

FUNCTIONS & EVENTS

Thank you for your interest in hosting an event here at Product of Italy!

Our experienced staff are dedicated to providing you with the ultimate experience and it starts here.

A man in a white shirt and suspenders is eating spaghetti. He is holding a fork with spaghetti and has some strands hanging from his mouth. He is sitting at a table with a plate of spaghetti in front of him. The background is a blurred indoor setting with plants.

**PENRITH
GREGORY HILLS
MINCHINBURY
BOX HILL
KELLYVILLE**

This is your first step towards booking your next event with us. Please read all included information prior to booking, as this contains all policies, requirements and terms.



Initial Enquiry _____

The following information will work as a starting point for booking your function. We require the following information from you.

Name:

Contact number:

Function Date:

Time:

Occasion:

Number of adults:

Number of kids:

Deposit Payment _____

Once you have read and agree to all of our policies, terms & conditions a deposit payment of \$10pp is required in order to confirm your booking.

This deposit can be made in store or via our booking system.

Our Function Manager will walk you through this process.

Booking Confirmation _____

Final confirmation is required on the Monday prior to your booking date. You will be contacted on this day to finalise guest count, menu choice and more.

Your booking manager will contact you on this day.

No changes to guest count or menu can be made after this day. Final amount owing will be based on this final confirmation, not attendees on the day.

Function Policies _____

- We do not split bills
- A non refundable deposit of \$10 per person is required to book
- No booking is confirmed until a deposit is paid
- All functions are subject to a 3 hour time limit. Any extra time will incur an additional fee. Extra time can be prearranged at \$250ph (\$400ph outside trading hours)
- All attending adults must be included in Set Menu
- Our restaurants are fully licensed. BYO is permitted for wine bottles only. A \$2.50 per person corkage fee applies.
- Kids under 4 eat free in Set Menu. Kids 4-10 eat half price in Set Menu.
- No cakeage fees apply. (self cutting, serving) plates, napkins, spoons, cake knife will be supplied by the restaurant at no additional cost
- Cake cutting services are available at an additional cost of \$80 per cake. Includes cutting, plating and serving
- Set up of function area before the function is at the discretion of the functions manager and subject to availability. Additional costs may apply.
- Decorations are permitted at the discretion of the functions manager. Glitter, confetti and open flames are not permitted
- The customer and any third party company involved in set up and removal of decorations/ props are liable for any damages that may occur to the venue or the equipment
- The customer is responsible for informing the function manager of any decorations, props or equipment that will be brought to the venue and ensuring that they are set up and removed within the allocated time
- Seating location within the restaurant is not guaranteed unless specified upon booking
- All private functions require a 50% non refundable deposit
- For all private functions, including private function rooms, a private room hire fee may apply. Quote provided upon request

Cancellation Policies _____

- Bookings cancelled 2 weeks prior to the booking date may transfer existing deposit to a new date or receive total deposit amount in the form of a gift voucher
- Bookings cancelled less than 2 weeks prior to the booking date will forfeit their deposit
- Cancellation of a Private function is not permitted. Deposit will be forfeit

Terms & Conditions

We accept Visa & MasterCard, charges apply.

A 10% surcharge will apply on all public holidays.

Product of Italy Venue is fully licenced and we allow BYO for wine only, for a corkage fee

Product of Italy will endeavor to provide allergen and gluten free products requested by you, but traces of allergens or gluten may be unintentionally present in food due to cross-contamination during store operations. All special dietary requirement will incur extra charge.

We cannot guarantee that your order will be 100% allergen or gluten free.

Product of Italy will endeavor to provide vegan menu items requested by you, but traces of meat and dairy products may be unintentionally present in food due to cross-contamination during store operations.

We cannot guarantee that all vegan menu items will be 100% free from animal products.

All of Product of Italy prices include GST

RESPONSIBLE SERVICE OF ALCOHOL

Product of Italy and its qualified staff practices and adheres to the responsible service of alcohol and adopts the following policy and procedures as best practice:

The venues Responsible Service of Alcohol Policy

The Liquor Act and its Regulations of 2008

Best practice in relation to Workplace Health & Safety

MINORS CONSUMING ALCOHOL

Product of Italy will adhere at all times to the provisions of s117 of the Liquor Act 2007 in respect to not selling, serving and supplying alcohol to a person under the age of 18yrs (minor). The venue will reserve the right to terminate any function at any time where it is discovered the minor(s) have been consuming or have been supplied alcohol prior or during the actual function.

