

BOOKING FORM 2021

# CELEBRATE IN STYLE



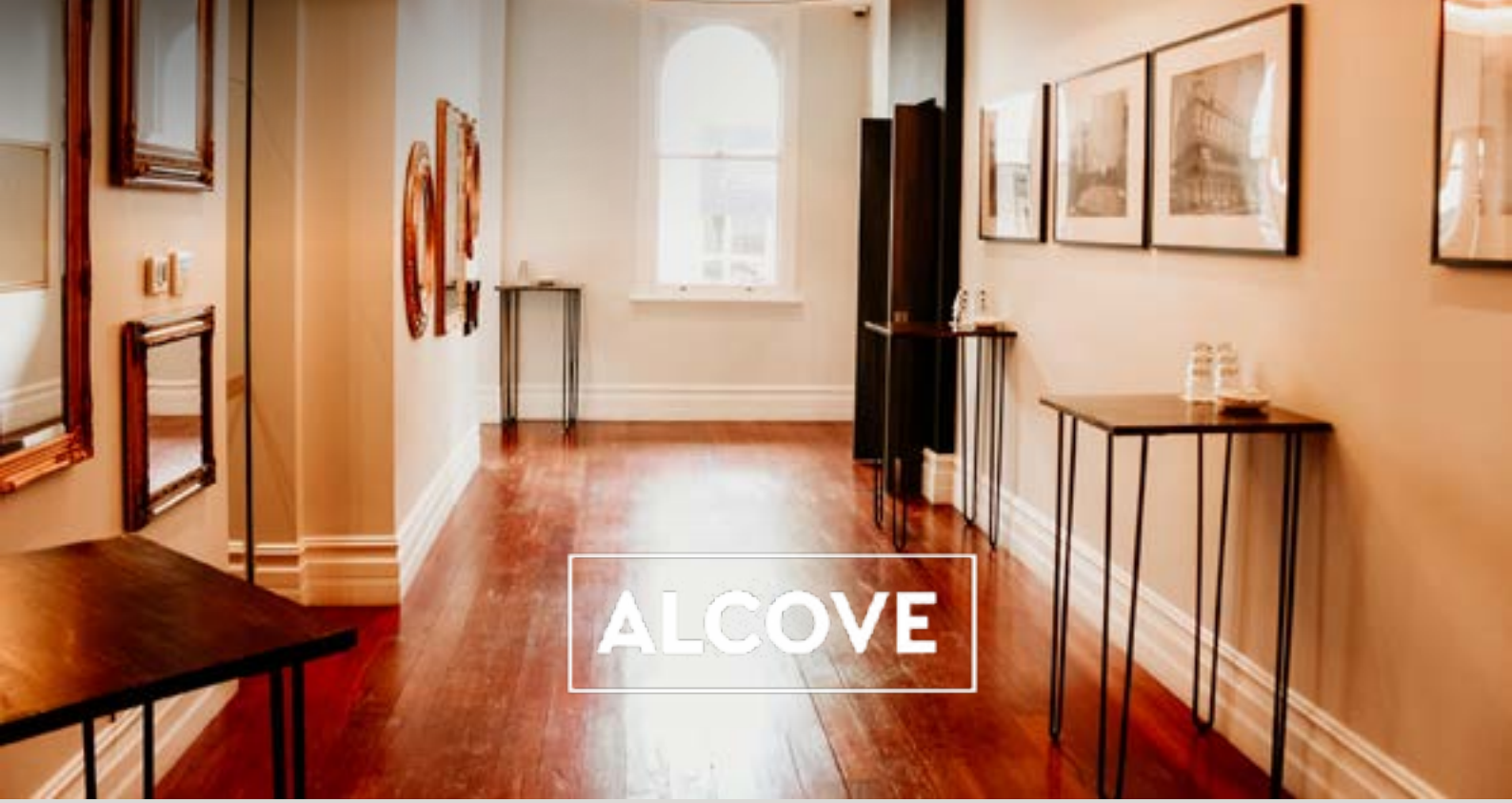
THE MELBOURNE HOTEL



*A part of the original building fabric, The Alcove showcases the heritage of the building, this area presents versatile options from De Baun & Co's menu and offers easy access to the bar.*

