



COURTYARD

Café, Restaurant and Bar

MONDAY to FRIDAY 8am – 7pm (In Semester)

**Reduced operational hours out of semester.*

Welcome to Courtyard.

Courtyard is a multi-faceted USU run venue that operates as a café, restaurant and bar. We also cater for events of small and large size hosting up to 250ppl.

You can book a table or host your next event at Courtyard by filling out our online booking form found on our website, www.usu.edu.au/food-drink/courtyard and we will provide you with a booking confirmation or suggest alternative date and time we have available.

We serve delicious a la carte menu, freshly made daily specials, and offer a large selection of sweets and desserts to go with your freshly ground barista made coffee. Our bar stocks craft beer on tap, fine Australian and New Zealand wines and a range of other drinks selection.

Our menu is designed to be shared, easily tailored to suit dietary requirements and we also have various set menu event package options to suit your budget and occasion. Please send us an email us for further information on services we provide to host your event at Courtyard.

Thank you for supporting Courtyard. As a USU run venue, all profits made from our business will be invested back into the students through a wide range of services, events, in programs and facilities to help every student get the most out of their time at the University of Sydney.



OUR VENUE



Our venue has a large seating capacity consisting of an open indoor and outdoor seating area, as well as a semi-private room called The Beverly room. Our venue space is versatile, and we can allocate a space inside or out depending on your preference, subject to the number of guests for your event. We're happy to accommodate for a specific set up that you might have if feasible or recommend a suitable set-up to suit the type of event.



THE BEVERY ROOM



A semi-private room that can accommodate up to 40ppl indoor and up to 70ppl combined with the adjacent outdoor seating space. This room has a beautiful vintage décor and ideal for those who prefer a more exclusive event space from the rest of the restaurant. If you'd like to book The Beverly room, simply state your preference when sending through your booking enquiry.



ADDITIONAL INFORMATION

EVENT SERVICE

We offer a food sharing experience in an informal setting where we spread food along tables located on the main focal area of your event. We will provide servings, crockery and napkins as required. Our bar is open from 12pm daily and will be attended throughout the duration of your event to serve alcoholic beverages to order either to pay as they go or to be put on your event's bar tab. Our friendly staffs will float to clear, manage the food station, and help with any requests you might have during your event.

BAR TAB

Bar tab is typically limited to beverages available from the bar (as listed on our bar menu). Please let us know if you'd like to set a tab for other beverages from our coffee bar (barista made coffee, tea, and smoothies) or other packaged drinks available from our store for your event.

We can also set a limit on the tab amount or limit the drinks selection from our bar menu under this tab to suit your preference and budget for your event.

PAYMENT

We accept cash, credit card (MasterCard or Visa) and USU Department Card as form of payment. Payment via invoices (bank transfer) can be organised for a spend of larger than \$1,000.

EQUIPMENT & FACILITIES

We have some equipment and facilities available as listed below to use for your event. Simply inform or notify us in advance if you'd like to use any of our facilities for your event.

- A portable speaker & microphone set, and a lapel microphone that's connected to our restaurant audio system.
- A projector in The Beverly room as well as large television screens inside our restaurant. Both can be connected to a laptop with HDMI connection outlet.
- Audio system to connect to a music playlist through an aux cable connection. You are welcome to connect to a music playlist on your device when hosting an event exclusively in The Beverly room, or to our restaurant audio if our venue has been exclusively booked for your event.

WEEKLY LIVE MUSIC

We have live music performance by students organised by USU in our outdoor space every Wednesday 2pm-5pm. This initiative supports the artistic talent amongst students and provide a great atmosphere of live entertainment for our customers.

Please take this into consideration when organising/ planning your next event if this set-up may not be suitable for your event. Cancellation of performance can be organised to suit your event date and time with one month notice.

LOST PROPERTY

Any property found at the conclusion of your event will be held in our 'lost and found' storage for one week. After this time, if arrangements have not been made to recover the item(s), we reserve the right to dispose of the item accordingly.

TERMS & CONDITIONS

- It is a mandatory requirement to purchase from us to reserve a space in Courtyard. External catering and consumption of outside products are not permitted within our premise.
- Our bar service will end 15 minutes prior to closing time of 30 minutes prior to the conclusion of your event if booked past our trading hours. We require all guests to have a valid proof of ID and we reserve the right to refuse the service of alcohol to any guest under 18. Alcohol must not be removed from the venue and/or consumed outside of our venue.
- We do not accept split payment, and all payment must be settled on the day unless paying via invoice (bank transfer).
- We require any event space to be restored to its original set-up if any re-arranging has been done during your event without any prior notice or consent from staff.
- The use of heaters, open flames, candles, lamps, flammable material and/or fireworks is forbidden. All exit doors must be kept clear, and the venue set up must not impede with exit signs and routes. We reserve the right to change the setup if there is any obstruction.

EXCLUSIVE EVENT

In Semester

Our venue is available for exclusive use from 4pm with a minimum spend requirement of \$3500. Venue hire fee of \$495ph will apply after 7pm in addition to the minimum spend requirement (charged on half hour basis) to cover for additional overtime labour cost past our trading hours.

Out of Semester

Our venue is available for exclusive use from 3pm with a minimum spend requirement of \$2000, or from 12:30pm with a minimum spend requirement of \$7500. Venue hire fee of \$495ph will apply after 6pm in addition to the minimum spend requirement (charged on half hour basis) to cover for additional overtime labour cost past our trading hours.