

2022

# FUNCTION PACKAGES



2022  
**FUNCTION PACKAGES**



*Outdoor Courtyard*



*Private Dining*



*Bar Area*



*Main Dining Room*

## 2022 FUNCTION PACKAGES

### FUNCTION FACT SHEET

**Private Dining Room:** Our private dining room can accommodate guest from as little as 10 up to 40 guests for a sit down meal Lunch or Dinner and or 50-80 guests for cocktail style function. This room is perfect for product launches, special event, board room lunch or dinner.

*(private dining room incurs a minimum spend for sole use. This does not include outdoor area.)*

**Exclusive use of Private Room:** Speak to our event organiser regarding pricing Any group larger than a 40 people must go onto a set alternative drop menu.

**Cocktail parties 10 – 200 Guests:** We suggest our Canapé Menu options. Choose which set menu you would like and then call us to make a reservation.

**All Beverages:** are on a consumption base only. We will keep the organiser up to date on spend. Special function wines available at your request.

**Product launches, special events, weddings or photo shoots:** please call us and we will be happy to discuss your special requirements.

**Sole Use:** Alchemy Restaurant can be hired for a sole use function. We require a minimum spend to be as follows.

**Exclusive use of Restaurant:** Speak to our event organiser regarding pricing

**Exclusive use of Restaurant in Nov and Dec is priced on request:** Due to high demand

*Please note we would be happy to discuss any budget concerns or needs that you have and we've not covered in our factsheet. All functions are individually priced to suit your needs*

# ALCHEMY

**Address** 175 Eagle St City,  
Next door to Customs House  
50m from Ferry Terminal

**Phone** 07 3229 3175

**Fax** 07 3229 8175

**Email** mail@alchemyrestaurant.com.au

**Web** www.alchemyrestaurant.com.au

Parking available at Secure Car Park 175  
Eagle Street Brisbane CBD



## SEATING CAPACITY

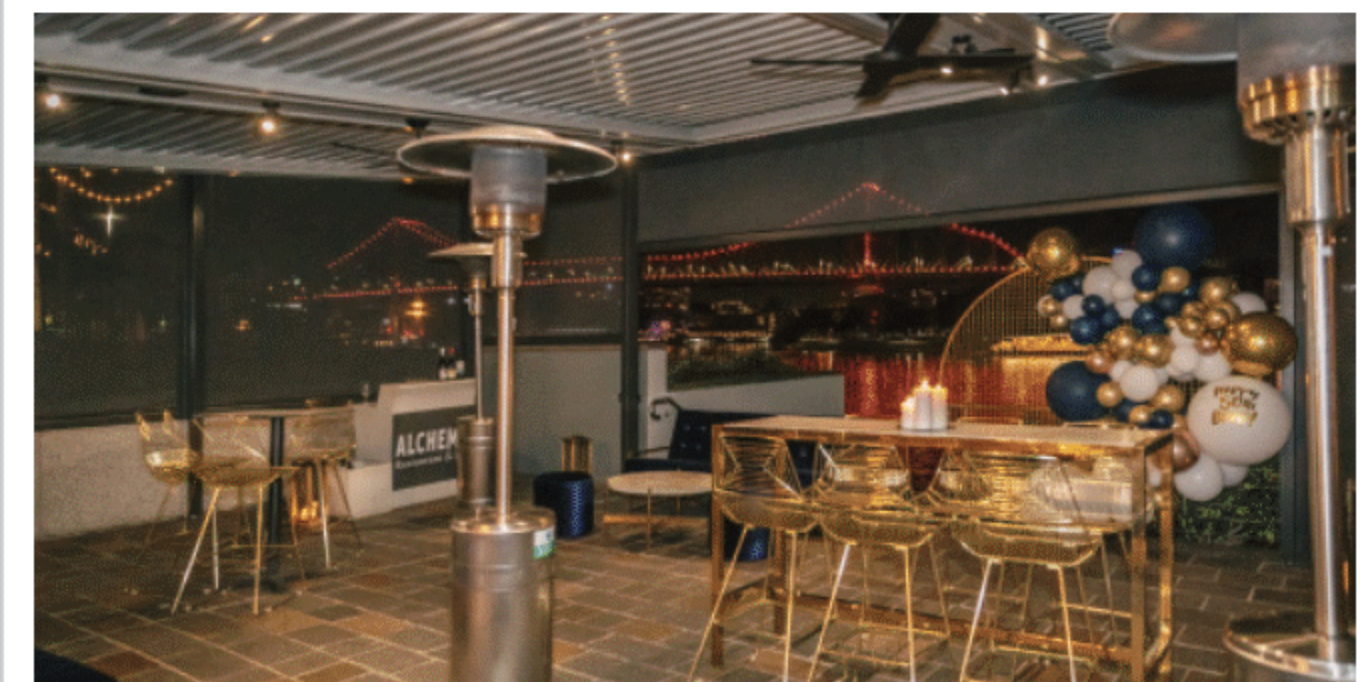
**MAIN DINING FLOOR**  
300 Stand Up & 80 Sit Down



