

PRICING & GST

1. All prices include GST.
2. Prices may change without notice.
3. Events held on a **Sunday** incur a **10% surcharge** on all food and beverage items.
4. Events held on a **public holiday** incur a **15% surcharge** on all food and beverage items.

DISCRETIONARY GRATUITY / SERVICE CHARGE

All large group bookings of 10+ guests incur a discretionary gratuity of 8% which goes directly to the talented service staff that manage your event on the day. Please advise your server on the day if you wish for this to be altered or removed from the bill.

CANCELLATIONS

Cancellations must be given to Henrys within **72 hours** prior to event.

GUEST NUMBERS

Final guest numbers must be confirmed at **least 2 business days** prior to the event.

Changes made **within 2 business days** of the event will be charged at **100%** of the confirmed number. Henrys will do its best to accommodate last-minute additions but **cannot guarantee** availability.

FUNCTION SPACE

Henrys offers two private dining rooms. The **Upstairs Dining Room** accommodates up to 55 guests. There is also a **Private Dining Room** located upstairs which accommodates up to 12 guests. If only one room is booked, the other may still be available for a la carte dining or another event. While we aim to inform you if another group is booked in the adjacent room, we cannot guarantee this in advance. All parties must remain considerate regarding noise, music, and speeches.

EVENT DETAILS

Menu selections, beverage choices, dietary requirements, and other special requests must be finalized **no later than 72 hours before** the event.

MENU OPTIONS

- Groups of **10 or more** require a **set menu**.
- Due to seasonality, some items may not be available.
- A **children's menu** is available for guests under 12 – please enquire.

BEVERAGES

- Beverages may be charged on **consumption** (bar tab).
- We **do not split bills**.
- For groups of **10+**, a **pre-selection of wine** is required **7 days** prior.
- Cocktails must be **pre-ordered** at least **48 hours** in advance.

DIETARY REQUIREMENTS

Henrys caters for vegetarian, vegan, gluten-free, lactose-free diets, and common allergies.

We do not cater to personal preferences.

Dietary requirements must be received **72 hours before** the event.

EVENT DURATION

- **Lunch** events: 12:00pm–4:00pm
- **Dinner** events: 5:00pm–11:00pm

Events outside these hours may require a higher minimum spend.

Guests must vacate at the agreed time unless extended by prior arrangement.

DECORATIONS

Submit all theming/decor requests in writing at least **5 days** prior.

Glitter and confetti are not permitted.

No candle flames. Any candle requests need to be approved **48 hours** prior to event.

BYO POLICY

No external beverage may be brought in.

Celebration cakes may be brought in. If plated and served, a **\$6 per person cakeage fee** applies.

ADDITIONAL SERVICES

Services organized by Henrys will incur a **10% service charge**.

BUMP IN / OUT ACCESS

Access is allowed **1 hour before and after** the event and must be **pre-arranged**.

Earlier access is not guaranteed and may incur extra charges.

CLEANING

If professional cleaning is required post-event, additional charges will apply at management's discretion.

DELIVERIES

All deliveries must be pre-approved and clearly labelled with the event name and date.

Preferred delivery times: **10am–12pm** or **3pm–5pm** on the event day.

LEFTOVER ITEMS

All items must be removed post-event unless otherwise arranged. Items left beyond 24 hours may be discarded.

LOST PROPERTY

Henrys takes no responsibility for lost or damaged items before, during, or after your event.

DAMAGES

You are liable for any damages caused by your guests or suppliers, including repair or replacement costs. You may be billed up to **5 business days** post-event.

RSA / RESPONSIBILITY

All staff are RSA-certified. We reserve the right to **refuse service** and ask guests to leave if they behave irresponsibly or appear intoxicated.

LEGAL COMPLIANCE

Clients must ensure no illegal or offensive acts are committed. All venue rules, liquor license conditions, and safety obligations must be followed.

RELEASE & INDEMNITY

- All guests under 18 must be accompanied by a guardian.
- Henrys is not liable for profit loss or consequential damages.
- Our maximum liability is limited to the estimated event cost.

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By checking this box, you are agreeing to our terms and conditions.