



FUNCTION CONFIRMATION FORM

**To confirm your function, please complete and fax or email to:
(08) 9382 2977 or the.vic@alhgroup.com.au**

Company or Function Name: _____

Name of organiser in lead up to function: _____

Postal address: _____

Mobile: _____ Business Phone: _____ Email: _____

Date: _____ Time: _____ Room: _____ Number of guests: _____

Reason for Function: (Please circle) – 21st / Other Birthday / Hen's Night / Buck's Night / Meeting / Engagement Party / Other _____

Room Set up Style: (Please circle) – Cocktail / Meeting – Boardroom / Meeting – Theatre / Sit Down / Other _____

Equipment (charges apply): Projector (Boardroom only) / Screen / Whiteboard / Flipchart / Microphone / Lectern /

Extra furniture: _____

Catering required: Yes / No *(Please note any function where alcohol is served a minimum requirement of food must be ordered)*

Selection: _____

Bar Tab: Yes / No Limit: \$ _____ Restrictions: _____

Special requests: _____

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

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: _____

Signature of cardholder: _____

Cardholder Name: _____

I agree to the terms & conditions and understand that should the above function be cancelled with in 21 days of the event, a cancellation fee will be deducted from the account nominated. The number of Set Menus and/or platters confirmed 72 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

The Vic does not accept 'tentative' bookings due to the high demand of our function rooms. To avoid disappointment we advise that you fax or email your completed Function Confirmation Form with credit card details to The Vic as soon as possible. Once our Function Coordinator has received the form, we can fully secure your booking. No function will be considered booked until our functions coordinator has received this form and confirmed it with you.

Confirmed Bookings

The Function Confirmation form must be signed & returned to The Vic to secure the booking date & room. A deposit is not necessary, however we do ask for your credit card details in order to secure your booking. We will only debit the credit card if the function is cancelled within 14 days of the function date or if the function is not paid for at its conclusion. We will not debit your card for a deposit or payment of the function prior to your event.

Menu & Beverage Selections

All arrangements must be finalised **one week prior** to the date of the function. Our function coordinator will contact you prior to this date advising what information is required. Failure to do so may result in some food/beverage options being unavailable.

Please note: due to circumstances beyond our control, prices may be subject to change.

Room Hire

Room hire fees are applicable to the use of the Mezzanine (\$300) and the Boardroom (\$200) Lounge Bar (\$200). **Please note that we do not allow 18th birthday celebrations.**

Licensing

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. Current passport, proof of age card or drivers license is the only acceptable form of identification in Western Australia.

Final Numbers

It is essential that numbers be confirmed with our functions coordinator no later than 48 hours prior to any function. **The confirmed number of guests will be the number that is catered for and this is the minimum number of guests that you will be charged for.**

Payment

Payment for your function will be processed and payable at the conclusion of your function. Failure to make payment will result in your credit card being debited for the full amount of your bill (as authorised by the signature on the credit card details supplied on the Function Confirmation form containing these Terms and Conditions)

Unfortunately we cannot accept individual payments. All payments must be made by close of business on the day of your function. **As of Monday March 10th 2008, The Vic will no longer be accepting cheques.**

Cancellation

A cancellation fee will apply to functions cancelled **within 21 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 7 days prior to the event; full charges for everything confirmed will be charged to the nominated card.

Damage/Personal Property

The Vic accepts no responsibility for any gifts or goods at the function, or left behind at the conclusion of a function. No responsibility is taken for the loss of clothing and other personal items left with management or staff. 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 fixing 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. No responsibility will be accepted by the Vic for loss or damage of your equipment.

Function Room Hours

Both the Mezzanine and Boardroom can be hired from:

- 8:30am – 10pm Sunday - Tuesday
- 8:30am – 11pm Wednesday and Thursday
- 8:30am – 12am Friday and Saturday

**The Lounge Bar times will vary.*