

EVENT SPACE HIRE

Day Room Hire

\$200.00 Day

Event room seats 200 people

8am - 3.30pm

Event Room Hire

Soul Food Design Depot & Gallery is located in a converted warehouse in Narromine. The old citrus packing shed offers rustic charm with concrete floors, a contrast of wood washed walls and aged zinc tin walls. Furnished with rustic recycled elm tables and white chairs. Large wire pendant lighting hanging from high ceilings and fairy lights wrapped around beams creating soft lighting.

Our event room can comfortably accommodate 300 cocktail and 200 sit down including dance floor and bar area. This is a guide as each event can be configured differently to suit your event requirements.

Hire Fees

Venue Hire \$800.00

Includes Tables set with crockery, cutlery & white linen napkins

Additional Hire Costs

Table Runners \$11.00 each

Table Vases \$11.00 each

Flower arrangement for vases P.O.A

White table cloth \$14.00 each

Gas heating \$80.00 each

Room Hire Inclusions

Parking | Lectern | White board and flip chart board | Free WIFI

Soul Food Design Depot & Gallery Pty Ltd

02 6889 7997

events@soulfooddepot.com.au

1 - 7 Dandaloo Street Narromine NSW 2821

EVENT SPACE HIRE

Venue Hire Terms and Conditions

Organisers are responsible for damages to fittings, property or equipment prior to, during and after

Venue Hire

- Venue hire gives you access to event space one day prior to decorate
- Require a minimum of 50 guests
- Functions exceeding 8-hour duration will incur a \$ 200 per hour additional charge
- Soul Food Design Depot & Gallery Pty Ltd are licensed to 12am.
No alcohol will be served after 12am.

Surcharges

- Events booked on public holidays incur 15% surcharge to cover staff costs

Booking Deposits

- \$550 Booking deposit is paid to secure event date
- Booking deposits are non-refundable
- Upon receipt of your deposit you are accepting our terms and conditions outlined
- Events cancelled within 6 months of event booking are required to pay balance of \$250 to cover the costs of venue hire fee
- Event date changes are permitted 6 months prior to event booking without penalty. Changes within 6 months require new booking deposit to be paid

Beverage Packages

- We are a fully licensed premise and are governed by Licensing laws, all alcohol is to be purchased on premise
- Soul Food Design Depot & Gallery strictly adhere to Responsible Service of Alcohol
- We have the right to refuse service to intoxicated guests

- Beverage packages are paid on a per head basis, no refund on unused alcohol
- Bar tabs can be set up to monitor beverage consumption and staff notify you once your limit is reached, it is then your decision to extend bar tab or guests can purchase own drinks from bar

Menus

- Menu selections are made from our cocktail, shared platter or alternate serve menus
- If you have your own food ideas or special dietary requirements please call to discuss and we can design a menu to suit your personal taste
- When confirming final guest numbers, if you would like your photographer, band members etc. to be provided a meal please include them in your RSVP numbers
- If you have children attending your event please contact us to discuss menu options

Payments

- \$550 booking deposit is credited off your final account balance
- 1% surcharge applies to credit card payments
- Full payment is required 14 days prior to event, when final RSVP numbers are confirmed

Direct deposits

- Bank: ANZ
- Account: Soul Food Design Depot & Gallery Pty Ltd
- BSB: 012765
- ACC: 291162578

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