**PRIVATE DINING ROOM**  
80 Stand Up & 40 Sit Down



**TERRACED COURTYARD**  
80 Stand Up & 40 Sit Down



## FUNCTION FACT SHEET

<b>Entire Venue</b>	300 Stand Up & 120 Sit Down
<b>Main Dining Floor</b>	200 Stand Up & 80 Sit Down
<b>Private Dining Room</b>	60 Stand Up & 40 Sit Down
<b>Terraced Courtyard</b>	80 Stand Up & 40 Sit Down

*Minimum spend for exclusive use applies to each space*

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<b>Bar Capacity</b>	30 Stand Up & 20 Sit Down
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*Each space will have its own minimum spend. Please ring for a quote.*

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<b>Hours of operation</b>	Lunch 12:00-3:00 Dinner 6:00-11:00 Sat Dinner 6:00-11:00
<b>Audio</b>	Sony and Computer system i Pod, TV, Mic, Lectern
<b>Visual</b>	All other visual equipment can be ordered in by Alchemy paid by customer
<b>Entertainment</b>	Unfortunately due to noise restriction NO amplified music is allowed outside.
<b>Licensed</b>	We are a fully licensed premise with an extensive wine list. If you have a special wine you would like to bring we can discuss on an individual basis (Please be mindful of our neighbours when enter or exiting the restaurant.)
<b>Food type</b>	Modern European
<b>Corporate packages</b>	Function are quoted individually as minimum spend applies
<b>Menu range food \$</b>	Food is set price menu with choice
<b>Menu range wine \$</b>	\$60.00 - \$900.00
<b>Card Fees Applies</b>	1.5% for all credit card fees

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## BREAKFAST MENU

### Cold Breakfast options

French Pastries

Croissants, Danish, Scrolls 10 pieces per tray \$57 per tray

Preserves and butter will be on table for guest to help himself or herself

Yoghurt Pot, Berries and Granola. On table \$8

### Hot Breakfast: \$40pp

Slow Cooked Eggs with Trench of Trout and Salsa Verde

Slow Cooked Eggs with Smoked Salmon, Potato Rosti and Lemon Vinaigrette

Herb Scrambled Eggs with Parma Ham, Sautéed Mushroom and Confit Tomato

Slow Poached Eggs with Honey Baked Ham and Corn Cake

Ricotta Pancakes with Canadian Bacon, Maple Syrup and Strawberry Cream

Crepes with Hazelnut Nutella and White Peach Puree

Vegetarian Potato Cake with Sautéed Spinach, Mushrooms and Lentils

## CANAPE BREAKFAST OPTIONS

### Canapé Breakfast: \$39pp for 2 hours

(6 options)

Beef and egg crepes		Breakfast Egg Wraps	
Lemon, Sugar and Honey pancakes		Muesli Cups	
Savory Mini Muffins		Fruit Crepes	
Red Onion Tarts with Fetta		Chocolate Crepe	
Diced Halloumi and Tomato		Miniature Quiches both Veg and Mea	
Prosciutto with Melon		Fruit Cones	
Frittata with Rosemary Potato		Breakfast Mince with Egg in miniature rolls	
Corn Fritters		Smoked Salmon & Cream Cheese in a Crepe	
Barramundi Brandade with Garlic Crisps		Cheese Station	

