
TERMS AND CONDITIONS

Larger Group & Private Dining

RAILWAY CLUB HOTEL

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

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

TENTATIVE BOOKINGS

Tentative bookings will be held for a period of 5 days only.

DEPOSIT

A deposit of \$10.00 per head is required for every large booking.

During the month of December \$20 per head

The scheduled deposit will be required at the time the booking is taken

CANCELLATIONS

Notice of 30 days or less: full refund of deposit

Notice of 7 days or less: no refund of deposit

Notice of 48 hours or less: full quoted price of function will be charged.

CHANGE OF DATE

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

FINAL DETAILS

We require the following information, in writing, 14 days prior to the booking date:

- Menu selection
 - Beverage requirements
 - Arrival and departure times
 - Meal times entrées at 6.30 or 7.45 pm
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MINIMUM BOOKING REQUIREMENTS

Large bookings to be held in our upstairs dining room will be accepted with a minimum number of 20 guests. Between Monday and Tuesday
Between Wednesday and Sunday minimum 40 guests.

During the month of December for exclusive use of the 1st floor restaurant /dining room a minimum numbers of 40. If numbers drop prior to booking date the 1st floor restaurant / dining room will be shared with another party.

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Confirming Guests

The number of guests must be confirmed 14 days 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, and Diners Club.

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

Bookings host and 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:

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

Please sign and return this form via email
info@railwayclubhotel.com.au

Name: Date:/...../.....

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

ORIGINAL STEAK HOTEL • PORT MELBOURNE
RAILWAY



CLUB HOTEL