



**Script.**  
Events & Catering

BEVERAGES

## BEVERAGES PACKAGES

### PACKAGE ONE

- + Springseed Organic Blanc de Blanc Sparkling (McLaren Vale, SA)
- + Script 'Della Casa Chardonnay (Avoca, Victoria)
- + Script 'Della Casa Shiraz (Avoca, Victoria)
- + Peroni Lager and Peroni Leggera
- + Mineral Water and Orange Juice
- + 0% Alcohol beer available upon request at no additional cost

#### Package one pricing

\$29.50 per person – up to 1 hour  
 \$35.40 per person – up to 2 hours  
 \$41.00 per person – up to 3 hours  
 \$44.20 per person – up to 4 hours

### PACKAGE TWO

- + Villa Sandi Prosecco NV (Treviso, Italy)
- + Muna Muna Sauvignon Blanc (Marlborough, NZ)
- + JJ Hahn Shiraz (Barossa SA)
- + Mountain Goat Organic Steam Ale (Richmond, VIC)
- + Peroni Leggera
- + Mineral Water and Orange Juice

#### Package two pricing

\$35.40 per person – up to 1 hour  
 \$42.40 per person – up to 2 hours  
 \$47.00 per person – up to 3 hours  
 \$49.80 per person – up to 4 hours

### PACKAGE THREE

- + Petaluma Croser Sparkling NV (Adelaide Hills, SA)
- + Zonte's Footstep Pinot Gris (Adelaide Hills, SA)
- + Lightfoot Pinot Noir (Gippsland, VIC)
- + Mountain Goat Organic Steam Ale (Richmond, VIC) and Peroni Lager
- + Peroni Leggera
- + Mineral Water and Orange Juice

#### Package three pricing

\$42.40 per person – up to 1 hour  
 \$49.20 per person – up to 2 hours  
 \$53.80 per person – up to 3 hours  
 \$56.60 per person – up to 4 hours

*Alternative wines to those presented in our packages are available on request - price on application*

### SOFT DRINKS PACKAGE

\$10.50 per person

- + Splitrock Mineral Water
- + Spring Valley Orange Juice
- + Spring Valley Apple Juice
- + Assorted Splitrock 'Tiro' flavours

### On Consumption

We are happy to provide beverages on consumption for your function. You can choose from our extensive wine list that is regularly updated. Please note, there is a minimum spend of \$23.90 per person on consumption for thirty (30) guests or more. A labour charge will apply for less than thirty (30) guests in addition to the charge per person of \$23.90.



## OWN BEVERAGES

In the event a client wishes to provide their own wines and/or beer, Script is happy to provide service staff and handling.

### Our beverage service fee includes:

- + Receiving and handling
- + Storage of stock
- + Chilling of sparkling, white and beer (if required)
- + Beverage service
- + Refuse handling and recycling
- + Stock take post event
- + Post event storage
- + Preparation for collection

\$22.80 per person – includes Script supplying and serving heavy and light beer, orange juice and mineral water for thirty (30) guests or more. A labour charge will apply for less than thirty (30) guests in addition to the charge per person of \$22.80

### Sponsor Alcohol\*

In the event sponsored wine and or sponsored beer is provided, Script will provide mineral water and orange juice at \$11.10 per person plus labour charges pending function requirements.

*\* sponsored alcohol is defined as alcohol provided to the client under an official sponsorship arrangement for use specifically at functions and events at this function venue. Script has the right to request details of written sponsorship agreements prior to your function to ensure that the product supplied falls within a formal sponsorship agreement.*



## NOTES TO THE MENUS AND BEVERAGE PACKAGES

### Pricing

- + All prices include GST. Pricing valid for functions booked and occurring in 2022/23.
- + Pricing excludes venue hire (if applicable) and third party charges such as (but not limited to), decoration, entertainment, theming, security and audio-visual
- + Pricing generally includes function labour defined as event coordination, food preparation, chef attendance, waiters and supervisory staff) for numbers over 30 guests.
- + Lunch and dinner menu pricing includes chef labour – service labour is an additional charge.
- + If service charges apply, staff are charged at \$50.40 per hour (excluding public holidays) with a minimum call of 3 hours per staff member.
- + Menu package pricing excludes beverages and assumes Script supply of all beverages (please refer to Script beverage packages) unless specified otherwise.
- + An additional fee of \$12.75 per person, per course applies for alternating entrée, main and/ or dessert for numbers less than 30 guests.
- + An additional fee of \$20.00 per person, per course applies for choice of entrée, main and/ or dessert (non alternating).

