



ROYAL
MELBOURNE
HOTEL

PUBLIC BAR • LOUNGE • ATRIUM
BEER GARDEN • CELLS

Function Booking Terms & Conditions

- 1 To secure your function date, a non-refundable \$500.00 deposit is required to be paid in full on booking your function. Function dates will only be held for seven days without a paid deposit.
- 2 Cancellation – One month notice is required for a full refund. Within One month a refund will only be reimbursed if the date is resold to another client.
- 3 Final Menu and Beverage selections are required one week prior to the function date.
- 4 Final guest numbers are due one week prior to the function date.
- 5 Full payment is due one week prior to the function date.
- 6 Company cheque, cash or credit card can make payment. Nb. Amex and Diners cards will incur a surcharge.
- 7 Extra requirements or extensions created during your function will be payable at completion of your function, unless prior arrangements have been made.
- 8 All lost or damaged property belonging to or hired by The Royal Melbourne Hotel will be charged to the hirer or hirers of the function rooms. Full replacement is required within seven days.
- 9 The Royal Melbourne Hotel reserves the right to refuse patrons.
- 10 Deposits paid are an acknowledgement and acceptance of our booking conditions.

I hereby acknowledge and accept all terms and conditions set out above.

Client signature:

RMH Representative signature:

All Payments are made to
Royal Melbourne Hotel
629 Bourke Street
Melbourne, VIC 3000