

Kailis Bros
EST. 1926



EVENTS, FUNCTIONS & CONFERENCES

To view our facilities or if you require further information please do not hesitate to contact our Functions Co-ordinator on 9443 6300, email functions@kailisbrosleederville.com.au or visit kailisbrosleederville.com.au

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Our Venue

Conveniently located in Leederville, with ample parking nearby, our close proximity to the freeway ensures easy access for you and your guests.

With a choice of 4 unique rooms to select from, each with extensive conferencing facilities, we are the ideal location for both businesses, social and family gatherings.

Kailis Bros Leederville offers complete and exclusive event solutions with award winning food and beverage options and access to full audio-visual facilities.

Our dedicated team are committed to ensuring your event exceeds yours and your guest's expectations.



Our Spaces



The Glasshouse

Our ground floor Glasshouse offers a private dining experience with seating for up to 32 guests.

With a relaxed and friendly atmosphere, the Glasshouse is perfect for social and family get-togethers.



The Boardroom

Our first floor Boardroom is ideal space for business meetings and smaller workshops.

The Boardroom offers seating for up to 16 guests around the table and access to our video conferencing facilities.



GP Kailis Room

Our first floor GP Kailis Room is a versatile space that can adapt to your and your guest's requirements.

With seating for up to 40 guests, balcony access and a private bar area the GP Kailis Room will suit corporate, social and family functions and events.



GP Kailis Extended Room

For larger events, the GP Kailis Extended Room can accommodate seating for up to 72 guests or up to 100 for stand-up canapé events.

Room Hire Includes complimentary use of all in house audio visual aids subject to availability.

Room Capacities



4

rooms

6-80

guests

SUITABLE FOR

- private dining
- presentations
- meetings / workshops
- stand-up social functions

Room Setups

Boardroom: Works equally well for both private meals or smaller interactive meetings/workshops. Open-faced option allows all participants to utilise audiovisual facilities at the head of the table.

U-Shape: Perfect for larger group meetings. Presenter has interactivity with all guests facing audiovisual at the front of the room and each other.

Rounds: Generally used for meals or small-group workshop meetings. Round tables seat up to 9 people for meals or 7 people open-faced (all orientated to the audiovisual at the front of the room).

Reception/Canapes: Stand-up social function where beverages and light finger food is served. Usually precedes a dinner function or Theatre-style presentation.

Function Room	Location	Boardroom (Open Faced)	U-Shape	Rounds (Open Faced)	Theatre	Canapes / Reception	Long Banquet (2 Tables)
The Glasshouse	Ground Floor	18 (16)	19		40	40	32
Boardroom	First Floor	16 (10)	12		20	25	
GP Kailis Room	First Floor	20 (18)	22	40 (35)	50	60	32
GP Kailis Extended Room	First Floor	34 (30)	37	72 (63)	80	100	60



CATERING PACKAGES

All Inclusive Day Package

Minimum 12 persons

Full Day Package
\$88 per person

Half Day Package
\$78 per person

(excludes Afternoon refreshment break)

Additional Options:

Upgrade to Barista Coffee (max 50pax)

Half Day **+ \$5 per person**

Full Day **+ \$8 per person**



On Arrival

Coffee and leaf teas

Morning Tea

Coffee, leaf tea selection & juices

Individual petite fruit salads

Assorted house baked pastries

Lunch

Freshly brewed coffee & leaf teas

Selection of soft beverages

Panko crumbed Market Fish & Chips, house tartare, lemon

Grilled Mediterranean chicken skewers *GF DF*

Roast pumpkin, beetroot hummus, spinach, dukkah *V GF DF*

Greek salad, wild oregano, feta, capers, vinaigrette *V GF*

Afternoon Refreshment Break

Freshly brewed coffee & leaf teas

Selection of soft beverages

Inclusive

Room Hire

Screen & Projector

Wireless Internet

Whiteboard &/or Flip Chart

Microphone (GP Kailis Extended only)

Notepads & Pens

Available in either the Glasshouse or first floor function rooms. Items and prices are subject to change due to seasonal supply fluctuations, vintage shortages or discontinued supply.

