

FUNCTION CAPACITY

Name of Room	Dimensions	Area	Ceiling Height	Theatre	Classroom	Banquet	Cocktail	U-Shape 3 pax per trestle	Boardroom	Cabaret 8 pax per table
La Medusa Ballroom	27.2mx 17.2m	467sqm	3.9m / 4.75m	450	270	280	500	-		224
La Medusa 1	17.2mx 14.8m	255sqm	3.9m / 4.75m	180	100	80	200	48		64
La Medusa 2	12.4m x 6m	74sqm	3.9m / 4.75m	50	20	30	70	18		24
La Medusa 3	12.4m x 8.8m	109sqm	3.9m / 4.75m	80	40	60	90	21		48
Boardroom	7m x 5.5m	Oval shape	3.5m	Board Table for 12						
Finestra	11.5m x 5.5m	63sqm	5.5m	50	30	40	50	27	28	32
Fountain Terrace	25m x 10m (82ft x 32ft)	N/A	N/A	80	N/A	100	200	N/A	N/A	80

Vie Bar + Restaurant

Sit down Capacity upstairs is 80 pax (Groups of this size will be seated in 2 sections – 50 pax set in the 30's, over four tables and 50pax set in the 50's over three tables. (final set up at Restaurant's direction)).

Weather permitting capacity increases to approximately 100pax.

Total sit down capacity inside, utilising upstairs and downstairs is 126pax. Weather permitting capacity increases to approximately 140pax.

Cocktail capacity is approximately 250pax.

Group bookings in Vie Bar + Restaurant:

- Bookings under 13 guests select from our full A la carte menu for both food & beverage c/- Vie
- Bookings 13 - 20 guests can choose from the reduced A la carte menu C/- Vie
- Bookings of 20 + guests will be classified as a Group Booking C/- C&E
- Maximum amount of guests for a choice menu is 40 guests
- 40 + guests must choose a set menu with the option of including alternate drop (at no charge)
- Reduced choice menus to be selected from the current A la carte menu. Bookings over 2 weeks away will be forwarded current A la carte menus. 1 week prior to reservation for guests' selection. Please note do not offer soups as an option on choice or set menus where possible
- Reduced choice menus are a maximum of 2 items per course; price per course is calculated as an average.
- Bookings of 20 or more are requested to pre-select wines.
- Bookings of 20 or more are taken at 6 or 8pm.
- Groups of 50 pax or more = exclusive use of restaurant fee applies
- Exclusive use dinner bookings must commence from 1830, if the client does request 1800 please confirm with Outlet Manager
- Exclusive lunch menu bookings must conclude at 1600
- Function noise (Band / Entertainment) – Band can be confirmed in the restaurant, however at 2230 music must be turned down to dinner background music.

- Vie Fountain Terrace Section: Sit down 32 pax + 16 pax (20's section, glassed area opposite kitchen) or cocktail party 75 pax
- All bookings are strictly 1 bill per table

Group bookings in Il Barocco Restaurant:

Total sit down capacity utilizing the buffet is 200 pax. This utilizes the inside and outside terrace and cannot be increased

*200 guests requires staggered service

Restaurant capacity is 136 pax including inside terrace

- Tables of 20+ guests will be classified as a Group Booking
- Maximum of 60 guests in one group for Il Barocco
- For Group Bookings, either a beverage package or pre-selected wines is required and strongly preferred. Restaurant Manager must approve if guests want to select on the night. Guests have the option of a beverage package or on consumption – all wines and beers are to be pre-selected, where possible
- Group Bookings will be set in the Boutique Section of Il Barocco on larger tables – 4 x 15 pax
- Group Bookings are to be made at 1830 wherever possible
- Pre Dinner Drink areas to be considered are:
 - 1) Il Barocco Terrace
 - 2) Pre Function Lobby
 - 3) Marco Polo Room
 - 4) Hotel Lobby (last resort)
- Pre Dinner Drinks will be set up, serviced and cleared by Il Barocco Staff

Group bookings in Vanitas Signature Restaurant:

Total sit-down capacity is 70 pax utilising Vanitas furniture. Banquet furniture cannot be utilised in this venue.

In order to book the restaurant on an exclusive basis minimum numbers of 30 pax are required. An exclusive use fee of \$2,500.00 applies on a Sunday & Monday and \$2,800.00 Tuesday – Thursday. Exclusive use on Friday – Saturday evenings is subject to the F&B Managers approval and will attract a \$4000.00 exclusive use fee.

Guests must utilise Vanitas menu and wine lists, Tuesday to Saturday. On Sunday and Monday, we are able to offer Banquet menus and wine lists.

- Maximum table on Saturday evening is usually 12 pax. Large tables or groups on Saturday evenings are usually not permitted – check with Restaurant Manager.
- Friday evenings as per above, however slightly more flexible pending existing bookings. Each enquiry assessed on a case by case basis
- Tables of up to 12 pax can select from the a la carte menu or degustation menu
- Tables of 12pax+ cannot select from the a la carte menu, rather preselect a set menu from the a la carte menu. An individual menu or reduced choice menu can be selected
- If a group sized between 12-30 pax enquires as to a degustation menu or a set menu from the current a la carte menu, we may be able to offer this, depending on existing bookings, day of week etc. Each enquiry assessed on a case by case basis
- In most circumstance, degustation menus are not an option for groups of 30 pax or more
- Sunday or Monday enquiries are to be given the Banquet menus and wine list, with the exception of VIP clients
- Bookings of 12 or more are to be taken at 1830 or ideally 2030

Payment for Group Bookings in Outlets:

For bookings of 20+:

- Deposit may be requested
- Booking form must be completed and returned with credit card details
- Numbers must be confirmed 24 hours prior. Cancellation fee may apply

For bookings of 19 or less:

- No deposit required
- Numbers must be confirmed 24 hours prior. Cancellation fee may apply

Fountain Terrace

Sit down capacity is 100 guests and for a cocktail function 200 guests

- Event will not intrude on other guests experience
- PV staff access to the area permitted from 1700 onwards. Guest access is strictly 1800 onwards with event starting time from 1800 or 1830 as the pool area is reserved for in house guests during the day
- Signage must be posted on the Fountain Terrace no later than midday to advise the in house guests that the area will be closed from 1700 for a Private Function.
- Curfew for function noise at 2200 & guest departure at 2200
- Breakdown of event to conclude at 2230
- No events during times of high occupancy – 70%+ unless rooms overlooking the terrace belong to the group hosting the function
- A large plant box is situated towards the end of the terrace in the middle, please note this will block views should there be a guest speaker, presentation etc
- The wall around is 25cm high