



# WOODEN HORSE

RESTAURANT & BAR



FUNCTIONS DOCUMENT  
2021 - 2022

# Welcome

Wooden Horse boasts a unique dining experience that has everything the city centre has to offer, right in the heart of Clayfield.

Using the freshest local produce, we have the space to give classic dishes a modern twist without compromising quality and that unmistakable flavour we all came to love in the first place.



# Banquet Function

Wooden Horse classifies bookings of 12 people and over as a function. Our banquet style function provides a delicious assortment of our most popular entrees, mains, sides and desserts.

**\$65 per person**

# Bar Tab

The use of a Bar Tab allows you to choose your own dollar-based limit and allows you to restrict what is purchasable on that tab. For example, a completely open tab will mean anyone can order what they like or you could restrict it down to only beer & house wines etc.

Throughout the night the on-duty Manager will keep you updated with the status of your tab.

# Function Rooms

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## Private Dining Room

Perfect for groups seeking an intimate experience. Full waiter service (no bar service). Available to a maximum of 18 patrons.

Lunch - minimum \$1,000

Dinner - minimum \$1,600

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## Wooden Horse Exclusive

Wooden Horse exclusively yours, perfect for any kind of function. With full use of all dining and bar facilities (waiter service and/ or bar service) your event is sure to be one to remember. Available to a maximum of 60 patrons..

Lunch - minimum \$4,000

Dinner - minimum \$5,500

*Please note, functions available on Tuesdays to Saturdays.*

# Booking Form

Please fill out pages 4 - 8 and send to Wooden Horse Staff via email.

Booking Date & Time:

No. of Guests:

Company:

Contact Number:

Contact Person/Booking Name:

Email:

Function Occasion:

Requested Function Space:

Any Special Requests:

Bar Tab Limit (if applicable):

Bar Tab Beverage Restrictions (drinks menu is on our website):

## Allergies & Dietary Requirements:

Please provide the amount of guests with special dietary requirements in the fields below. To avoid any disappointment, please ensure all details of dietary requirements at least 48 hours prior to the function date to ensure they are catered for adequately.

Vegetarian:

Vegan:

Coeliac:

Nut Allergies:

Other:

## **COVID-19 Vaccinations:**

From the 18th December 2021, all patrons entering a hospitality venue are required to prove their COVID-19 double vaccination status. Wooden Horse staff are also required to check for each person entering the establishment on arrival. If 100% of your guests satisfy the COVID-19 vaccination requirements, please state YES or NO...

## **Credit Card Details:**

Please provide the following information to ensure your reservation is secured. All card details are held in a secure location and are responsibly disposed of after the reservation.

Card Number:

Name on Card:

Expiry:

CCV:

I give permission for this card number to be used for the purpose of an initial deposit. Please state YES or No...

Signed:

# Terms and Conditions

**RESERVATION:** Your booking form, deposit and credit card authorisation must be completed to secure your reservation. By providing Wooden Horse Restaurant & Bar with your credit card details and personal information, you acknowledge that you have read and understand the following Terms and Conditions.

**FINAL BOOKING DETAILS:** The following information is required 7 days prior to the event: number of guests and time, deposit and credit card details. Dietary requirements can be provided within 48 hours of the function.

**DEPOSITS:** We require a deposit of \$65 per person for bookings of 12 or more. A tentative reservation can be held for 7 days awaiting a deposit. If the deposit is not received within the timeframe arranged, the space may be released to other parties.

**RESERVATION NUMBERS:** Numbers must be confirmed 48 hours before your function. If these confirmed numbers decrease 15% or more than previously confirmed numbers, some or all of your deposit may be forfeited.

**CANCELLATION POLICY:** If a cancellation is made within 7 days of the booking, the deposit cannot be refunded.

**FINAL PAYMENT/METHOD OF PAYMENT:** Full payment is required at the conclusion of the event. In the event that the minimum spend has not been reached, the quoted minimum spend will still be charged.

**MENU:** Our menus all use seasonal produce and are subject to change without notice due to availability and quality of produce, any changes made prior to the event will be made aware to the host as soon as possible.

**DECORATIONS:** Most decorations are welcome, but confetti, glitter or similar style decorations are not permitted due to cleaning purposes.

**BYO WINE/CAKES:** No food or drinks are to be brought externally and consumed on premises. Exceptions may apply to certain sweets and food for infants. Please check with our friendly staff regarding this matter. To cut & individually plate your cake will cost an additional \$3.00 per person. This includes serving & presenting your cake with ice-cream.

**ROOM HIRE/ PRIVATE FUNCTIONS:** We do not charge room hire fees as such, however a minimum charge must be achieved to secure an exclusive booking of an area or the entire restaurant. If the minimum charge is not achieved, then the remainder will go towards the hire of the room/venue. The minimum charge is inclusive of cost per head and selected bar tab limits.

**EXTRA REQUIREMENTS:** You are responsible for any hiring of equipment and it is to be paid for by you. Prices quoted to you do not include any floral, table or room decorations other than stated.

**GUEST RESPONSIBILITIES:** You are expected to conduct the function in a legal and respectable manner and are responsible for the conduct of your guests. You will be charged for any damage that occurs to the restaurant, the property and/or its staff.

**RESTAURANT RIGHTS:** Wooden Horse Restaurant & Bar and it's staff reserve the right to remove from the premises any person behaving in a disrespectful or inappropriate manner. We assume no responsibility for the loss or damage to any property belonging to the client or their guests.

I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS...

Signed:

*Thank you for considering Wooden Horse for your upcoming function. Please don't hesitate to get in touch with our friendly staff if you have any questions, we are always happy to assist.*

*- Wooden Horse Restaurant & Bar Management*