



High Tea

Available 7 days a week.

Minimum of 2 people for a high tea.

Bookings are essential - please call (07) 4771 2255 or email eat@thebalconyrestaurant.com.au We do not accept online bookings.

We do require a minimum of 48 hours notice for a high tea.

Adult Menu \$55 per person

Each person receives 1 piece of the below menu, a coffee OR tea and a share in a blooming tea with complimentary refills.

Assortment of Finger Sandwiches (*GF, *DF, *V)
Assortment of Pastries (*V, *DF)
Feta on Bruschetta Bites (V, *GF, *DF)
Vegetarian Risotto (V, GF, *DF)
Mini Assorted Cheesecakes (V)
Strawberries Dipped in Chocolate (V, GF, DF)
Mini Peach Blossom and Chocolate Lamingtons (V)
Mini Macarons (V)

We can cater for dietary requirements. These need to be advised 7 days before your high tea.

Coffee and tea can be upgraded to other non-alcoholic drinks for a small fee.

Alcohol is full price

Children Menu \$50 per person

Each person receives 1 piece of the below menu and any kids drink

Assortment of Finger Sandwiches (*GF, *DF, *V)
Sausage roll and tomato sauce (DF)
Feta on Bruschetta Bites (V, *GF, *DF)
Crumbed Chicken and Chips (*DF, *GF)
Mini Assorted Cheesecakes (V)
Strawberries Dipped in Chocolate (V, GF, DF)
Mini Peach Blossom and Chocolate Lamingtons (V)
Mini Macarons (V)

We can cater for dietary requirements. These need to be advised 7 days before your high tea.

Australian (A) or Imported (I)

Gluten Free (GF) or can be made gluten free (*GF)

Dairy Free (DF) or can be made dairy free (*DF)

Vegetarian (V) or can be made vegetarian (*V)

Optional Extras

Bubbles Bar - Piccolo sparkling for each guest **\$15 per person**, Upgrade to mimosas **\$20 per person**

Lemonade stand - original or strawberry **\$10 per person per flavour**

Balcony Room

This is a shared space unless your group is over 40 guests or hire fee is paid for exclusive use.

The room capacity is 50 people. If more than 50 guests, can use the outside balcony which seats a further 24 people.

Duration of bookings: 2 hours for up to 20 guests OR 2.5 hours for over 20 guests.

We close at 2:30pm therefore the last booking time is 12:30pm for up to 20 guests and 12pm for over 20 guests. If wanting a later booking time, room hire fees apply.

Room Hire Fees:

40 or more people	no charge
30 - 39 people	\$150
20 - 29 people	\$250
10 - 19 people	\$350
1 - 9 people	\$450

Room hire fees apply to the number of people who turn up to the event and are charged at the end of the event. The amount of food ordered is irrelevant to the room hire fee.

Magnolia Room

This is a shared space unless your group is over 20 guests or hire fee is paid for exclusive use.

The room capacity is 30 people. If more than 30 guests, can use the outside balcony which seats a further 10 people.

Duration of bookings: 2 hours for up to 20 guests OR 2.5 hours for over 20 guests.

We close at 2:30pm therefore the last booking time is 12:30pm for up to 20 guests and 12pm for over 20 guests. If wanting a later booking time, room hire fees apply.

Room Hire Fees:

20 or more people	no charge
15 - 19 people	\$150
10 - 14 people	\$250
5 - 9 people	\$350
1 - 4 people	\$450

Room hire fees apply to the number of people who turn up to the event and are charged at the end of the event. The amount of food ordered is irrelevant to the room hire fee.

Outdoor Balcony

This is a shared space unless your group is over 16 guests or hire fee is paid for exclusive use.

The room capacity is 24 people.

Duration of bookings: 2 hours for up to 20 guests OR 2.5 hours for over 20 guests.

We close at 2:30pm therefore the last booking time is 12:30pm for up to 20 guests and 12pm for over 20 guests. If wanting a later booking time, room hire fees apply.

Room Hire Fees:

16 or more people	no charge
10 - 15 people	\$150
5 - 9 people	\$250
1 - 4 people	\$350

Room hire fees apply to the number of people who turn up to the event and are charged at the end of the event. The amount of food ordered is irrelevant to the room hire fee.

Shared or Exclusive Use

Shared - The booking space is shared with other patrons and no hire fees apply.

Exclusive - The booking space is used only by you and your guests. The minimum number of guests are required or a hire fee is to be paid. Hire fee is charged on the day based on how many guests turn up to your event. Please note that there will be other patrons moving through the Magnolia and Balcony room to gain access to the outdoor balcony and/or restaurant. No doors are to be locked under any circumstances as these are emergency exits and our other guests need to be able to enter and exit.

