

# LOOKING FOR A FABULOUS FUNCTION SPACE?

## **\*Free function room hire RESERVOIR ROOM**

The Reservoir Room caters for any function up to 200 guests. We can accommodate sit down functions for up to 80 guests or Fingerfood and cocktail style for up to 200 guests. It has been recently renovated and can be arranged for any style function. You have access to both inside and outside areas so perfect for any occasion. Private Bar can be set up on request.

Have a minimum of 50 guests and spend a minimum of \$500 and room hire is free.

## **THE LOUNGE**

The Lounge is perfect for smaller cocktail style functions for up to 50 guests. It offers a fabulous lounge and couch area within close proximity to the bar.

Have a minimum of 25 guests and spend a minimum of \$250 and room hire is free.

## **THE COURTYARD**

The hidden secret of the Reservoir Hotel is out the back offering a fabulous outdoor courtyard and relaxed seated area. Perfect for outdoor parties up to 100 guests. Private Bar is available on request.

Have a minimum of 50 guests and spend a minimum of \$500 and room hire is free.

**Please see venue staff for more information.**

Eat Drink Enjoy



Reservoir Hotel

# FUNCTION ORDER FORM

**Function Date:** \_\_\_\_\_ **Day:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Function Type:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Other Contacts & Phone:** \_\_\_\_\_  
**No. of Guests:** \_\_\_\_\_ **Drink Tab Limit:** \_\_\_\_\_  
**Other Requests:** \_\_\_\_\_

Deposit Paid : \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Member: \_\_\_\_\_

**Please ensure a copy of receipt is attached when function is complete and paid in full.**

COSTS	TOTAL	COMMENT	Total PAID
Booking Fee Deposit :	<b>\$100</b>		<b>Please staple copy of any EFTPOS payments to this sheet.</b>  Staff:
Food Costs :			
Bar Tab :			
Minimum Spend Variance:			
<b>Total Costs</b>			

Food & Beverage Order Form	Location:	Type:
<b>Function Name:</b>		
<b>One Course</b>		<b>Number Required</b>
Two Alternate Mains \$35	Add finger food on arrival \$6	
<b>Two Courses</b>		
Fingerfood/Two Alternate Mains \$38	Two Alternate Entrees/Mains \$35	
Two Alternate Mains/Dessert Plate \$38	Two Alternate Mains/Desserts \$35	
Three Alternate Entrees/Mains \$40	Three Alternate Mains/Desserts \$40	
<b>Three Courses</b>		
Fingerfood/Two Alternate Mains/Dessert \$45	Three Alternate Entrees/Mains/Desserts \$50	
Two Alternate Entrees/Mains/Desserts \$50	Canapes on arrival \$ per head \$6	
<b>Total Overall Selection:</b>		

Platter Options:	No. of Platters:	Cost:
<b>Seafood Platter</b> \$200 - Selection of seafood including oysters, prawns, scallops, octopus, calamari and fish		
<b>Cheese and Fruit</b> \$160 - Selection of Australian cheeses, fruit, nuts and crackers		
<b>Dips Platter</b> \$80 - Selection of homemade dips, Turkish bread and crackers		
<b>Antipasto</b> \$160 - Selection of gourmet meats, vegetable, olives, dips and crackers		
<b>Hot Selection</b> \$120 - Selection of pies, dim sims, spring rolls, samosa, sausage rolls		
<b>Gourmet Hot Selection</b> \$140 - Selection of beef and chicken skewers, varietal pastries, mini mignons, spicy meatballs, salt & pepper calamari plus other seasonal treats.		
<b>Sweet Platter</b> \$160 - A selection of sweets & Chocolates.		
<b>Optional Extras</b> - Tea and Coffee - \$50 (up to 30 people) Decorations - P.O.A Live Music - P.O.A DJ - Approx. \$400 Audio / Visual - P.O.A Security - \$50 per hour		

**For all functions, please return to the Reservoir Hotel**  
**160 Condon Street, Kennington**

Email to [info@reservoirhotel.com.au](mailto:info@reservoirhotel.com.au)

