

URBANE



## Booking Information for Sole Use Events

Urbane provides an intimate dining atmosphere with a total seating capacity of 65 guests. It's décor of classical hardwood paneling and historical ornamental ceilings, provides a timeless backdrop for diners to relax and enjoy their dining experience.

Sub Urbane underneath Urbane is a private dining room for groups up to 32 guests. Flanked with 100 year old stone walls, recycled hardwood screens and polished concrete floors, Sub Urbane also offers the latest Audio Visual technology and is acoustically treated and suitable for boardroom meetings. Sub Urbane is self contained assuring guests ultimate privacy and if required has a discrete entrance.

The following information pertains to private events who wish to hire Urbane or Sub Urbane for exclusive use.



Urbane Restaurant  
181 Mary Street, Brisbane Qld 4000  
07 3229 2271  
[reservations@urbanerestaurant.com](mailto:reservations@urbanerestaurant.com)



## Reservation Request:

Name / Onsite Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Date of Booking: \_\_\_\_\_

Venue: Urbane / Sub Urbane

Number of Guests: \_\_\_\_\_

Time: Arrival: \_\_\_\_\_ Seated: \_\_\_\_\_ Finish (approx): \_\_\_\_\_

Runsheets / Speeches:  
(if applicable) \_\_\_\_\_

### Menu Choice:

- |                          |                              |                  |
|--------------------------|------------------------------|------------------|
| <input type="checkbox"/> | Two Courses (Main / Dessert) | \$80 per person  |
| <input type="checkbox"/> | Two Courses (Entree / Main)  | \$95 per person  |
| <input type="checkbox"/> | Three Courses                | \$120 per person |
| <input type="checkbox"/> | 8 Course Degustation Menu    | \$120 per person |

Total Catering Charge: \_\_\_\_\_

Dietary Requirements: (please include name of guest)

\_\_\_\_\_  
\_\_\_\_\_

### Bar Tab:

- Wines to match Degustation \$85 per person

Please provide instructions for the Bar tab and please note it is recommended that wine be pre-selected to ensure ample stock is available:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Deposit Payment:

### Credit Card Authorisation

Type of Card: (Please circle) AMEX BANKCARD VISA MASTERCARD

Name of Cardholder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ 4 digit security code (Amex only) : \_\_\_\_\_

Amount: \_\_\_\_\_

- Please charge this credit card at the conclusion of the event for the final bill.
- I have read and understood the Terms and Conditions

Signature: \_\_\_\_\_

### Direct Deposit

Name: 181 Mary Street Partnership

BSB: 034 002

ACNT: 56 7268

Reference: Booking Date & Booking Name

Please e-mail transaction details to [reservations@urbanerestaurant.com](mailto:reservations@urbanerestaurant.com)

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## TERMS AND CONDITIONS

### RESERVATION / DEPOSIT

Tentative bookings are held for a maximum 7 days or 48 hours if within 30 days of the proposed event, after which time they will be released. A deposit of \$50 per person is required to confirm a reservation.

### BOOKING DETAILS / GUARANTEED FINAL NUMBERS

The estimated numbers of guests, the selected menu, wine selection, dietary requirements and confirmed run sheet are required 7 days prior to the event. Final numbers are required to be advised by 11am, 2 working days prior to your event. The number of guests confirmed at this time will be the minimum charge for catering.

### MENU

Menu's are subject to change, without notice due to availability and quality of produce. Prices are subject to change at the time of a menu change.

### CANCELLATION POLICY

Cancellations within 5 days of booking, 50% of the deposit forfeited

Cancellations within 48hours, the full deposit is forfeited

### FINAL PAYMENT / METHOD OF PAYMENT

Full payment is required at the conclusion of the event. One bill per group.

Direct deposit is the preferred method of payment

We accept Bank cheques, cash, Visa, Mastercard, Bankcard and AMEX

Diners card not accepted. Credit Card surcharge of 2% may apply.

### MINIMUM SPEND

The 'minimum spend' amount is inclusive of food, beverages & room hire. The amount will be confirmed as per the tentative offer.

### HIRING OF EQUIPMENT / EXTRA REQUIREMENTS

The client is responsible for any external hiring of equipment and is to be paid for by the client. Prices quoted do not include any floral or table decorations, music or entertainment, photography or audio visual other than stated. However we can gladly assist in recommending professional providers.

### ENTERTAINMENT / NOISE

All venues within 181 Mary Street have piped background music. No amplified music (ie live bands or dj) are permitted due to noise restrictions. We reserve the right to lower noise levels if it results in disturbing other restaurant patrons or residents.

### CLIENT RESPONSIBILITIES

The client is expected to conduct the function in a legal and respectable manner and is responsible for the conduct of its guests and invitees. The client will be charged for any damage that occurs to the restaurant, the property or its staff.

### RESTAURANT RIGHTS

We reserve the right to remove from the premises any person behaving in an irresponsible manner. We assume no responsibility for the loss or damage to any property belonging to the client or their guests. No food or beverage is permitted into the premises unless prior permission has been obtained.

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