FOOD, BEVERAGE & BYO

With the exception to cakes, no external catering is permitted within the venue or any parts of the grounds. The venue will be BYO wine only.

CAKES

Instructions of storage display and service of cake are necessary and prior arrangements must be made with your event manager. No liability is taken for cakes brought onto Product of Italy premises.

Additional \$80 for cutting and serving the cake by our staff.

CANCELLATIONS, NO SHOWS & CHANGE OF DATE

Any cancellations must be provided in writing to Product of Italy. Cancellation penalties apply as follows:

- Cancelled event – forfeit 100% of deposit paid
- No shows will forfeit their total amount paid.

Change of date is accepted with a minimum of 1 month notice before the original booking date. Only 1 change of date accepted per booking. Any more after this 1 change is classed as a cancellation.

DEPOSITS

Deposits must be paid to Product of Italy by way of cash, direct debit or credit card. A 10% Non-refundable deposit is to be paid upon booking.

Terms & Conditions

PUBLIC HOLIDAYS

Public holidays will incur a surcharge of 10% on the total cost of your event.

GST

Prices are inclusive of GST

FUNCTION DURATION

Functions run for 3 hours, any additional time will incur additional fees.

OTHER CONDITIONS

1. Confetti, balloons filled with confetti, rice and other like decorations are not permitted to be used in the venue. The hirer, at the completion of the event, must remove all decorations brought into the venue, Velcro, double sided tape and blu-tak may not be used.
2. A cleaning fee will be applied if the room is left in an unacceptable condition and is at management discretion, in saying this a 15-minute cleaning allowance is provided at the completion of each function.
3. In the event of any damage or breakage of equipment hired through Product of Italy, the hirer shall be liable to pay the cost of repairs and/or replacement of any equipment.
4. As food and beverage costs vary according to market conditions, Product of Italy reserves the right to substitute foods and/or drinks with suitable alternatives. Any significant changes will be discussed with the customer prior to the event.
5. Any items left behind following an event will be stored for a maximum of 24 hours. Such items will be disposed of after this time unless prior arrangements have been made with your event manager.
6. Equipment sourced externally can be bumped into and out of Product of Italy a minimum of 2 hours pre and post event. Any greater time is subject to availability and arrangement with your event manager. Every care will be taken however Product of Italy accepts no liability for anything lost, stolen, damaged or broken.
7. Delivery of goods will be accepted no more than 24 hours prior to your function. All items delivered to the venue must be labelled with event details and contact information.
8. Additional labour or venue charges will apply if an event continues outside of the specified event period or part thereof. Extended arrangements are under the discretion of management at time of function if not pre-arranged.
9. External service providers including entertainment must supply all of their own equipment and a copy of the company public liability certificate. Should any entertainment be considered offensive or should the noise levels exceed acceptable levels, management reserves the right to cease entertainment.
10. Advice given on any matter is based on the best intention and information available at the time, however, is indicative only. Under no circumstances should verbal advice be accepted upon without written confirmation.
11. The hired function area is to be cleaned by the client on the same day as the function. It is expected the function room is to be left the same way it was upon arrival.
13. Set menus are for 10pax and above, Private hire fees may apply.
14. All guests must be included in drink packages. 3hour limit applies to all packages. Limit of 1 drink at a time applies to Unlimited drink packs. Bar tabs can be arranged on the day. Tea/coffee includes standard drinks only. Additional costs apply to soy/almond/lactose free milk/large upgrade/mocha/chai/syrups.

PAYMENT DETAILS

The confirmed number of guests given to the event manager will be the amount catered for and therefore the amount charged for, regardless of the attendance on the day. Last minute changes or additions up to 48hours prior to your event will be considered by management, however, cannot be guaranteed. An invoice for beverages consumed and any miscellaneous charges will be issued at the end of the event. Payment for these amounts are required on the day of the event by the way of cash, debit card or credit card.

***AMEX AND DINERS NOT ACCEPTED**

MERCHANT FEE

A card surcharge fee is applicable for all Card Payments.