

FUNCTION PLANNING PACK

For Mosq, Mofo Lounge & Morocco Lounge

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Bar Tabs

A bar tab providing your guests complimentary drinks can last for any specified duration – one hour, three hours or all night. It is a great way to get your party going and to ease those tense or potentially awkward moments at the beginning of the night until guests relax and get into the swing of things. It all comes down to your budget as to how long your tab will last.

Spirits, beers and wines are all priced similarly at \$7.50 - \$8 and will cover the needs of your guests for a standard party.

A cocktail on arrival is also an option to open your party with a nice touch of class and impress your guests on arrival. Cocktails can be arranged for a special price if purchased in bulk quantities - speak to your Function Coordinator about your options and costing.

The Bar Manager or Function Manager will update you on the progression of your tab amount throughout the night. You have the option of modifying your bar tab at any time during your event if you wish to include or exclude any beverages (based on availability). Just speak to your Bar Manager.

Special bar tabs can always be run for the party host and associated family if required.

Food & Catering

Most clients underestimate the impact food can have on a party – it can sometimes be the difference between a party that rocks on all night and a party that winds down early.

Consider the following:

- Will your guests be eating before they arrive?
- During the five hours that your party will run for, will some guests leave halfway through the night to get food elsewhere if you do not provide enough?
- Your guests will always drink more if they are also eating throughout the evening and the effects of intoxication are also lessened. Will this affect your minimum spend?
- Everyone gets peckish after they have a few drinks
- Does your party coincide with dinner or lunch times?
- Are your guests more interested in eating or drinking on the night?

Service of food begins approx 40 minutes into the event and depending on the quantity and package ordered, could range from 1.5 hours to 3.5 hours. Waiters will personally serve food to all your guests and ensure that platters are constantly rotated and taken around the room to ensure everyone is offered a wide selection throughout service.

Food packages at a discounted rate are available and reflect our most popular items. These packages are not modifiable and items are not substitutable under any circumstances. Alternatively, you may select individual food items from the food menu online at: www.mofolounge.com.au

All food must be organised and paid for by due dates provided in the agreement contract.

Final food orders cannot be changed after deadlines have expired or payment made.



Halal or Kosher food requirements cannot be accommodated. Gluten free requirement may be able to be accommodated with sufficient advance notice. Extra costs will be incurred depending on item and quantity.

Outside catering is not allowed under any circumstances, except for one cake per event.

Cakes

You are welcome to bring your own cake. A fee of \$15 will be charged per cake (including cupcakes).

Please only bring cakes that do not require refrigeration as we may not have the space or capacity to refrigerate cakes. We will be happy to cut and serve your cake on the night but please provide your own candles, sparklers, any other decorations for your cake.

Please consider the following

- Cakes will be served on napkins not on plates
- No ice cream cakes, mousse cakes etc

Cakes must be brought with clients at time of arrival or may only be dropped off at the venue 30 minutes prior to function commencement as the venue will not be open or staffed outside of these times. Please consult your Function Coordinator for delivery outside of this window.

Music – iPods, CDs

Bringing your own iPod, MP3 players or CDs can be a great way to manage the music and mood of your event. As you would be the best judge of the style of the music that appeals to your guests, you can create your own play list for the evening to ensure complete control.

Facilities we provide: amplifier, sound system, CD player and Mp3/iPod connections.

- Can play all CDs, iPods, Mp3's.
- Cannot play CDs in any other format other than standard CD format.
- Mp3 format CDs may not play.

We provide an iPod/MP3 connection cable to plug into our sound system. The client must provide the iPod/MP3 and iPod/MP3 charger if required.

We can provide our own music but it may not necessarily suit your taste so we suggest you bring your own CDs. There is no extra cost for this service.

Music - DJ's

Having a DJ?

A DJ can be a great way to get your guests dancing and to add that extra touch to your night. Also factor in the additional costs and the DJ's musical selection. .

A DJ playing the right songs can make a big difference to your night. Choosing the right DJ is therefore integral – evaluate their music preferences, song catalogue, personality and cost.



Although we do not have an "in-house" DJ, we have a selection of trusted and affordable DJs whom we use on a regular basis and your Function Coordinator will be happy to help you find the right DJ for your event.

Payment and costs:

DJ costs can range from \$250 to \$500 for a 5 hour set. You may request a quote from your Function Coordinator for a recommended DJ or you may source your own DJ.

As DJs recommended by your Function Coordinator do not work for Mofo Lounge or its venues, please make necessary payment arrangements directly with the DJ as their payment will be separate from other venue payments and services. Please bring cash on the night as DJ payments cannot be processed through credit card.

Please consider the following points when booking a DJ and communicate this information to them prior your event:

Setup Requirements: DJ can only arrive to setup 1 hour before function. Equipment may not be dropped off at function venue any earlier than this as the venue will be closed until 1 hour prior to the commencement of the event.

DJ Must provide: own decks, mixers, cables and any other equipment they may need.

DJ's also have the option of bringing own speakers and we recommend this for Mosq and Mofo Lounge.

Venue provides: basic table, speakers and amplifier.

Noise restrictions apply at discretion of management

The DJ must take all equipment away at the end of night. Equipment cannot be stored overnight - storage costs will be incurred.

Entertainment

If your budget permits, belly dancers can really add to the Moroccan experience and could be a showstopper for your event. It can get your guests dancing and provide great photo opportunities.

Belly dancer prices range from \$150 to \$180 per dancer. Dances last for 20 minutes.

Ask your Function Coordinator for other suggestions.

