

fix st james

Thank you for your enquiry about holding a function at Fix St James.

We are located in Central Sydney looking onto the historic NSW Supreme Court Buildings & the St James Corner of Hyde Park.

Our multi level space is perfectly suited to catering for a variety of events, from small dinners to large cocktail parties. We also have an outdoor area which is perfect for enjoying Sydney's stunning weather.

We can cater for groups up to 14 people in the a'la carte section of the restaurant.

For groups of 10 – 14 people we have several menus to choose from. The minimum spend for these groups is \$45 per person.

For lunch or dinner sit down functions we can provide either the upper section as an exclusive area or the entire restaurant. Whilst the upper section is separated it is not a private room and as such not suitable for presentations or speeches. For cocktail parties the entire restaurant needs to be booked.

Capacity

Dining

- Upper Section up to 30
- Whole Restaurant up to 60

Cocktails

- Whole Restaurant up to 80

At Fix St James we do not have a hire charge for either the upper section or the entire restaurant; however we do have a minimum spend requirement and an 8% service charge.

Minimum Spends

		Jan – Oct	Nov – Dec
Upper Section	Tuesday	\$1500	\$2000
	Wednesday	\$1500	\$2000
	Thursday	\$2000	\$2000
	Friday	\$2500	\$2500
	Entire Restaurant	Monday	\$3000
	Tuesday – Thursday	\$4000	\$4000
	Friday	\$5000	\$5000
	Saturday	\$5000	\$5000
	Sunday	\$6000	\$6000

Bookings are only confirmed once a 50% of minimum spend deposit is paid.

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Terms & Conditions

Booking & Confirmation

Please fill in the booking form found on page 3, sign and fax back to Fix St James on +61 2 9231 0480 to secure your function space

Deposit

50% of the minimum spend is required as a deposit to confirm your booking. This must be received at least 60 days prior to the event.

Payment

Final payment must be made on the day of the event. Please note that Fix St James does not accept cheques as balance of payment for the event. All prices are given as a guide only and vary according to the number of guests, date of the function and overall catering requirements.

Confirming Final Guest Numbers

Fix St James requires that final guest numbers be confirmed 3 working days prior to the function date. This number can be decreased or increased however the number confirmed at 3 working days 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.

Minimum Spend

If the final bill does not reach the minimum spend the client is responsible to also pay the difference on the day of the event.

Service Charge

8% gratuity will be added to the total food and beverage component of the final account.

Hiring of Equipment

The client is responsible for any external hiring of equipment and is to be paid for by the client. Prices quoted do not include any floral or table decorations, music or entertainment, photography or audio visual requirements.

Music/Entertainment/Noise Levels

Regulations are in place with regards to noise levels, music and entertainment. We reserve the right to lower noise levels if it results in disturbing other restaurant patrons or residents.

Finishing Times

Lunch functions must finish at 4.30pm unless a prior arrangement has been made. Dinner functions cannot extend past midnight due to licensing requirements.

Client Responsibilities

The client is expected to conduct their function in a legal and respectable manner and is responsible for the conduct of its guests and invitees. The client will be charged for any damage that occurs to the restaurant, the property or it's staff. Please also note that in line with Australian legislation relating to responsible service of alcohol, Fix St James staff and management reserve the right to terminate a function, refuse service to any guest deemed intoxicated, or take responsible action to assist any intoxicated guest from the premises.

Cancellation

Any cancellations must be made in writing. Cancellations received more than 30 days prior to the function date will receive a full refund. Cancellations made less than 30 days prior to the function date will not be entitled to a refund of the deposit.

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Restaurant Rights

We reserve the right to remove from the premises any person behaving in an irresponsible manner.

We assume no responsibility for the loss or damage to any property belonging to the client or their guests.

The client is responsible for delivery and collection of any external props/equipment.

No food or beverage is permitted into the premises unless prior permission has been obtained.

BOOKING FORM

I agree to the above terms & conditions

Full Name: _____

Position: _____

Company/Function Name: _____

Address: _____

Phone Number: _____

Date of function: _____

Upper Section/Entire Restaurant (Please Circle)

Guests arrive: _____ AM / PM

Guest Numbers: _____

Signature: _____

DEPOSIT AUTHORISATION

Type of card (Please Circle): AMEX VISA MASTERCARD DINERS

Name of cardholder: _____

Credit card number: _____

Expiry date: _____ Deposit amount: \$ _____

Four digit security code: (AMEX only) _____

Signature of cardholder: _____