

*fink*

LITTLE  
BLACK  
BOOK

A TOOL KIT FOR  
EVENT PLANNING THIS  
FESTIVE SEASON BY THE EXPERTS

There's no place like fink for **events**

*fink*

## MEET OUR EVENT SPECIALISTS



### **BRIGID GRICE**

Business Development

"Monday to Wednesdays Bennelong is available for exclusive hire at lunch times. One of our clients arranged for a Masterclass at the Cured and Cultured Bar where the guests spent 45 minutes interacting with the Chefs whilst eating their entrees. They then moved up to The Circle for their mains and desserts. It provided a unique way to host and enjoy a business lunch."

### **HOLLY PHILLIPS** Assistant Event Manager

"Planning your event is meant to be fun and we are here to help you create your perfect event. I always recommend guests have a budget in mind and be open with it when organising.

Starting your event with canapes is a fantastic way for your guests to socialise and there is nothing like a cheese station as an amazing way to finish a meal!"



### **KRISTY WISE**

Event specialist

"I always love walking a client through the venues and seeing their vision come to life. My favourite event space would have to be The Green Room at Quay. This space has undoubtedly the best views in Sydney! "



### **KATE FLETCHER**

Event Specialist

"No matter how meticulously you plan an event - things are going to change. Whether it is guest lists, menus or even the type of event you're hosting, if you remain flexible it is much less stressful. We are here to guide and advise you through the changes and ensure you still host the best possible event!"



# EVENT PLANNER

BY FINK EVENTS TEAM

Whether it's your first event, or your 100th, event planning can be stressful. To help minimise this, we have created the ultimate event checklist. Combine this with the expertise of our team and you'll be stress-free this event planning season.

## CONSIDERATIONS

### Event objectives

What is the purpose of your event?  
What elements are important to you when selecting a venue? (location, food, view etc)

### Guest list

Who will be attending your event?  
We recommend sending your invites four weeks out with an RSVP date one week to event.

### Timings

What should the time frame of your event be?  
Do you have speeches or presentations?  
Is this a lunch or dinner event?

### Budget

How much do you want to spend per head?

### Menu

Will this be a seated or cocktail style event?  
Would you like a bespoke menu?  
Would you like to do a menu tasting ahead of your event?

### Beverage

Would you like to offer guests an arrival drink?  
What wine styles would you like to offer guests?  
Is BYO an option? (OTTO only)

### Ambience

Would you like a stylist?  
Would you like flowers?  
Is music or entertainment important?

### Experiences

Would you like to enhance your event with a curated experience such as a masterclass?

## CHECKLIST

SET DATE

SELECT VENUE

SET BUDGET

INVITE GUESTS

SELECT MENU

CHOOSE BEVERAGES

BOOK STYLISTS/ENTERTAINMENT ETC

CONFIRM RUN ORDER WITH VENUE

GATHER DIETARIES AS RSVP'S COME THROUGH

CONFIRM FINAL NUMBERS FOUR DAYS BEFORE EVENT

SEATING PLAN AND NAME TAGS IF NEEDED

SEND GUEST REMINDER EMAIL DAY BEFORE

# OUR EVENT SPACES

Fink boasts exceptional event spaces across our Sydney, Brisbane and Byron Bay restaurants. With a dedicated events team, it's our business to ensure you and your guests have a spectacular and memorable dining experience.



