

MARY G'S FUNCTION KIT

INTRODUCTION

Mary G's has established itself as the premier entertainment venue in the city of Lismore. Since 1870, Mary G's has provided guests with a sophisticated venue and superior service. Ideally located in the heart of Lismore, Mary G's offers 3 areas of versatile function space, perfect for any occasion.

Choose from one of the following spaces:

- Restaurant
- Nightclub
- VIP

Let our experienced team coordinate all aspects of your events. With our attention to detail, individual menus, and packages to best suit your needs, we can ensure your occasion is stress free, well organised and most of all... A HUGE SUCCESS!

To make a booking or speak further about any of the options below, please call us on 6622 2924 or email us at info@marygs.com.au

CAPACITY

Restaurant

This space only available for smaller bookings and not available for private hire. There is a small "alcove room" located on the upper level close to the Main Bar which can seat up to 30 people. Available 7 days a week. Open 7 days a week for lunch 11– 2.30pm and dinner 5 - 9pm (except Christmas Day). Located on ground level, the restaurant is a fantastic space for socializing, meeting new clients and celebrating special occasions. Already an after-work drinks favourite, get in early to secure a table and enjoy some tasty food! Mary G's Head Chef brings in his wealth of experience and true love of food from all cultures to deliver menus to cater for all occasions.

Nightclub: 260 seated / 400 cocktail style

Available 7 days a week (except Christmas Day). Available on Saturdays up until 8.30pm at the latest due to the Nightclub opening for patrons at 9.30pm. If you are looking for a more private area, take a look at our Nightclub space. Personalise your area by theming to suit your occasion. Mary G's management team can recommend options and suppliers to ensure your occasion is stress free! The room is serviced by its own male and female toilets, bar and A/V system. The space features an in-house P.A, lighting system, and microphone. The versatility of the room allows it to be used for a wide variety of events including conferences, engagements, reunions, work functions, product lunches, Christmas parties, luncheons and meetings. Let our staff accommodate your next big event by arranging catering for your guests!

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VIP Room: 40 seated / 150 cocktail style

Available 7 days a week (except Christmas Day). Available on Saturdays up until 9pm at the latest. The popular Mary G's VIP Bar is located within the Nightclub and is the ideal space to mix and mingle comfortably with friends and colleagues to celebrate any special occasion. You and your guests will be indulged in superior service by your own personal waiter if you chose to have one. The space has lounges at either end of the room as well as small high tables with stools to cater for that cocktail style arrangement.

COSTS.....

Bond

A bond of \$100 is required prior to your function and must be paid within 5 days of confirmation of your function. You will get this back after a full inspection has been completed by management post function. Any damages may incur loss of entire bond.

Room Hire Costs

- **Restaurant:** Not available for private hire. Standard lunch and dinner bookings are fine.
- **Nightclub:** \$100
- **VIP:** \$35

Staffing Costs

- **Bar Attendant:** \$25 per hour, per staff member. Free Bar attendant with private functions of 20+ guests.
- **Security Staff:** \$25 per hour, per security staff. Security is compulsory for any event of 50 or more guests.
- **Light & Sound Tech:** \$100 for the function event. This is a compulsory cost for anyone having DJ or band for their function. Entertainment organised by you at your own cost must be approved by the manager first when booking your function.

Our Nightlife system music is available if you require some light background music. This system is free of charge. You can select specific genres to be played for the event, but you must notify a manager to organise this prior to your function.

A whiteboard is available as part of the room hire if required.

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MARY G'S DRESS CODE POLICY

AT ALL TIMES

- Neat casual dress code
- Footwear is to be worn at all times. No dirty or damaged footwear is permitted
- No indecent clothing, no obscene or offensive prints
- No clothing that condones violence (e.g. Tapout brand)
- No gang/motorcycle club clothing
- No face covering clothing (unless agreed by the manager)
- No offensive bodily odours
- No unkempt hair
- All bags brought into the Venue may be subject to search prior to entering the Venue. However, patrons are free to refuse the bag search and enter the Venue without the questionable bag

AFTER 9PM

All of the above with the addition of:

- No singlets ("Bonds"/pyjama style) or muscle shirts
- No tracksuit pants/tops
- No hooded jumpers (at management discretion)
- No hats/headwear or items that cover the face – These must be removed prior to entering the Venue for security purposes. Religious or medical exemptions apply at the discretion of management
- No sports uniform (exception – sports themed events at the Hotel)
- No thongs (women and men may wear open shoes eg. Dress sandals if the appearance is neat and tidy as a minimum)
- No quick dry shorts material eg. No sports shorts
- Dress shorts are acceptable and must be of neat and tidy appearance (subject to management)
- Theme Nights: Costumes subject to management approval, please be respectful.

If in doubt, call the Hotel and speak to the manager.

MARY G'S CODE OF CONDUCT

- You will be refused entry or required to leave the premises if you are:
- Intoxicated or approaching intoxication
- Offensive, loud, quarrelsome, or abusive to other customers, staff or management
- Inappropriately attired
- Have been previously barred
- Drinking alcohol in the streets/public area prior to entry
- Patrons are also advised to carry valid photo ID with them whilst on the premises and the Venue is unable to accept any expired or damaged ID.

This Hotel Policy is enforced for the safety of all our patrons. Patrons refusing to leave when asked will be charged with a "Failure to quit a licensed premise" and fined.

