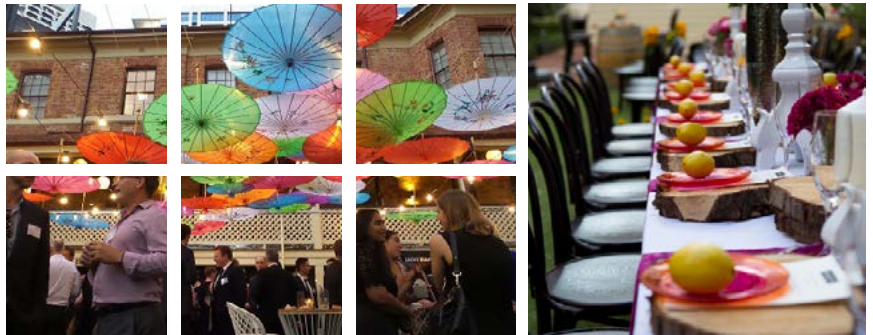


LAMONT'S

- BISHOPS HOUSE -



LAMONT'S - BISHOPS HOUSE

Christmas Events Package

WELCOME TO LAMONTS

At Lamont's Bishops House we focus on casual informal dining in a relaxed atmosphere. We want our guests to feel relaxed and at home while enjoying our premium wines and delectable fare.

Christmas Events at Bishops House commencing
1st October 2018 NO BOOKING FEES. NO MINIMUM SPEND.
NO ROOM HIRE CHARGES. \$500 NON-REFUNDABLE DEPOSIT TO BOOK A SPACE.

PRIVATE DINING ROOMS

DINING ROOM ONE - MINIMUM 10 GUESTS, MAXIMUM 16 GUESTS

DINING ROOM TWO - MINIMUM 12 GUESTS, MAXIMUM 26 GUESTS

MAIN LEVEL - MINIMUM 30 GUESTS, MAXIMUM 50 GUESTS

BOARDROOM UPSTAIRS - MINIMUM 8 GUESTS, MAXIMUM 12 GUESTS

PDR UPSTAIRS - MINIMUM 12 GUESTS, MAXIMUM 24 GUESTS

COST

\$125 per person

Three course choice menu with Sommelier's wine selection & local beer
Freshly baked bread and Lamont's olives on arrival
choice of two entrees
choice of two main courses served with sides to share
choice of two desserts with coffee service from our seasonal a la carte menu.
(4 hours of unlimited alcohol service)

Additional items are available on request.

ROSE GARDEN COCKTAIL EVENTS

Festive Sundowners & Corporate Cocktail Events

Looking for a unique venue for a corporate sundowner or client cocktail event for Christmas? Our rose garden will be converted into an outdoor garden bar for summer and can be exclusively booked for your event.

- Can accommodate groups up to 150 exclusively in the rose garden
- We can create partitioned sections if 2 small groups are using the same area
- currently available for midweek bookings from Tuesday –Thursday for lunch, sun downers, or evening events
 - \$500 non-refundable deposit is required to book this space
 - No booking fees, no room hire charges
- Cost per head includes UNLIMITED food & beverage for the booked period & use of all our existing furniture
 - Below packages are for groups of 30 or more

Summer Grazing Special Package

\$80 per person for 2 hours

\$25pp for additional hour

Chef's selection of 8 seasonal canapés,
2 substantial savoury items
Chef's selection dessert canapés
Lamont's Vintage Sparkling NV Brut Sparkling
Pazos de Familia Langa Peiza El Coll Old Vine Grenache, Oakridge Pinot Noir
Peroni Nastro, Little Creatures Pale Ale, Rogers (mid strength)
Juice and soft drinks

Please note: The above packages may be modified, additional charges may apply.

ALCOHOL SELECTION SUBJECT TO CHANGE AT MANAGEMENT'S DISCRETION.

Additional charges for AV hire, furniture hire, set-up fees and package modifications and extensions may apply. Please ask for more information.

Terms and Conditions

PAYMENT INFORMATION:

Final minimum numbers must be confirmed 7 days prior to the event

Full payment must be received 7 days prior to the date of event; only bank cheques or EFT will be accepted

All Credit Card transactions over \$10,000 incur a 1.6% surcharge

Valid credit card details must be supplied prior to the event for additions to the final approved account

All hire equipment lost or damaged is the responsibility of the client contact named in this document

All functions that require setup of furniture and other equipment will incur a setup fee based on requirements and advised by Lamont's

Our bank transfer details for EFT payment: Bank: NAB, BSB 086 131, account # 480118541 and K Lamont Pty Ltd

(Please state the date of your function & company name on the transaction details for our account tracking purposes, thanks)

BISHOPS SEE GARDENS

The lawn and garden area is privately owned and managed and is part of the heritage listed complex. Access is restricted and cannot be guaranteed by Lamont's. Any damage caused to the lawn and garden area due to the negligence of the clients or their guests will be charged to the client.