Audio Visual

A slideshow or presentation can be a great opportunity to personalize your event or party and give your guests something to talk about the next day. You may display photos, presentations and movies on a TV or projector throughout the night, or just during speeches... or both.

- You will have complimentary use of a projector at Mosq along with DVD player
- You will have complimentary use of a 38inch TV with DVD player at Morocco Lounge



- Mofo Lounge has no AV facilities

Please ensure all audiovisual slideshows & AV presentations are in the following format:

- Burnt onto a DVD in DVD format (good for presentations, slideshows or DVD movies)
- Burnt onto a CD in JPEG format (good for digital photos that automatically rotate regularly)

Please test your CD/DVD on your DVD player at home to ensure it works, as it would be a huge disappointment if your presentation is in the incorrect or incompatible format. To ensure that our players can read your DVDs or CDs you may make a time with your function manager and visit the venue at an arranged time to check compatibility.

There is no extra cost for this service.

Laptops

Laptops can be difficult to setup and configure so the client must take full responsibility for all setup, configuration, and IT assistance associated with laptop presentations or connections if you should choose to use one. The client must bring their own laptop if required for the function and the venue cannot take responsibility for laptop safety or care during the event. We suggest CD or DVD slideshows as a preferred and safer option.

- Mosq provides all cables to link your PC laptop to the projector (not compatible with Macs)
- Client must bring their own cable if using laptops at Morocco Lounge

Speeches

Microphones are available if required for speeches and presentations at Mosq and Morocco. However, this has to be confirmed with your Function Coordinator prior to the event.

Setup Time

Clients wishing to arrive at the venue more than 30 minutes prior to the commencement of their function must arrange this with the Function Coordinator. Any setup requirements can only be undertaken in the hour prior to the commencement of the event as the venue will be shut outside of these hours. Most guests require a maximum of 20 minutes for setup purposes.

Flowers, Balloons & Other Decorations

Clients may provide their own flowers, balloons or other decorations only if approved by the Function Coordinator. Flowers and balloons may only be delivered within the hour prior to the commencement of the function or alternatively the client may bring these with them. The venue will not be open to receive deliveries outside this time. Client must provide their own vases if extra flowers are brought in.



Confetti, table scatter, glitter or any other decorations are not permitted unless approved by function manager. Any associated clean up fees resulting from these may be the liability of the client.

Sheesha (only available at Mosq)

A hookah or sheesha pipe is an intricate and ornate traditional apparatus used commonly in the Middle East and India to smoke herbal fruits or flavoured tobacco. It uses water filtration and indirect heat via coals placed on top of the pipe to produce exotic and scented smoke. The herbal fruits inhaled through the sheesha pipe are nicotine free and are tobacco free.

Considering the Middle Eastern theme of Mosq, this is a great way to indulge in the complete experience and offer your guests something unique to differentiate your event.

Sheesha's last approximately 30 minutes and can be shared amongst 2 – 4 guests. Check for availability of flavours such as apple, mint, watermelon, and grape.



Cost: \$20 for non-tobacco, herbal varieties
\$25 for tobacco flavours

A \$50 deposit is required for all sheesha's hired by guests and refunded in full upon return of the pipe.

The sheesha pipes are fragile and expensive and can easily be broken if knocked over. Any damages or broken sheesha pipes will be deducted from the bond so advise your guests to display care.

Underage Children

Children under 18 can only be on the premises if accompanied by an adult or guardian. Please communicate this to your Function Coordinator at time of booking. Underage persons caught drinking will be removed from the premises without prior warning and the entire event may be closed down at discretion of management.

Young children must be supervised by their patrons or guardians at all times.



Invitations

For the purpose of invitations, please provide your guests with the following address and directions:

Mosq Restaurant & Functions
2/60 Bray St South Yarra
(Cnr Bray St & Garden St)

Mofu Lounge
Rear of 157 Greville St Prahran
(Entry from Izett St behind Dangerfield)

Morocco Lounge
Upstairs at 157 Greville St Prahran
(Entry from Izett St behind Dangerfield)

Bond & Security Deposit

Payment of a Bond and Security Deposit are required to book any event or reserve any dates. These payments are non-refundable in case of cancellation or if the date is moved as it compensates the venue for loss of business resulting from the cancellation or change. As we receive a high volume of enquiries for all our dates, no dates can be held without a bond & security deposit.

Bond:

Any damages, theft, or costs incurred on the night will be deducted from the bond. This does not apply to glassware or crockery – more specifically, this covers décor, sheesha pipes, venue facilities, or equipment damaged by clients or their guests. The bond may also be used to cover any shortfall if the minimum spend on the night is not met. Your bond will be refunded to you within 5 working days of your function completion.

In the event that the value of shortfall, damage or theft is in excess of \$300, the excess will be the liability of the client to settle.

Security Deposit:

The Security Deposit consists of pre-payment of room hire, which is forsaken along with the bond in the event of cancellation or change of dates.

Payment Options: Cheque, credit card, bank transfer

Cheques:

Cheques should be made out to Mofu Lounge and all cheques must be received 7 days prior to the payment deadline to accommodate clearance and processing periods.

Online transfers:



Account name: Mofo Lounge
BSB: 033072
ACC: 243563
Bank: Westpac

Please include your name and date of event in the description field.

In case of online transfers, amounts should be transferred 5 working days prior to deadlines provided by your Function Coordinator to allow for the processing period. Please fax or remit receipt of payment for quicker approval.

All bonds must be approved by Function Coordinator prior to transfer. Please confirm with Function Coordinator prior to transferring bond or deposit.

Credit Cards:

With the exception of your initial deposit, credit cards incur 1.5% surcharge. MasterCard, Visa and Amex are all accepted

