



LEEDERVILLE | 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](mailto:functions@kailisbrosleederville.com.au) or visit [www.kailisbrosleederville.com.au](http://www.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 80 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	80	60





# CATERING PACKAGES

# All Inclusive Day Package

Minimum 12 persons

**Full Day Package**  
**\$75 per person**

**Half Day Package**  
**\$65 per person**  
(excludes Morning or Afternoon Tea)

## On Arrival

Coffee and Leaf Teas

## Morning Tea

Coffee, Leaf Tea selection, Juices and Iced Water

Individual Petite Fruit Salads

Assorted House Baked Pastries

## Working Lunch

Freshly Brewed Coffee & Leaf Teas

Selection of Juices and Iced Water

Sushi Maki Rolls served with Japanese condiments *v GF*

Selection of finger & open sandwiches *v*

Panko crumbed Fish & Chips with house tartare & lemon

Greek Salad, wild oregano, capers, vinaigrette *v GF*

## Afternoon Tea

Coffee, Leaf Tea selection, Juices and Iced Water

Seasonal Fruit Platter

Chef Selections of Afternoon Tea

## Inclusive

Room Hire

Screen & Projector

Wireless Internet

Whiteboard &/or Flip Chart Sound System

Microphone (GP Kailis Extended Only)

Video Conferencing Equipment

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 \$24pp

Coffee, Leaf Tea selection, Juices and Iced Water

Seasonal Fruit Platters to Share

Toasted Granola Muesli with Greek yoghurt, berries & apple *GF*

House Baked Breakfast Pastries

## Grazing Breakfast \$32pp

Coffee, Leaf Tea selection, Juices and Iced Water

Seasonal Fruit Platters to Share

Toasted Granola Muesli with Greek yoghurt, berries & apple *GF*

House Baked Breakfast Pastries

House Baked Savory Quiches

House Baked Spinach & Feta Tartlets *v*

Bacon, Cheddar & Pesto Toasties

Mushroom, Goat's Cheese & Pesto Toasties *v*

## Plated Breakfast \$34pp

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

Coffee, Leaf Tea selection, Juices and Iced Water

Fruit Platter

House Baked Breakfast Pastries

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

- Chilli scrambled eggs, sautéed spinach, whipped feta, toasted ciabatta
- Scrambled eggs on toast, streaky bacon, sautéed tomatoes
- House hot-smoked salmon, poached egg, potato rosti, hollandaise, sautéed spinach
- Zucchini & corn fritters, poached egg, Korean chilli jam, cucumber yoghurt, herb salad *v*
- Eggs Benedict – two poached eggs, streaky bacon, lemon hollandaise, toasted English muffin, rocket

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** **\$6pp**  
Coffee and Leaf Teas  
Selection of Juices & Iced Water

**Choice Morning / Afternoon Tea** **\$16pp**  
Coffee and Leaf Teas  
Selection of Juices & Iced Water

Seasonal Fruit Platters

**Plus select any ONE of the following:**

- Toasted Granola Muesli with Greek yoghurt, berries & apple *GF*
- Assorted House Baked Pastries
- Sweet Tartlet Selection
- Assorted Mini Muffins
- Baklava and Pistachio Nougat *GF*
- Seafood and Vegetarian Spring Rolls with sweet chilli sauce *v*
- House-baked savoury pastries & quiches *v*
- Assorted Friands *GF*
- Seasonal Vegetable Fritattas *vGF*

**Set Morning/Afternoon Tea** **\$22pp**  
Coffee and Leaf Teas  
Selection of Juices & Iced Water

Seasonal Fruit Platters  
Assorted Mini Muffins  
Sweet Tartlet Selection  
House-baked savoury pastries & quiches *v*



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

Minimum 8 persons



## Working Lunch

**\$36pp**

Freshly Brewed Coffee & Leaf Teas  
Selection of Juices and Iced Water

Sushi Maki Rolls with Japanese condiments *V GF*  
Selection of finger and open sandwiches *V*  
Panko crumbed Fish & Chips, tartare & lemon  
Greek salad, wild oregano, capers, vinaigrette *V GF*

## Boardroom Lunch

**\$40pp**

Freshly Brewed Coffee & Leaf Teas  
Selection of Juices and Iced Water

Panko crumbed Fish & Chips, tartare & lemon  
Seared Salmon, green pea puree, spring salad *GF DF NF*  
Grilled Mediterranean Chicken Skewers *GF DF*  
Smoked eggplant, zucchini, lentils, pepitas, pomegranate,  
whipped feta *V GF*  
Greek salad, wild oregano, capers, vinaigrette *V GF*

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 20 guests, 2 hour duration.



