

# THE VICTORIA HOTEL

port Fairy  
FUNCTIONS TERMS & CONDITIONS



## BOOKING TERMS AND CONDITIONS

### GENERAL INFORMATION

Tentative bookings will be held for a period of 7 days, after which time the function space will be released. Confirmation of your function must be received in writing, via email or fax by signing and agreeing to our booking terms and conditions. All quotes supplied are subject to price variances until functions are confirmed and a deposit has been paid.

### DEPOSITS AND ROOM HIRE FEE

A \$500 non-refundable deposit will be required to confirm all wedding bookings, unless by alternative arrangement. This deposit is non-refundable upon cancellation. Payment of deposit serves as an acceptance of our terms and conditions. This deposit of \$500.00 serves as your room hire fee for use of the Drill Hall including room configuration, tea & coffee station, gift buffet, cake table, linen, cutlery and glassware.

### BOOKING GUEST NUMBERS

Guaranteed numbers are required 7 days prior to the event. This is the minimum number of guests that will be charged to your account.

### ACCOUNTS

All catering (excluding beverage) must be paid for at least 7 days prior to the event unless by alternative prior arrangement. The final balance of the account is to be paid upon the conclusion of the event, on the date of the event, unless by prior alternative arrangement. The Victoria Hotel will only accept credit cards, direct deposit, cash or bank cheques.

### CANCELLATIONS

All cancellations must be received in writing. If cancellation is made less than 7 days prior to the event, The Victoria Hotel reserves the right to deny any refund of the 50% of the expected expenditure paid. If cancellation is made less than 14 days prior to the event, The Victoria Hotel reserves the right to invoice for costs incurred by the venue to date.

### CONSUMPTION/BEHAVIOUR

The Victoria Hotel practices the responsible service of alcohol. Alcohol beverage service will be denied to any person or persons deemed by the Liquor Act to be under age or intoxicated. The Victoria Hotel reserves the right to ask intoxicated patrons to leave the premises at any time and to request proof of identification before serving alcoholic beverages to guests. The Victoria Hotel is fully licensed; therefore no liquor can be bought onto the premises.

### LOSS OR DAMAGE TO PROPERTY

The Victoria Hotel does not accept responsibility for the loss or damage to client's property, including hired equipment left prior, during or after a function. The signatory/ies are financially responsible for any damages to property by clients, guests or outside contractors prior to, during or after a function. The Victoria Hotel has the right to request a refundable security deposit from the client. The Victoria Hotel has the further right to refuse the full refund of the security deposit if repairs are required to The Victoria Hotel as a result of damage caused to the venue prior to, during or after a function. Where a security deposit has not been requested or paid the Victoria Hotel reserves the right to charge any damages directly to the client.

### FOOD & BEVERAGE

All event food selections are to be finalised two weeks prior to your event date. The kitchen requires a minimum of 7 days notice to cater for special dietary or allergy-related requirements. All menus are subject to change and some dishes may contain traces of nuts.

### SPECIAL EFFECTS

The Victoria Hotel must be notified of any smoke, pyrotechnic or special effects equipment to be used during a function. Should the fire brigade be called in response to an alarm set off by unauthorised equipment the organiser will be liable for the charges by the operation.

### MISCELLANEOUS

The final room layout will be at the ultimate discretion of the Victoria Hotel to ensure the comfort of all guests and staff.

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PLEASE SIGN BELOW & RETURN BOTH PAGES TO US ONCE PAYMENT HAS BEEN MADE.

TO: THE VICTORIA HOTEL  
ATT: FUNCTIONS COORDINATOR  
  
FAX: 03 5568 2871  
EMAIL: functions@vichotelportfairy.com.au

## PAYMENT DETAILS

ACCOUNT NAME: Weaf Pty Ltd  
BSB: 083 957  
ACCOUNT NUMBER: 83 071 0845  
AMOUNT: \$500.00  
REFERENCE: 'YOUR FULL NAME'

## CONFIRMATION & ACCEPTANCE OF TERMS

NAME OF HOST/S: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_ DATE OF FUNCTION: \_\_\_\_\_

DATE DEPOSIT PAID: \_\_\_\_\_ DEPOSIT PAYMENT REFERENCE: \_\_\_\_\_

I/WE \_\_\_\_\_ AGREE TO THE ABOVE TERMS & CONDITIONS

AND A DEPOSIT OF \$ \_\_\_\_\_ HAS BEEN MADE TO YOUR NOMINATED BANK ACCOUNT.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

THANK YOU

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