

# BOOKING COMMITMENTS & OPTIONS

## GROUP BOOKINGS

Groups are welcome for CovidSafe celebrations in our public bars. This option is great for informal dining and drinks for social and corporate gatherings. As our bars are open plan public spaces, this option doesn't facilitate speeches, formalities, presentations or team building games etc, however we can offer private function room hire if that better suits your plans. This informal reservation option is more about celebrating socially with food and drinks. \*Note group size limits may apply under NSW Covid restrictions. Please check rules for your specific date.

## PRIVATE PARTY OPTIONS

Private function rooms can be arranged for larger corporate groups or those with formalities and presentations.

Please contact our events and reservations team for details. Note that higher minimum spend commitments and hire costs apply for exclusive functions.

See also: [LinQ Bar & Restaurant](#) Level 2 Shelbourne Hotel (50 persons under 1 per 4m rule or 100 at 1 per 2m)  
[The Rooftop Sydney](#) Level 3 Shelbourne Hotel (75 persons under 1 per 4m rule or 150 at 1 per 2m)

## MINIMUM SPEND ON FOOD & BEVERAGE

There is no hire/booking fee, however, during November and December a prepaid minimum spend commitment is required to secure a group booking. The minimum spend applies to food and beverages and must be prepaid to confirm a booking. Additional seats can be added subject to availability.

Prepaid funds can be allocated to your choice of food and beverages. We suggest choosing a set menu first, then the remainder of the prepayment will be allocated to a bar tab to serve your nominated beverages. Your guests can access the tab via wristbands on the day or you can control the tab individually via a single tab card if preferred.

### LUNCH

SHELBOURNE HOTEL  
THE ROOFTOP

#### MONDAY & TUESDAY

Free  
not available

#### WEDNESDAY & THURSDAY

\$50 per person  
\$75 per person

#### FRIDAY & SATURDAY\*

\$75 per person  
\$100 per person

Prepaid lunch bookings are available from 12-4pm. Up to a 3 hour period is guaranteed. Extension thereafter is subject to availability.

### DINNER & DRINKS

SHELBOURNE HOTEL  
THE ROOFTOP

#### MONDAY & TUESDAY

Free  
not available

#### WEDNESDAY & THURSDAY

\$50 per person  
\$75 per person

#### FRIDAY & SATURDAY\*

\$100 per person  
\$125 per person

Prepaid evening bookings are available for arrival between 4pm and 5:30pm or after 7pm.

A 3 hour period is guaranteed. Extension thereafter is subject to availability.

\*NOTE: Trading hours at The Rooftop are limited and may not be available every day. All bars are closed on Sundays.

## COVIDSAFE RULES

All bookings proceed in a CovidSafe format in accordance with the rules set by NSW Health. These rules are subject to frequent changes. Initial rules include the following:

- All guests must check-in via the ServiceNSW app and show proof of vaccination
- All guests must be seated to drink and dine indoors. A seat is allocated per person, so it is important to book for accurate numbers.
- Social groups have a 20 person limit prior to 1 December.
- All guests are asked to uphold the NSW covidsafe guidelines including good hand hygiene and social distancing from others.

We advise clients to plan gatherings with expectation of these rules being in place, and consider any additional freedoms a bonus.



# BOOKING FORM

**CONTACT NAME:**

**COMPANY:**

**MOBILE NUMBER:**

**PHONE:**

**EMAIL ADDRESS:**

**DATE:**

**TIME:**

**LOCATION:**

THE ROOFTOP SYDNEY\*

SHELBOURNE HOTEL

INDOORS PREFERRED

OUTDOORS PREFERRED

ALL BOOKINGS ARE SUBJECT TO AVAILABILITY. OUR RESERVATIONS TEAM WILL CHECK AND CONFIRM AVAILABILITY BEFORE TAKING PAYMENT.