Breakfast Packages

Minimum 12 persons



Continental Breakfast

\$32pp

Bottomless coffee, leaf teas & juices

Seasonal fruit platters

Toasted granola muesli with yoghurt & apple *GF*

Assorted danishes & pastries

Plated Breakfast

\$42pp

For a two selection alternating drop, add \$5 per person.

Bottomless coffee, leaf teas & juices

Seasonal fruit platters

House baked breakfast pastries

Plus select any ONE of the following to be served at your event:

- Chilli scrambled eggs, sautéed spinach, whipped feta, crispy shallots, ciabatta *GFO*
- Scrambled eggs on toast, smoked bacon, grilled tomato
- Avocado & cherry tomato bruschetta, salsa verde, mixed leaves, gluten free sourdough *GF*
- Eggs Benedict – two poached eggs, smoked bacon, lemon hollandaise, toasted ciabatta, rocket *GFO*
- Zucchini & haloumi fritters, two poached eggs, broccolini, korean chilli sauce

Upgrade to Barista Coffee (max 50pax)

+ \$4pp



Available in either the Glasshouse or first floor function rooms. Items and prices are subject to change due to seasonal supply fluctuations, vintage shortages or discontinued supply.

Refreshment Breaks



Refreshment Package

Freshly Brewed Coffee, Teas & Juices

\$8pp

Barista Coffee, Teas & Juices (max 50pax)

\$10pp

Morning / Afternoon Tea

\$20pp

Coffee and leaf teas
Selection of juices & iced water

Seasonal fruit platters

Plus select any ONE of the following:

- Toasted granola muesli with yoghurt & apple *GF*
- Assorted house baked pastries
- Sweet tartlet selection
- Assorted muffins
- Cookie selection *GF*
- Baklava and pistachio nougat *GF*
- House-baked savoury pastries & quiches *V*
- Assorted friands *GF*
- Seasonal vegetable fritattas *V GF*
- Mushroom, tallegio & truffle croquettes *V GF*

For each additional option

+ \$6pp

Upgrade to Barista Coffee (max 50pax)

+ \$4pp



Available in either the Glasshouse or first floor function rooms. Items and prices are subject to change due to seasonal supply fluctuations, vintage shortages or discontinued supply.

Lunch Packages



Working Lunch

\$45pp

Freshly brewed coffee & leaf teas
Selection of soft beverages

Sample Menu One - Maximum 11 persons or less

Choice of Lunch

- BBQ Fremantle Octopus with romesco and crispy potatoes *GF DF*
- Traditional Fish & Chips, crispy fried market fish, Kailis tartare sauce, lemon *GFO*
- Grilled Snapper, baby potatoes, silver beet, meuniere sauce *GF*
- Greek Lamb shoulder, slow cooked, crushed lemon potatoes, broccolini *GF*

Lunch Accompaniments

Greek salad, wild oregano, feta, capers, vinaigrette *V GF*

Sample Menu Two - Minimum 12 persons or more

Panko crumbed Market Fish & Chips, house tartare, lemon
Grilled Mediterranean chicken skewers *GF DF*
Roast pumpkin, beetroot hummus, spinach, dukkah *V GF DF*
Greek salad, wild oregano, feta, capers, vinaigrette *V GF*

Additional Options for Sample Menu Two

- Sushi maki rolls with Japanese condiments *V GF* **+ \$8pp**
- Seared Salmon, spicy orange miso, stir fried veggies *GF DF NF* **+ \$12pp**
- Prawn & Vegetarian dumplings, soy sauce *V* **+ \$6pp**
- Seasonal Fruit Platters **+ \$6pp**
- Cheese Platters, quince paste and linguette crisps *GF* **+ \$8pp**

Available in either the Glasshouse or first floor function rooms. Items and prices are subject to change due to seasonal supply fluctuations, vintage shortages or discontinued supply.

