



Manta Restaurant & Bar Booking Form
For groups of 10 or more

NAME OF BOOKING: _____

DATE OF EVENT: _____

COMPANY: _____

PHONE: _____ MOBILE: _____

EMAIL: _____

Arrival time: _____ Departure time: _____

NUMBER OF GUESTS: Adults: _____ Children under 12: _____

Credit Card to be used as guarantee for booking:

Card Type: M/Card Visa Amex

Name on Card: _____

Card Number: _____

Expiry Date: _____ CCV Number: _____

I have read and agreed to all terms and conditions attached.

Signature: _____ Date: _____

Booking details continued:



Menu selection: _____ \$ _____ per person _____

Canape Packages: _____ \$ _____ per person _____

Beverages on Consumption

Please select from the following options that you authorise can be added to the final bill.

- Filtered still & sparkling mineral water \$5pp unlimited
- Beer / Cider
- Pre-selected wines (Groups of 20 or more this is required 7 days prior to your event)
- Spirits
- Cocktails

Beverage Packages \$45pp \$60pp \$80pp

Semi-private dining room **Seats up to 30 guests. Minimum spend fee may apply.**

Special Dietary Requirements – Please confirm to the restaurant at least 7 days prior.
After this date we may not be able to accommodate your requests on the day.

Additional Booking Details -

I am pleased to confirm the above as required for my confirmed reservation:

Group Reservations Terms and Conditions

We thank you for your enquiry to dine with your guests at Manta Restaurant. Please find below the details of our reservation guidelines and conditions for groups of 10 or more. This letter forms as an agreement between Manta and our guests to ensure your booking runs smoothly and is as enjoyable as possible.

Please complete, sign and return this form to us to confirm your booking. Tentative reservations will only be held for 48 hours.

Manta reserves the right to cancel your reservation should this signed terms and conditions page is not returned to us in this time. All changes can be done directly with the reservations coordinator between 9am – 5pm Monday to Friday.

Signature: _____ Date: _____

Beverages

All beverages consumed are charged on a consumption basis.

We ask that groups of 20 or more pre-select their wines with seven days' notice to avoid disappointment.

We will endeavour to notify you should your choice not be available and we will always have a similar wine style and price in our cellar.

Beverage packages are available for groups of 10 or more guests.

We have a large and varied cellar – therefore BYO is not part of our booking policy.

Gratuities and Surcharges

An 10% discretionary service charge applies on the total account. for all bookings dining of a group menu.

A 10% surcharge applies on Sundays and public holidays (The 10% service charge is waived on these days)

A 1.5% card surcharge applies to all bills

Group Sizes

14 people will be the maximum number of guests on one table (Excluding the semi PDR) Parties of 15 or more shall be placed on separate tables according to the size of the party. We ask you to discuss any specific seating arrangements with the reservations coordinator.

Timings

Lunch 12.00pm till 4.45pm. All group bookings must be vacated by 4.45pm for the setup of the restaurant for dinner service.

Dinner 6.00pm till 11.30pm. All group bookings must be vacated by 11.45pm.

Exclusive Use

Manta Restaurant does not charge venue hire, however minimum spend requirements apply dependent on the date of the event. This means you are required to spend at least the advised minimum spend on food and beverages in order to exclusively book the space. Minimum spend requirements are available on request.

Entertainment and Noise Restrictions

Unless previously discussed with the reservations coordinator, speeches, telegrams or private entertainment is not allowed in the restaurant. Noise restrictions apply on the wharf due to the close proximity of other restaurants and the residential areas. All guests are to vacate the wharf quietly by 11.45pm and consider our neighbours.

Other Items

Manta does not allow split bills. Payment may however be split between food and beverage.

All personal property left a Manta is at your own risk and Manta takes no responsibility for damage.

Confirmation of Final Numbers

Final numbers for group reservations are required 3 business days prior to the function.

Any number reduction within 3 days will be charged at \$50.00 per person now show charge on the final bill.

A valid credit card is required at the time of booking for reservations of 10 diners or more.

Exclusive bookings are required to pay a booking deposit. The reservation coordinator will confirm this amount.

Final balance is to be settled upon conclusion of your event. Manta does not offer account facilities.

Cancellations

All cancellations must be made in writing to Manta Restaurant.

Cancellations made under 3 business days' notice will result in the following.

Bookings 12+ guests having non-exclusive use of the restaurant - Final numbers must be confirmed 3 days prior otherwise a cancellation fee of \$50 per cancelled guest will apply.

Bookings 50+ Final numbers must be confirmed 3 days prior otherwise a cancellation fee of \$50 per cancelled guest will apply. Bookings holding a semi private/exclusive area of the restaurant will forfeit the holding deposit paid upon cancellation with less than 10 days' notice.

If you have any queries about any of the above details, please contact us on (02) 9332 3822 and we will be happy to clarify any issues. We thank you for choosing Manta and look forward to seeing you.

**PLEASE COMPLETE AND RETURN THIS SIGNED BOOKING FORM TO
reservations@mantarestaurant.com.au**

