



ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

MEETINGS, SEMINARS & OTHER FUNCTION ROOM HIRE RATES

As at 18 September, 2019

1. **FOR A ONE-OFF HIRE: OFFICERS' MESS** (upstairs) or **GALLERY** (downstairs)

	Rate for non-member	Rate for member
Hourly rate	\$80/hr	\$60/hr
Half-day rate	\$250/half day (4 hrs)	\$170/half day (4 hrs)
Full-day rate	\$450/day	\$300/day

2. **FOR REPEAT, REGULAR HIRERS: OFFICERS' MESS** (upstairs) or **GALLERY** (downstairs)

	Rate for non-member	Rate for member
Hourly rate	\$60/hr	\$40/hr
Half-day rate	\$200/half day (4 hrs)	\$140/half day (4 hrs)
Full-day rate	\$350/day	\$220/day

3. **GORDON MOFFATT ROOM** (downstairs)

	Rate for non-member	Rate for member
Small meeting room seats up to 20 theatre style or smaller groups around a boardroom table.	\$30/hr	\$20/hr

4. On weekends and after 6pm a surcharge is imposed to cover an out-of-hours staff member.

Outside hours staff rate of pay per staff member per hour	Rate for non-member	Rate for member
	\$40	\$30

RHSV hours of operation are: MON- FRI 9am - 5pm +/- 1 hour.

Minimum numbers for all catering is 10 guests.

BYO catering is also permitted. Please note that if you are self-catering we provide an urn and coffee mugs but that no other cutlery, crockery or glassware is provided. There is a small bar fridge available for use in the Officers' Mess Upstairs.



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CATERING PACKAGES

Package 1

Cheese platters & wine

Members: \$10pp, Non-members: \$13pp

Red, white & sparkling house wine,
Orange juice, mineral water,
Biscuits and cheeses

Package 2

Half day

On arrival

Morning/afternoon tea

Lunch

Members: \$23pp, Non-members: \$26pp

Coffee & tea
Muffins/slices coffee/tea
Sandwiches / sushi /wraps (choice depends on numbers)
Juices/sparkling water

Package 3

All day package

On arrival

Morning tea

Lunch

Afternoon tea

Members: \$30pp, Non-members: \$33pp

coffee & tea
muffins/slices coffee/tea
Sandwiches / sushi / wraps (choice depends on numbers)
Juices/sparkling water
tea/coffee
Savoury muffins /slice, coffee/tea

Package 4

Coffee / tea

\$2 pp per break
\$8 pp served continuously throughout event (\$6pp members)

Package 5

Tea / coffee break

Members: \$6pp, Non-members: \$8pp

Sweet / savoury muffins or similar
Brownies or similar
Coffee / tea

Package 6

Working Lunch

Members: \$13pp, Non-members: \$16pp

Sandwiches / sushi / wraps (choice depends on numbers)
Juices / sparkling water
Tea / coffee

Package 7

High Tea

Members: \$13pp, Non-members: \$16pp

Cakes / slices / scones / sandwiches & tea / coffee

Additions to packages

Cheese platter	\$5pp
Fruit platter	\$3pp
Sparkling wine	\$5pp



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Hiring terms and conditions

1. Confirmed details

Confirmation of functions must be made in writing (please sign and return the confirmation form with a signed copy of the terms and conditions) via email, fax or mail. A non-refundable deposit is required to confirm all functions. Management reserves the right to cancel any unconfirmed bookings and allocate the space to another client. Guaranteed numbers are required 3 business days prior to the event.

2. Surcharge

A 33% surcharge of function costs is applicable on Public Holidays.

3. Guaranteed numbers

An estimate of your guests will be required 7 days prior to your function for staffing purposes. Guaranteed minimum number of guests attending the event is required 3 working days prior to the event and cannot be reduced after that time. Charges are based on the confirmed numbers. Numbers may be increased after the 3 day deadline at the discretion of the Society.

4. Cancellation

To qualify for any special consideration for refund of deposit, all cancellations are to be made in writing, and must be made 30 days prior to the booked date of the function.

5. Function times

Your function is booked for the times agreed to by the Society upon booking and signed for below, please note that access to the venue required prior to or after a function may be charged at the rate of \$100 per hour or part thereof.