Canapé Packages

Minimum 30 guests, 2 hour duration.



6 selections - \$38pp

8 selections - \$48pp

Cold Selection

- King prawn, baby cos lettuce, cocktail dressing *GF DF NF*
- House smoked salmon rillettes sliders
- Roast beef & horseradish tartlet *GF*
- Marinated Fremantle sardines on crostini with roasted pepper and lemon zest
- Tasmanian smoked salmon, creme fraiche, corn fritter *GF*
- Yellowtail kingfish ceviche, aguachile, finger lime *GF DF*
- Avocado & tomato salsa on herb crostini *V*
- Korean pickled vegetable sushi rolls *V*



Hot Selection

- Panko-crumbed market fish, tartare, lemon
- Marinated beef skewers *GF DF NF*
- Mediterranean chicken skewers *GF DF NF*
- Moroccan lamb kofta with minted yoghurt *GF*
- Crispy fried prawns, wasabi mayo glaze
- Seasonal vegetable spring rolls *V*
- Mushroom, tallegio & truffle croquettes *V GF*
- Basil, bocconini & cashew arancini *V GF*
- Pumpkin, spinach & hummus tartlet *VG GF DF*

Substantial offerings & dessert continued over page.

Available in the Glasshouse or first floor function rooms for standing events only.

Canapé Packages

Minimum 30 guests, 2 hour duration.



Substantial Offerings

1 Selection - \$18pp
2 Selections - \$24pp

Below substantial and sweet offerings are only available in conjunction with canape selection on previous page.

- Parmesan-crumbed WA whiting with shoestring fries
- Lamb cutlet, salsa verde & warm cous cous salad
- Salt & pepper squid, bean shoot salad, nahm jim *GF DF*
- Cauliflower, za'atar, hummus, middle eastern chilli sauce *V GF DF*
- Red beef curry with jasmine rice *GF DF NF*
- Tandoori chicken, basmati dahl, eggplant kasundi, mint yoghurt *GF NF*



Something Sweet

1 selection - \$8pp

Dessert option served with coffee and leaf tea.

- Mini pannacotta *GF*
- Selection of petit fours to share



Available in the Glasshouse or first floor function rooms for standing events only.

First Floor Lunch & Dinner Menu Packages

Minimum 16 persons.

Menus on this page are only available in our 1st Floor Function Rooms.



All our Lunch & Dinner Packages include the following on the table:

House baked crusty baguette, French butter
Espresso coffee & leaf teas

Package 1 - Main & Dessert \$60pp

Preselect any ONE main & any ONE dessert.

Package 2 - One Entrée & Two Mains \$70pp

Preselect any ONE entrée & any TWO mains, served alternating drop.

Package 3 - Canapés, Main & Dessert \$78pp

Chef's selection of THREE canapés & preselect any ONE main & any ONE dessert.

Package 4 - Two Course Entrée & Main \$85pp

Preselect any TWO entrées & any TWO mains, served alternating drop.

Package 5 - Three Course Menu \$95pp

Preselect any TWO entrées & any TWO mains, served alternating drop and any ONE dessert.

Additional Options:

Chef's selection of canapés (3) on arrival	+\$20pp
Upgrade to alternating drop	+\$8pp, per course
Upgrade to choice of 2 menu items	+\$12pp, per course
Upgrade to Barista Coffee	+ \$4pp

Menus over page.

Items and prices are subject to change due to seasonal supply fluctuations, vintage shortages or discontinued supply.

First Floor Lunch & Dinner

Menu Selections

Minimum 16 persons.

Menus on this page are only available in our 1st Floor Function Rooms.

