



FAQ'S FUNCTIONS & EVENTS

DO YOU REQUIRE A DEPOSIT TO SECURE THE SPACE?

We do require a deposit and our e-contract signed and returned in order to secure your functions. Your function at Four Hundred is confirmed only when the confirmation agreement is returned, the deposit required has been paid and confirmation email has been sent by the Functions Manager.

HOW FAR IN ADVANCE SHOULD I BOOK MY EVENT?

First in, best dressed! We recommend securing your date as early as possible, as we're unable to hold any spaces without a deposit and our function spaces do book out quickly.

WHEN SHOULD I GIVE YOU MY FOOD ORDER AND FINAL NUMBERS?

For exclusive functions, catering selections are required at least 30 days prior to the event, with options for numbers to increase up to 14 days out.

For non-exclusive functions, food selections are due 14 days prior, and final guest numbers can be increased up to 7 days before the event.

WHAT IS THE MINIMUM/MAXIMUM NUMBER OF GUESTS YOU CAN ACCOMMODATE AS A FUNCTION?

At Four Hundred, we can accommodate functions ranging from intimate gatherings of 8 guests on our shared style banquet to 200pax on sit down layout and large cocktail style gatherings of up to 400 guests. We organise functions for a minimum of 20 pax, with smaller groups arranged as large style bookings in our regular dining area.

DO YOU HAVE MINIMUM SPEND REQUIREMENTS?

Our function spaces come with a minimum spend, this amount varies depending on the space, time of year, and day of the week. For 21st Birthday celebrations, we also require a minimum spend on food of \$30pp.

To find out the specific minimum spends for your event, please complete our enquiry form and a member of our functions team will be in touch.

CAN I VISIT THE VENUE TO VIEW THE SPACES?

Yes, definitely. We recommend coming by to view our spaces when looking to book in a function. Our events team will happily lock in a time to meet with you and discuss the venue, food and beverage as well as any other questions you may have. Please contact the Functions manager to arrange a time that suits best.



FAQ'S

WHAT IS YOUR CANCELLATION POLICY?

Exclusive hire:

- If your event is cancelled more than 60 days in advance, your deposit will be fully refunded or can be held as a credit note.
- For cancellations made between 60 and 30 days prior to the event, the deposit will be retained as a credit towards a future function at the venue.
- If the event is cancelled between 30- and 14-days prior, the deposit is non-refundable and cannot be transferred as a credit.
- Cancellations made less than 14 days before the event will incur 100% of the food cost, which is non-refundable and not eligible for credit.

Non-exclusive function:

- If your event is cancelled more than 21 days in advance, your deposit will be fully refunded or can be held as a credit note.
- For cancellations made between 21 and 14 days prior to the event, the deposit will be retained as a credit towards a future function at the venue.
- If the event is cancelled between 14 to 7 days prior the event, the deposit is non-refundable and cannot be transferred as a credit.
- Cancellations made less than 7 days before the event will incur 100% of the food cost, which is non-refundable and not eligible for credit.

HOW LONG CAN WE HAVE THE SPACE FOR?

Our standard function duration is 5 hours. After that, you're welcome to remain in the venue (in line with RSA regulations); however, we may need to relocate your group depending on other function bookings. Our standard session times run across two daily slots: 12–5pm and 6–11pm. While these are our usual time frames, we can offer some flexibility depending on the time of year.

Please note that for evening events held from Thursday to Saturday, the bar closes at 11:30pm and the venue closes at 12:00am.

CAN WE PLAY OUR OWN MUSIC OR HAVE A DJ?

For exclusive functions, you're welcome to play your own music—either through a DJ or a playlist from your device. This option is also available for bookings in our Vista function space from 8:30pm onwards.

During the Christmas season, we may also allow DJs in our Palma space, depending on other bookings throughout the venue. Feel free to check with our team regarding availability and capabilities.



FAQ'S

IS THERE A SPACE FOR SPEECHES OR PRESENTATIONS?

Absolutely. Our private function space Vista is well-suited for corporate presentations or celebratory speeches. This is also available for full venue exclusive functions.

DO YOU OFFER SEATED DINING?

Yes, at Four Hundred we can do it all! We do specialise in seated banquet experiences and elevated cocktail style functions. Typically, we offer our Fiesta Feast or group set menus for these occasions, however, are flexible to suit your budget and event needs.

CAN WE BYO FOOD OR BEVERAGE? CAN I BRING A CAKE?

Four Hundred does not permit BYO food or beverages, with the exception of celebration cakes. A cakeage fee of \$30 per cake applies for us to cut and serve the cake.

WHAT HAPPENS IF IT RAINS AND MY FUNCTION IS OUTSIDE?

We always have a backup wet weather option if you're booked in an outdoor space. We'll discuss contingencies with you during the planning process

IS THERE PARKING AVAILABLE FOR GUESTS?

Four Hundred offers free parking after 4pm at the Wilson Carpark underneath the Greenwood Plaza upon validation of your ticket by one of our staff member. There is also limited street parking nearby and public transport options are easily accessible with North Sydney Train Station less than 100 meters away and Victoria Cross Metro Station just 2-minute walks from the venue.

CAN UNDERAGE GUESTS ATTEND A FUNCTION?

Yes, underage guests are allowed to attend private functions with a responsible parent or guardian present as long as our kitchen is operating until 9pm. They must remain within the function space at all times and are not permitted to consume alcohol and order at the bar.

CAN WE THEME OR DECORATE THE SPACE?

Definitely! From balloons and signage to full themes, you're welcome to decorate the space. We just ask that nothing is stuck to walls with tape or glue and that confetti or glitter is avoided.

HOW EARLY CAN WE ACCESS THE SPACE TO SET UP?

Access times will depend on the day's bookings, but we typically allow at least 30–60 minutes before your function. If you need more time for elaborate setups, please let us know in advance.