will arrange times with them accordingly.

Please note, we ask that decorations are taken down immediately after your event has concluded and not left behind.

Name of event planner : \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

CREDIT CARD – To hold your booking (*Surcharge of 1.5% will apply*)

Mastercard    Visa    AMEX

Cardholder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_  
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