Entrees

- Poached Exmouth Tiger Prawns, crunchy asian slaw, nahm jim *GF DF NF*
- Shredded Roast Duck Salad, orange and ginger dressing *GF DF NF*
- Gnocchi, romesco sauce, crisp basil, goats cheese *V GF*
- Quattro Formaggi Ravioli, marinara cream sauce *V*
- Pumpkin & Walnut tortelli, burnt butter, toasted walnuts, shaved parmesan *V*
- Basil, bocconcini & cashew arancini, harissa pesto *V GF*
- Zucchini & haloumi fritters, broccolini, korean chilli sauce *V*
- **Mezze Boards to Share** *selection of charcuterie, marinated seafood, vegetables, olives, cheese, dips, breads*

Mains

- Grilled Snapper, maple glazed pumpkin, saffron beurre blanc *GF*
- Seared Tasmanian Salmon, spicy orange miso, stir fried vegetables *GF DF NF*
- Grilled Emperor, sauteed kale, cherry tomato sauce vierge *GF DF NF*
- Double Lamb cutlet, caramelised baby carrots, salsa verde *GF*
- Black Angus Beef Fillet, potato & pumpkin gratin, sauteed greens, cabernet jus *NF*
- Greek Lamb shoulder, slow cooked, crushed lemon potatoes, broccolini *GF*
- Roast pumpkin, beetroot hummus, sauteed spinach, dukkah *V GF DF*

Desserts

- Classic Tiramisu, mascarpone cheese, Marsala, Tia Maria, espresso coffee
- Warm chocolate fondant, vanilla gelato, berries
- Vanilla Panacotta, blood orange gel, candied orange, meringue *GF NF*
- Cheese Plates to Share with quince paste and linguette crisps *GF*

Additional Options

- Greek salad, wild oregano, feta, capers, vinaigrette *V GF* **\$5pp**
- Rocket, fennel & orange salad, grape seed oil and balsamic *V GF DF* **\$5pp**
- Sauteed broccolini, onion, garlic, lemon EVOO *V GF DF* **\$5pp**
- Freshly shucked natural oysters, white balsamic, pomegranate, fresh lemon *GF DF (2pp)* **\$12pp**

Menus on this page are only available in our 1st Floor Function Rooms. Items and prices are subject to change due to seasonal supply fluctuations, vintage shortages or discontinued supply.

Glasshouse & Group Dining Menus

Menus on this page are only available in our ground floor Glasshouse Private Dining Room

Chef's Choice Menu

\$58pp

On the Table

House baked crusty baguette, French butter
Warm marinated olives *V GF*

Choice of Main Course

- BBQ Fremantle Octopus with romesco and crispy potatoes *GF DF*
- Traditional Fish & Chips, crispy fried market fish, Kailis tartare sauce, lemon *GFO*
- Grilled Snapper, sauteed green beans, Enoki and king oyster mushrooms and saffron beuree blanc *GF*
- Greek Lamb shoulder, slow cooked, crushed lemon potatoes, broccolini *GF*

Dessert to Share

Baklava & Pistachio Nougat *(+\$8pp for a choice of our house dessert selection)*

Kailis Dining Menu

\$80pp

On the Table

House baked crusty baguette, French butter
Warm marinated olives *V GF*

Dishes to Share

BBQ Fremantle Octopus with romesco and crispy potatoes *GF DF*
Fremantle Scallops, grilled cruncy panko gratin, herb butter, chilli, lime *(1pp)*

Choice of Main Course

- Grilled Snapper, sauteed green beans, Enoki and king oyster mushrooms and saffron beuree blanc *GF*
- Traditional Fish & Chips, crispy fried market fish, Kailis tartare sauce, lemon *GFO*
- Seafood Linguine, chilli, garlic, parsley, EVOO *DF*
- Greek Lamb shoulder, slow cooked, crushed lemon potatoes, broccolini *GF*
- Roast pumpkin, beetroot hummus, sauteed spinach, dukkah *V GF DF*

Additional Options

- Baklava & Pistachio Nougat to Share **\$10pp**
- Choice of House Desserts **\$16pp**
- Cheese Plates to Share with quince paste and linguette crisps *GF* **\$16pp**

Items and prices are subject to change due to seasonal supply fluctuations, vintage shortages or discontinued supply.