**NUMBER GUESTS:**

**X**

**LUNCH**

SHELBOURNE HOTEL  
THE ROOFTOP

MONDAY & TUESDAY

WEDNESDAY & THURSDAY

\$50 per person  
\$75 per person

FRIDAY & SATURDAY

\$75 per person  
\$100 per person

**AFTERNOON / EVENING DINNER / DRINKS**

SHELBOURNE HOTEL  
THE ROOFTOP

\$50 per person  
\$75 per person

\$100 per person  
\$125 per person

**= TOTAL MINIMUM SPEND PAYABLE TO CONFIRM BOOKING: \$**

## MENU CHOICES

### CATERING

YOU CAN DECIDE HOW YOU ALLOCATE THE MINIMUM SPEND TO CATERING AND/OR A BAR TAB. PLEASE NOTE YOUR CHOSEN MENU BELOW.

SELECTIONS CAN BE UPDATED WITH FINAL GUEST NUMBERS AND ANY DIETARY REQUIREMENTS 10 DAYS PRIOR TO THE BOOKING.

\$39 PIZZA & ANTIPASTO

CANAPES

2 COURSE

3 COURSE

N/A BAR CREDIT ONLY

OTHER:

### REMAINING FUNDS ARE ALLOCATED TO BAR TAB \$

PLEASE NOTE THE AMOUNT YOU WOULD LIKE TO TO ALLOCATE TO A PREPAID TAB FOR DRINKS AND FOOD TO BE ORDERED FROM THE BAR MENU ON THE DAY.

THE CARD HOLDER MUST BE PRESENT WITH CREDIT CARD START OR EXTEND A TAB ON THE DAY. DRINKS CAN ALSO BE PURCHASED AT THE BAR BY CASH OR CARD BUT DON'T

CONTRIBUTE TOWARDS A MINIMUM SPEND WHICH MUST BE PREPAID AT THE TIME OF BOOKING.

ALL BEER /CIDER

ALL WINES BY THE GLASS

MIXED HOUSE SPIRITS

SOFT DRINKS

OPEN BAR

OTHER:

You can specify any other inclusions or instructions by referring to the drinks menus available on line. Please note The Rooftop has a separate wine list to the Shelbourne Hotel's other bars. View online:

[The Rooftop Menu](#)

[Shelbourne Hotel Menu](#)

### PAYMENT REQUIRED TO CONFIRM BOOKING. 1.5% SURCHARGE ON ALL CARD PAYMENTS

**CARD HOLDER NAME:**

**SIGNATURE:**

**CARD NUMBER:**

**EXPIRY:**

**CVV:**

**BOOKING TERMS:** I understand and accept the following:

1. Bookings are only confirmed after being acknowledged by Shelbourne Hotel with receipt of payment. We don't take tentative requests or holds.
2. Prepaid bookings are guaranteed a 3 hour time frame. Extension thereafter is subject to availability. We aim to accommodate where possible, however most tables are rebooked.
3. Open to 18+ only. Minors are only permitted on premise in the company of their parent / legal guardian only. This excludes an employer/colleague/friend/sibling etc
4. Bookings proceed in accordance with the venue's covidsafe policy which may vary subject to NSW Health regulations.
5. Catering orders and tab requirements must be confirmed at least 7 days prior. Special dietary needs can be catered for by advanced request. If guest numbers change before catering is confirmed, the additional funds can be added to your bar tab. Funds are not refunded. If catering orders are reduced without enough notice food will still be served for other guests to share.
6. Cancellations within 21 days will incur a 50% fee. Cancellation within 7 days or no-shows forfeit 100% of prepayment. See clause 5 regarding reduced guest numbers.
7. Prepaid credit value needs to be consumed within your booking time frame, any unused funds will expire or be forfeited at the end of the booking period.
8. All bookings proceed under NSW COVIDSAFE rules which will vary based on date and include compulsory check-in and vaccination requirements. Guests who fail to comply with covid rules and must be refused entry or asked to leave. It is the client's responsibility to ensure guest comply with NSW rules and requirements. The venue will not compensate costs or losses. Breach will force the booking to be terminated without refund. See [venue covidsafe information here](#).

COMPLETE & RETURN TO **FUNCTIONS@SHELBOURNEHOTEL.COM.AU**

**SHELBOURNE HOTEL**

*The Rooftop*  
SYDNEY