

COLEY & PUNCH

— ESTD 2015 —

• FUNCTIONS AT COLEY & PUNCH •

Coley & Punch is a bar. Not a venue, not a catwalk, not a hideout. A bar. Named in honour of Ada Coleman, the famous bartender at the Savoy of London's house bar, pre-war (both of them).

Coley & Punch boasts an extensive cocktail list including Ada's legendary Hanky Panky. If whisky is your tippie, Coley & Punch holds a 350-strong selection of the best scotches, single malts and whiskey's from around the world. Not the biggest range in town; but definitely the best.

Coley & Punch is warm and intimate with plush leather seating and a sophisticated vibe – the perfect place to celebrate your birthday, your leaving do or just a get together with colleagues. The cocktail list is second to none and our bar staff are true professionals – let them make your event an experience to remember! Licensed until late and with some very cool playlists, there is no need to leave, just enjoy the conviviality of this gem of a bar, right by the waterside.

• SMALLER GROUP FUNCTIONS •

For smaller functions, Coley & Punch has a range of table sizes to accommodate your group. Whether an intimate inside setting by the bar is your pick, or outdoor providing your gathering with guaranteed waterfront views.

• EXCLUSIVE FULL VENUE •

For larger-scale cocktail and canapé events, Coley & Punch can host up to 60 people, with menus available from both Euro and The Culpeper.

• 20 SEATED MAXIMUM • 60 COCKTAIL MAXIMUM •

• MENUS •

Canape and plated options from either Euro or The Culpeper.

• OTHER •

- AV equipment can be provided at your request.
- Cake orders are available at your request.
- Special requests and requirements can also be requested upon enquiry.
 - Please note, anything additional may incur an extra charge.

• FOOD & BEVERAGES •

Catering – all catering food and beverage requirements must be confirmed no later than 7 days prior to the event. Outside of this time we can make no guarantee of the availability of stock due to ordering and preparation deadlines.

Time of arrival and any additional requirements must be finalised no less than 7 days prior to the event. If the number of guests or catering requirements increase, additional food may be ordered on the night but availability cannot be guaranteed.

• PAYMENTS •

Can be made by either credit card or invoice.

Deposit – 10% of the food arrangements to be paid upon confirmation of booking.

Food – all pre-arranged food must be paid for no later than 7 days prior to the event.

Beverages – payment required at the conclusion of your function.

• MINIMUM SPEND (WHERE APPLICABLE) •

Minimum spend guideline – in order to maximise our areas we require a commitment by the function organiser that a minimum spend requirement will be met.

• TERMS AND CONDITIONS •

1. All bookings will be confirmed by the Coley & Punch Functions Co-ordinator upon receipt of your booking form.
2. Tentative bookings - if, after 7 days, the full deposit and function confirmation form have not been received, the enquiry date will be released. We reserve the right to release a booking if, after reasonable attempts, we are unable to contact the client.
3. Confirmation – a booking is deemed to be confirmed when the deposit has been received.
4. Final confirmation of booking – all arrangements including menus, beverages, time of arrival, and any additional requirements must be finalised no less than 7 working days prior to the event.
5. Cancellation policy – notice of cancellation must be received within 7 days of the event date in order to receive a full refund. A 50% cancellation fee will apply if cancellation is not received within 7 days of the event date. Should the party fail to arrive on the date of the booking a full cancellation fee will apply.
6. All prices are inclusive of GST at 15%.
7. All beverages will be charged according to consumption.
8. All accounts must be settled on the day unless by prior arrangement.
9. Final numbers must be notified 7 days prior to your function.
10. Any breakages or damage to Nourish Group premises will be charged to you accordingly.

• CONTACT US •

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