BEVERAGE MENUS

Beverage Menu on Consumption

BYO NOT permitted with any Function.

Menus, items and prices are subject to change.

ORG – Certified Organic, BIO – Biodynamic, V – Vegan

Champagne & Sparkling Wines

Trentham Estate 'River Retreat' NV Brut, NSW	45
San Martino Prosecco Extra Dry DOC, Vazzola, IT v	64
Castelli Estate 'Crescendo' Methode Traditonalle NV, Denmark WA	65
Pierre Mignon Brut Prestige NV, Champagne FRA	98
Billecart-Salmon Brut Reserve NV, Champagne FRA	140

White Wines

Riesling

Wild & Wilder 'The Courtesan', Clare Valley SA v	54
Jim Barry 'The Atherley', Clare Valley SA	58
Talisman, Ferguson Valley WA	65
Hofstatter Steinbock 'Dry', Mosel GRM	75

Sauvignon Blanc

Trentham Estate 'River Retreat', Murray Darling NSW	45
Howard Vineyard, Adelaide Hills SA v	56
Pa Road, Marlborough NZ v	58
Wignall's 'Single Vineyard', Albany WA	64
Domaine du Pré Semelé Sancerre, Loire Valley FRA	130

Semillon Sauvignon Blanc

Row 26 SSB, Margaret River WA	56
Kailis Wines SSB, Margaret River WA	58
Stella Bella SSB, Margaret River WA	60
Picardy 'Boise' Barrel Aged SBS, Margaret River WA	74

Chardonnay

Lange Estate 'Providence Road', Franklin River WA v	60
Big Buffalo 'Barrel Aged', California USA	70
Forest Hill 'Block 8', Mount Barker WA	95
Patrick Piuze 'Terroir de Chichee', Chablis FRA	140
Leeuwin Estate Art Series, Margaret River WA	195

White Varietals

Pikes 'Luccio' Fiano, Clare Valley SA v	55
Cantina del Vermentino Monti 'Nord Est' DOC, Sardinia IT	56
Nikola Estate Chenin Blanc, Swan Valley WA	58
Puittino Pinot Grigio, Veneto IT	60
Anton Bauer Toni's, Gruner Veltliner, Wagram AT	72

Beverage Menu on Consumption

BYO NOT permitted with any Function.

Menus, items and prices are subject to change.

ORG – Certified Organic, BIO – Biodynamic, V – Vegan

Red Wines

Rosé

Swell Season Rose, Margaret River WA <i>ORG V</i>	54
Cloak & Dagger Rose, Central Victoria VIC <i>V</i>	58
Chateau La Gordonne, FRA <i>V BIO</i>	70

Pinot Noir

Storm Bay, Coal Valley TAS	64
Pike & Joyce 'Vue de Nord', Lenswood WA	68
Red Claw, Mornington Peninsula VIC <i>V</i>	80
Picardy, Pemberton WA	125

Fish Friendly

Aylesbury Gamay, Ferguson Valley WA	68
Coriole NSC Sangiovese, McLaren SA	75
Charles Melton La Belle Mere Grenache, Shiraz, Mourvedre, Barossa Valley SA	80

Shiraz

Trentham 'River Retreat', Murray Darling NSW	45
Hentley Farm 'Villain & Vixen', Barossa Valley SA	62
Pirathon, Barossa Valley SA <i>V</i>	65
Vasse Felix Syrah, Margaret River WA <i>ORG</i>	80
Wirra Wirra Woodhenge 'Basket Pressed', McLaren Vale SA	94