All drinks Served per person. We charge a 2 per person minimum

Coffee will be made to order \$4.5

Longblack

Flat White

Cappucino

Guest will be greeted at the door with smoothies of Banana and Honey and Juice \$8pp

# ALCHEMY

2022 **FUNCTION PACKAGES**

## CANAPES COCKTAIL MENU | 10 - 300 People

### CANAPES MENU OPTIONS

Canape Options	Cost p/p 1 Hour	Cost per person 2 Hours	Cost per person 3 Hours
	Choice of 8	Choice of 13	Choice of 15
	\$40	\$48	\$55

Alchemy will cater food based on the length of time you have picked food to be served. Quantity of canapes will be endless. If you are looking at a longer package please do not hesitate to ask and we would be happy to quote. *We do recommend that you mix canapés with a box meal if you are substituting a meal period.*

### Menu To Choose From

Chicken satays assorted dipping sauce	Warm	GF	
Seared Wagyu with Wasabi Mayonnaise	Warm	GF	
Goats cheese tartlets with Balsamic reduction	Warm	Veg	
Caramelized onion tart with Gruyere Cheese	Warm	Veg	
Mini quiche veg and meat	Warm	Veg	
Freshly Shucked Oysters : quantity tba	Cold	GF	
Assorted Spring rolls with dips	Hot	Veg	
Assorted Spring rolls with dips Samosas with peanut sauce	Hot	Veg	
Peking Duck with Hoisin Sauce, Spring Onion and Cucumber	Cold		
Miniature meat balls with a mild curry sauce	Warm	GF	
Smoked Salmon, Chives and Cream Cheese Rolled in Crepes	Cold	GF	
Pork tartlets with pear chutney	Cold		
Cheese and Truffle sticks	Hot	Veg	
Crumbed lamb with Mint Jelly	Hot		
Salmon Ceviche with citrus dressing	Cold	GF	
Grilled Haloumi Cheese with Grape Tomatoes	Cold	Veg	
Tempura Okra with Chilli Spice	Hot	Veg	
Cheese Kransky Sausages Tomato Dressing	Hot		
Crudo of King Fish with Herb Vinaigrette	Cold	GF	
Smoked trout wit Corn Relish and Gazpachio	Cold	GF	
Tuna and Poppy Seed Cones with Avocado	Cold	GF	
Prawn Cocktail with Shredded Lettuce and Mayonnaise <i>\$3extra per person</i>	Cold		
Chorizo Sausage Skewers	Hot		
Chicken and Ginger Money Bags with Asian Dipping Sauce	Hot		
Lamb Mince with Lime Yogurt	Hot		
Poached Red Wine Scallops with Garlic Aioli	Hot	GF	
Prociutto and Melon	Cold		

# ALCHEMY

2022 **FUNCTION PACKAGES**

## CANAPES MENU OPTIONS .. Cont

Fried Blue Cheese Polenta with Sage	Hot	Veg	
Pumpkin Aranchini and Spinach Aranchini Risotto Balls	Hot	Veg	
Popcorn Chicken with Paprika	Hot		
Tempura Prawns	Hot		
Steamed Pork Buns	Hot		
Prawn Dumplings	Hot		

## CANAPES DESSERT MENU OPTIONS

Chocolate Tarts with Whipped Cream			
Lemon Meringue Tart			
Mix Berry and White Chocolate Mousse Cones			
Doughnuts with Jam			
Tiramisu Coffee Cake			
Cheese Cake with Timtams			
Mini Marbre			
Mango and White Chocolate Mousse			
Orange and Poppy Seed Miniature Cake			

## SAMPLE MENU FOOD BOX OPTIONS

### Sample Menu food Box

If you would like food boxes apply an extra \$17 per person choice of two items. From menu below, Please note you will get only 1 choice per person served only. Stations must be used in conjunction with a canapé menu

