



How do I make a Tentative Booking?	Telephone or email the restaurant and speak to our staff. Tentative bookings are held for three weeks from the date of the tentative booking. TO ENSURE THAT YOUR BOOKING IS HELD please confirm within that three weeks.
How do I confirm the booking?	By making a deposit-payment equivalent to \$20 pp to Chloe's Restaurant.
How many people does the function room hold?	With a dance floor and band/DJ 175 guests, without a dance floor 200 guests. Some table-size conditions may apply for functions exceeding 140 guests.
How will I know the details required by Chloe's?	Chloe's can provide you with a Function/Wedding Checklist. This provides a good reference and will assist during the planning process.
When should I arrange for Menu Tasting?	Not later than 1 month before the event' date. This is a Chloe's complimentary service for the Bridal Couple. Please note, the number of dishes for the tasting should not exceed 3 Entrees, 3 Main Courses and 3 Desserts. Menu tasting may take place after receipt of a deposit-payment.
When should I select the Menu and Beverages for the reception?	This is best done soon after the menu tasting. This allows sufficient time in which to make changes if so required.
What if there are Dietary Requirements?	These will be catered for at no extra charge. However, they must be communicated to Chloe's 1 week before the event, together with the final number of guests in attendance.
Does Chloe's cater for children?	Yes of course. Children meals are usually provided for children under the age of 10. The charge is \$50.00pp and includes: Main Course, Dessert and soft drinks.
Can I choose a particular Table Plan?	Yes, this is an important aspect of your function/reception. Chloe's can assist in providing you with a plan, which best suits you and your guests.
Can Chloe's assist me with a seating plan?	Yes, Chloe's is happy to provide you with table drawings (either in hard copy or on line). They usually make the task of assigning guests to tables easier.
Does Chloe's require a Guest's List?	Yes, an alphabetical guest-list indicating the guest's name and table allocation has to be created before the event. Chloe's will provide staff to assist in the seating of your guests.
When should I make my first Payment?	As stated in the Terms and Conditions, a payment equivalent to 50% of the estimated total should be made to Chloe's 2 months before the event's date unless arrangements are made with Chloe's management beforehand.
Is it necessary to meet with Chloe's representatives?	Yes absolutely, a preliminary meeting to discuss the above should occur approximately 1 month before the event. This would refine ideas and progresses as well as reviewing Chloe's Confirmation/Tax

Chloe's Restaurant & Function Centre

36 College Road, Kent Town 5067

(ABN 98 007 856 822)

Tel (08) 8362 2574

Fax (08) 8363 1001

Email office@chloes.com.au

Website: www.chloes.com.au

Chloe's

RESTAURANT

	Invoice'
Are additional meetings with Chloe's representatives required?	Depending on the function's size and complexity, several meetings may be required. It usually pays off to have an extra meeting to make sure that every point is well clear.
When should I make the Final Payment?	As stated in the Terms and Conditions, the final payment should be made 1 week before the event unless other arrangements have been made with Chloe's management.
Will I be able to pay by Credit Card?	Yes, however, a service charge will apply to all credit card payments: 1.5 % Bankcard, Visa & MasterCard, 3% AMEX & 3.5 % Diner's Club.
When can I access to the reception room?	Business permitting, the room in which the reception is held will be ready the day before the event. Preparations like table decorations, bands & DJs, flowers arrangements, should be timed so that they are completed by 5pm of the reception day.
What is the best way to communicate with Chloe's?	Chloe's aim is to fully deliver to your expectation and encourages communication. Please do not hesitate to get in touch with us whenever you feel it's necessary. Chloe's contact details are as follows: <ul style="list-style-type: none"> • Telephone: (08) 8362 2574 • Fax: (08) 8363 1001 • E-mail: office@chloes.com.au

Chloe's Restaurant & Function Centre

36 College Road, Kent Town 5067

(ABN 98 007 856 822)

Tel (08) 8362 2574

Fax (08) 8363 1001

Email office@chloes.com.au

Website: www.chloes.com.au