**PLEASE PHONE ON 54414408 TO CONFIRM EMAIL HAS BEEN RECEIVED.**

# VENUE BOOKING FORM

Venue Selection	Tick	Office Use Only	Date
Main Function Room		Deposit Paid	
Courtyard		Other Amount	
Lounge Area		Amount Owing	
		Notes:	
<b>Booking Agreement</b>			
Booking Name:		Contact Person(s):	
Address:			
Phone:	M:	H:	
<b>Function Details:</b>			
Date:	Day:	Type / Occasion:	
Time:	No. of Guests	No. of Children:	
Special Requirements:			
Food Option: _____		Drink Options:	TAB: YES / NO
Food Booking Selection: YES / NO			Tab Limit ( If Applicable)
Selection from Food Booking Sheet:			\$
<p>I, _____ agree to pay a booking fee of \$ 100 as confirmation of the above function with the balance to be paid at the completion of the function. I, _____ agree to my credit card being held as security and if necessary debited in the event of the minimum spend not being reached or for any outstanding accounts to be paid at the end of the function.</p>			
Card Name:			Expiry Date: ___/ ___
Card Number:			CCV:
Final Details must be confirmed 14 days prior to the day of the Function.			
A minimum number of guests must be confirmed 5 working days prior to the function.			
If the booking is cancelled, the client may be liable to pay up to 50% of the minimum charge (See further terms and conditions)			
The minimum spend does not include DJ's, bands, audio equipment or any other equipment hired in on behalf of the client.			
<b>Any underage guests must be off the premises by 10.30pm approved by Management.</b>			
<b>Agreement:</b> I, _____ have read understood and agree to the above details and the terms and conditions attached.			
Signed on behalf of client:	Name :		Date:
Signed on behalf of venue:	Name :		Date:

# TERMS & CONDITIONS

These terms and conditions together with the booking agreement contain the whole contract between the venue/bar/hotel and the client. No variation shall be binding on the hotel unless agreed to by the hotel management in writing and signed by the hotel.

**Deposit and Cancellation** - A \$100 deposit is required to secure a booking. The deposit is non-refundable if cancellation is made less than 21 days before the agreed function. If a booking has been made the client may cancel the booking but where the client: a) cancels a booking between 7-14 days prior to the day of the function, the client shall forfeit the entire deposit and in addition shall, upon demand of the hotel in writing pay up to 50% of the minimal charge; or b) cancels a booking 7 days or less prior to the function, the client shall forfeit the entire deposit and in addition shall, upon the request of the hotel pay up to 80% of the minimum charge.

**Price and Payment** - Payment is to be made in full at the completion of the function unless agreed to in writing by the management of the hotel.

**Confirmation** - Final details must be confirmed 14 days prior to the day of the function. A minimum number of guests must be confirmed 5 working days prior to the function. In the event the final details or number of guests is not confirmed in accordance to the terms and conditions, the hotel may terminate any and all contracts and agreements with the client.

**Price** - All prices are current at the time of the quote and are subject to revision by the hotel prior to the signing of the booking agreement. Once signed, the prices will be fixed for the agreed function. Any bar or food tabs over and above the agreement times will be charged at bar prices. All prices are inclusive of GST.

**Underage** - All guests under the age of 18 must be off the premises by 10.30pm unless authorized by management. Any underage guests must be under the supervision of a parent or legal guardian.

**Consumption** - No food or Beverage is permitted to be brought into venue by the client or any guest unless approved by the hotel.

**Responsibility** - The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of the venue or theft of the same which is caused by the client or any guest or other person attending the function. In the instance where damage has occurred, all associated costs will be charged to the nominated credit card.

**Security and Behavior** - The hotel reserves the right to exclude or eject any or all guests or other person from the function and venue without liability.

**Liability** - If the hotel has reason to believe that the function will affect the hotel or its clients, business, security or reputation, the hotel reserves the right to cancel the function without liability and terminate any and all contracts and agreements with the client.

**Basis of Agreement** - Performance of this agreement is contingent upon the ability of the hotel to complete the agreement and is subject to labour troubles, disputes, strikes, accidents, government requisitions, restrictions upon travel, transportation, food and beverage supplies, equipment failure and other causes, whether enumerated herein or not which are beyond the control of the hotel. In no event shall the hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the hotel liability be in excess of the total amount of food and beverage the client has agreed to pay.

**General** - These terms and conditions are governed by the laws of the State of Victoria and the hotel and the client hereby irrevocably submit to the jurisdiction of the courts of the State of Victoria and all courts of appeal from those courts. Any of the said provisions that are illegal, void, or unenforceable shall be ineffective to the extent only of such illegality, voidness or unenforceability without invalidating the remaining provisions.

**Prohibited** - No confetti, rose petals, rice, metallic sprinkles or similar material are to be used in the venue or surrounding footpaths or balcony. An additional \$100 cleaning fee will apply if this condition is not met. No pyrotechnics, smoke machines, additional lighting or additional audio equipment is to be brought into the venue without prior approval of the hotel.

Audio - Noise levels are to be kept to reasonable levels in line with hotel license conditions.

**I agree and understand to abide by the above conditions.**

**Name:** \_\_\_\_\_  
**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_