Braised Beef Cheeks			
Orrichette Pasta Vegetarian			
Orrichette Pasta with Seafood			
Risotto Vegetarian			
Risotto with Meat			
Beef with Glass Noodles			
Chorizo and Prawn with Creamy Mash and Tomato Compote			
Tempura Vegetable Box			

### Canape Trays

Available with Prior arrangements are canapé trays. Where by we will provide you canapés based on trays ordered. Each tray will serve up to 5-7 guest with 20 individual items on them.  
ie. a bowl of meatballs will be 5, 5 port tartlets 5 kransky 5 salmon ceviche. **\$79 per tray:**  
*only for groups in the bar.*

### Liquid Nitrogen Bomb

If you would like Enjoy our liquid Nitrogen bomb please apply and extra \$9 per person.



# ALCHEMY

2022 **FUNCTION PACKAGE**  
Sample menu only

## INSALATA E VERDURE

### BURRATA

Buffalo Mozzarella Townr, Dandelion Leaves, Chili,  
Herb Vinigarette *veg*

### CARPACCIO

Thin Sliced Raw Beef with Grilled Artichokes,  
Truffle Mayo, Parmigiano *agf*

### CALAMARI

Grilled Calamari, Broccolini, ChickPeas, Grilled Peppers,  
Green Olives, Spring Onion, Herb Dressing

### PROSCIUTTO

Prosciutto, Fennel Salami, Pickled Vegetables *agf*

### PANCETTA DI MAIALE ARROSTO

Braised Honey Pork Belly, White Wine Lentels,  
Chorizo Sausage, *gf*

## PASTA, RISO E GNOCCHI

### FOUR CHEESES GNOCCHI

Fontina, Mozzarella, Gruyere, Parmigiano *veg*

### RISOTTO

Lemon Prawn, Asapargusr *gf, veg*

### PASTA

Housemade Saffron Tagliatelle Pasta, Salmon, Braised  
Octopus, Tomato Sauce *veg*