### Minimum Numbers

In the event numbers are less than 30, additional labour charges will apply – see 'Pricing' above.

### Final Numbers

Final numbers are required five (5) business days prior to your function. Only increases can be made up to 24 hours prior to the commencement of the function.

Please provide your menu choices no later than seven days (or 5 business days) prior to your function.

Any changes to menu or numbers later than five (5) days in advance may incur additional charges.

### Public Holiday Surcharge

A surcharge of 25% is applicable for any function held on a declared public holiday. For functions extending into a public holiday, a surcharge may be applicable pending function timing and level of service required.

### Cancellations

Cancellation of any confirmed function within 48 hours of the commencement of the function will incur a charge of 100% of the value of the function.

Charges may also apply for cancellation of a function with more than 48 hours notice where costs have been incurred in respect of (but not limited to), food, labour or other services

Please refer to our full Terms & Conditions for further information – *available on request*.

*Please sign and return this page (via email where possible – scanned) as confirmation of the quote and our terms and conditions to [functions@scriptbar.com.au](mailto:functions@scriptbar.com.au)*

\_\_\_\_\_  
Date of Function

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Company Name (If applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## RESPONSIBLE SERVING OF ALCOHOL—HOUSE POLICY

Script follows the National Alcohol Beverage Industries Council guidelines on the Responsible Service of Alcohol.

Script is committed to the responsible serving of alcohol because we:

1. Aim to provide a safe and friendly environment for our guests and staff
2. Want to abide by our legal obligations under the Liquor Control Reform Act 1998

Script seeks your co-operation to assist in achieving the aim to provide the best possible experience for you. Therefore Script adopts the following RSA practices for functions:

- a. Staff are trained in the Responsible Serving of Alcohol (RSA)
- b. Whilst the final decision in respect to RSA issues will at all times be the responsibility of the venue, you may be required to nominate a responsible person to assist staff with any issues regarding liquor service at the function
- c. Minors will be required to be identified and will not be served alcohol during the function
- d. Functions with alcohol service require food to be served – please discuss minimum requirements with our event planners. Water and non-alcoholic beverages will be readily available at all times

- e. Script reserves the right to limit the quantity of alcohol consumed by any particular guest
- f. Script reserves the right to stop the supply of alcohol to the function guest/s if it becomes apparent at any time (even prior to the scheduled finish) that the guests are intoxicated
- g. Script reserves the right to close down the function if the behaviour of the guests becomes unacceptable
- h. Guests who are intoxicated will not be served any alcohol and will be required to leave the premises
- i. All guests are encouraged to ensure they have safe transport from the function
- j. Staff may offer to call a taxi for any guest/s they consider should not be driving
- k. Script respects our neighbours and encourages customers to leave the premises in a manner that does not disturb the amenity of the area.

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*Your co-operation with the objectives set out above is a term of the contract between us. Script will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.*





**PLEASE REVIEW THE FOLLOWING GENERAL INFORMATION AND TERMS OF BOOKING.**

Our Event Sales Coordinators will happily assist with any query you may have.

**1. Food and Beverage Menus: Provision and Service**

Script Bar & Bistro 'Script' caters to the venue. The Client and their guests are not permitted to provide food and beverage without prior arrangement. If due to unforeseen circumstances (e.g. supplier shortages) Script is unable to provide the agreed menu or services, Script reserves the right to adapt the menu or services in consultation with the Client.

**2. Food Allergies and Adverse Reactions**

Levels of reactions to allergens vary; with some reactions being simply due to proximity (airborne) and others occurring only after consumption of the allergen. Script is therefore unable to guarantee there are no allergens in the food and beverages served during the function. Script and the Client will discuss the Client's food and beverage requirements in this regard with a view to minimising the likelihood of reactions.

For further information refer to [www.allergy.org.au](http://www.allergy.org.au) and/or [www.aifst.asn.au](http://www.aifst.asn.au) (the Australian Institute of Food Science and Technology Incorporated).