Management reserves the right to book other functions in the same function room up to 1 hour before the scheduled commencement time and 1 hour after the scheduled finishing time.

6. Function requirements

All function requirements and final details including catering (specifically, the contact details for the caterer), beverages, entertainment, audio-visual and room set ups must be confirmed 7 days prior to the function. **Please note that the room hire fees do not include room set up. This service is available at an additional cost.**

7. Cancellation by the Society.

If the Society has reason to believe that a function will affect the smooth running of the Society, its security or reputation, it reserves the right to cancel the function. If the Society cancels a function, all deposits will be fully refunded.

8. Payments

Payment in full for all functions is due one day prior to the day of the function unless otherwise organised. Charges are based on the minimum numbers provided 3 business days prior to the



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event. Deposits may be paid by credit card, cash, cheque, bank cheque or direct debit. Payments paid my AMEX or Diners Club will attract a 3% surcharge.

9. Decorations

Candles cannot be used. Decorations may only be fixed to the walls or ceiling with blue tack. Staples, tacks and sticking plasters are prohibited. No sparklers or confetti (An additional cleaning charge of \$250 cleaning fee will be applied if confetti is used). Any decorative requirements outside these guidelines must be discussed and arranged at least 14 days prior to function and may attract a bond or additional cleaning charge.

10. Bond/damage

The client is responsible for any and all damages caused during the function, by any of their guests, contractors, employees or any other persons attending the function, in any part of the function room and Society. All deposits paid are held by the Society as a bond until the completion of the function and maybe withheld by the Society if there is any damage to Society property or additional cleaning is required.

11. Insurance

The Society will not accept responsibility for the loss or damage to any equipment or merchandise left on the Society premises prior to, during, or after the function.

12. Equipment, furniture and contractors

All electrical or mechanical equipment brought onto the premises must be safety tagged.

Any and all third party operatives (DJs, entertainers, caterers etc) must provide a certificate of currency of Public Liability insurance 14 days prior to the date of the function. It is the host's responsibility to ensure this happens. If these requirements have not been met then we have the right to refuse entry of equipment and/or the entertainer.

The host is responsible to ensure that any caterers used clean the kitchen and remove all rubbish according to the Society requirements – any deposit paid for room hire (including the kitchen) will be held as a bond and may be withheld by the Society if this is not done to the required standard.

Please note that only bookings for the Officers' Mess include the use of kitchen facilities. Bookings for the Gallery or Library do not and, as such, the Society cannot guarantee that refrigerator space is available for perishable foods etc.

Any equipment/furniture remains the responsibility of the host up until the time it is removed from the premises. This will be done at the end of the function. Any equipment or property left after the event may incur an additional charge for removal the next day or later. No personal goods are to be left on the premises after functions.

13. Drugs

The Society does not condone use of drugs and conducts a "NO TOLERANCE" policy. People caught in the possession of drugs will be removed from the Society premises immediate and



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referred to the appropriate authorities. The Society reserves the right to cancel the function on the spot upon usage of prohibited or controlled substances.

14. **Responsible service of alcohol**

The Royal Historical Society of Victoria is committed to the responsible service of alcohol. Therefore we strictly adhere to the following laws:

- Intoxicated guests will not be served
- No Liquor will be served to minors (under 18 years of age).

15. **Minors**

Minors are allowed to attend functions at the Society. However, all minors must be under the supervision of parents and / or guardian for the full duration of their attendance at the Society. Parents and / or guardians accept full responsibility for minors and indemnify the Society.

16. **Security**

At its discretion the Society may require any function to have security, at the cost of the client.

17. **Fire safety**

All functions must operate within recognised Fire Safety regulations. Flammable materials and or pyrotechnic displays are STRICTLY PROHIBITED.

18. **Trading hours**

Our trading hours are Monday to Friday 9:00am – 5:00pm. Later or earlier trading may be considered on a case by case basis.

Accessibility

The Drill Hall has a mobility ramp allowing access into the ground floor however there is no lift or ramp access to the first floor (Officers' Mess). The kitchen on the ground floor also has 3 steps to access it. There is fully-accessible toilet on the ground floor.