Cabernet Sauvignon & Blends

Windy Harbour Cabernet Merlot, Margaret River WA	56
Kailis Wines Cabernet Merlot, Margaret River WA	58
Scagliola 'Mati' Barbera DOCG, Piedmont IT	65
Bowen Estate Cabernet Sauvignon, Coonawarra SA <i>V</i>	76
Moss Wood Cabernet Sauvignon, Margaret River WA	195

Beers

Heineken Zero Lager, 0.0%, Netherlands	9
James Boag's Premium Light, 2.5%, TAS	9
Little Creatures 'Little Hazy' Lager, 3.5%, WA	10
Balter 'Captain Sensible' Pale Ale, 3.5%, QLD	10
Gage Roads 'Pipe Dreams' Coastal Lager, 4.2% WA	10
Eagle Bay Kolsch, 4.7%, WA	10
Peroni Red, 4.7%, Italy	10
Asahi Super Dry, 5.0%, Japan	10

Booking Terms & Conditions

GENERAL INFORMATION

Our Function Menus are designed to suit all occasions and budgets. Vegetarian and Poultry options are available with prior arrangement. Dietary needs must be advised at time of menu selection. Note some dishes may contain traces of nuts, shellfish or other allergens not listed. We are fully licensed and offer an extensive range of Alcoholic and Non Alcoholic Beverages. We have full wheelchair access with elevator to the 1st Floor. Kailis Bros is a Non Smoking venue.

GENERAL EVENT TIMES:

Breakfast 7.00am until 11.00am
Day 8.00am until 5.00pm
Evening 6.00pm until late

RESPONSIBLE SERVICE AND LIABILITY

Kailis Bros has a policy to serve patrons responsibly. Our Liquor License permits the consumption of alcohol only when accompanied with a meal & prohibits the sale of alcohol for takeaway. We will not serve any person under the age of 18 years nor any patron to intoxication. The event holder is responsible for advising their guests of safe transport options. We do not accept responsibility or liability for any damage or loss of any of the client's or their guest's property. Any damage to our property or equipment or use of specialized cleaning services will be at the client's expense. BYO is not permitted for any event.

MENU ITEMS, PRICING & VARIATIONS

Prices & menu items are subject to change due to seasonal fluctuations or supply shortages. As such we reserve the right to change any item, offering an alternative of equal value. You will be advised of any variations before your event. Bookings 3 months in advance may be subject to price change.

The minimum food or beverage charge will be on the confirmed numbers required 3 working days (Mon- Fri), prior to your event. Extra guests will be charged at a minimum of the original food & or beverage costs quoted for the event. Such extra charges must be paid for at the conclusion of the event. Should numbers increase on the day of the event beyond our capacity to prepare the menu items selected, we reserve the right to provide other food or beverage items. Items of a higher cost will be charged at a higher rate. No external food permitted, excluding a Celebration Cake which you are welcome to provide with a \$2.50 per person cake charge.

EVENT DETAILS DEADLINES & CHANGES IN GUEST NUMBERS - ROOM RELOCATION & CHARGES

Food & Beverage selections must be finalised a min of 10 working days (Mon-Fri) before the event date, including any dietary requirements. Please note, where more than 10% of the confirmed number of attendees require an alternative menu to cater for dietary restrictions, some menu packages may not be available. In this case, we may need to revise your chosen menu selection to suit.

Final numbers must be confirmed a min 3 working days (Mon -Fri) prior to the event and will be the minimum number charged for. Once processed, this amount is non-refundable should you cancel your event. If the final confirmed number of guests attending your event (required 3 working days prior to event) falls or increases 20% from the original number booked, we reserve the right to relocate the event to another area within our premises. Applicable Room Hire Charges apply.

ON SITE AV EQUIPMENT & HIRED OR PURCHASED IN ITEMS

We offer complimentary access to all in house AV Equipment, Whiteboards, & Flip Charts. Video Conferencing Equipment is also available for an additional fee of \$100. All items must be reserved at the time of booking, subject to availability. Should items already be reserved, we may be able to hire them in, with such items or any specific purchases made by us for your event being at cost plus a 10% service charge.