**3. Other Food**

If Script consents to the Client bringing a food item to the venue, the Client will only be permitted to do so upon signing a standard release form provided by Script.

**4. Food and Beverage Pricing**

The prices listed with the menus whilst current at the time of quotation are subject to change effective from 1 January each year.

**5. Tentative Booking**

A booking will be considered tentative pending receipt of a deposit, and will be held without obligation, for a period of seven (7) days.

Once this period has elapsed, Script reserves the right to cancel an unconfirmed booking and, without further notice, re-allocate the venue to other enquirers.

**6. Confirmation of Booking**

The booking will be considered as confirmed upon receipt of a one thousand dollar (\$1,000.00) deposit or 50% of the quoted costs, whichever is greater.

**7. Expected Attendance/ Slippage**

The Client represents that the number of expected guests stated at the time of confirmation is a realistic expectation of attendance and is the basis upon which the booking is accepted by Script.

**8. Guaranteed Minimum Number**

The Guaranteed Minimum Number of guests attending the function must be advised to Script at least five (5) business days prior to the date of the function. Only increases can then be given to Script, up to two (2) business days prior to the function.

**9. Change of Date**

If the Client needs to change the date of the function Script will use reasonable endeavours to accommodate such change subject to the following conditions:

- a. the venue is available for the proposed new function date;
- b. the change of date is not more than six (6) months from the function date identified on the Booking Application Form; and

If the confirmation deposit has already been received, it will be transferred to the new date. If the date change is requested less than thirty (30) days prior to the function date identified, then the change will be treated as a cancellation under the cancellation policy in these terms.

**10. Final Attendance**

The final number of guests attending must be confirmed to Script by 12.00 noon five business days prior to the function. If final numbers fall below the Guaranteed Minimum Numbers, charges will be based on the Guaranteed Minimum Numbers.

**11. Additional Charges**

Any additional charges incurred after pre-payment, inclusive of any charges not authorised in the original booking, are required to be settled by the Client's Nominated Contact upon the conclusion of the function by cash or credit card.

**12. Government Departments**

Purchase orders will be accepted from government departments for the estimated amount of the function at least seven (7) days prior to the function.

**13. If the Client cancels the function, written notification is required, and the following cancellation fees will apply:**

Cancellation of any confirmed function within 48 hours of the commencement of the function will incur a charge of 100% of the value of the function

Charges may also apply for cancellation of a function with more than 48 hours notice where costs have been incurred in respect of (but not limited to), food, labour or other services

**14. Agreed Function Times/ Time Extension**

The Client is responsible for occupying and vacating the venue within the times scheduled. Utilisation of space outside the times quoted will be subject to availability. Additional venue hire fees and/ or labour charges may apply at the discretion of Script if functions extend beyond times agreed in writing.

If beverages are served and the function is extended in time Script will charge between \$8.00 and \$14.00 (depending on the beverage package chosen by the client) per person per half-hour, multiplied by the Guaranteed Minimum Number.

**15. After Midnight Surcharge**

A surcharge may be applicable for functions extending beyond midnight.

**16. Public Holiday Surcharge**

A surcharge of 25% is applicable for any function held on a declared public holiday. For functions extending into a Public Holiday, a surcharge may be applicable pending level of service required.

**17. Menu Tastings**

Menu tastings (lunch/ dinner functions only – 80 guests+) can be arranged. Menu tastings are available once a deposit has been accepted, and a charge of \$150.00 (inclusive of GST) applies.

The tasting is limited to a maximum of one dish per course. More tasting dishes can be arranged and will incur additional charges. Charges will be added to the final invoice.

**18. Security**

If in the opinion of Script it is necessary to employ staff for the purpose of maintaining security at any function to be held at the venue, the cost of employing such staff shall be added to the function charge, payable by the Client. Script reserves the right to exclude persons, without liability, from a function.

**19. Unforeseen Circumstances**

If Script is unable to comply with any of the provisions of this Agreement by virtue of any cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of foodstuffs, or other unforeseen contingency or accident, Script reserves the right to cancel the booking and refund the deposit (and any other paid monies) at any time without Script having any further liability to the Client.