*Ideal for Group Breakfast Meetings & Sundowners.*





# ALCOVE

## **\$600**

*minimum spend*

- Reserved area for up to 20 guests
- Please indicate quantity of platters below
- The remaining minimum spend will become bar tab

### **PLATTERS**

**Qty**

Grazing Board (GFO)	\$150
Seafood Feast	\$150
Mezze & Bread Platter (V)(VGO)	\$80
Harissa Chicken Brochette (GF)	\$90
Vegetarian Empanadas (V)	\$70

## **\$1,000**

*minimum spend*

- Reserved area for up to 35 guests
- Please indicate quantity of platters below
- The remaining minimum spend will become bar tab

### **PLATTERS**

**Qty**

Grazing Board (GFO)	\$150
Seafood Feast	\$150
Mezze & Bread Platter (V)(VGO)	\$80
Harissa Chicken Brochette (GF)	\$90
Vegetarian Empanadas (V)	\$70

# BOOKING TERMS AND CONDITIONS

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## BOOKING / PAYMENT

Bookings may be made up to 6 weeks in advance, however must be confirmed two days prior to the requested date (for catering purposes). Payment must be made in full at the time of booking. The booking is confirmed when payment is verified via email. All prices are inclusive of GST.

## RESERVED AREA

The venue has the right to designate a reserved area of the chosen bar. The venue will not be held responsible for the loss of or damage to, property left on the premises – prior to, during or after an event. The space will be allocated for a maximum of 3 hours from the arrival time, subject to availability. Please note the space allocated is not a private space and may have guests in adjoining sections.

## CATERING

Outside catering is not permitted due to health and liquor licensing regulations. Customers shall ensure that their guest do not bring any food or beverage of any kind into the hotel. Food service will begin approximately half an hour after the booking commences. Please note that specified timing for food cannot be guaranteed and we are unable to cater to changes in food selection on the day of the event

## BAR TAB

If the catering falls below the minimum spend amount, the remaining minimum spend will be allocated to an open bar tab. You may also wish to advise us of any increase in the bar tab limit.

## BOOKING / CANCELLATION POLICY

If a customer cancels, for any reason, once payment has been made, the amount is non-refundable or transferable to other venues. Unused bar amount will be forfeited.

## ACCEPTANCE

By signing this booking form, I understand and accept the above terms and conditions, including all deposit and cancellation policies.

# BOOKING INFORMATION

*Please return this booking form along with your food & beverage selection on the respective pages.*

## CONTACT INFORMATION

Company name <i>(if applicable)</i>	<input type="text"/>
On-site contact	<input type="text"/>
On-site mobile	<input type="text"/>
Contact Email	<input type="text"/>

## EVENT INFORMATION

Number of guests	<input type="text"/>	Booking date	<input type="text"/>
Arrival time	<input type="text"/>	Concluding time	<input type="text"/>
Event signage	<input type="text"/>		

## VENUE / PACKAGE

<b><i>Aurora Rooftop</i></b>	\$2,000	
<b><i>Alcove</i></b>	\$600	\$1,000
<b><i>Grand Orient</i></b>	\$1,400	

# PAYMENT DETAILS

VISA      MASTERCARD      AMEX      DINERS      JCB

*Payments via Diners Club and Union Pay attract a 2.5% surcharge whilst Amex, Visa, Mastercard and JCB attract a 1.5% surcharge.*

Name on card			
Card Number	<input type="text"/>		
Expiry	<input type="text"/>	CCV	<input type="text"/>

I provide authorisation to charge this card.

I have read, understood and agree to the terms and conditions.

Name	<input type="text"/>	Date	<input type="text"/>
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