



PRIVATE DINING ROOM BOOKING POLICY

CONFIRMATION AND DEPOSITS

A payment of \$500 is required to be paid as a deposit in order to confirm a reservation in a private dining room. Payments are accepted via credit card or by bank transfer. Paid deposits are non-refundable, however may be transferred to another date chosen within 6 months should you're booking not proceed on the scheduled date, if notified with more than a weeks' notice of original booking date is given.

CANCELLATION

Paid deposits are non-refundable. We require a minimum notice period of 7 days notice to reschedule an upcoming booking. This request must be submitted in writing via email to our reservations team. Cancellations without rescheduling will result in forfeit of the full deposit paid.

CHANGE IN NUMBERS

We require all guest numbers to be confirmed a minimum of 48 hours in advance. This is the minimum final number will be charged for on the day.

TABLE PLANS

Final table plan will be based on the number of guests confirmed in the reservation at 48 hours prior to the event date. Our team will do their best to accommodate last minute changes as required.

FOOD & BEVERAGE REQUIREMENTS

Menu and beverage selections are required to be submitted 7 days prior to your booking date to ensure availability. All menus are subject to change, without notice, based on the seasonality and availability of produce. We will endeavour to advise all bookings of any changes prior, however this may not always be possible.

Confirmed numbers of guests including dietary requirements are required to be provided 48 hours in advance of the booking. Alterations to menus may be accommodated on certain occasions, we do encourage advance notice in order to confirm specific dietary requests. With sufficient notice we are always able to accommodate dietary requirements.

INDEMNITY & LIABILITY

The client indemnifies Flying Fish against any and all damages caused while in our venue by any of their guests, including but not limited to property damage and personal injury. We reserve the right to charge for any damage, excess cleaning, repairs needed to the credit card on file of the organiser.

MINIMUM SPENDS

Please note that all private dining rooms require a minimum spend on food and beverages to be reached, which is quoted and agreed to at the time of enquiry. If, at the conclusion of your booking this minimum amount is not reached, the final bill will be rounded up to this amount accordingly and the remaining amount charged as a room hire fee payable by you on the day at the conclusion of the booking by cash or credit card.

SERVICE CHARGE

All group bookings incur an 8% Service Charge as a gratuity to the staff looking after the Event payable by you on the day at the conclusion of the booking by cash or credit card. The Service Charge is not included in the minimum spend.

PUBLIC HOLIDAY SURCHARGE

All bookings that fall on a Public Holiday incur a 15% surcharge.

SETTLEMENT OF FINAL BILL / INVOICE

Any deposit paid prior to the Event, will be deducted from the final bill. Flying Fish requires all final payment to be made in full, at the time the booking concludes by cash or credit card.

ACCEPTANCE OF AGREEMENT:

By confirming your booking with us and paying your deposit you are accepting of and are bound by the terms and conditions as stated in this agreement.