

BELLA VISTA

EVENT TERMS AND CONDITIONS

CANAPÈ 100 GUESTS
SIT DOWN 60 GUESTS

Thank you for considering Bella Vista Manly
for your Event.

Located on North Head Scenic Drive, Manly,
Bella Vista offers pristine and beautiful views of south
head, harbour and the Sydney City Skyline.

Bella Vista is perfect for any kind of event including -
birthdays, engagements, christmas parties, corporate
events, baby showers and celebrations and is suited to
both lunch and dinner group bookings and events.

Capacity

Bella Vista Canapé event can hold up to 100 guests and sit down events for up to 60 guests. Please note with the maximum capacity of 60 guests for sit down, the space is split between the deck and indoor space and if you choose to have space for a band (up to 3 piece) and dance floor is further more restricted. This can be discussed further if you wish to site visit.

Duration

Bella Vista offers Event packages for a duration of 4 hours. Your event can occur at any time of the day, however for events of 60 - 100 people during the day, only certain sections of the cafe are available, as we must be open to the public during our regular trading hours. The minimum amount of people for an event after 5pm is 50 people. We are licensed till 10pm only, no events can go past this time.

Event Days

Bella Vista is available any day of the week, Monday-Sunday. For public holiday days, please ask for further information, additional fees apply. We remain Closed on Christmas Day, New Years Eve and New Years Day.

Bella Vista Event Fee

For any Event held at Bella Vista after trading hours a \$10 fee per person is charged. This includes exclusive use of the Bella Vista outdoor terrace space, indoor and deck spaces and cost of the team.

Mandatory Fees

For any event held at Bella Vista, two mandatory fees apply. Food package per head, and The Bella Vista Event fee. Beverage Packages are optional.

Agreement Form, Deposit and Payment Terms

To confirm your booking we require a 25% security deposit (credited towards the final account). This is required within 7 days of making your reservation and, once paid, reflects your recognition and agreement with the Terms and Conditions outlined. Once you have confirmed your booking, we also require a signed and completed copy of the Security and Agreement Form - this is to be returned within 7 days. Bella Vista holds the right to cancel any bookings not held with a Deposit Payment and completed Security and Agreement Form. Final payment by cash, direct debit or bank cheque incurs no surcharge.

Final Numbers and Menu Selection

The guaranteed number of guests attending the event is required at least 14 days prior to the event for catering and teaming needs. Once final numbers are given this will be taken as confirmed. Catering will be provided for this number and this will be the minimum charged irrespective of last minute cancellations. Guest cancellations cannot be credited towards other elements of your event. All final food and beverage selections are also required at least 14 days prior to the event. All food is subject to seasonal change, however notification will be given for this.

Allergies

Please advise details of guests with food allergies when confirming final numbers. Whilst the chefs and kitchen team do their utmost to ensure the said allergen is not in the meals prepared, we cannot guarantee it as our kitchen does use a wide variety of ingredients on a daily basis.

Kids

For kids 12 years and younger requiring children's meals and drinks, the cost is \$20.00 per head. For little ones requiring no food or beverages there is no charge.

Cancellation Policy

Whilst we understand, due to unforeseen circumstances, it may be necessary to cancel/postpone your event, the following must apply:

- All cancellations or change of date made incur a loss of full deposit.
- No credits will be given for change of date or for the general cafe trade.
- All cancellations made within 14 days of your event will incur a loss of all monies due as stated on your invoice.
- Cancellations must be confirmed to Bella Vista Manly in writing.
- Due to unforeseen circumstances, extreme weather conditions or accidents, Bella Vista Manly reserves the right to cancel any booking and refund any deposit or payments made.

Prices

Bella Vista makes every effort to maintain prices, however they may be subject to alteration prior to your event due to food and beverage price increases. However we will guarantee that any increase will not exceed 5% of your chosen package. All prices are inclusive of GST.

