

**NAVY BEAR**

**EVENT  
PACKAGE**



# WELCOME

Navy Bear is located in the royal Australian navy sailing association (RANSA), a lively little sailing club housed in a rustic tin shed nestled beside water's edge in Rushcutters Bay, with views across the harbour. The cafe offers breakfast and lunch daily, as well as catering on sailing days and for private functions.



# CANAPÉ EVENTS

Our canape packages are perfect for cocktail events, with seasonal menus that allow your guests to sample a variety of flavours from the kitchen.

## 2 HOURS

3 STANDARD + 2 SEAFOOD

### STANDARD VEGETARIAN SELECTION

Beetroot & Goats Cheese Tart (VG)

Potato, Pea & Parmesan Croquette  
Confit Garlic Aioli (VG)

Miso Eggplant Spring Roll (V, DF)

Saffron, Manchego & Fontina  
Arancini (VG)

### DESSERT CANAPÉS

On Request

## 3 HOURS

3 STANDARD + 2 SEAFOOD  
+ 2 SUBSTANTIAL

### STANDARD MEAT SELECTION

Smoked Duck Breast  
Celeriac & Horseradish Remoulade  
On Crouton

Steak Tartare  
Hand Diced Tenderloin, Quail Egg,  
Crouton (DF)

Mini Beef Wellington  
Puff Pastry, Tomato Sauce

Beef & Pomegranate Kibbeh (DF)

## 4 HOURS

4 STANDARD + 2 SEAFOOD  
+ 3 SUBSTANTIAL

### SEAFOOD SELECTION

Natural Oyster  
Lemon (GF, DF)

Kingfish Ceviche  
Avocado Mousse, Pickled Onion (GF, DF)

Salmon Sashimi  
Wasabi Crème Fraiche, Salmon Roe,  
Baby Parsley (GF)

Prawn Cocktail  
Brioche Toast, Avruga Caviar, Baby Cos

## 5 HOURS

5 STANDARD + 2 SEAFOOD  
+ 3 SUBSTANTIAL

### SUBSTANTIAL SELECTION

Wagyu Beef Slider  
American Cheese, Mayo

Halloumi Taco  
Guacamole, Pickled Red Onion, Cholula  
Hot Sauce (VG, DF)

Fish & Chip Boats  
Tartare Sauce

BBQ Pork Bun  
Hoisin Style Sauce

**Standard canapé \$9 each, substantial canape \$15 each**

Please note menu subject to change, items marked gluten-free are made without gluten products, however we cannot guarantee against cross-contamination with other food items; please notify us if you have a food allergy  
vg – vegetarian | v – vegan | df – dairy free | gf – gluten free



# ADDITIONAL MENU OPTIONS

If you're looking for a point of difference and want to indulge your guests, these additions are the perfect choice.

## ARRIVAL CANAPÉS

*Add a savoury bite to start off your event or finish the feast with some roving dessert canapes*

- 2 standard canapés - \$15pp
- 3 standard canapés - \$22pp

## CAKEAGE

Cut and served on platters - \$3pp

Served individually with coulis & cream - \$8pp

## MIDNIGHT BITES

*The perfect snack when you need to refuel from the dancefloor*

\$5 each

- Mini Hot Dog  
Frankfurt On Brioche Bun
- Mini Beef Sliders  
Lettuce, Smoked Bbq Sauce (DF)
- Ham & Cheese Toastie  
On Brioche

## PLATTERS

*Our share platters make a perfect addition to your function*  
Serves 8

- Cheese Board - \$110  
Chef's Selection Of Three Cheeses, Quince Paste, Seasonal Fruits, Lavosh & Bread (VG)
- Charcuterie Board - \$110  
Chef's Selection Of Cured Meats, Cornichons, House Pickled Veggies, Whipped Butter, Warm Baguette (DF)
- Seafood Platter - \$190  
Seasonal Natural Oysters, Cooked Prawns, White Fish Ceviche, Fish Pate, Smoked Salmon With Condiments & Bread
- Dessert Platter - \$70  
Indulge In A Feast Of Chef's Sweet Petit-Fours

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vg - vegetarian | v - vegan | df - dairy free | gf - gluten free



# BEVERAGE PACKAGE

Our beverage packages feature a variety of local and imported wines, beers and spirits. To make your selection easier, we've developed two packages featuring our most popular picks of the season.

