



SWISS CLUB  
OF VICTORIA  
Edelmwysse  
TRO & BAR

# ED ELMWYSS

FUNCTION TERM &  
CONDITIONS & BOOKING  
FORM

DUCKBOARD  
PLACE  
CLOSED TO  
THROUGH  
VEHICULAR  
TRAFFIC  
BETW



## FUNCTION BOOKING FORM

Company / Organisation (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Event date: \_\_\_\_\_

Mr/Mrs/Ms/Miss \_\_\_\_\_ Phone: \_\_\_\_\_

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

Event date: \_\_\_\_\_

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

Event Time: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Style of Event: Sit down \_\_\_\_\_ Cocktail Style (Some seating with casual standing/socialising space) \_\_\_\_\_

Catering required: Yes / No

Bar (please circle): Yes / No

• Guests pay their own / Bar tab / Beverage package

Please return completed forms to – Edelwyss Bistro & Bar or [m.hannon@mjward.com.au](mailto:m.hannon@mjward.com.au) The booking will not go ahead unless completed booking forms are returned.

I/We acknowledge that I have read and understand the Terms and Conditions of the booking.

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Signed: \_\_\_\_\_



## **PAYMENT OPTIONS**

Credit/Debit card/Cash payments can be made at 89 Flinders Lane, Melbourne VIC 3000

Bank Deposit:

You can transfer the deposit amount to our bank account with CONTACT NAME (or company name) as the reference and email this form to us.

Account name: MJ Ward Pty Ltd.

Bank Name: Commonwealth Bank of Australia

Reference: \_\_\_\_\_

BSB: 063-135                      Acc number: 1095 8697

Date deposited: \_\_\_\_/\_\_\_\_/\_\_\_\_

# TERMS AND CONDITIONS



## **Payment Details and Terms To Confirm Your Booking**

To secure your booking, a non-refundable security deposit of 20% of the total account to secure your event date.

Full payment is needed to be paid 14 days prior to your event.

Any additional costs incurred on the day of the event must be settled immediately or invoiced afterward, provided this was pre-agreed before the event confirmation.

Payments made by cash, direct debit, or bank cheque do not incur any surcharges.

However, a 1.6% surcharge will be applied to Visa or Mastercard payments, and a 2.55% surcharge will apply for Amex payments.

## **Surcharges**

A 10% surcharge will apply to all functions taking place on weekends (Saturday and Sunday).

An 18% surcharge will apply to all functions occurring on public holidays.

The surcharges are calculated based on the total cost of the function, including any selected packages, catering, and additional services.

## **Bar Tab**

All bar tabs must be prepaid.

## **Confirmation of Guests**

Final guest numbers must be confirmed no later than 7 days prior to the event to ensure adequate preparation and staffing. If there is a decrease in the number of guests, the final cost will remain as initially agreed. Dietary requirements must be confirmed no later than 7 days prior to the event.

To secure your function, a completed booking form and deposit is required. Function bookings are only confirmed upon receipt of both. Management reserve all rights to reallocate or book the space/s available if the booking has not yet been confirmed. Care will be taken to allow tentative bookings time to confirm

# TERMS AND CONDITIONS



## **Food Allergies**

Please notify us of any guests with food allergies when confirming final numbers. While the chef and kitchen staff will do their utmost to accommodate these requests, we cannot guarantee the absence of traces of specific foods, as our kitchen uses a wide variety of ingredients daily. No outside food or beverage can be brought into the venue without approval.

## **Alcohol and Responsible Service of Alcohol**

Edelwyss Bistro & Bar staff will operate in accordance with VIC Responsible Service of Alcohol regulations.

Edelwyss Bistro & Bar requires notice if minors will be present at the function. Our staff are under strict instruction from the Licensee regarding the Responsible Service of Alcohol (RSA), and patrons may be asked to leave if there are signs of intoxication. To help comply with RSA regulations, all events, especially those with cash bars, must pre-order a reasonable amount of food to help minimise guest intoxication.

Please note that no BYO beverages are permitted.

## **Pricing**

All pricing in the Functions Brochure and or any other document with pricing (EG: Food Menu/Beverage Menu), are current at the time of sending this email, however options/prices are subject to change. The items available and pricing should always be considered indicative until agreed and finalised with the venue.

## **Damages**

Edelwyss Bistro & Bar accepts no responsibility for loss or damage to any property brought into the venue by you, your guests, or anyone you hire. You are liable for any damage to the venue or its contents. No items may be affixed to any surface of the venue.

## **Public Liability Insurance**

Edelwyss Bistro & Bar holds public liability insurance; however, all external suppliers must have their own insurance, as our public liability insurance is specific to our venue and its fit-out. Edelwyss Bistro & Bar is not responsible for any harm or damage to guests caused by equipment, styling, décor, furniture, or goods from external suppliers.