



## **Function Terms & Conditions**

### **Free Room Hire**

When booking a function at the Union Hotel we do not charge a room hire fee. Dependent on the size of function, and location required, there is a minimum function spend in lieu of any room hire.

### **Function Deposit**

When booking a function, a tentative booking may be placed. This signals an intention to book, and does not require any deposit, however this does not guarantee the booking.

If a second enquiry for the same date is made, and no prior deposit has been received, a courtesy call will be made to the original enquiry. If unable to get a clear response in short time, The Union Hotel reserves the right to accept the second booking without further notice.

To confirm the booking, and ensure the date is locked in, a \$100 deposit is required.

### **Cancellations**

In the event of a cancellation or postponement of a function by the event organiser(s), The Union Hotel requires a formal notification, in the form of a letter, fax or email to the relevant contact addresses provided on this document. If the function is cancelled within 3 weeks of the event date, The Union Hotel reserves the right to withhold the deposit at its discretion.

### **Minimum spend**

The minimum spend for a function is dependent on the location and size of the proposed event. We do not charge a minimum spend for a small booking where only 1-3 tables are reserved. An event that requires exclusive use of a room will incur a minimum spend. Please refer to the relevant location you choose for the relevant minimum spend. A minimum spend may be affected by the season/day. Any minimum spend includes both food and beverage purchases.

### **Room capacity**

Room capacity varies dependent on the style of function (cocktail vs. Sit down meal) and location used. Refer to relevant location for capacity information.

### **Final Numbers and Ordering of Food**

Function food is generally not food offered day-to-day at The Union Hotel and as such the ordering of function food must be finalised with a reasonable timeframe allowed for preparation. Any function food must be organised no later than the Tuesday prior to any weekend function. Final numbers must be confirmed at this time too as to allow for adequate staffing.

### **Payment**

Payment for the function must be made on the night of the event. Payment can be cash, cheque, credit card (Visa, Mastercard and Amex accepted) or eftpos. Please be mindful of your credit card or eftpos limits. Payment via cheques must have adequate I.D. provided. Cheques must be made payable to Ascot Union Pty Ltd.

### **Price Variations**

The Union Hotel makes every effort to maintain prices, however prices that are quoted for functions that are greater than 3 months in advance are subject to change at management's discretion, or to allow for variances in cost of goods, wages and equipment hire.

### **Hours of availability**

Hours available for private functions are 12pm-5pm for day time functions and 7pm-1am for night time functions unless otherwise negotiated with management. It is strongly recommended that you consult with venue management prior to sending out invitations regarding start and finish times for your event.

### **Liquor License**

In accordance with liquor licensing, all functions are to conclude by 1am, with the exception of Sundays (11pm) or the nights prior to Good Friday (12am) and Anzac Day (12am). The Union Hotel is a strong advocate of responsible service of alcohol and reserves the right to refuse the supply of alcohol to intoxicated patrons. Under section 114 of the Liquor Licensing Act, The Union Hotel reserves the right to instruct patrons who are behaving in a quarrelsome manner to leave the premises at any time.

### **Linen and decorations**

White linen table cloths are available upon request. The cost of any damage to linen is the responsibility of the event organiser. Streamers and balloons are permitted however we request balloons be weighed down by paper weights. Please seek management advise before attaching anything to the walls.

## **Entertainment**

Small functions held among the general public are subject to regular background music and television at the discretion of management. Private functions have access to our audio visual offering. All available rooms contain IPod/audio device connectivity and a background speaker system. All rooms contain large screen TVs with USB connectivity for photo slideshows and small video presentations.

Please check with management the availability of using external DJs, bands or Jukeboxes as they are restricted depending on the location of the function.

## **Responsibility and Liability**

The Union Hotel does not accept any responsibility for the damage to, or loss of any clients' property throughout the duration of the function. The organisers of the function will be financially responsible for any damage to the venue's fixtures and fitting, property and equipment, which includes pilferage of the venues property that may occur throughout the duration of the function.

## **Car Parking, Taxis and Public Transport**

There is ample street parking along Maribyrnong Rd and Union Rd, as well as Angled parking and off-street parking on The Parade. There is no parking on-site at the Union Hotel itself.

Taxis can be called at the conclusion of the event. There is no designated taxi rank. Trams - numbers 57 (City – Maribyrnong via Nth Melbourne) and 82 (Moonee Ponds – Footscray) - run past the front of The Union Hotel.

## **Final Odds and Ends**

All foods consumed at the function must be supplied by the venue, aside from cakes, which may be brought in. A knife will be provided for cutting of the cake. It is the event organiser's responsibility to ensure the knife is used only for its intended purpose and returned safely to the staff.

A microphone is available upon request. Please ensure it is indicated prior to the commencement of the function that the microphone is required to ensure it is prepared for you.

We are happy to cater for most types of functions, however we must stress that The Union Hotel is a family friendly venue and does not condone events that involve profanity or public nudity.

By signing this document, I understand and accept the above listed terms and conditions that are directly associated with the booking of my function.

Credit Card Details -    MasterCard            Visa            Amex

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

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Function Date: \_\_\_\_\_

Approximate Numbers: \_\_\_\_\_

**Contact us:**                    **p.9370 7068**  
   **f. 9326 0638**  
**e. [unionmanager@bigpond.com](mailto:unionmanager@bigpond.com)**

The Union Hotel  
252 Union Road, Ascot Vale, Vic 3032  
**[www.unionhotel252.com.au](http://www.unionhotel252.com.au)**