If you'd like to tailor your own package, all our wines and beverages are available to select from, charged on consumption. Please contact us for our latest beverage lists.

## STANDARD PACKAGE

1 white wine, 1 red wine, 1 sparkling wine, beers + non-alcoholic drinks

**2 HOURS \$49PP | 3 HOURS \$59PP  
4 HOURS \$69PP | 5 HOURS \$79PP**

## SPARKLING WINE

The Anchorage Sparkling Wine  
McLaren Vale, South Australia

## RED WINE

The Anchorage Cabernet Merlot  
McLaren Vale, South Australia

## WHITE WINE

The Anchorage Semillon Sauvignon Blanc  
McLaren Vale, South Australia

## BEER

*Select Two*  
Tap & Bottled Beer Available And Are Subject To Chosen Event Space & Seasonality  
Your Event Manager Will Confirm What Is Available Closer To Your Event

## PREMIUM PACKAGE

2 white wine, choice of 2 red wine, 1 sparkling, 1 rose, beers + non-alcoholic drinks

**2 HOURS \$59PP | 3 HOURS \$69PP | 4 HOURS \$79PP | 5 HOURS \$89PP**

## SPARKLING WINE

De Perrier Blanc de Blanc Brut  
France, Burgundy

## WHITE WINE

*Select Two*

Scorpius Sauvignon Blanc  
Marlborough, New Zealand

Nova Vita Pinot Gris  
Adelaide Hills

Printhie Chardonnay  
Orange, Nsw

Atlas Rhineland Riesling  
Clare Valley, South Australia

## ROSÉ WINE

Ingram Road Pinot Noir  
Yarra Valley

## RED WINE

*Select Two*

Ingram Road Pinot Noir  
Yarra Valley

Radio Boka Tempranillo  
València, Spain

De Beaurepaire Merlot Cabernet  
Rylstone, Nsw

Atlas Shiraz  
Clare Valley, South Australia

## BEER

*Select Two*  
Tap & Bottled Beer Available And Are Subject To Chosen Event Space & Seasonality  
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# BEVERAGE PACKAGE

## EVENT COCKTAILS

**\$16 EACH**

Blood Orange Sangria

Pinot Gris, Blood Orange, Triple Sec,  
Soda

Gin & Basil Smash

Gin, Lemon, Soda, Basil

Raspberry & Rose Spritz

Rose, Prosecco, Raspberry, Soda

Lychee Martini

Vodka, Martini Blanco, Lychee

Strawberry Margarita

Olmecca Altos Plata, Strawberry Monin,  
Triple Sec, Lime

## BAR TAB

### PREFER TO RUN A BAR TAB?

Please select 1 red wine, 1 white wine,  
2-3 bottled beer options from the wine  
list provided by Event Manager

### BARTENDER HIRE REQUIRED

\$55 per hour. Minimum of 3 hours.  
Suggested 1 bartender for 40 guests

### GLASSWARE HIRE REQUIRED

\$1 per glass. Champagne flutes & wine  
glasses are available. Water glasses are  
included.



# TERMS & CONDITIONS

## TERMS AND CONDITIONS

These terms and conditions apply to all Navy Bear event space bookings and should be read in conjunction with any additional terms and conditions that may be included in relation to your specific venue quote or contract.

To confirm your function, we require an initial deposit of 30% of minimum spend (credited towards the final account) plus a signed and completed copy of the contract and credit card pre-authorisation forms. This is required within 7 days of making your booking. Navy Bear holds the right to cancel any bookings not held with a security deposit plus completed agreement contracts.

## PARTIES

The parties of these terms and conditions are Navy Bear Pty Ltd ABN 881 542 829 07 trading as Navy Bear and the client listed on the booking contract ('you' or 'client').

## MINIMUM SPEND

Minimum spends apply to all events. The minimum spend applies to food and beverage ONLY. Venue hire, security, additional staffing, audio visual equipment and other costs are in addition to the minimum spend. Your minimum spend is stated on your quote and contract. Any shortfall from your final food and beverage spend will be added to your final bill.

## PAYMENT TERMS

- The balance of your invoice is due a minimum 14 days prior to your event. If

final payment is not received, we may release the date minus the holding deposit.

