



# Highlander Booking Form

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: M) \_\_\_\_\_ W / H) \_\_\_\_\_

Type of Event: \_\_\_\_\_ Licence No: \_\_\_\_\_

Day of Event: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / 201\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_ No of guests \_\_\_\_\_

**Highlander reserves the right to close the function or open the room to the public after the above mentioned time. You will be notified by staff prior to this occurring.**

Deposit \$ \_\_\_\_\_ Main Room / The Library / Entire Venue

Min Spend \$ \_\_\_\_\_ Room hire \$ \_\_\_\_\_ refunded if spend exceeds \$ \_\_\_\_\_

### Beverage Requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Food Requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### AV Requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Special Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Highlander Booking Form

## TERMS & CONDITIONS

### 1.0 DEFINITIONS

1.0 Highlander: Hammington Pty Ltd t/a Highlander Bar ABN: 99150484861.  
1.1 Client: Company or individual listed on this form as booking the facility.

### 2.0 RESERVATION

2.0 Reservation will only be accepted on receipt of a completed & signed booking form including deposit.  
2.1 A Highlander confirmation email will be issued to confirm bookings.  
2.2 Highlander does not take tentative bookings.

### 3.0 DEPOSIT

3.0 A \$300 deposit is required to confirm the booking, unless otherwise specified by Highlander.  
3.1 Failure to pay a deposit entitles Highlander to cancel the function booking.

### 4.0 PAYMENT

4.0 The credit card nominated will be charged at the conclusion of your function unless an alternative payment arrangement has previously been agreed to by Highlander.  
4.1 The Function Booking Form signatory is liable for payment of all charges associated with the function.  
4.2 An invoice will be forwarded to the client upon completion of the function.

### 5.0 USE OF FACILITY

5.0 The client is not permitted to conduct any alterations or make any additions to the function facilities without prior consent from Highlander. DJ equipment must be reconnected on completion of the function.  
5.1 All crockery, cutlery, utensils, glassware, electrical & DJ equipment, fixtures, pictures & fittings remain the property of Highlander.  
5.2 The client holds responsibility for, & accepts all costs associated with, any breakage, damage or stolen items from the facilities & its contents, that are incurred during their occupation of the function facilities by either themselves or their guests. This includes specialist cleaning such as steam cleaning and/or spot cleaning of carpets and/or upholstery.  
5.3 No person under the age of 18 will be allowed into the venue unless it has been pre organised and approved by Highlander management and they are accompanied by their parents or legal guardians. They are under no circumstance permitted to consume alcohol and must vacate the premises at the same time as their parents or legal guardians.  
5.4 The client takes full responsibility for the behavior of their invited guests whilst utilising the function facility, & ensures that at all times they are considerate of Highlander staff & other Highlander patrons.  
5.5 Unruly & unreasonable behaviour shall not be tolerated. Highlander reserves the right to insist that guests vacate the premises.  
5.6 Smoking is only permitted in the designated smoking area in front of the venue. This area is a glass and alcohol free zone. Guests shall be courteous of our neighbors and keep noise to a minimum, not stand on the road or in the entranceways to neighboring buildings & ensure that cigarette butts are properly disposed of so as not to constitute litter.  
5.7 Any decorations are to be approved by Highlander prior to the function to avoid problems or disappointment on the night. Sticky tape on paintwork, candles without suitable holders, confetti and glitter are not permitted.  
5.8 External audiovisual & production companies and DJs are required to make contact with us, a minimum of five (5) working days prior to the function date.

### 6.0 RESPONSIBLE SERVING OF ALCOHOL

6.0 Highlander follows guidelines for Responsible Serving of Alcohol. Staff members are instructed not to serve any alcoholic beverages to guests under the age of 18 years, or to a guest in a state of intoxication.

6.1 Highlander staff reserve the right to refuse the service of alcohol & may ask you or your guests to vacate the premises. 6.2 Staff from Highlander reserve the right to at any time, close the bar due to an excess consumption of alcohol, thus causing unruly or threatening behaviour.

### 7.0 CATERING

7.0 No food or beverages will be permitted to be bought in for consumption at any function by the client or any of the client's guests unless otherwise approved by Highlander.  
7.1 Notification and payment of Food selections and Special dietary requests is required at least seven (7) days prior to the function date.  
7.2 Anticipated final numbers and confirmed beverage requirements are required five (5) days prior to the function date.  
7.3 Alcohol will not be served to contractors (musicians, DJ etc) without the permission of the client. If permission is granted this will be charged on a on consumption basis.  
7.4 All menu choices are subject to seasonal change.

### 8.0 CANCELLATION

8.1 Refunds shall be made on a pro-rata basis, (as listed below):  
3+ months notice > \$50 Administration Fee  
1-3 months notice > Deposit will be forfeited

Less than 1 month > Deposit forfeited plus Cancellation fee equivalent to 20% of min spend  
Less than 1 week > Deposit forfeited plus Cancellation fee equivalent to 100% of all food charges, 100% of all roomhires 50% of all beverage requirements, 50% of all extra items

### 9.0 SET UP & DELIVERY

9.1 Clients have access to the facility for set up 1 hour prior to the event start time.  
9.2 The client should ensure that Highlander is advised of all goods/packages to be delivered, & that they are adequately marked with the contact name, phone number & date of the function.  
9.3 All equipment must be taken away after the conclusion of the function, unless previously arranged with Highlander.

### 10.0 DRESS CODE

10.1 The minimum standard for function rooms is smart casual however dress standards are to be appropriate to the requirements of the function.  
10.2 Beach wear, dirty/soiled clothing & bare feet are not permitted

### 11.0 CHARGES

11.1 All prices are inclusive of GST.  
11.2 All prices listed are current & subject to change without notice.  
11.3 Public Holidays - A 10% surcharge of is applicable to the total account on Public Holidays

### 12.0 PARKING

12.1 Function parking is available between King and Spencer streets on both Flinders St and Flinders Lane.  
12.2 Public transport is easily accessible with, both trams & trains on Flinders St.

### 14.0 CLIENT RESPONSIBILITY

14.1 The client is responsible for ensuring that function rooms are vacated by the agreed finishing time of the event. Any extra cost incurred by Highlander as a result of a late finish will be the responsibility of the client.  
14.2 Highlander shall not be responsible for the loss of, or damage to, property left on the premises prior to, during or after a function.  
14.3 The client is required to inform all relevant persons involved in the event, including colleagues or contractors, of Highlander's Terms & Conditions outlined herein.  
14.4 By completing & signing the Booking Form, the client acknowledges that Highlander Terms & Conditions are understood & agreed to.

## PAYMENT DETAILS

A deposit of \$300 must be provided with this booking form. Please supply credit card information for the deposit and function payment which will be processed upon completion of the function for all outstandings (including shortfall if minimum spend has not been met) unless an alternative payment arrangement has been agreed to previously with Highlander management.

Credit Card No:                  CCV     
Name on Card: \_\_\_\_\_ Expiry Date   /

I give permission for the above credit card details to be charged. Until receipt of the deposit & Booking Form, all bookings are tentative. A confirmation email will be sent on receipt of deposit. I acknowledge that I have read & understood the Terms & Conditions of my booking.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please indicate how you became aware of Highlander for your event:

Please Return by fax, email or in person to Highlander management at the venue. **Highlander** 11a Highlander Lane Melbourne VIC 3000  
P (03) 9620 2228 F (03) 9620 2229 E functions@highlanderbar.com.au W www.highlanderbar.com.au