

ANNATA



# Special Events Information





# Welcome to Annata Sydney

Annata offers one of the best locations north on the Sydney lower north shore for private event dining, catered business events, product functions, club membership functions and special occasions. Annata is perfect for private special events such as engagement parties, weddings and birthdays. Our mezzanine floor caters for up to 42 seated guests. If booking the entire restaurant, event organisers can take advantage of Annata's stylish foyer and bar for welcoming guests with canapé and drinks prior to seating.

Annata has an urban chic look and feel; stylish but not pretentious. Located in the heart of Crows Nest, Annata evokes a convivial environment with a differentiating distinctive edge. With leather lounges, warm lighting and cosy nooks on our mezzanine level, bar-side casual dining and a sunny alfresco garden lounge setting outside, Annata has a variety of choices to suit all occasions.





# Who we are

Every member of our Annata team is an enthusiastic restaurant professional passionate about service, food, wine and hospitality. We have very experienced staff with the capability to create the best overall experiences customised to meet the requirements of event organisers and their guests.

Executive Chef Jordon Garcia will create multi-course and/or canapé menus custom-designed specifically for the event and tailored to meet the needs and the budget of the occasion. Similarly, our sommelier will create a customised event wine list and beverage.

Event organisers can expect meticulous attention to detail including:

- Dedicated Event Manager - one person to call
- Customised menus
- Customers beverage lists
- Preparation of event run-sheets
- Customised menu and event sheet printing, including logos, graphics and stylised formatting
- Special effects & restaurant decoration
- Photography
- Audio/visual capability
- Service staffing beyond regular maitre d and table service





# Dining Options

1. Take over the entire restaurant for up to 50 guests.
2. Take over the mezzanine floor for 34 guests.





# Custom Menu & Beverage Options

1. Customised menus including:
  - a. 5 course degustation
  - b. 4 course degustation
  - c. 3 Course A 'la carte
  - d. Shared Plates
  - e. Casual Dining
  - f. Canapes
2. Customised Wine Lists will be prepared to meet budget needs.





# Event Package Inclusions

1. Events will be charged on a per person basis subject to the Minimum Spend table per table below.
2. A **Total Package** option will include Food, Beverage, Menu and Run Sheet printing, standard service staffing and use of premises.
3. Extras costs include audio/visual equipment, music, special effect decorations and photography.

Minimum Spend	9am to 4pm	4pm to midnight
Monday	\$4,000	\$5,000
Tuesday to Thursday	\$4,000	\$6,000
Friday & Saturday	\$5,000	\$9,000
Sunday	\$9,000	\$9,000





# Terms and Conditions

## Bookings and Cancellations

Annata event bookings are free of cancellation fees made up to six weeks of the event date. Cancellations between four and six weeks of the event have a cancellation fee of 20% of the minimum spend charge. Any cancellations less than four weeks prior to the event will be charged the minimum spend amount.

