



# FUNCTION BOOKING FORM

To confirm your function, please complete and email to [thevichotelfunctions@alhgroup.com.au](mailto:thevichotelfunctions@alhgroup.com.au) or fax to (08) 9382 2977

<b>Office Use Only</b>
Received By: _____
Date: _____
<input type="checkbox"/> Entered
<input type="checkbox"/> Reply Confirmation Sent
No. of Security Guards: _____

Company or Function Name:

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Name of organiser in lead up to function:

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Postal address:

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Mobile: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact person at function (if different to above): \_\_\_\_\_ Mobile: \_\_\_\_\_

### FUNCTION DETAILS:

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Area: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Reason for Function: (Please circle) – 21<sup>st</sup> / Other Birthday / Hen’s Night / Buck’s Night / Meeting /  
Engagement Party / Other: \_\_\_\_\_

Room Set up Style: (Please circle) – Cocktail / Boardroom / Theatre / Classroom/ Banquet/ U-Shape/

Other: \_\_\_\_\_

Equipment: Projector (Boardroom and Mezz only) / Screen / Whiteboard / Flipchart / Microphone /  
Lectern / iPod Connection (Boardroom and Mezzanine only) Extra furniture requests:

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**Catering required: Yes / No**

*(Please note any function where alcohol is served a minimum requirement of food must be ordered)*

**Selection:**

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Bar Tab: Yes / No    Limit: \$ \_\_\_\_\_

**Selection:**

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CREDIT CARD DETAILS

(No booking can be made until this section has been completed in full)

Credit card type: Amex  Diners  Visa  MasterCard

Card number: \_\_\_\_\_

Date of expiry: \_\_\_\_\_ CCV \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

I agree to the terms & conditions and understand that should the above function be cancelled within 10 days of the event, a cancellation fee will be deducted from the account nominated. The number of Set Menus and/or platters confirmed 48 hours prior to the above function, is the minimum number that has to be paid for on the day.

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

\*\* If you would like a tax invoice for your function, please either collect on the day or contact our Functions Coordinator on the next business day to get one emailed out to you

**TERMS & CONDITIONS**

**Confirmation of Booking**

***The Vic does not accept 'tentative' bookings due to the high demand for our function rooms.***

A booking will only be deemed confirmed on receipt of the credit card details on the signed and completed confirmation form. We will only debit the credit card if the function is cancelled within 10 days of the function date or if the function charges are not paid for at its conclusion.

**Cancellation**

A cancellation fee will apply to functions cancelled **within 10 days of the event date**. A cancellation fee, to the amount of the room hire, or \$100 if room hire is not applicable, will apply. This amount will be deducted from the credit card nominated on the confirmation form. Any cancellations made less than 5 days prior to the event; full charges for everything confirmed will be charged to the nominated card.

**Payment**

Full payment for your function is payable at the conclusion of your function. Failure to make payment will result in the nominated credit card being debited for the full amount of your bill.

**The Vic accepts all major credit cards including Diners & Amex. We do not accept payment via Electronic Funds Transfer (EFT) or cheques.**

**Price Variations**

Every possible effort is taken to maintain prices, but these are subject to change to allow for market cost variations.

**Food & Beverage**

All arrangements must be finalised **10 days prior** to the date of the function. Please contact the function coordinator prior to this date advising your beverage and catering requirements. Failure to do so may result in some food/beverage options being unavailable.

No food or beverages may be brought on site, food and beverages purchased at The Vic are strictly for consumption on the premises.

Any function where alcohol is served requires the purchase of food to align with the Responsible Service of Alcohol practices of the venue. For cocktail style functions minimum catering is set at one platter per 7 people.

### **Final Numbers**

A guaranteed number of guests attending the function are required by 12.00 noon, two working days prior to the event. Charges will be based on these numbers or the actual attendance, whichever is greater.

### **Licensing & The Vic House Policy**

- To comply with WA law all guests under the age of 18 years of age must be accompanied by their **own** parents or legal guardian who must stay with them for the duration of their time within The Vic.
- All persons attending the venue must be able to provide adequate identification or proof of age on request at any time. A current passport, WA proof of age card or Australian drivers license are the only accepted forms of identification in Western Australia.
- Due to our commitment to liquor licensing we do not offer discounted rates for beverages.
- The Vic is unable to cater for Pub crawls and 18<sup>th</sup> Birthdays.
- Buck's and Hen's parties may be catered for at the discretion of the venue manager.

### **Security**

Security guard(s) are mandatory for all 21<sup>st</sup> birthday celebrations and will be booked by The Vic through their security provider. The minimum requirement is 1 guard per 50 people at \$40/hr with a minimum 4 hour shift.

### **Responsibility**

The Vic will not accept any responsibility for damages to or loss of merchandise left in the venue prior to, during or after the function has concluded.

The client accepts responsibility for costs for any equipment, furniture, fittings or parts of the building damaged by their guests and associates. Cost of any excess cleaning or repairing of property damage will be assessed by the Venue Manager at The Vic and passed onto the client.

No nails, staples, screws, blu-tac or other materials are to be attached to walls, doors or other parts of the building without prior consultation with the Venue Manager or Functions Coordinator.

### **Unforeseen Circumstances**

The Vic will endeavour to provide the required services contingent on being able to do so. The Vic will not accept liability in the case of business interruption i.e. labour disputes, major mechanical failure or any other circumstances that may inhibit the trading capacity of the venue. In such circumstances The Vic reserves the right to cancel any booking without notice at any time.

Please see our full functions pack  
for further information