SMOKING

The Bishops See precinct, buildings, grounds, gardens and paths are strictly NO SMOKING. Bar service will be restricted to guests who ignore this rule

SPIRITS

Serving spirits at weddings and large events is strongly discouraged. Guests bringing their own alcohol onto the property will be refused service and asked to leave

CONFIRMATION OF BOOKINGS

Lamont's will tentatively hold a booking for a period of ten days. This tentative booking will automatically be cancelled if there has been no confirmation by the client. Confirmation of the booking is verified when Lamont's receives a \$500 non-refundable deposit.

GUARANTEED NUMBERS

A minimum guaranteed number of guests is required seven days prior to the function. This number is the minimum number billed. Final numbers may increase one day prior by a maximum of five persons.

CANCELLATION

Please provide Lamont's with written notice of cancellation. Cancellation less than one month before the event will incur a 50% payment. Any deposits paid to secure a date are non-refundable.

PRICING AND MENUS

At the time of print, the prices quoted on our brochure are correct. All prices and menus are subject to change and may be changed without notice. Prices quoted will not alter once the booking is confirmed.

DAMAGE TO PROPERTY

Lamont's does not accept the responsibility for the cleaning, damage or loss to any client's property left on the premises prior to, during or after an event. Organisers are financially responsible for the damage to fittings, property or equipment by guests or outside contractors. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the building unless approved by the manager. All decorations need to be approved by the functions coordinator. Any damage will be billed accordingly. Please refrain from using any form of confetti, glitter or streamers.

LAWS & REGULATIONS

At no time will the client commit any act or permit its employees, agents or invitees to commit and act that is illegal, noise some or offensive or is in breach of any statutes, by-laws, regulations, or any other provisions having the force of law, included but not limited to the Liquor Licence and Fire Regulations.

PAYMENTS

Corporate clients with current accounts will be sent an invoice via email. All private event packages must be paid in full prior to the event. All credit card payments over \$10,000 will incur a 1.6% credit card fee. A valid credit card number and expiration date must be provided before the event for security purposes and for any additional expenses

Terms and Conditions...continued

NOISE

Any events held at Lamont's must abide by the Environmental Protection (noise) regulation 1996. Noise levels must not exceed 65 dba between 7pm – 7am, Monday to Saturday and 60 dba on Sundays and public holidays and between 7pm - 7am Monday to Saturday. Music must cease at 12am.

FEES & SURCHARGES

All events at Lamont's Bishops House are subject to set-up fees and are charged at a rate compatible to the type of event.

All set-up fees are non-negotiable.

A 25% surcharge is applied to all events booked on public holidays. There is no surcharge for weekend events.

All hired equipment will be charged to the client and added to the total cost of the event. Costings provided by the supplier are correct at the time of booking but are subject to change. Any damage to or loss of hire equipment will be charged directly to the client.

PACKAGES

All wines are subject to availability and change without notice. If changes are required, every attempt will be made to keep it as close as possible to the original selection.

All dinner packages are for a maximum of five hours, and are based on a minimum of sixty guests.

ADDITIONAL MENU SELECTIONS

Additional canapés are \$2.50 per option per person.

Additional entrees are \$5 per person per option. Additional main courses are \$5 per person per option.

Additional desserts are \$5 per person per option

SUB CONTRACTORS

Any sub-contractors or suppliers installing or setting up items and equipment must be pre-approved by Lamont's and may be required to participate in a Bishops See induction course.

We strongly recommend that all clients use our approved list of sub-contractors. The client will be responsible for any contractors, hire companies or suppliers that visit our establishment. We ask that they please respect the grounds and other customers while on our property. A detailed contact list is required of all sub contractors before the commencement of your event; any damage to the building or its surrounds caused by the sub contractor may be billed to the client. Delivery and collection times must be pre arranged with management. Extra charges may apply if a staff person or management is required to be present outside normal trading hours.

BEVERAGE SERVICE

All beverages will be served strictly from the agreed start time of the event. Any beverages required before the agreed start time will be charged on a consumption basis.

All beverage service will conclude 15 minutes prior to the agreed conclusion time and guests will be given an additional 30 minutes from this time to finish their beverages. Lamont's staff will discreetly offer a last round and then the service of all beverages will be concluded. Any beverages served after this point will be charged on a consumption basis.

INTOXICATED PERSONS

Lamont's practices Responsible Service of Alcohol and reserves the right to refuse to serve alcohol to persons who are intoxicated.

DEPARTURE OF GUESTS

Guests are expected to leave quietly and promptly after the event has concluded. Lamont's is prepared to allow guests to stay for an additional half an hour with beverages being on consumption in this time.

Should guests stay longer than thirty minutes, staff charges will apply. This is billable at a rate of \$40 per staff member per hour required to stay to pack up the restaurant. (Only full hours apply). This staff charge is payable on the evening.

All pre-arranged extended stays for more than half an hour will be charged the rate of \$40 per staff member per hour starting from the time the package finishes until the time the bar is closed. A leeway of half an hour will be given for guests to finish their beverages.

Any additional staff or beverage charges are payable on the evening unless arranged prior with management.