Security

Organisers/Hosts are financially liable for any damage sustained, or loss incurred to Bella Vista property, fixtures or fittings, through their own actions, those of their guests, sub-contractors and contractors. Credit Card details are required at the time of your booking to cover any damages that may occur. The Security and Agreement Form will be supplied to you on the day of your booking to fill out and return to the Bella Vista Management within 7 days. Credit Card details are the only form of security accepted.

Alcohol and Decorum

Bella Vista is a fully licensed venue. No BYO beverages are permitted. It is your responsibility to ensure the orderly conduct of your guests. All beverages are subject to seasonal change, however notification will be given for this.

Due Care

Whilst our team will take care, no responsibility will be taken for damage or loss of goods, equipment or merchandise left on the premises prior to, during or after the event. The following items are not permitted at your event: wax candles, confetti, rice, or sequin type scatters eg. stars, hearts.

Cleaning Fee

A cleaning fee will be charged, at the discretion of Management, should the premises be left in an unacceptable state.

Decor and Styling

You may style and decorate your event in any style you wish, however all major furniture items, fixtures and fittings must remain as styled and positioned by Bella Vista. Nothing is to be nailed, screwed, blue-tacked or adhered in any way to any wall, door or other part of Bella Vista. All decorations must be approved by Bella Vista prior to the reception.

External Contractors

Due to Bella Vista being situated in the National Park, all external contractors and hire must be advised to Bella Vista at least 14 days prior to your event and are subject to approval by management. Bella Vista can apply limits or time restrictions on the contractors.

Tasting

Bella Vista does not offer food or beverage tastings. However, the menu at Bella Vista reflect the style we bring to suit your party or event.

Entertainment and Music

All equipment must be supplied by your hired Band or DJ as Bella Vista does not have facilities for this. Whilst we understand that you are wanting music at your event, music sound levels must be kept at a particular pitch level. Due to the space and noise restrictions in the National Park, a 3 piece band is the maximum we can allow, this includes the vocalist. We cannot allow any band sizes larger than 3 piece. Alternatively, if you wish to use our sound system at Bella Vista, we use a SONOS sound system, where we can add a playlist for your music requests.

Smoking

In accordance with the NSW Health and Hygiene laws and National Park Laws, smoking is prohibited within Bella Vista, the gardens and surrounding areas of the National Park.

Gratuity

Gratuities are discretionary and are appreciated by Bella Vista team.

Indemnity

Bella Vista guarantees the use of the freshest ingredients and ensures that food is prepared under the most hygienic conditions. However no liability is taken by Bella Vista for any latent defect in any product used.

Surprises

Bella Vista cannot be held responsible for the outcome of any surprises to be held and organised prior to, on or after your party/event day that has been organised by the bride, groom, party host, friend or family member known to the hosts. Bella Vista will do everything it can to ensure that any special surprises or organised presents unknown to the party hosts can be carried out.

Early arrival of Guests

Bella Vista events begin strictly at the organised time on your Event Run sheet. For any guests arriving early and before this time, guests must wait outside the venue.

Fireworks

Bella Vista does not allow fireworks within its venue, on the path, in the garden or surrounding areas. National Parks and Manly Council also has a strict policy that restricts the use of fireworks. Heavy fines and penalties will be applied if fireworks are brought without the knowledge of Bella Vista.

Public Liability and Insurance

Bella Vista does hold public liability insurance HOWEVER all external suppliers will be required to have their own Public Liability Insurance. Bella Vista's public liability insurance is very specific to our venue and fit out. No harm or damage to guests caused by any external supplier equipment, styling decor, furniture or goods are covered by Bella Vista.

Bella Vista Manly Cafe and Restaurant

Bella Vista is a cafe/ restaurant. Open 7 days of the week. Our regular trading hours are Monday to Friday 9am - 4pm and Saturday to Sunday 8am - 5pm.

For more information and details on Bella Vista,
or to make your booking, please contact:



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203/33 North Head Scenic Drive, Manly, 2095
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www.bellavistamanly.com.au

Please contact us for your enquiry in regards to any special
celebration.

We do weddings, birthday celebrations, engagement
parties, conferences, meetings, product launches + private
events.



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