- Guaranteed guest numbers are required no later than 7 working days prior to function. The final charges will apply to the agreed guaranteed guest numbers/ minimum spend, or the final head count, whichever is greater. Any additional or incidental charges incurred in the lead up to, or at the time of your event are payable on the date of your event.
- Navy Bear has the right to preauthorise/ charge the credit authority form number provided with the signed contract for any balance owing, including additional event inclusions requested by the client the day of the event, if final payment has not been received by the above timeframe allocated.

## METHOD OF PAYMENT

Navy Bear accepts the following methods of payment: Electronic Funds Transfer and Visa and Master Card credit cards. Payment made by cash or direct debit incurs no surcharge. Credit card surcharges apply.

## SURCHARGES

MasterCard and Visa payments will incur a 1.5% surcharge. In addition, a 15% surcharge applies on public holidays and a 10% surcharge on Sundays.

## CANCELLATION POLICY

- Any cancellation will incur a loss of full deposit.\*
- Cancellations made less than 7 days from your event are non-refundable.\*

- In the event of cancellation within 7 days of your event, any unpaid or outstanding invoices issued prior to your cancellation remain payable.\*
- In the event we are unable to host your event due to government mandated restrictions relating to COVID-19, your deposit will be held as credit to be spent in venue or on a future event within a 12-month period or at the discretion of Navy Bear. Any other payments made will be refunded in full.

## FORCE MAJEURE

Should performance by Navy Bear be interfered with or prevented by an event or condition beyond its reasonable control (Force Majeure), including but not limited to: acts of God, government authority, disaster, actual or threatened terrorist attack, epidemic, war, public emergency or calamity, fire, civil insurrection, riot, earthquake, flood, labour dispute, strike, the unavailability of any necessary utility, or other emergencies, any of which make it illegal or impossible for Navy Bear to perform its obligations, then Navy Bear shall not be liable for such delay or failure to perform its obligations, and this contract may be terminated for any one or more of such reasons by written notice from Navy Bear to the client without financial liability.

## EVENT TIMINGS

All events hosted at Navy Bear can commence no earlier than 7am and conclude no later than 11pm unless otherwise pre-approved by management. Guests must leave in a quiet manner and with greatest respect to residents.

## FOOD AND BEVERAGE SELECTIONS

- The final food and beverage selections are required fourteen (14) days prior to the event.
- Dietary requirements are required fourteen (14) days prior to your event date. The venue can cater to gluten free, lactose free, vegetarian, vegan and pescatarian at no additional cost and upon prior request ONLY. Any additional dietary requirements such as Kosher meals can be pre-ordered and may incur an additional fee.
- Whilst dietary requests may be accommodated, our food is prepared in a kitchen that handles nuts, shellfish, sesame, lactose and gluten. Whilst all reasonable efforts are made we cannot guarantee that our food will be completely allergen free.
- All food and beverage is subject to seasonal change, however notification will be given for this.
- Our food is prepared using fresh ingredients and under hygienic conditions. However, Navy Bear takes no liability for any latent defect in any product used.

## BEVERAGES

- Beverage Packages: Unlimited beverage service for your pre-selected beverage list for the duration of your event or pre-agreed beverage service duration, subject to the Responsible Service of Alcohol.
- Beverages upon consumption: Client billed for the actual beverages consumed from the pre-selected beverages menu for the duration of

# TERMS & CONDITIONS

your event or preagreed beverage service duration. A minimum spend per person for beverages is applicable and to be paid pre-event. Any beverages consumed in addition to your minimum spend is to be paid in full at the conclusion of your event. Navy Bear reserves the right to charge the credit card details as provided in the Credit Card Authorisation form for any outstanding payments.

- BYO: Members of RANSA are able to bring their own alcohol. Corkage fees and service fees may apply and must be paid prior to the event. Corkage will include glassware.

## BUMP IN/BUMP OUT

The Venue must be returned in the same level of cleanliness and condition at the end of hire that it was received in at the commencement of hire. A cleaning fee will be charged at the discretion of management, should the premises be left in an unacceptable state. If the Cafe is open the following day all cleaning must be completed by 07:00 the following day for cafe to operate effectively.

Navy Bear café will be operating 7 days a week 07:00 to 16:00 and therefore function times and bump out needs to take into consideration the cafe operation.

## DÉCOR AND STYLING

All decorations must be submitted to your Event Coordinator for approval at least fourteen (14) days prior to the event. Glitter, confetti, confetti balloons, sequins and any other form of small 'spreadable' materials,

smoke and haze machines are not permitted in venue. Please check with your Event Coordinator if you are unsure.

