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# BOOKING COMMITMENTS & OPTIONS

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## NON-EXCLUSIVE GROUP BOOKINGS

Social & corporate groups are welcome for CovidSafe reservations within our open plan public bars. This option is great for informal dining and drinks for social and corporate groups. As our bars are open plan public spaces, this option doesn't facilitate speeches, formalities or presentations. This option is more about celebrating socially over good food and drinks in a fun public bar with a great atmosphere.

## MINIMUM SPEND ON FOOD & BEVERAGE

There is no hire/booking fee for a non-exclusive reservation, 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. Current rules include:

- All guests must be seated. Cocktail style functions and dance floors are not allowed as yet. A seat is allocated per person, so it is important to book for accurate numbers.
- All guests must check-in to the venue's daily contact tracing register individually.
- Social groups have a 30 person limit. Corporate functions are allowed for higher numbers but subject to room capacity limits.
- All guests are asked to uphold the NSW covidsafe guidelines including good hand hygiene and social distancing from others.

## PRIVATE HIRE OPTIONS

Private function rooms can be arranged for larger corporate groups or those who require private space for 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. Costs can be quoted based on the dates you are interested in via contacting [functions@shelbournehotel.com.au](mailto:functions@shelbournehotel.com.au)

See also: [LinQ Bar & Restaurant](#)  
[The Rooftop Sydney](#)

Level 2 Shelbourne Hotel  
Level 3 Shelbourne Hotel

(minimum 40 guests)  
(minimum 75 guests)

# BOOKING FORM

CONTACT NAME:

MOBILE NUMBER:

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

\$49 FAMILY TABLE

\$59 CANAPES

\$59 2 COURSE

\$69 3 COURSE

N/A

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. 1.75% SURCHARGE + \$0.30 FEE ON ALL CARD PAYMENTS

CARD HOLDER NAME:

SIGNATURE:

CARD NUMBER:

EXPIRY:

CVV:

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

- Bookings are only confirmed after being acknowledged by Shelbourne Hotel with receipt of payment. We don't take tentative requests or holds.
- 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.
- Open to 18+ only. Minors are only permitted on premise in the company of their parent or legal guardian. This excludes an employer/colleague/friend/sibling etc
- Bookings proceed in accordance with the venue's covidsafe policy which may vary subject to NSW Health regulations.
- 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.
- 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.
- 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.
- Under NSW COVIDSAFE rules the following applies:
  - all guests must remain seated at licensed venues unless going to bar/bathrooms etc.
  - guests must check-in on arrival providing name and comply with covid restrictions relevant at the time, which may include proof of vaccination.
  - maximum group size may apply in public bars. Private corporate bookings are possible for larger numbers.
  - guests who fail to comply with covid rules and venue policy may be refused entry or asked to leave. Deliberate breach will force the booking to be terminated without refund.
  - see venue covidsafe information here.

**SHELBOURNE HOTEL**

*The Rooftop*  
SYDNEY