## Charges and Payments

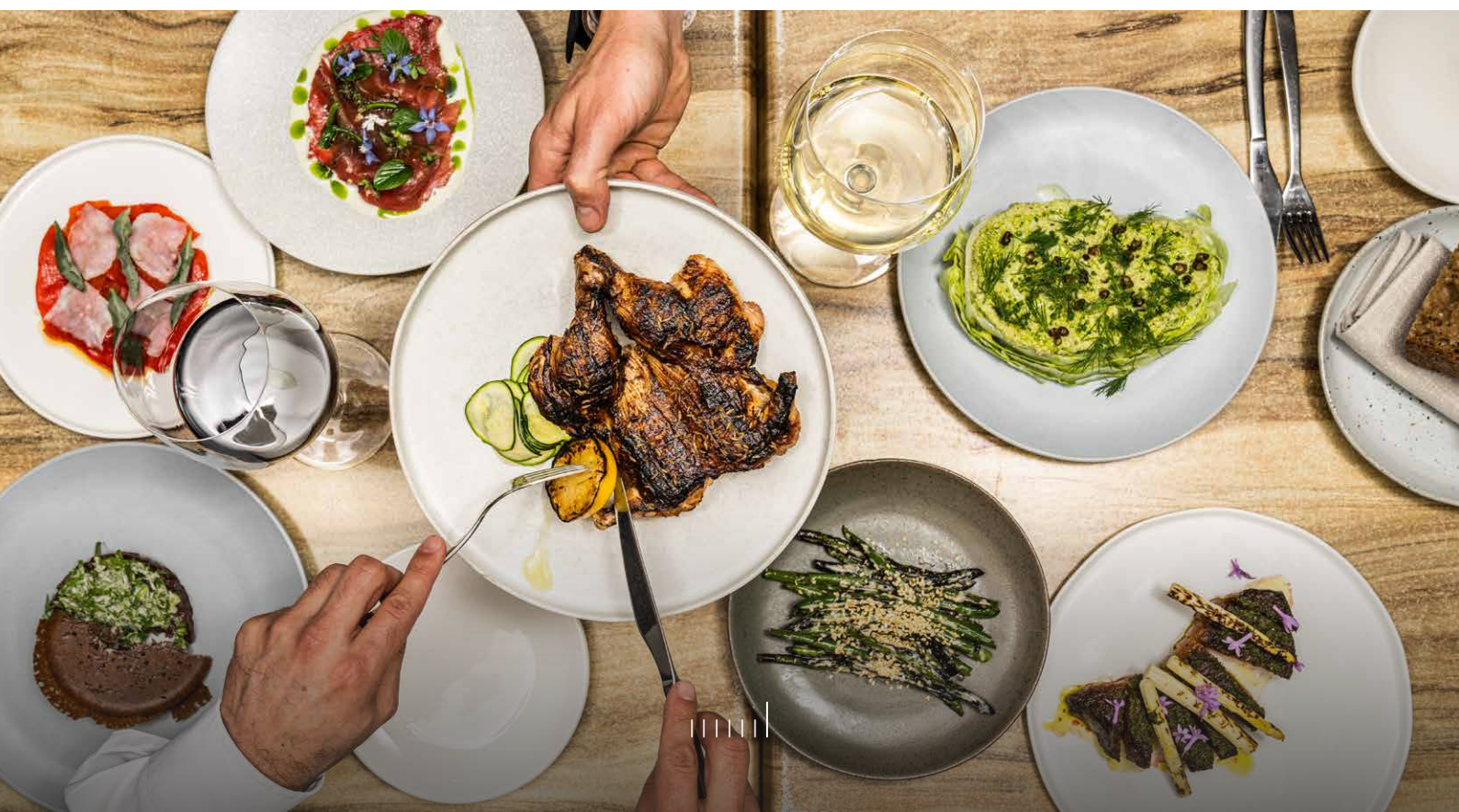
A deposit equal to 50% of the Minimum Spend table (above) will be payable at the time of booking. Charge will be a confirmation of the number of guests is required two weeks prior to the function. You will be charged for this amount as a minimum, if numbers increase you will be charged accordingly. Full payment on an estimate of the final bill is required two weeks prior to the function. Any outstanding amounts or amounts contracted on the evening must be paid by the end of the function. Credit card payments will incur a surcharge of 1.8% for Visa, Mastercard and Amex.

## Liquor Licence Policy

Annata Restaurant is obliged to abide by State Government regulation in regard to the Responsible Service of Alcohol. Intoxicated persons, minors and those whose behaviour is considered by management as disorderly will be refused beverage service and may be removed from the function. It is your responsibility to ensure orderly conduct of your guests, especially when leaving the premises at night.

## Damage Breakage or Loss of Property

Event organisers are responsible for the safekeeping of personal belongings, merchandise and gifts. Annata Restaurant will not accept any responsibility for the loss of or damage to any such property, before, during or after the function. Event Organisers are also responsible for any damage to the building, facilities and furnishings on the property; and for loss however arising, as a result of any action by your guests or contractors (decorators, musicians, etc.).





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# Contact Information

**Website:** [annatasydney.com](http://annatasydney.com)

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