### RAVIOLI

Ricotta and Pumpkin, Shreeded Confi Duck, Sweet  
Vermouth Butter Emolision,

### ZUPPA/PASTA E FAGOLI

Soup, Sardi Pasta, Bacon, Onion, Kidney Beans, Parmigiano



## SECONDI CARNE E PESCE

### PESCE

Fish Of The Day, Artichokes, Clams, Saffron Butter, *gf*

### BRACIOLE DI MAIALE

Grilled Pork Cutlet, Green Beans, New Potatoes, Sage  
Burnt Hazelnut Butter

### GUANCETTE DI MANZO

Braised Beef Cheeks, Mashed Potatoes, Smoked Bacon,  
Garlic, Mushrooms *gf*

### CONTRFILETTO DI ANGUS AUSTRALIANO

Angus Wagyu Beef Striploin, Spiced Potato Hash, Pot  
Roasted Herb Mushroom

## INSALATA E VERDURE

### MEDITERRANEA

Mediterranean Salad with Tarragon Dressing *gf, v*

### VERDURE

Glazed Carrots and Yoghurt *gf, v*

### PATATE ARROSTO

New Potatoes Roasted Garlic, Rosemary *gf, v*

## DOLCI

### TORTA DI RICOTTA

Lemon Ricotta Sponge Cake,, Sugar Syrup, Raspber-  
ries, Lemoncello Gel

### CREME CARAMEL

Creme Caramel, Orange gel, amaretti biscuit *gf*

### BOMBOLONI

Italian Doughnuts, Orange Blossom,  
Orange Curd, Ricotta Cream

### MARQUISE

Milk Chocolate, Coffee Mousse, Candied Hazelnuts *gf*

### FORMAGGI

Selection of Two cheeses, Gorgonzola, Taleggio, Flat



**TWO COURSE MENU..... \$73**

**THREE COURSE MENU..... \$93**

EXCLUDING STEAKS

SAMPLE MENU ONLY

GF Gluten Free

AGF is Available Gluten Free

V vegetarians

AV available vegetarian

**THIS IS A SAMPLE MENU ONLY**

# ALCHEMY

Restaurant & Bar



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# ALCHEMY

2022 **FUNCTION PACKAGES**  
Sample Menu Only

## EXAMPLE SIT DOWN FUNCTION MENU | 10 - 120 People

Excluding Sept-Dec

Lunch

### ANTIPASTI E PRIMI

### DOLCI

#### CARPACCIO

Thin Sliced Raw Beef with Grilled Artichokes,  
Truffle Mayo, Parmigiano *agf*

#### MARQUISE

Milk Chocolate, Coffee Mousse, Candied Hazelnuts *gf*

#### PANCETTA DI MAIALE ARROSTO

Braised Honey Pork Belly, White Wine Lentels,  
Chorizo Sausage, *gf*

#### BOMBOLONI

Italian Doughnuts, Orange Blossom,  
Orange Curd, Ricotta Cream

#### OSTRICHE

Oysters with Lemon Wrap *agf*

#### FORMAGGI

Selection of Two cheeses, Gorgonzola, Taleggio, Flat  
Bread, Fruit Preserve *agf*



### SECONDI CARNE E PESCE

#### RISOTTO

Lemon Prawn, Asapargusr *gf, veg*

#### FOUR CHEESES GNOCCHI

Fontina, Mozzarella, Gruyere, Parmigiano *veg*

#### QUAGLIA

Marinated Spiced Quail, Fregola, Raisins, Capers, *gf*

#### CONTROFILETTO DI ANGUS AUSTRALIANO

Angus Wagyu Beef Striploin, Spiced Potato Hash, Pot  
Roasted Herb Mushroom  
Surcharge \$10

### INSALATA E VERDURE

#### MEDITERRANEA

Mediterranean Salad with Tarragon Dressing *gf, v*

#### PATATE ARROSTO

New Potatoes Roasted Garlic, Rosemary *gf, v*

TWO COURSE MENU..... \$73  
THREE COURSE MENU..... \$93

#### EXCLUDING STEAKS SAMPLE MENU ONLY

GF Gluten Free  
AGF is Available Gluten Free  
V vegetarians  
AV available vegetarian

THIS IS A SAMPLE MENU ONLY

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# ALCHEMY

2022 **FUNCTION PACKAGES**  
Sample menu only

**EXAMPLE SIT DOWN FUNCTION MENU | 10 - 120 People**

**SAMPLE MENU**

**MENU A**

## ANTIPASTI E PRIMI



### CARPACCIO

Thin Sliced Raw Beef with Grilled Artichokes,  
Truffle Mayo, Parmigiano *agf*

### PANCETTA DI MAIALE ARROSTO

Braised Honey Pork Belly, White Wine Lentels,  
Chorizo Sausage, *gf*

### PROSCIUTTO

Prosciutto, Fennel Salami, Pickled Vegetables *agf*



## SECONDI CARNE E PESCE

### RISOTTO

Lemon Prawn, Asapargusr *gf, veg*

### QUAGLIA

Marinated Spiced Quail, Fregola, Raisins, Capers, *gf*

### CONTROFILETTO DI ANGUS AUSTRALIANO

Angus Wagyu Beef Striploin, Spiced Potato Hash, Pot  
Roasted Herb Mushroom



## INSALATA E VERDURE

### MEDITERRANEA

Mediterranean Salad with Tarragon Dressing *gf, v*

### PATATE ARROSTO

New Potatoes Roasted Garlic, Rosemary *gf, v*

## DOLCI



### MARQUISE

Milk Chocolate, Coffee Mousse, Candied Hazelnuts *gf*

### BOMBOLONI

Italian Doughnuts, Orange Blossom,  
Orange Curd, Ricotta Cream

### FORMAGGI

Selection of Two cheeses, Gorgonzola, Taleggio, Flat  
Bread, Fruit Preserve *agf*



