



SALA ESMERALDA

PRIVATE DINING AT RADIO MEXICO

TERMS & CONDITIONS

ROOM CAPACITY

- Our private dining room accepts a minimum booking of 12 guests.
- For seated dining, we accept a maximum of 20 guests.
- Groups over 20 guests and up to a maximum of 28 guests can be accommodated in stand-up format.

DEPOSIT REQUIRED

- A deposit of \$200 will secure a booking.
- The deposit will be deducted from the final bill.

FUNCTION PLAN

- Clients are provided with a function plan, noting the specific requirements.
- Please read your plan thoroughly and advise changes at least 24 hours prior to your event.

SET MENU

- All food catering is by Set Menu at a per head rate.
- Set Menus can be customised with advance notice and at additional negotiated cost.

DIETARY REQUIREMENTS

- Dietary requirements must be advised in advance.
- Guests with dietary requirements will be provided equivalent substitutes to the Set Menu where necessary.
- Dietary requirements advised during the event cannot always be accommodated.

FOOD ALLERGIES

- All care is taken to accommodate food allergies.
- We cannot guarantee that trace contamination will not be present in our kitchens.
- When dining at Radio Mexico, guests with severe food allergies are asked to carry an EpiPen.

CELEBRATION CAKES

- You are welcome to bring a cake that can be held at room temperature or fridge temperature (no ice cream cakes).
- We will provide sparklers and portions for your guests for a cake fee of \$2.50 per head.

MINIMUM SPEND

- Friday, Saturday, and Sunday functions attract a minimum spend on food of \$750 **plus** \$450 for beverages.
- Monday through Thursday bookings attract a minimum spend on Food of \$750 **plus** \$250 on beverages.
- All NOVEMBER and DECEMBER bookings attract a \$450 minimum beverage spend.

SURCHARGE

- All Sunday bookings incur a 10% surcharge; Public Holiday bookings incur a 15% surcharge.

BEVERAGE

- Beverages will be served as a 'Package' or 'On Consumption'.
- **Drinks Package:** Unlimited red wine, white wine, prosecco and beer are offered for a 2-hour or 3-hour periods. Specific pours are at Radio Mexico's discretion.
- **On Consumption:** A preselected offering at menu prices. Clients choose one red wine, one white wine, one sparkling and two beers, which will be noted on the function plan. Wine is charged by the bottle, beer as an individual serving, and Margaritas (or other cocktails or mocktails) are served by the jug. This option offers better quality wine and beer and the ability to choose your specific pours.
- Our beverage offering is subject to change without notice, pending availability.
- A substitute which compares in price and style will be made at Radio Mexico's discretion if a requested beverage becomes unavailable.

PAYING YOUR BILL

- It is the client's responsibility to administer full payment of the bill.
- You will receive one itemised bill; or alternatively one bill for food, and another for beverage.
- We can split the bill up to five times when the client specifies the exact amounts each party will pay.
- When splitting the bill, we suggest you ask your guests to bring cash.

FOOD SERVICE AND ARRIVAL TIME

- Food service will begin approximately 30 minutes after booking start time.
- All guests must arrive punctually, as the set menu is in a shared format.

CANCELLATION POLICY

- Your deposit is fully refundable when notice is received by email 14 days before your booking.
- NOVEMBER and DECEMBER bookings require 30 days notice of cancellation by email for a refund of the deposit