**6 selections - \$36 pp**

**8 selections - \$46 pp**

## Cold Selection

- King Prawn, baby cos lettuce, cocktail dressing *GF DF NF*
- House Smoked Salmon rillettes sliders
- Green Chilli Scallop, nam jim dressing *GF DF NF*
- Roast beef & horseradish tartlet *GF*
- Marinated Fremantle Sardines on crostini with roasted pepper and lemon zest
- Yellowtail Kingfish Ceviche, coconut, chilli, 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
- Mushroom & Parmesan Arancini *v*
- Mini Spinach & feta tartlet *v*
- Zucchini & corn fritters *v*

*Substantial offerings & dessert continued over page.*



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

# Canapé Packages

Minimum 20 guests, 2 hour duration.



## Substantial Offerings

1 Selection - \$10 pp

2 Selections - \$16 pp

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

- Parmesan Crumbed WA Whiting with shoestring fries
- Cumin scented Lamb cutlet on warm freekah salad with tahini dressing
- Crispy Norwest Squid, roasted peanuts, Vietnamese rice noodle salad
- 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 and mint yoghurt *GF NF*

## Something Sweet

1 selection - \$7.50 pp

*Dessert option served with coffee and leaf tea.*

- Mini Pannacotta
- Selection of Petit Fours to share

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



# First Floor Lunch & Dinner

## Menu Selections

Minimum 12 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 baguette with French butter

Marinated olives & feta

Coffee, leaf teas & chocolates

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**Package 1 - Main & Dessert** **\$52 pp**

Select any ONE Main & any ONE Dessert.

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**Package 2 - One Entrée & Two Mains** **\$60 pp**

Select any ONE Entrée & any TWO Mains, served alternating drop.

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**Package 3 - Canapés, Main & Dessert** **\$64 pp**

Chef's selection of THREE canapés, any ONE Main & any ONE Dessert.

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**Package 4 - Two Course Entrée & Main** **\$68 pp**

Select any TWO Entrées & any TWO Mains, served alternating drop.

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**Package 5 - Three Course Menu** **\$75 pp**

Select any TWO Entrées & any TWO Mains, served alternating drop and any ONE Dessert.

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### Additional Options:

Chef's Selection of Canapés (3) on arrival **+\$12 pp**

Upgrade to alternating drop **+\$8 pp**

Upgrade to choice of 2 menu items **+\$12 pp, per course**

*Menus over page.*



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# First Floor Lunch & Dinner

## Menu Selections

Minimum 12 persons.

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

### Entrees

- Creamy Seafood Chowder
- Shark Bay Scallops, green pea puree, spring salad *GF DF NF*
- Grilled Prawns with lemongrass-chilli sambal, cucumber, fresh mint salad *GF DF NF*
- Royal blue potato gnocchi, romesco, crisp basil, chevre goats curd *V*
- Chicken & Almond Tortellini, burnt butter, pumpkin, sage & toasted almonds
- Seared Duck Breast, baby beetroot, orange & wild rocket salad *GF DF NF*
- Zucchini & corn fritters, cucumber yoghurt, Korean chilli sauce, crispy shallots, herb salad *V*
- **Individual Taste Plate** *Panko herb butter Scallop, Yellowtail Kingfish coconut Ceviche, Mushroom Arancini*
- **Mezze Boards to Share** *Selection of charcuterie, marinated seafood, vegetables, olives, cheese, dips, breads*

### Mains

- Almond-crusted Snapper, ribbon zucchini, potatoes, saffron beurre blanc *GF*
- Grilled Red Emperor, roasted beets & potatoes, sundried tomatoes, sauce vierge *GF DF NF*
- Seared Tasmanian Salmon, sourdough & quinoa crust, green pea hummus, king oyster mushrooms *GF DF NF*
- Black Angus Beef Fillet, grilled field mushroom, spinach & cabernet jus *GF DF NF*
- Double Lamb Cutlet, parmesan potato gratin, sautéed broccolini, salsa verde *GF*
- Roasted beetroot, butternut pumpkin and goats curd tart with onion jam & wild rocket *V*
- Smoked eggplant, zucchini, lentils, pepitas, pomegranate, whipped feta *V GF*

### Desserts

- Espresso Tiramisu
- Coconut panacotta, mango gel, toasted coconut *GF DF*
- Chocolate ganache tart, berries, vanilla bean gelato
- Lime & Ginger Crème Brulee *GF*
- **Dessert Platter to Share** *Assorted Petite Desserts & Cheese Plates*

