



Thank you for your enquiry with us at Fix Wine Bar + Restaurant.

We are located in Central Sydney looking onto the historic NSW St James Court Buildings & the St James corner of Hyde Park.

Our multi-level space is perfectly suited to catering for a variety of events, from small dinners to large cocktail parties. We also have an outdoor area which is most often used pre and post event for drinks.

We can cater for groups up to 20 people in the a la carte section of the restaurant, please see our other group info packs for more details.

For lunch or dinner sit down functions we can provide either the upper section as an exclusive area or the entire restaurant.

Whilst the upper section is separated it is not a private room and as such not suitable for presentations or speeches. For cocktail parties the entire restaurant needs to be booked.





Our Capacity

Dining

Upper Section up to 30
Entire Restaurant up to 60

Cocktails

Entire Restaurant up to 80

At Fix Wine Bar we do not have a hire charge for either the upper section or the entire restaurant. However, we do have a minimum spend requirement when you reserve a section of the restaurant exclusively.

Bookings are only confirmed once a deposit is received for 50% of your minimum spend.

There is an 10% service charge on all groups.

2021 Minimum Spends

		<i>Jan–Nov</i>	<i>Nov–Dec*</i>
Upper Section	Tuesday	\$1500	\$2000
	Wednesday	\$1500	\$2000
	Thursday	\$2000	\$2500
	Friday – Lunch	\$3000	\$3500
	Friday – Dinner	\$2000	\$2500
Entire Restaurant	Monday	\$3000	\$3000
	Tuesday	\$3000	\$4000
	Wednesday	\$3000	\$4000
	Thursday	\$4000	\$5000
	Friday – Lunch	\$6000	\$7000
	Friday – Dinner	\$4000	\$5000

** End of year pricing begins Monday 15th November 2021*

Groups for Drinks

Our outside tables are available to be reserved for drinks up to 14 people. The front section of the bar can be booked for groups up to 25 people. There is a minimum spend of \$1000 to book this section for 2 hours. Additional hours are \$500 per hour



Terms & Conditions

Booking & Confirmation

Please fill in the booking form found on page 3, sign and send back to Fix Wine Bar + Restaurant on email to: functions@fixwine.com.au to secure your event.

Deposit

50% of the minimum spend is required as a deposit to confirm your booking. This must be received at least 60 days prior to the event. There is no booking made until deposit has been received. By paying the deposit you are agreeing to the terms of this document.

Payment

Final payment must be made on the day of the event. Please note that Fix Wine Bar + Restaurant does not accept cheques as balance of payment for the event. All prices are given as a guide only and vary according to the number of guests, date of the function and overall catering requirements.

Confirming Final Guest Numbers

Fix Wine Bar + Restaurant requires that final guest numbers be confirmed 96 hours prior to the function date. This number can be decreased or increased however the number confirmed at 96 hours prior is the minimum amount that will be charged, any increase to this minimum number must be paid for at the completion of the function.

Minimum Spend

Regardless of the final numbers confirmed, if the final food and beverage bill does not reach the minimum spend the client is responsible to also pay the difference on the day of the event.

Service Charge

10% gratuity will be added to the total food and beverage component of the final account.

Hiring of Equipment

The client is responsible for any external hiring of equipment and is to be paid for by the client. Prices quoted do not include any floral or table decorations, music or entertainment, photography or audio-visual requirements.

Music/Entertainment/Noise Levels

Regulations are in place with regards to noise levels, music and entertainment. We reserve the right to lower noise levels if it results in disturbing other restaurant patrons or residents.

Finishing Times

Lunch functions must finish at 4.30pm unless a prior arrangement has been made. Dinner functions cannot extend past midnight due to licensing requirements.

Client Responsibilities

The client is expected to conduct their function in a legal and respectable manner and is responsible for the conduct of its guests and invitees. The client will be charged for any damage that occurs to the restaurant, the property or it's staff. Please also note that in line with Australian legislation relating to responsible service of alcohol, Fix Wine staff and management reserve the right to terminate a function, refuse service to any guest deemed intoxicated, or take responsible action to assist any intoxicated guest from the premises.

Cancellation

Any cancellations must be made in writing. Cancellations received **more than 30 days prior** to the function date will receive a full refund. Cancellations **made less than 30 days but more than 14 days prior** to the function date will not be entitled to a refund of the deposit. Cancellations made **less than 14 days** from the event will be invoiced the full minimum spend for the event.



Restaurant Rights

We reserve the right to remove from the premises any person behaving in an irresponsible manner. We assume no responsibility for loss or damage to any property belonging to the client or their guests. The client is responsible for delivery and collection of any external props/equipment. No food or beverage is permitted into the premises unless prior permission has been obtained.

BOOKING FORM

I agree to the above terms & conditions

Full Name: _____

Position: _____

Company/Function Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of Function: _____

Space to be Booked: **Upper Section** or **Entire Restaurant** *(Circle one)*

Guest Arrival Time: _____ **AM / PM**

Guest Numbers: _____

Signature: _____

DEPOSIT AUTHORISATION

Please let us know if you prefer to transfer the funds electronically

Type of card *(Please Circle):* AMEX VISA M-CARD

Name of cardholder: _____

Credit card number: _____

Expiry date: _____ Deposit amount: \$ _____

Security code: _____

Signature of cardholder: _____