High Tea at Home

Available 7 days a week

Pickup - between 9am - 2pm. You can park at the back of the balcony (access via the alley way on Sturt Street between the Telstra exchange and Federation Place. No parking here any other time.

Dropoff - Please advise a time of dropoff

Hire equipment remains the property of The Balcony Restaurant. Any breakages or losses will be invoiced to you to cover the costs of replacements.

Food and Equipment \$50

All food per the above menu, blooming tea and tea pot and high tea setting for each person is included. The coffee or tea, tablecloths and water glasses are not included.

Food only \$45

All food per the above menu is included only. No equipment or drinks are supplied.



Terms and Conditions

Please read the terms and conditions. Upon confirmation of your booking, you acknowledge that you have read and agreed to all terms and conditions.

Final numbers

Your final numbers including dietaries and any other final details are required 7 days before your high tea. As high teas are specifically catered for, you will be charged for the number of people confirmed as we cater and prepare for those numbers. Room hire fees will be applied at the end of the high tea as these are based on how many guests actually turn up and are irrelevant to the food costs.

Cancellations

Cancellation before 7 days will receive a full refund of the deposit. Cancellations cannot be accepted within 7 days of your high tea and monies received (deposit and/or full payment) will be forfeited.

Payment

A 50% deposit is required to secure your booking. Full payment of the high tea is required 7 days before the booking. Extra drinks and room hire fees are to be settled on the day of your high tea.

Card, cash and direct deposit is accepted

Direct Deposit

Final numbers are required to be confirmed prior to the food bill and room hire fee being settled. Please make one lump sum as we cannot accept individual payments.

Bank details

Account Name - TARSH Pty Ltd

BSB - 014 730

Account Number - 811 236 121

Reference - Surname and date of high tea

External Food

Food cannot be brought in from an external source with exceptions of a cake.

Beverages and Bar Tab

We are fully licensed but do not allow BYO. Extra beverages are purchased during your high tea and can be arranged to be paid by the individual or placed on a bar tab to be settled at the end of the function. Please advise if a bar tab is required, the amount willing to put on the tab and what drinks are included. Our staff will monitor and liaise with you during the high tea. We can supply a drinks menu on request. If you would like to arrange a special cocktail or have a special alcohol ordered in for you, please inform us at the time of booking and we will do our best to arrange this.

Dietary Requirements

We try to cater for all dietary requirements. We do need to be notified of any dietary requirements 7 days prior to your function. If dietary requirements are not passed on in advance and additional meals need to be made, then there will be additional costs to cover the food cost and time.

Restaurant and Kitchen Times

Our restaurant closes at 2:30pm with all guests to vacate by this time.

Our kitchen closes at 2pm. If you require food service after this time, an addition fee of \$55/hour/chef is applied

Music

You can use our music playlist OR connect your phone to play your playlist OR source music elsewhere (eg live band, jukebox, etc). If you require a microphone and/or speakers we can arrange hire (we will request a quote, send it to you for approval before booking. Once confirmed we will add it to your bill. If you cancel your event and we have paid on your behalf, you will still need to pay for the equipment hired). Another option is that you can arrange to hire equipment yourself. If requiring time to test equipment, best to do so between 8am - 2:30pm.

Slideshow

Our function rooms are equipped with a TV in which you can connect to via HDMI or USB. If requiring time to test equipment, best to do so between 8am - 2:30pm.

Room setup

Tables will be set with tablecloths, water glasses, glass side plate, napkin, glass tea cup and saucer.

Water bottles will be placed on a ceramic plate with a napkin between 4-5 people.

Once everyone has arrived, a glass blooming tea pot on a ceramic plate will be placed between 3-4 people. As well as a 3 tiered high tea stand with food served on ceramic plate

A clothed cake and/or present table can be set up for your function and needs to be advised in advance.

Decorating

We do not supply, help with setup or pack up of decorations. You are welcome to arrange decorations including setup and pack up for your high tea. The best time to set up would be within 1 hour of the start of your high tea.

Flowers, balloons and walls work well in our spaces.

Green photo walls are available for hire - Rectangle (2.4m W x 1.8m H) \$150, Round (1.5m D) \$100

We do not allow the following - confetti of any size, open flames, crepe paper or anything that will stain the tablecloths. Nothing is to be tied to our chairs or light fittings.

If staff are required to stay back or arrive early for decorating needs, an additional charge of \$45/hour/staff will be applied to the final bill.

Damage, Theft or Excessive Cleaning

If there is any theft or damage to room, property or equipment or requires excessive cleaning, the deposit will be held to cover the cost incurred. If the costs exceed the deposit, an invoice will be forwarded to you to cover the cost of loss, repair or clean.