## FIRE RISKS

Candles and open flames are not permitted for use in or around the venue. Under no circumstances are fireworks, sparklers or candles to be used, other than briefly and under the continuous supervision of the hirer, in, for example, a birthday cake. The hirer is expected to comply with laws relating to fire safety.

## DUE CARE

To the extent permitted by law, we will not be liable for any loss, damage, liability, claims or expenses (however caused, including negligence whether direct, indirect or consequential) incurred by yourself, your guests, your employees or any contractors engaged by you, arising from the use of or connected with the venue.

Whilst our team will take care, no responsibility will be taken for damage or loss of goods, equipment or merchandise left on the premises prior to, during or after the event.

Delivery of goods will only be accepted by the venue at the time of your contracted bump in access, unless otherwise agreed upon. All goods brought on site for your event must be removed from the venue by the conclusion of your contracted bump out time, unless otherwise agreed upon. Navy Bear takes no responsibility for any items or valuables left on site and reserve the right to dispose of such items if not collected

within seven (7) days of your event.

Navy Bear, their servants and agents are not liable for any loss or injury, which occurs on or near its premises.

## GRATUITY

A 5% gratuity applies to all events. This goes directly to staff and does not count towards the minimum spend.

## USE OF SPACE

Members are informed when private events are booked in the club however, members of the club do reserve the right to access and use designated areas of the club at any time including during any event. This includes access to the bathroom.

## CLEANING FEE

A cleaning fee will be charged at the discretion of management, should the premises be left in an unacceptable state

## DAMAGES

Clients are financially liable for any damage sustained to property of the venue or any other property in the venue which is not owned by the venue whether caused by the client's own action, or by its employees, agents, sub-contractors or guests. Under no circumstances is anything to be nailed, screwed, stapled, or adhered to walls, ceiling, floor, doors or other surfaces that are or could reasonably be considered part of the venue. Nothing can be rigged to the ceiling of the venue.

## CONTRACTORS AND SUBCONTRACTORS

Contractors and sub-contractors appointed

by the client or by Navy Bear on behalf of the client, must at all times abide by the venue regulations and any instructions given by venue management, whilst on the premises.

Regulations include and are not limited to the following:

- All contractors must provide a detailed list of equipment and staff members that they wish to bring onsite for your event, prior to the event.
- Contractors and Sub-Contractors must provide proof of insurance policies in effect (including workers compensation and public liability) to Navy Bear at least fourteen (14) days prior to your event.
- No sub contractor will be permitted to work in the venue without first providing proof of Public Liability.
- All contractors must report to the venue manager, located at the venue prior to commencement of work.
- Navy Bear reserves the right to reject any request for venue access for any Contractor and Sub contractor they do not deem as not suitable or safe.
- Navy Bear is not liable for any harm or damage to guests caused by external supplier equipment, styling décor, furniture, goods or service.

## ALCOHOL AND DECORUM

Navy Bear practices the Responsible Service of Alcohol. Whilst we encourage guests to enjoy themselves, we will not allow guests to drink to excess and place themselves and other guests at risk.



# TERMS & CONDITIONS

Venue staff members are instructed to check ID's, not serve alcoholic beverages to guests under the age of 18 years, or to guests perceived to be close to or in a state of intoxication. All minors must be in the immediate presence of their legal guardian at all times in our venues. Please be aware management will support staff who refuse service to intoxicated, underage, quarrelsome, unruly or offensive guests. Such guests will be asked to remove themselves from the venue immediately.

## ENTERTAINMENT/MUSIC

Navy Bear and RANSA staff will control the noise levels of the music and/or performers during your event and as your guests leave. Outside speakers are not available for evening functions as part of RANSA's consideration for our neighbors. The boatshed must be completely vacated by 11:30pm with all guests leaving in a quiet manner and with the greatest respect to local residents. All functions must conclude no later than 11:00pm to vacate the venue before 11:30pm.

## CLIENT CONFIRMATION

I confirm that I have read and understand the terms and conditions in this form.

I acknowledge that my booking is conditional on maintaining compliance with these terms and conditions.

I understand my credit card is held as security and may be charged for additional expenses as specified in these conditions, including additional food & beverages consumed, extensions to the event duration,

any damages to property, couriering of uncollected goods after the event, additional costs incurred as specified in this agreement or any overdue payments.

NAME:

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SIGNATURE:

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DATE:

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