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Mary G's House Policy

- Mary G's promotes a healthy and safe environment. With this in mind, the underlying focus of Mary G's is to provide a safe, enjoyable and responsibly managed venue for our staff and patrons.
- Responsible Service of Alcohol is a standard and also a measure of training that is compulsory at Mary G's. At its simplest level all front of house staff must complete RSA accredited training before starting at Mary G's and must ensure the training is implemented on the job on a daily basis.
- The main focus of our House Policy is the environment we provide for our staff and our patrons. This environment is intended to be everything that is best about Mary G's – safe, healthy, vibrant, fun and responsible.
- Minors are prohibited from entering our venue unless accompanied by a parent or guardian. Minors are restricted from entering certain areas i.e. Gaming Areas
- Intoxicated persons will be treated with respect, courtesy and dignity at all times. Unduly intoxicated persons will be refused entry and/or service and techniques used to aid the patron in the most appropriate manner.
- Security, Crowd Controllers and / or Police will be contacted to help the venue at any time when the safety of any person cannot be guaranteed by venue staff. The primary obligation of any staff member who feels any situation is dangerous is to inform their supervisor and ultimately security and the Police.
- As mentioned earlier any intoxicated, unduly intoxicated or patron in general is to be offered assistance wherever possible. Although Offensive, loud, quarrelsome, or abusive to other customers, staff or management will not be tolerated and will be asked to leave and may incur a Ban from the Premises.
- Respect, Courtesy and Dignity are the standards by which patrons will be dealt with whilst at our venue. Whilst always keeping this in mind, all staff including Security staff will be mindful of refusing service and/or entry to any patron who is intoxicated, fails to meet the dress regulations, cannot produce Valid ID or cannot prove their age, or is generally unruly.
- Mary G's is committed to offering a balanced range of products to our customers. This includes a myriad of non-alcoholic beverages including juices, soft drinks, mock tails and FREE water. Further, it is the commitment of management that a wide variety of low strength and mid strength beverages be offered and that these beverages be displayed prominently and always with non-price parity to their full-strength counterparts.
- Mary G's has a policy to never promote the consumption of alcohol irresponsibly. This includes any promotion that promotes rapid or excessive consumption or price discounting promotions.
- Customer Service: The service of our customers is at the forefront of our commitment to the House Policy. In true Mary G's service must be warm, friendly and outgoing but also firm and responsible when the need arises.

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Mary G's Pre-Order Form

Corner of Keen & Woodlark Streets, Lismore, NSW 2480

P: (02) 6622 2924 E: info@marygs.com.au

F: www.facebook.com/marygslismore W: www.marygs.com.au

BOOKING DATE:

BOOKING NAME:

NO. OF PEOPLE:

TIME BOOKED:

TIME MEALS TO BE SERVED AT:

CUSTOMER NAME	MEAL NAME	PLEASE SPECIFY THE FOLLOWING: -HOW YOU WOULD LIKE IT COOKED (EG STEAKS) -SIDES/ SAUCES/ EXTRAS -ANY ALLERGIES/ DIETARY REQUIREMENTS	TOTAL PRICE
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MARY G'S FUNCTIONS TERMS & CONDITIONS

Payment

Full payment for function must be made NO LATER than the conclusion on the function.

Confirmation

A booking is only confirmed upon receipt of this signed Terms & Conditions agreement along with 25% deposit (if required).

Final Details

Final Preordering Form is due no later than 4 working days prior to the booking date. Menus are subject to change at any time in line with produce availability. Apart from birthday cakes, no other food is permitted to be brought into the venue. Increased or decreased event numbers must be discussed with a manager prior to the event/function asap.

Loss and Damages

Decorating the function area is allowed however certain decorations are not permitted [i.e. Confetti]. In the instance that these items are used the client is liable for any damages caused and/or cleaning expenses associated. Mary G's does not accept responsibility for injury, damage or loss of, any client's property left in the premises prior to, during or after an event. Any damages caused to Mary G's property during an event are the financial responsibility of the client. Our license prohibits any food or alcohol to be brought onto the premises at any time.

Minors

Any guests under 18 years of age must have their parent/legal guardian's supervision at all times. All minors must vacate the premises by 9pm. All minors attending a function must be notified to the manager prior to the event. Mary G's has zero tolerance on underage drinking. Should a minor be found consuming alcohol the function will be shut down. Please consult with Mary G's for further details.

Cancellations

We would be disappointed if the booking cancels however, should this occur the following conditions would apply:

- Notification must be provided to management
- Notice within 1 week of the booking date the deposit will be retained
- Any cancellation charges for third party items hired on behalf of the client are payable by the client

Regulations

Government regulations state that a current Australian drivers' license (valid with photo), a current passport, or an 18+ Card are the only valid documents to allow entry to Mary G's. Please advise guests, that any persons not able to produce valid ID will be refused entry. Mary G's management and staff adhere to the laws governing the Responsible Service of Alcohol – NSW Liquor Licensing Department. Patrons showing signs of undue intoxication or disorderly behavior will be refused service and will be asked to leave the premises. Management has the right to exercise regulatory conditions at any time during a function if it is believed that the alcohol consumption rate is excessive.

I agree to the above Mary G's Function Terms & Conditions.

Signed _____ Date _____

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