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# Private Dining

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## RAILWAY CLUB HOTEL

107 Raglan St, Port Melbourne  
VIC 3207  
(03) 9645 1661  
info@railwayclubhotel.com.au

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## TERMS AND CONDITIONS

The following is a list of terms and conditions, established to ensure the success of your function

### Tentative Bookings

Tentative bookings will be held for a period of 7 days only, and it is the responsibility of the guest to confirm. Unconfirmed bookings will be cancelled after the 7 day elapse.

### Deposit

A deposit of \$10.00 per head is required for every function over 15 guests. During the month of December a \$20 per head deposit is required. The scheduled deposit will be required at the time the booking.

### Cancellations

Notice of 30 days or less: full refund of deposit  
Notice of less than 7 days: no refund of deposit

### Change of Date

Changes to the function date are subject to availability. Deposits will be retained for the new booking.

### Final Details

We require the following information, within 14 days prior to the function date:

- Reduced Set à La Carte Menu for groups of 15 or more
- Dietary needs
- Beverage requirements
- Final guest numbers (48 hours prior)

### Menus

All groups larger than 15 guests require to select from one of our reduced Set à La Carte Menus.

Please Note: all menus are subject to slight seasonal changes and are only available for groups of ten or more.

### Minimum Booking Requirements

We have two dining rooms on the first floor that are partitioned by a glass bi-fold door. With the glass doors closed, one holds 10-12 people while the other holds 50. With the glass door open the whole room holds 64 people.

A booking in the small dining room requires a minimum spend of \$1000.00. The large room would be a minimum spend of \$5000.00 to have the room exclusively. For the whole room that can hold up to 64 people would require a minimum spend of \$6000.00 for exclusive use.

In the event of these requirements not being suitable we can always check availability and offer you a space shared with other guests.

ORIGINAL STEAK HOTEL • RAILWAY



CLUB HOTEL

**Confirming Guests**

The number of guests must be confirmed 48 hours prior to the function. **Final cost will be determined by this confirmation.** Should numbers change after this time please let us know as soon as possible.

**Payment**

**All** accounts are to be paid in full at the completion of the function. We accept cash, Eftpos, Visa, MasterCard, American Express. No split bills allowed.

**Damage Prevention**

The use of posters, displays, balloons, streamers, etc., is subject to our approval. We do not allow staples, masking tape, glues, pins or velcro to be used on our walls without permission. Any damages that occur as a result of the function will be repaired at the expense of the function organisers.

**Compliance**

Function organisers have a responsibility to ensure the orderly behaviour of their guests. The duty manager and staff reserve the right to intervene where necessary. In accordance with Responsible Service of Alcohol Laws, the Railway Club Hotel reserves the right to refuse service to anyone displaying disorderly conduct, or whom they suspect to be intoxicated.

The Railway Club Hotel is located in a residential area, and for that reason the following restrictions apply to functions.

- No live music or DJs (only background music is permitted)
- We cater only for birthdays of persons 25 years or older
- No bucks or hens parties

Please sign and return this form via email [info@railwayclubhotel.com.au](mailto:info@railwayclubhotel.com.au)

Name: .....	Date: ..... / ..... / .....
Signature: .....	Date of function: ..... / ..... / .....