## QUAY

Green Room  
11 - 180 guests  
[VIEW DETAILS](#)



## QUAY

Upper Tower  
2 - 20 guests  
[VIEW DETAILS](#)



## QUAY

Private Dining Room  
2 - 11 guests  
[VIEW DETAILS](#)



## BENNELONG

The Table  
2 - 10 guests  
[VIEW DETAILS](#)



## BENNELONG

The Circle  
2 - 60 guests  
[VIEW DETAILS](#)



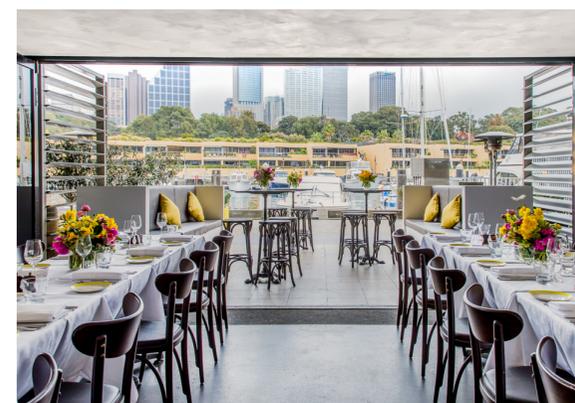
## BENNELONG

The Venue  
30 - 300 guests  
[VIEW DETAILS](#)



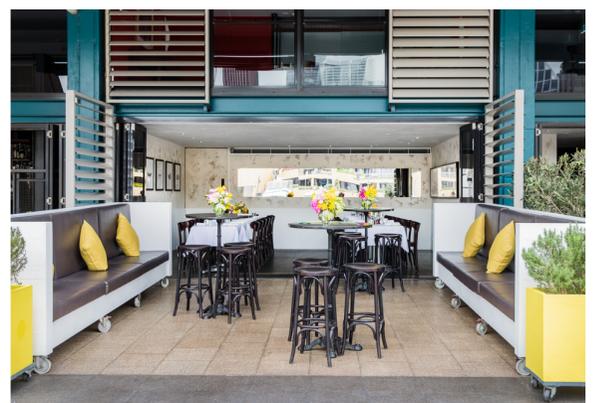
## OTTO SYDNEY

Rosso Room  
2 - 40 guests  
[VIEW DETAILS](#)



## OTTO SYDNEY

Grand Terrazzo  
2 - 150 guests  
[VIEW DETAILS](#)



## OTTO SYDNEY

Piccolo Terrazzo  
2 - 70 guests  
[VIEW DETAILS](#)



**OTTO SYDNEY**  
Wool Lift  
2 - 14 guests  
[VIEW DETAILS](#)



**OTTO SYDNEY**  
Mezzanino  
2 - 70 guests  
[VIEW DETAILS](#)



**OTTO SYDNEY**  
Inside Terrazzo  
2 - 24 guests  
[VIEW DETAILS](#)



**OTTO SYDNEY**  
The Venue  
90 - 220 guests  
[VIEW DETAILS](#)



**OTTO BRISBANE**  
Bar OTTO  
40 - 220 guests  
[VIEW DETAILS](#)



**OTTO BRISBANE**  
The Private Dining Room  
2 - 30 guests  
[VIEW DETAILS](#)



**OTTO BRISBANE**  
The Venue  
30 - 120 guests  
[VIEW DETAILS](#)



**FIREDOOR**  
The Venue  
20 - 80 guests  
[VIEW DETAILS](#)



**BEACH BYRON BAY**  
The Venue  
11 - 150 guests  
[VIEW DETAILS](#)

OR find a space to help suit your event requirements by using our [event space finder](#)

# EVENT EXPERIENCES

Enhance your event with a curated experience. From masterclasses to expert talks, Fink can offer a point of difference for you and your guests this event season. See below a sample of bespoke experiences we offer.

## Q&A with Peter Gilmore

QUAY & BENNELONG

Chef Peter Gilmore is celebrated all over the world. Enhance your event with guests given an opportunity to ask questions and chat with the chef who guided Quay to being one of Australia's most awarded restaurants.

## Masterclass with Peter Gilmore

QUAY & BENNELONG

Join Peter in Quay's Green Room overlooking sparkling Sydney Harbour for an intimate cooking class. Learn the secrets of Quay's award-winning cuisine over a glass of champagne while Peter demonstrates three dishes from your menu. A masterclass not to be missed.

## Oyster & Champagne masterclass

OTTO SYDNEY & OTTO BRISBANE

A masterclass celebrating the world's greatest and most famous pairing – oysters and champagne. The experience includes an oyster shucking demonstration and champagne tasting. Guests will don OTTO aprons and enjoy an engaging and interactive session about Australian oysters, their varieties and how to shuck them, all whilst sipping and learning about one of the world's finest champagne, Charles Heidsieck.

## Cured & Cultured Masterclass

BENNELONG

Join our talented chefs beneath the sails of the Sydney Opera House for a masterclass at the Cured & Cultured Counter. A truly unique and exclusive experience, guests gather around the counter to gain insights and learn everything from where Bennelong sources ingredients, through to how we prepare a selection of signature Bennelong dishes

## Wine Masterclass

AVAILABLE AT ALL VENUES

These sessions are designed to enhance your event with insider information, open discussion and education from some of Australia's brightest wine stars. They aim to break down facades and share wine knowledge without the text books, maps and jargon. From wine 101 introductions, to blind tastings, to guided tastings through your favourite wine regions, our wine masterclasses can be tailored to you and your guest needs.

## Simon Johnson Caviar Tasting

AVAILABLE AT ALL VENUES

A truly impressive way to start an event. Caviar Expert, Lisa Downs from Simon Johnson roams your event offering guests a taste of one of the finest and more luxurious ingredients in the world.

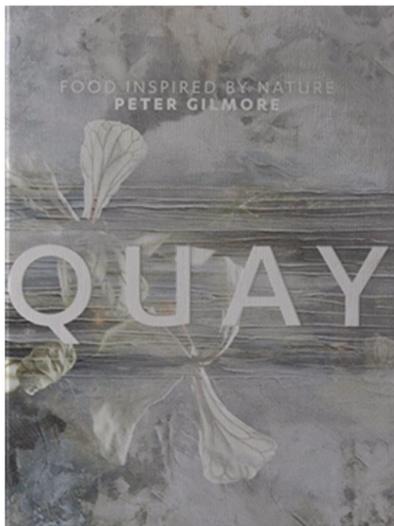
## Whisky & Cheese Table

AVAILABLE AT ALL VENUES

Add a whisky and cheese bar to end your event with impact. Guests will enjoy a range of whiskies presented by our expert bar team, along with a perfectly matched cheese selection by Australia's leading providore, Simon Johnson.

# GIFTING SOLUTIONS

Leave a lasting impression of your event by gifting guests on departure. From award winning cookbooks signed by our star chefs to bespoke branded olive oils, gifting allows your guests to take the experience home.

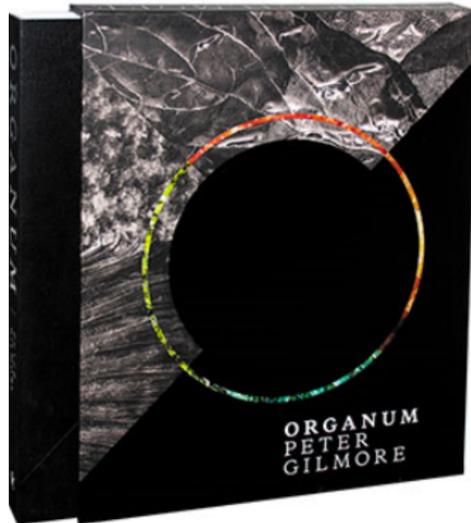


## QUAY

Quay

Signed cookbook by Peter Gilmore

\$65

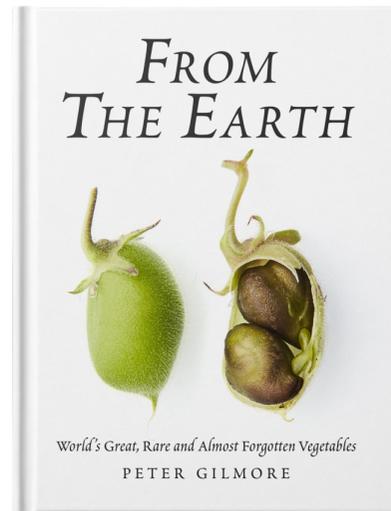


## QUAY & BENNELONG

Organum

Signed cookbook by Peter Gilmore

\$45

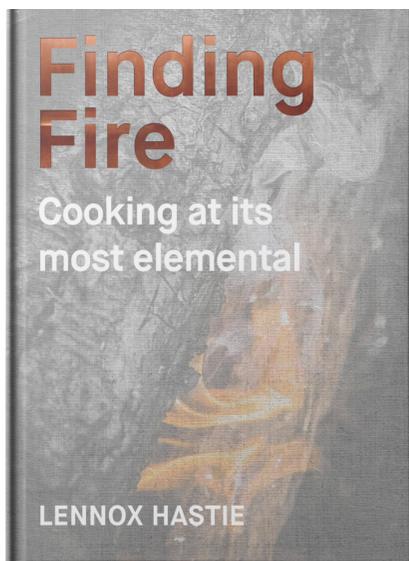


## QUAY & BENNELONG

From the Earth

Signed cookbook by Peter Gilmore

\$80



## FIREDOOR

Finding Fire

Signed cookbook by Lennox Hastie

\$60



## BENNELONG

Bespoke Olive Oil

Limited edition

\$25



## OTTO SYDNEY & BRISBANE

Bespoke Olive Oil

Limited edition

\$25

## Dining Vouchers

AVAILABLE AT ALL VENUES

To really spoil guests, a dining voucher to the venue is a generous and memorable parting gift. Leaving a lasting impression of your brand the next time they dine at one of our venues.

# KEY SUPPLIERS

Fink's little black book details our most trusted and valued suppliers that we use day in and day out. Like us, these suppliers are experts in their field and can be relied upon to deliver exceptional service.

## STYLING



### FORM OVER FUNCTION

Styling & Florist

Our recommended florist and event stylist, Form Over Function has two decades of experience in delivering innovative and fresh styling, stationery and design for corporate events, private celebrations & weddings.

Founder Alicia is backed by a dedicated and amazing team, who love a challenge and bring all of their passion, talents, skills and drive to make every event a stand out. Transforming spaces into something spectacular, there'll be colour, texture, fragrance and love. You can not only see but feel the immense amount of heart and soul poured in every last detail.

#### VISIT WEBSITE

Our contact: Alicia Larriera

Phone: 02 9328 6541



### GRANDIFLORA

Florists

Run by internationally celebrated florist, Saskia Havekes, Grandiflora offers native blooms and curated arrangements for your next event. From an artful posy to a full-scale installation, Grandiflora's designs have featured at events for many top Australian brands as well as gracing the pages of multiple magazines and styling publications.

#### VISIT WEBSITE

Our contact: Saskia Havekes

Phone: 02 9328 6541



### BALLOON SALOON

Balloon styling

With more than 23 years' experience in the balloon and events industry, Balloon Saloon have an extensive range of vibrantly coloured latex balloons to dress up any occasion. They have worked with a multitude of local venues and can advise on the perfect balloon decor for your event.

#### VISIT WEBSITE

Our contact: [itsalwaysaparty@balloonsaloon.com.au](mailto:itsalwaysaparty@balloonsaloon.com.au)

Phone: 02 9328 6541



## MY VIOLET

Florist

With over a decade of experience in floristry under her tool belt, Myra Perez opened My Violet in 2012. Highly sought after for corporate gigs and weddings, My Violet expertise in country garden flowers and all things vintage give an end result that's wild and pretty.

VISIT WEBSITE

Our contact: Myra Perez

Phone: 0499 901 828

ENTERTAINMENT



## SAMUEL DOBSON

Band/Singer

Samuel Dobson is a Sydney-based artist, multi-instrumentalist and songwriter who has a passion for eclectic sounds and live instrumentation. His unique style has built him to be a vivid story teller, delving into the darkest corners of the imagination for an unforgettable musical experience.

VISIT WEBSITE

Our contact: Samuel Dobson

Samuel\_dobson@hotmail.com



## CHENARD ENTERTAINMENT

Entertainer

Led by respected and experienced saxophonist and DJ Paul Chenard, Chenard Entertainment is proud to select and provide the best musical artists for Sydney's most exclusive venues. Paul and his team have access to a vast network of artists across Sydney's music scene including DJs and Sound Systems, Cover Bands, Jazz and String bands and more.

VISIT WEBSITE

Our contact: Paul Chenard

Phone: 0414 230 976



## ENHANCE ENTERTAINMENT

Entertainer

A Member of the Nationwide body, Meetings & Events Australia, Enhance Entertainment has a wealth of experience in event entertainment. They offer a range of world-class MC's, speakers, musicians and visual performers and are renowned for their creativity, personal service and integrity.

VISIT WEBSITE

Phone: 1300 884 485



## IMPRESSIONS DJ

Entertainment

Impression DJs is the preferred DJ Hire company recommended and used by Sydney's most prestigious venues. Boasting a team of 15 highly experienced professional DJs, they offer a premium personalised DJ service so you can rest assured that your special event is in the most capable hands.

VISIT WEBSITE

Our contact: Cheryl Cooper

Phone: 02 9949 5009



## SQUEEZY

Entertainment

Add that extra amore to your event with renowned accordion player 'Squeezy'. A favourite at Otto, his character, charm and serenade will add an unforgettable element to your event.

Our contact: Philippe Wittwer  
Contact: info@philharmonix.com

AV



## TOTEM

AV hire

Totem Production & Design offers technical direction and creative production for all types of events. By combining their technical knowledge, creative minds, and flexibility to get it right, Totem can help create a stress free event that is both dynamic and successful on all levels.

VISIT WEBSITE  
Our contact: Simon Whittle  
Phone: (02) 9686 6500



## MICROHIRE

AV hire

Microhire is the largest Australian owned corporate event staging company specialising in audio visual and event staging. With access to Australia's largest range of event staging and audio visual equipment, we provide solutions for some of the biggest award shows and conventions in the country. We pride ourselves on providing the very latest in cutting-edge technology and staging equipment.

VISIT WEBSITE  
Phone: 02 9460 6700

TRANSPORT



## H2O WATER TAXIS

Water transfers

H2O Maxi Taxis is the market leader when it comes to water taxi transport on Sydney Harbour. Offering comfortable, speedy and reliable service, their boats are of the highest safety standards. Each vehicle is equipped with WIFI, so you can capture every stage of your journey.

VISIT WEBSITE  
Our contact: info@h2otaxis.com.au  
Phone: 1300 426 829



## ROYALE LIMOUSINE

Luxury car transfers

Founded in 1989, Royale Limousines has grown to be the largest privately owned luxury fleet company in Australia. Their extensive range includes the latest model long-wheelbase luxury vehicles such as Mercedes-Benz E and S classes, BMWs, stretch limousines, luxury people-movers, coaches and our flagship Rolls-Royce Phantom Drophead.

VISIT WEBSITE  
Phone: 9660 3666



## ENGIMA CHARTERS

Luxury boat transfers

MV Enigma is one of Sydney's most beautiful charter boats, offering guests the best Sydney Harbour has to offer. Whether you're a local or visitor to Sydney, you'll enjoy the gorgeous city skyline and warm swimming spots, coupled with the best food and wine menus on the harbour.

VISIT WEBSITE  
Our contact: David Higgins  
Phone: 0402 557 453

## CAKES



## FAYE CAHILLCAKE DESIGN

Cakes

Founded in 2006, Faye Cahill Cake Design specialises in wedding cakes and producing the most highly regarded, hand crafted and delicious cakes in the market. Each cake is made the finest attention to detail and can be customized to reflect each individual personality and event styling.

