



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 Package \$45pp \$50pp \$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:

I have read and agree to the terms and conditions below

Signature: _____ Date: _____

MANTA RESTAURANT TERMS AND CONDITIONS

BOOKING CONFIRMATION

Please complete, sign and return the booking form to us with the specified deposit instructions to ensure your booking is confirmed. Tentative reservations will only be held for 48 hours. Manta Restaurant reserves the right to cancel your reservation should this signed terms and conditions page not be received within this timeframe. All changes can only be made directly with the event coordinator between the hours of 9am-5pm, Monday to Friday.

FOOD AND BEVERAGES

Manta Restaurant does not permit external food or beverages to be brought onto the premises, with the exception of wine and champagne for the sharing menu with BYO wine. Pre-arranged BYO cake is also exempt.

All beverages consumed are charged on a consumption basis. 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 unless the BYO group Menu is booked. In this case, the BYO package is limited to one bottle per person.

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 advise of a similar wine style and price available in our cellar.

Please note that all food and beverages are subject to change without notice based on seasonality and availability.

DEPOSIT - SHARING MENU WITH BYO WINE

A deposit of \$200 is payable at the time of confirmation. If the deposit is not received by the due date, the booking will be cancelled. BYO Wine Menu bookings are restricted to one bottle per guest.

PRICE VARIATIONS

Every endeavour is made to maintain prices as originally quoted; however, they may change without notice.

TABLE SIZES

There is a maximum of 14 guests allowable on one table (excluding the Semi-Private Dining Room). Parties of 15 or more shall be placed on separate tables next to each other according to the size of the party. We ask you to discuss any specific seating arrangements with the reservations coordinator.

TIMINGS

Lunch: 12.00pm – 4.45pm. All group bookings must be vacated by 4.45pm.
Dinner: 6.00pm – 11.30pm. All group bookings must be vacated by 11.45pm.

PAYMENT

Payment is required at the conclusion of the event. Manta Restaurant does not offer account facilities. Split bills are not allowed, with the exception of food and beverage being charged separately if required. Only 1 credit card will be accepted unless prior arrangements have been made with the Events Manager. Multiple credit card payments can result in extensive delays; it is recommended that cash is used when several people are contributing to the final payment.

CREDIT/DEBIT CARD SURCHARGE

Please note that a 1.5% surcharge will be applied to all credit/debit card payments. This is not refundable in the event of a cancellation.

SERVICE FEE (MON - SAT)

For all group reservations a discretionary 10% service charge is added to the final bill as a gratuity and is paid directly to the waitstaff. The total bill for the evening is to be paid in full at the completion of your meal.

SUNDAYS & PUBLIC HOLIDAYS

An additional 10% surcharge will apply to food & beverages on Sundays and New South Wales public holidays, including all group/event menus and the Sharing Menu with BYO wine.

GROUP RESERVATIONS

Please find below the details of our reservation guidelines and conditions for groups of 10 or more. This letter serves as an agreement between Manta Restaurant and our guests, to ensure your booking runs smoothly and is as enjoyable as possible.

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.

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 Restaurant does not offer account facilities.

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

CANCELLATIONS - A LA CARTE OR COCKTAIL EVENTS

A la carte and cocktail event cancellations are to be made in writing to Manta Restaurant.

In the event of a cancellation of a restaurant book-out or holding of a semi-private/exclusive area, the

full deposit will be refunded if the cancellation is made more than 2 weeks prior to the event. Cancellations made less than 2 weeks prior to the event date will not be entitled to a refund of deposit.

In some instances, we may be able to transfer the deposit to a later date within a reasonable time frame; however, this is at the discretion of the events manager.

Bookings of 10+ guests having non-exclusive use of the restaurant must confirm final numbers 3 days prior. Any number reduction within 3 days will be charged at \$50.00 per person on the final bill. A valid credit card is required at the time of booking for reservations of 10 diners or more.

CANCELLATIONS - SHARING MENU WITH B.Y.O WINE

Sharing menu with BYO wine cancellations are to be made in writing. In the event of a cancellation, postponement or transfer of the date for a group booking made more than 3 days prior to the event date, the full deposit will be refunded. Cancellations made less than 3 days prior to the event date will not be entitled to a refund of deposit.

RESPONSIBLE SERVICE OF ALCOHOL

Manta Restaurant is committed to the responsible service of alcohol. Intoxicated guests will not be served. It is a requirement of the law that intoxicated persons are removed from licensed premises.

INSURANCE & PUBLIC LIABILITY

Manta Restaurant accepts no responsibility for damage or loss of merchandise, equipment or personal articles left in the restaurant, prior to, during or after an event.

DELIVERY & COLLECTION OF GOODS

Manta Restaurant will only accept delivery of goods on the day of the event and with prior arrangement. Delivery must be made outside of service hours.

DECORATIONS

Decorations and cakes that are deemed to be offensive are not permitted. We reserve the right to refuse entry to anyone not adhering to this condition. Only decorations that are tasteful and colourfast will be accepted.

No confetti/glitter or confetti/glitter filled balloons. Manta Restaurant does not allow sparklers or candles where the flame is exposed. Whilst we are happy, with notice, to accept prior delivery of items for your event such as gift bags, flowers, place cards etc, it is the responsibility of the host to ensure they are placed for the start of the event.

Items left must be collected within 48 hours of the conclusion of the event as Manta Restaurant will not accept responsibility for items remaining on the premises after this time.

MUSIC

Manta Restaurant does not permit any personal music, audio or amplification (including microphones) in the dining area. All entertainment for exclusive use of private rooms or spaces in Manta Restaurant is subject to management approval. Manta Restaurant retains complete discretion to vary or cease entertainment levels that do not comply with applicable law or which may cause Manta Restaurant to breach the lease agreement.

PLEASE CONTACT US ON (02) 9332 3822 IF YOU HAVE ANY QUERIES ABOUT ANY OF THE ABOVE DETAILS.