**TWO COURSE MENU..... \$73**  
**THREE COURSE MENU..... \$93**

### EXCLUDING STEAKS

**THIS IS A SAMPLE MENU ONLY**

GF Gluten Free

AGF is Available Gluten Free

V vegetarians

AV available vegetarian

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# ALCHEMY

2022 **FUNCTION PACKAGES**  
*Sample menu only*

**EXAMPLE SIT DOWN FUNCTION MENU | 10 - 120 People**

## MENU B

### ANTIPASTI E PRIMI



#### BURRATA

Buffalo Mozzarella Town, Dandelion Leaves, Chili,  
Herb Vinigarette *veg*

#### CALAMARI

Grilled Calamari, Broccollini, ChickPeas, Grilled Peppers,  
Green Olives, Spring Onion, Herb Dressing

#### ZUPPA/PASTA E FAGOLI

Soup, Sardi Pasta, Bacon, Onion, Kidney Beans, Parmigiano

### DOLCI

#### TORTA DI RICOTTA

Lemon Ricotta Sponge Cake,, Sugar Syrup, Raspberries, Lemoncello Gel

#### CREME CARAMEL

Creme Caramel, Orange gel, amaretti biscuit *gf*

#### FORMAGGI

Selection of Two cheeses, Gorgonzola, Taleggio, Flat Bread, Fruit Preserve *agf*

### SECONDI CARNE E PESCE

#### PESCE

Fish Of The Day, Artichokes, Clams, Saffron Butter, *gf*

#### FOUR CHEESES GNOCCHI

Fontina, Mozzarella, Gruyere, Parmigiano *veg*

#### GUANCETTE DI MANZO

Braised Beef Cheeks, Mashed Potatoes, Smoked Bacon,  
Garlic, Mushrooms *gf*

### INSALATA E VERDURE

#### MEDITERRANEA

Mediterranean Salad with Tarragon Dressing *gf, v*

#### PATATE ARROSTO

New Potatoes Roasted Garlic, Rosemary *gf, v*

TWO COURSE MENU..... \$73  
THREE COURSE MENU..... \$93

#### EXCLUDING STEAKS

#### THIS IS A SAMPLE MENU ONLY

GF Gluten Free

AGF is Available Gluten Free

V vegetarians

AV available vegetarian

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### VEGETARIAN SAMPLE MENU

Warm Marinated Mixed Olives with Gazpacho Dressing gf av	6
Crumbed Stuffed Green Olives with Manchego and Pepper Aioli	9
Crispy Halloumi with Red Pepper Aioli gf	13
Shiitake Mushrooms, Roasted Pumpkin, Bok Choi, Tamarind and Ginger Sauce gf av	22/34
Trofie Pasta with Pesto, Truffle Pecorino, Broccolini and Zucchini Flowers	32/43
Blue Cheese Risotto with Grilled Radicchio and First Press Honey gf	32/43
Pearl Couscous with Asparagus, Swiss Brown Mushrooms and Mustard Seeds av	21/33
Spring Vegetables with Tomato Compote and Zucchini Flowers gf av	34
Sides	13
Mixed Leaves with Vine Tomatoes and Pickled Red Onions gf	
Shoe String Chips with Tarragon Mayonnaise gf	
Mashed Potatoes with Truffle Oil gf	
Spring Vegetables with Garlic Butter and Herbs gf	

GF- Gluten Free. AGF- Can be made to accommodate Gluten Free.

AV – Can be adjusted to vegan

Please speak with your waiter for all dietary requirements.

### WEDDING PACKAGES

**WEDDING PACKAGE 1 - FRIDAY & SATURDAY EVENING**  
**FROM 5.30PM**  
*(& Sunday evening prior to a public holiday)*

**Wedding Dinner 1 inclusive of:**

- Premium canapés on arrival for 45min
- Event menu comprising entrée, main, dessert, side dishes and coffee (served as alternative drop)
- Beverage package for **5 hour** duration 6pm-11pm.
- 2** cocktails on arrival from list provided
- Meals for band/DJ/ photographer up to 4 main meals max
- Table Clothes

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**\$260pp**

**Wedding Dinner 2 inclusive of:**

- Premium canapés on arrival for 45min
- Event menu comprising entrée, main, side dishes and coffee (served as alternative drop)
- Beverage package for **4 hour** duration 6pm-10pm.
- 1** cocktails on arrival from list provided
- Meals for band/DJ/ photographer up to 4 main meals max
- Table Clothes