### Additional Options

- Greek salad, wild oregano, capers, vinaigrette *V GF* **\$3pp**
- Leaf salad, shaved parmesan, toasted pine nuts, vinaigrette *V GF* **\$3pp**
- Sautéed seasonal greens, black garlic, toasted macadamias, fig balsamic *V GF* **\$3pp**
- Fresh Natural Oysters with pomegranate vinaigrette & fresh lemon **\$7pp**
- Cheese Plates with quince paste and linguette crisps **\$6pp**

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

### Feed Me Shared Menu

**\$55pp**  
**(+ \$5pp for choice of House-made Dessert)**

- Marinated Fremantle Sardines, charred ciabatta
- Local Fish Wings, crispy fried, sticky chilli & soy glaze
- Zucchini & Corn fritters, Korean chilli sauce, crispy shallots, herb salad v
- Mediterranean Grilled Squid, gremolata, lemon zest parsley *GF DF*
- Grilled Snapper, sauteed leeks, kale, grain mustard butter *GF*
- Smoked eggplant, zucchini, lentils, pepitas, pomegranate, whipped feta *V GF*
- Baklava & Pistachio Nougat *GF*

### Chef's Choice Menu

**\$65pp**

#### On the Table

- House-baked Baguette
- Taramasalata, herb toast, marinated olives & feta

#### Dishes to Share

- Salt & Pepper Squid, gremolata, lemon zest, parsley
- Shark Bay Scallops, panko herb butter, chilli, lemon (2pp)

#### Choice of Main Course

- Grilled Snapper, sauteed leeks, kale, grain mustard butter *GF*
- Fish & Chips, crispy fried market fish, house tartare & lemon
- Seafood Linguini, chilli, garlic, parsley, olive oil
- Confit Duck leg, sweet potato mash, sauteed spinach, orange jus *GF DF*
- Smoked eggplant, zucchini, lentils, pepitas, pomegranate, whipped feta *V GF*

#### Additional Options

- Baklava, Pistachio Nougat, Coffee & Leaf Tea **\$10pp**
- Choice of House Desserts or Cheese Selection, Coffee & Leaf Tea **\$15pp**

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

A hand holding a wine glass filled with white wine against a bokeh background. The glass is partially filled with a pale yellow liquid. The background is out of focus, showing warm, circular light spots. A dark blue vertical bar is on the left side of the image.

# BEVERAGE PACKAGES & MENU



# Beverage Packages

BYO NOT permitted with any Function.  
Menus, items and prices are subject to change.

## PACKAGE ONE

### Sparkling Wine

Trentham River Retreat NV Brut, NSW

### White Wine

Trentham River Retreat Sauvignon Blanc, NSW

### Red Wine (select one)

Windy Harbour Cabernet Merlot, Margaret River WA

Trentham River Retreat Shiraz, NSW

### Beers (select any two)

James Boag's Light

Little Creatures Roger's

Peroni Red

### Selection of Soft Drinks, Juices & Iced Waters

## PACKAGE TWO

### Sparkling Wine

San Martino Prosecco DOCG, Conegliano

Valdobbiadene Italy

### White Wine (select one)

Lange Estate Chardonnay, Franklin River WA

Pa Road Sauvignon Blanc, Marlborough NZ

### Red Wine (select one)

Son of a Bull Pinot Noir, Pipers River TAS

Kailis Wines Cabernet Merlot, Margaret River WA

### Beers (select any three)

James Boag's Light

Little Creatures Rodger's

Peroni Red

Asahi Super Dry

### Selection of Soft Drinks, Juices & Iced Waters

## SOFT DRINK PACKAGE

Selection of Soft drinks, Juices & Sparkling Mineral Water

Hours	Package One	Package Two	Soft Drink Package
1	\$28 per person	\$34 per person	\$12 per person
2	\$35 per person	\$44 per person	\$15 per person
3	\$42 per person	\$52 per person	\$20 per person
4	\$49 per person	\$60 per person	\$25 per person

# 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	40
San Martino Prosecco DOCG, Conegliano Valdobbiadene, Italy v	56
Myatts Field Pinot Noir Chardonnay, Camel Valley, WA	58
Veuve Ambal Cremant de Bourgogne Brut NV, Burgandy FRA v	64
Billecart-Salmon Brut Reserve, Champagne FRA	125

### White Wines

#### Riesling

Jim Barry 'The Atherley', Clare Valley SA	50
Harewood Estate 'Denmark', Great Southern WA	54
Hofstatter 'Steinbock', Mosel GER	68

#### Sauvignon Blanc

Trentham Estate 'River Retreat', Murray Darling NSW	40
Ashbrook Estate, Margaret River WA	50
Pa Road, Marlborough NZ	52
Rosily, Margaret River WA ORG V	54
Pascal Jolivet, Sancerre FRA	98

