

TERMS & CONDITIONS

MINIMUM SPEND REQUIREMENTS

DAY & TIME	FULL ATRIUM	HALF ATRIUM	OVAL VIEW ROOM
Monday — Thursday (Off-Peak)	\$2,000	–	\$5,000
Friday & Saturday Lunch (until 4:30pm)	\$3,000	\$1,500	\$6,000
Friday & Saturday Night	\$6,000	\$3,500	\$10,000
Sunday Lunch (until 4:00pm)	\$3,500	\$1,500	\$6,000
Sunday Dinner	\$1,500	\$500	\$5,000

NOTE

If the minimum spend is not met for the Atrium, a \$400 room hire will apply

The meeting room that sits up to 8 is available FREE with any lunch and dinner booking at the Mosaic.

Additional meeting and breakout spaces are available throughout the Precinct.
Speak to our team for details.

AREA CAPACITIES

Full Atrium – Cocktail Style

Up to 120 guests (with scattered seating)

Full Atrium – Sit-Down

Up to 70 guests (most common set up, can be customized for all occasions.)

Half Atrium – Cocktail Style

Up to 50 guests (limited seating)

Half Atrium – Sit-Down

Up to 35 guests (not including booths — booths can seat an additional 4—5 guests each)

VENUE POLICIES

Cleaning Fee:

Events involving glitter or cake smashes will incur an extra cleaning charge.

RSA:

We practice responsible service of alcohol. Guests showing signs of intoxication may be refused service or asked to leave.

Damage

Any damage to Mosaic property will be charged to the client.

Security:

Additional security may be required at Mosaic's discretion (in consultation with you).
All associated costs will be charged to the client.

Under 18s:

Under 18's need to be off venue by 12am.

Set up:

Mosaic team will set up your event. Anything extra such as additional table decorations or large decorations, this will incur a staffing fee.

Pack down:

Mosaic staff do not put away any items that have been dropped off from other vendors

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MENU & PRICING DISCLAIMER

All information contained in this booklet is correct to the best of our knowledge at the time of publication. Please note that seasonal adjustments to menus, products and pricing may occur. Final menus, inclusions and pricing will be confirmed in writing prior to your booking being accepted.

BOOKING & PAYMENT TIMELINE

To Confirm Booking:

A 10% deposit is required. Tentative holds are valid for 48 hours only.
Payment can be made via phone or Now Book It.

2 Weeks Before Event:

Confirm guest numbers
Finalise menu selection
Confirm beverage package or Bar tab option
Provide floor plan and event run sheet

1 Week Before Event:

All food must be paid in full
Final numbers are locked in (no refunds for no-shows)
Final dietaries due
Only beverage balance remains (payable on the day, minus deposit)
Any items such as cake, backdrops or balloons need to be organized with delivery times.

72 Hours Before Event:

Final floor plan confirmed
No refunds issued for guests unable to attend after this point

ADDITIONAL FUNCTION POLICIES

Cake Service:

Bring your own cake and we'll store, cut, and serve it for \$2 per person.

BYO Wine:

Up to 6 bottles allowed. \$20 corkage per bottle.

Leftover Food:

For food safety reasons, no food (except cake) may be taken off-site.

Deliveries & Access:

Must be arranged in advance with our Function Coordinator. Storage is limited.

Large Installations:

Photo walls, soft play, etc. must be delivered and set up just prior to your event and removed promptly afterward. Mosaic staff are not responsible for setup or takedown.

BAR CLOSURE POLICY

After last drinks are called, guests have 15 minutes to place final orders.

The bar will close 45 minutes later.

All outstanding tabs must be settled at this time.

OPTIONAL ADD-ONS

Linen Tablecloths:

\$6 per cloth (note: large tables may require multiple cloths)

Linen Napkins:

\$1 each