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**\$220pp**

**Minimum Spend**

Please note that an agreed minimum spend is applicable on Wedding Bookings. If this amount is not reached on the evening, the outstanding balance will be charged to the client's credit card given on confirmation or taken out of the holding deposit. Restaurant can be hired for a maximum of 6 hrs only. All Credit Cards incur a 2%fee. Service fee will apply of \$400 added to total bill at end of night. (this does not form part of minimum spend)

<b>Time of year</b>	<b>Minimum spend</b>
<i>January – Feb</i>	\$14,000
<i>March – October</i>	\$16,000
<i>November</i>	POA
<i>December</i>	POA

If you wish to hire the Courtyard Area for your ceremony it is a flat hire fee of \$3,000.00 for 1 hour. This includes chairs for up to 40 guest, a table for signing of documents.

# ALCHEMY

2022 FUNCTION PACKAGES

## RECOMMENDED SUPPLIERS

### Furniture & Themeing, Event Styling

#### *Epic Empire*

Samantha Hayes  
0404 077 954  
www.epicempire.com.au

#### *Valiant Hire*

07 3859 8500  
www.valiant.com.au

#### *Neals Hire*

07)32087777  
153 North Rd, Underwood 4119  
www.nealshire.com.au

#### *Event Styling Crew*

hello@eventstylingcrew.com.au  
www.eventstylingcrew.com.au

#### *White + White weddings + events*

Danielle White  
0411074154  
www.whitewhite.com.au

### Cake Maker

#### *Cakes by Judy C*

07 3366 9111  
www.cakesbyjudyc.com.au

#### *Vanilla Pod Cakes*

enquire@vanillapod.com.au  
www.vanillapod.com.au

#### *Cake That!*

www.cakethat.com.au  
sarahjane@cakethat.com.au

#### *Petal & Peach*

www.petalandpeach.com.au  
hello@petalandpeach.com.au

### Photography

#### *Jarvis Archer*

0478823220  
www.jarvisarcher.com.au

### Entertainment

#### *Gas Grooves*

Tony Niotakis  
0432 674 940  
www.gasgrooves.com

#### *Chris Palmer*

0409613 045  
chrispalmer.com.au

#### *Shark & Wine*

Elissa Finn  
0423 978 580  
ejane.finn@hotmail.com

### Flowers

#### *The Lush Lilly*

www.thelushlily.com.au  
(07) 3843 5400

#### *Wild At Heart Flowers*

www.wildatheartflowers.com.au  
info@wildatheartflowers.com.au  
0438114964

### Audio Visual

AV-IT Audio Visual

All needs relating to Corporate Events  
(07) 3314 8552  
0421077143

### TERMS AND CONDITIONS

- Alchemy Restaurant and Bar will provide your function/event with all bar staff and Waiter/Waitress to circulate with food.
- Credit Card details are required to secure large bookings/events with Alchemy. No deposit is necessary, however, pre-payments can be made at any time via invoice or credit card. 1.5% credit card fee will apply.
- **Exclusive Space Hire:**  
There is a hire charge for exclusive events. Based on a minimum spend. Please note when booking restaurant the maximum time of hire the venue for lunch is from 12-4pm for dinner is 6-11.30pm. If you are to go over this time you will incur an additional charge. Only by prior agreement by management can time go over. Please speak with event organise for additional charge.
- **Dress Code:**  
Alchemy Restaurant has a dress code policy: All Guests should be neatly attired at all times. Management reserve the right to refuse entry.
- **Rights:**  
We reserve the right to remove from the premises any person behaving in an irresponsible manner. No food or beverage is permitted into the premises unless prior permission has been obtained.
- **Cancellation:**  
**If less than 30 days' notice of cancellation is given management has the right to charge full minimum spend. All cancellations must be in writing.**
- **Payment:**  
**50% of all food must be paid when making the booking.** Final payment of food must be made 1 week prior event date. You can amend numbers up to 1 week prior, by no more than 8 guest either up or down, should numbers be less than 8 you will be charged for what was the greater number when making booking. Alchemy Restaurant does not accept personal cheques. (if payment is not made on the day Alchemy has a right to charge any additional administration fees.) All credit cards will have a 1.5% service charge. Alchemy charges a minimum spend. Should you not reach your minimum spend on the day, Alchemy has no obligation to provide you any further service or stock in lieu of the shortfall. Difference of minimum spend will be a room hire.
- **Final Numbers:**  