#### Semillon Sauvignon Blanc

Kailis Wines SSB, Margaret River WA	48
Stella Bella SSB, Margaret River WA	56
Pierro L.T.C. Semillon, Sauvignon Blanc & Chardonnay, Margaret River WA	70

#### Chardonnay

Lange Estate 'Providence Road', Franklin River WA	54
Yering Station Village, Yarra Valley VIC v	56
Picardy, Pemberton WA	74
Patrick Piuze 'Terroir de Chablis', Chablis FRA	120
Leeuwin Estate Art Series, Margaret River WA	160

#### White Varietals

Xanadu 'DJL' Chenin Blanc, Margaret River WA	52
Puiattino Pinot Grigio, Veneto IT	54
Santadi 'Villa Solais' Vermentino di Sardegna DOC, Sardinia IT	60



# 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

Plan B Tempranillo Rose, Margaret River WA	50
Irvine 'Spring Hill' Rose, Eden Valley SA	52
Rameau D'Or 'Petit Amour' Rose, Cotes de Provence FRA v	56

#### Pinot Noir

Son of a Bull, Pipers River TAS	54
Amisfield 'Lake Hayes', Central Otago NZ	68
Picardy, Pemberton WA	88
Bouchard Pere et Fils 'Beaune de Chateau' Premier Cru, Burgundy FRA	140

#### Shiraz

Trentham 'River Retreat', Murray Darling NSW	40
Woods Crampton, Barossa Valley SA	56
Forest Hill 'Vineyard', Mount Barker WA	62
Wirra Wirra Woodhenge 'Basket Pressed', McLaren Vale SA	80
Shaw + Smith 'Balhannah Vineyard', Adelaide Hills SA v	120

#### Cabernet Sauvignon & Blends

Windy Harbour Cabernet Merlot, Margaret River WA	48
Kailis Wines Cabernet Merlot, Margaret River WA	50
Charles Melton 'La Belle Mere' SGM, Barossa Valley SA	60
Bowen Estate Cabernet Sauvignon, Coonawarra SA v	74
Moss Wood Cabernet Sauvignon, Margaret River WA	150

#### Beers

Heineken Zero Lager, 0.0% Netherlands	8
James Boag's Premium Light, 2.5% TAS	8
Little Creatures Roger's, 3.8% WA	9
Peroni Red, 4.7% Italy	9
Asahi Super Dry, 5.0% Japan	9
Gage Roads 'Pipe Dreams' Coastal Lager, 4.2% WA	10
Dingo Brewing Co. Lager, 4.5% WA	10
Sidetrack All Day XPA, 3.5% WA	10

# Booking Terms & Conditions



## GENERAL INFORMATION

Our Function Menus are designed to suit all occasions and budgets. Vegetarian V 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 5.00p

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 cakeage 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. Tentative bookings will be held for 3 days from contact, after which a deposit will be required to secure booking. 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, White Boards, Flip Charts & Video Conferencing Equipment, subject to availability. These items must be reserved at the time of booking. 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\*

Glass House Private Dining Room Monday - Sunday Day Events OR Evening Events Room Hire is \$200  
(Glass House Minimum Food & Beverage spend for Friday & Saturday Evening Events is \$1000)

## The Boardroom

Half Day (up to 4 hours) - Room Hire: \$275

Full Day (up to 8 hours) - Room Hire: \$350

GP Kailis Room - Room Hire: \$375

GP Kailis Room - Extended - Room Hire: \$525

*\*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.

## 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](mailto: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:

- |  |   |
|--|---|
| <input type="checkbox"/> Screen & Projector              | <input type="checkbox"/> Presentation Laser |
| <input type="checkbox"/> Internet Access                 | <input type="checkbox"/> Whiteboard         |
| <input type="checkbox"/> Microphone (GP Kailis Ext Only) | <input type="checkbox"/> Lectern            |
| <input type="checkbox"/> Teleconferencing Phone          | <input type="checkbox"/> Flip Chart         |
| <input type="checkbox"/> Video Conferencing Equipment    | <input type="checkbox"/> Sound System       |

## PAYMENT METHOD

- Visa    MasterCard    Amex    Diners

A 1.76% Diners & Amex surcharge is applicable. Sorry no cheques or accounts accepted. 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: \_\_\_\_\_



*Kailis Bros*

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LEEDERVILLE | EST.1926

101 Oxford Street  
Leederville WA 6007

Phone: 9443 6300

[functions@kailisbrosleederville.com.au](mailto:functions@kailisbrosleederville.com.au)

[www.kailisbrosleederville.com.au](http://www.kailisbrosleederville.com.au)