



## GROUP RESERVATION REQUEST FORM

*We consider any party of 8 guests or more a 'group reservation'. We have procedures in place to ensure smooth service of groups. By proceeding with your reservation request, you are agreeing to the Terms & Conditions outlined below. Please read carefully.*

1. Reservations made between 12:00pm-2:30pm and 5:00pm-6:30pm are for a maximum duration of 2 hours unless otherwise agreed, commencing from the reservation time. Exceptions may be available subject to minimum spend requirements. Please ensure all guests in your group are aware of this time limit so the experience feels relaxed and unhurried. Our Banquete Menus are designed to be enjoyed over approximately two hours.
2. All groups of 8 or more guests are required to dine from one of our Banquete Menus.
3. A 15% service charge applies to all groups of 6 or more.
4. Non-private group reservations of 15 guests or more require a deposit of \$50pp.
5. For private use of a dining area, a deposit to the value of \$85pp is required to secure the reservation. All secured deposits will be redeemed against your final bill on the day.
6. While we will do our best to seat your group in your preferred dining area, we cannot guarantee specific seating unless a private dining space has been secured or otherwise pre-confirmed. Minimum spends apply to secure private areas. Minimum spends are not inclusive of the 10% service charge applied to your final bill.
7. Our Suckling Pig Banquete requires a minimum of 12 guests and at least one week's notice. Due to the pre-ordering of the pig, this menu cannot be refunded or rescheduled with less than 3 days of the booking date.
8. Simple table decorations are welcome; however, we kindly ask guests to refrain from using confetti, glitter, or any decorations that adhere to walls, fixtures, or the building structure.
9. We are a fully licensed venue, and do not accept BYO. Drinks packages cannot be mixed and matched within a group. We can offer a separate bar tab, however, cannot offer pay-as-you go drinks. Drinks packages and pre-arranging beverage options are advised for large groups and private functions to ensure we have the products on hand. We require confirmation at least one week in advance of your reservation.
10. Full payment of the event will be taken at the end of your session. We are able to split bills however your guests will need to calculate their share inclusive of service charge if required.
11. For reservation cancellations, deposits are refundable only if a written request is submitted to [hola@casaesquina.au](mailto:hola@casaesquina.au) and approved within the following timeframes: for groups of 15-20 guests and Private Dining Room bookings, at least 3 days' notice is required; for groups of 21-40 guests, at least 5 days' notice; and for groups of 41 guests or more, at least 7 days' notice. If cancellation is made with less notice, the deposit will be retained to cover pre-ordering costs and administrative costs.
12. Your reservation is not confirmed in our diary until we have received your completed Group Reservation Request Form, along with valid credit card details (and processed deposit if required). Please note that the diary remains live for other guests to reserve online, so your preferred date & time is not guaranteed. You will receive email confirmation once your reservation has been confirmed in the diary.

I have read and agree to all Terms & Conditions

Signature:

Date:

## RESERVATION DETAILS

Name:

Company:

Mobile:

Email:

Requested Reservation Date\* :

Reservation Time\*:

Number of Guests:

Occasion: Private Area Request (subject to availability)\*

**Banquete Menu:**

\$90pp Pequeño Banquete:

\$120pp Grande Banquete:

\$190pp Suckling Pig Banquete :

(min 12 guests, min 1 weeks notice)

**Canape Packages:**

Package 1 - \$70pp:

Package 2 - \$90pp:

**Beverage Choice:**

\$65pp Classic Beverage Package:

+Add on Spirits + \$20pp:

+Add on Cocktail + \$30pp:

+Add Cocktail & Spirits + \$50pp:

Beverage on consumption:

All group reservations must provide credit card details at the time of booking. In the event of a no-show, reduction in guest numbers on the day, or cancellation without sufficient notice—defined as 3 days or more for groups of 15-20 guests and PDR bookings, 5 days for groups of 21-40 guests, and 7 days for groups of 41 or more—deposits will be forfeited and the card on file may be charged \$50 per person, in line with our Terms & Conditions.

Card Number:

Name On Card:

Card Expiry:

CVC:

A \$50 deposit per person is required for non-private groups of 15 or more guests. Private events require an \$85 per person deposit to secure the reservation.

**Deposit Information:**

Please complete the following information for your records:

Deposit amount: \$

**The credit card provided will be charged with the deposit amount, unless specified otherwise:**  
Credit card payment charges may apply

**OR, I will pay the deposit via EFT to the following account:**

BSB: 062-000 / Account Number: 20682447

Account Name: Casa Esquina Operations Unit Trust

**EFT Reference:**

***Please reference your payment with the name and date of your reservation, and email the receipt to [hola@casaesquina.au](mailto:hola@casaesquina.au)***

You'll receive a confirmation email once your booking is confirmed. Please reply with any dietary requirements to [hola@casaesquina.au](mailto:hola@casaesquina.au)