Final numbers must be confirmed 72 hours prior to the function date. This number can be decreased or increased however the number confirmed at the 72 hours prior is the minimum amount that will be charged, any increase to this minimum number must be paid for at the completion of the function.  
Note - certain days of the week require a minimum number of guest spend. You will be charged based on this spend. In addition, to ensure that your function runs smoothly and efficiently a guest list is advisable.
- **Loss or Damage to Property:**  
Clients are responsible for any and all damages caused during the function, by any guests or any other persons attending the function. Alchemy Restaurant does not accept responsibility for any loss or damage of property or equipment left at the restaurant before, during or after the function. The Client is expected to conduct the function in a legal and responsible manner. The client is responsible for the conduct of it guests and invitees. The client is responsible, and will be charged for, all damages that occur to the restaurant, its property or its staff.
- **Props/Equipment Deliveries:**  
If the client requires equipment, props etc to be delivered to Alchemy Restaurant this must be arranged with the function and event co-ordinator prior to the confirmed date and they must be delivered to the designated area. The client is responsible for delivery and collection of any external props / equipment. Alchemy Restaurant accepts no responsibility for any damage or loss of property caused during delivery.



### TERMS AND CONDITIONS *Cont.*

- **Responsible Service of Alcohol: NO SMOKING**  
Alchemy Restaurant and Bar is a Responsible Service of Alcohol venue. Due to this reason we can not accept for guest to stay in venue past the 6 hours of a dinner service or 4 hours of a lunch. Service of alcohol is at the discretion of the bar attendants. Smoking is not allowed in the premise or within 4 meters of main door.
- **Pricing:**  
All prices in this event media kit are subject to change at the discretion of Alchemy Restaurant and Bar. All pre-paid events will be honoured in the event of price fluctuation.
- If for any reason Alchemy Restaurant is required to have excessive cleaning of the bathrooms or restaurant due to illness we will charge the function a cleaning fee of no more than \$400.
- **EFT and Accounts:**  
All eft payments can be made 1 week in advance of minimum spend. Please request an invoice if you wish to EFT. Alchemy Restaurant and Bar Pty trading as Alchemy Restaurant and Bar Pty. If your account is not paid within working days Alchemy has a right to charge 5% admin fee for follow up. Any account past 2 weeks will be subject to further cost collections
- Any Group function that is more than 200 guest will be subject to security fee at the cost of the group not Alchemy.
- Full payment of all events must be paid within the month of the event. Should this not happen you will be subject to admistration fees by Alchemy.
- On any given day Alchemy restaurant will be able to run your event and other events simultaneously. Please note we will endeavour to make sure we keep your event running as smooth as possible, however sometimes events beyond our control will occur. It is always our goal to keep your events running somethly. Should you at any time have an issue with your event, kindly advise the manager on duty so that we can action remedy. Without notice by you we will not take any responsibility for a shortfall in service or goods provided.
- The withholding of an account based on none satisfaction of an event is deemed illegal and will be immediatly sent to our solicitor.

We look forward to working closely with you to ensure your event is as success.

### ALCHEMY BOOKING CONFIRMATION SHEET:

I agree to the terms & conditions

Full Name:

Position:

Address Details:

Mobile Number:

Company / Function Name:

Date of Function / /

Guests Arrive:

AM/PM

Signature:

Number of Guest:

Room: Private, Main, Courtyard, Bar

Minimum Spend Quoted:

DEPOSIT AUTHORISATION

Type of Card

AMEX

BANKCARD

VISA

MASTERCARD

DINERS

Name of Cardholder:

Credit Card Number

Expiry Date:

Four Digit Security Code: (Amex Only)

Three Digit Security Code: (VC / BC / MC)

*(on the reverse of your card the last three digits displayed in the signature panel)*

Signature: