

# function agreement

**RAILWAY HOTEL**

EST. 1938

This is an agreement between \_\_\_\_\_ (client) and the Railway Hotel Yarraville (venue).

## confirmation of booking & payments

Tentative bookings will only be held for a period of 7 days. Once this period has lapsed, the venue reserves the right to release the date to another client.

Upstairs functions room: Once a date has been confirmed available, a deposit of \$200 is required from the client to secure the date. This deposit is deducted from your final bill.

Minimum total spend, including food and drinks on a Friday, Saturday or Sunday is \$3000.

Minimum total spend, including food and drinks, Monday to Thursday is \$2000.

Lounge/saloon/restaurant: A \$200 deposit is required when pre-ordering function food.

Once payments have been made, no refunds or reduction in minimum spend will be offered should your numbers decrease on the day.

## cancellations

Cancellations of a function must be made through our Functions Manager and can only be made in writing by the person who paid the deposit.

Cancellations within 30 days of the function will forfeit the deposit.

Cancellations due to government imposed restrictions because of COVID-19 will have the option to reschedule or receive a full refund of the deposit amount.

## catering & beverages

All catering, beverages, final attendance numbers and room set up information is required a minimum of 14 days prior to your function date.

No food or beverages of any kind will be permitted to be brought into the venue by the client or any other person attending the function.

We do allow celebration cakes and ask that this be confirmed with the Functions Manager at the time of booking.

The selection of beverages by guests is the responsibility of the client and not the venue.

## decorations, equipment & personal property

All decorations and equipment that are brought into the venue must be approved by our Functions Manager.

The venue does not allow confetti or glitter of any description including inside balloons or anything such as nails, blu-tac or tape adhered to or tied to any wall, door, surface or fixture.

It is the responsibility of the client to ensure all decorations and equipment are removed from the venue at the completion of the function.

The venue is not liable to the client in respect of any loss or damage of any guest's personal property before, during or after the function.

## behaviour

It is required that the client will conduct the function in an orderly manner. All standard policies and legal responsibilities apply to all persons attending the function.

The venue has a duty of care to all patrons and reserves the right to refuse alcoholic beverages to any guests attending the function that are considered to be underage, intoxicated or behaving in an inappropriate manner.

## damage

Please note that the client is financially responsible for any damage, theft, breakage or vandalism caused by guests to the venue.

I, \_\_\_\_\_ (client) have read and agree to adhere to the above terms and conditions:

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_