VISIT WEBSITE  
Our contact: Faye Cahill  
Phone: 02 9568 3165



## SWEET ART

Cakes

Starting out in Los Angeles creating sculptured cakes for the Hollywood celebrity set, Anthea Leonard returned to Australia in 1980 to set up Sweet Art. Her innovative and visually striking cakes have proved to be a tour de force in taking custom made cakes into a whole new dimension.

VISIT WEBSITE  
Our contact: Anthea Leonard  
Phone: 9361 6617

## PHOTOGRAPHY



## FIORA SACCO

Event photographer

Over 20 years of continued experience has given Fiora an inherent understanding of what makes a great photo. Clients trust and rely on her great direction and engaging nature to achieve outstanding results. From major celebrities, politicians to children Fiora's deft touch and creativity makes her stand out from the pack.

VISIT WEBSITE  
Our contact: Fiora Sacco  
Phone: 0418 263 125



## BUFFET

Content agency

Buffet is a creative studio which partners with food, drink and travel brands to lift their positioning. They create cutting-edge, original digital content combined with tight strategy to tell your story. Everything they write, shoot or strategise is multi-platform and dynamic, created to entice consumers to engage with your brand.

VISIT WEBSITE  
Our contact: Sophie McComas & Nikki To  
hello@buffet.digital



## PAPER CRANES

Videographer

Paper Cranes is a multi award winning team of photographers and cinematographers specialising in creative storytelling. Their goal is to capture your story in the most truthful and beautiful way possible that will provide lasting memories.

VISIT WEBSITE

Our contact: [creative@papercranes.com.au](mailto:creative@papercranes.com.au)  
Phone: 1300 99 66 10

## PHOTOBOOTH



## OPEN BOOTHS

Photo booth

Open Booths is a specialty photography and photo marketing service. With experience in events of all sizes, they provide a range of unique and custom sets that are more than your average photo booth.

VISIT WEBSITE

Our contact: [info@OpenBooths.com.au](mailto:info@OpenBooths.com.au)  
Phone: 1300 766 553



## SNAPPY PHOTOBOOTHS

Photo booth

Snappy Photobooths was born in 2011 as a single-machine Photo Booth hire operation in Sydney. Today, they operate with twelve different product types from Photo Booths, GIF Booths, Instagram Printers, Mirror Booths, Mosaic Photo Walls, Magnet Photo Makers and Flips Books.

VISIT WEBSITE

Our contact: [info@snappyphotobooths.com.au](mailto:info@snappyphotobooths.com.au)  
Phone: 1300 885 346

## PROVIDORES



## SIMON JOHNSON

Providore

Simon Johnson has provided chefs, restaurateurs and home cooks with quality, unique products since 1992. They are continually forming and maintaining relationships with artisan producers across the world to source the best products for your entertaining and everyday cooking needs. Their gorgeous range of products and hampers make the perfect post event gift.

VISIT WEBSITE

Our contact: Jonathan Woods  
Phone: 02 8244 8288

## CALLIGRAPHER



## INKSPIRATION

calligrapher

Julie Williams is one of Australia's foremost calligraphers, and a highly respected lettering specialist. She has been creating and designing inspiring, creative, expressive and traditional calligraphy and lettering art for over 30 years. Her portfolio includes work for both national international clients and numerous occasions including corporate events, weddings, private commissions and exhibition artworks.

VISIT WEBSITE

Our contact: Julie Williams  
Phone: 02 9979 3556

## **CONTACT**

### **BRIGID GRICE**

Business Development

[brigid@finkgroup.com.au](mailto:brigid@finkgroup.com.au)

02 8275 8214

### **EVENTS TEAM**

[events@finkgroup.com.au](mailto:events@finkgroup.com.au)

02 8275 8290