ROOM HIRE & MINIMUM SPEND*

Glasshouse Private Dining Room - Room Hire: \$200
(Minimum spend for Friday & Saturday Evening Events of \$1000)

The Boardroom - Room Hire: \$400
GP Kailis Room - Room Hire: \$450
GP Kailis Room - Extended - Room Hire: \$600

**Above prices are based on the inclusion of one of our food & beverage packages. For a ROOM ONLY rate, add 50%.*

DEPOSIT AND PAYMENT REQUIREMENTS

A deposit equal to the applicable Room Hire Charge is to be paid to secure your booking. Full Credit Card details are required with your deposit to process all payments. Cash & major Credit Cards accepted. Sorry no cheques or accounts. A credit card is required to secure every function, even if this will not be used as the payment method. Any outstanding balance remaining must be settled on the day at the conclusion of the event otherwise, the card on file will be used.

SURCHARGES

A 1.5% surcharge is applicable for ALL credit card payments.
Weekend & Public Holidays: \$10 per person surcharge applies.

PLEASE NOTE:

Food & Beverage selections will be processed on your credit card 3 working days prior to your event. 'On Consumption' Beverages will be payable immediately at the end of the event & will be processed on your credit card. Please ensure sufficient funds are available on your card to cover the full cost of the event. Events which require specialty food, beverage, staffing or equipment may require a deposit of up to 50% of the anticipated event cost at time of booking confirmation. For 'Beverage On Consumption' events of more than 50 guests a deposit of up to 50% of the anticipated 'on consumption beverage' cost, 3 working days prior to your event may be required..

CANCELLATION POLICY

No cancellation fee for bookings cancelled 30 days or more from the event date. Cancellation fee of 50% of deposit value will apply for bookings cancelled between 15 and 29 days of the event date. Cancellation fee of 100% of deposit value will apply for bookings cancelled between 4 and 14 days of the event date. Cancellation fee of 100% of deposit and 100% of the estimated Event Food Value will apply for bookings cancelled 3 working days or less from Event Date.

Booking Terms & Conditions (continued)

PAYMENT REQUIREMENTS AND ADVICE

Please complete ALL details below

Email: functions@kailisbrosleederville.com.au

BOOKING NAME: _____

CLIENT NAME: _____

ADDRESS: _____

POST CODE: _____

PHONE: _____

MOBILE: _____

EMAIL: _____

EVENT DAY: _____

DATE: _____

START TIME (ROOM ACCESS): _____

FINISH TIME: _____

OF GUESTS: _____

NOTE: Final guest numbers must be confirmed 3 working days (Mon-Fri) prior to event & will be the minimum number charged. Food, Beverage & Hire charges will be processed on your credit card 3 working days prior to event. Any extra charges incurred will be processed on the day of the event.

ROOM (PLEASE TICK)

GROUND FLOOR - GLASS HOUSE DINING ROOM

FIRST FLOOR - THE BOARDROOM

GP KAILIS ROOM

GP KAILIS ROOM - EXTENDED

MENU SELECTION _____

BEVERAGE SELECTION _____

AV & PRESENTATION EQUIPMENT PLEASE TICK:

Screen & Projector Presentation Laser

Internet Access Whiteboard

Microphone (*GP Kailis Ext Only*) Lectern

Teleconferencing Phone Flip Chart

Video Conferencing Equipment Sound System
(\$100 additional fee applies)

PAYMENT METHOD

Visa MasterCard American Express

Credit Card details you provide will be used to process ALL payments related to your event. Please ensure sufficient funds are available.

CARD NUMBER: _____ / _____ / _____ / _____

EXPIRY: _____ / _____

CV NUMBER: _____

NAME ON CARD: _____

SIGNATURE OF CARDHOLDER: _____

I HAVE READ AND AGREE TO THE TERMS & CONDITIONS ABOVE

SIGNATURE: _____

DATE: _____

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