

Function Booking Form

Please complete and return to functions@windsorhotel.com.au

YOUR CONTACT INFORMATION

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
Company	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

EVENT DETAILS

Event Date	<input type="text"/>	Guest No.	<input type="text"/>
Event Name	<input type="text"/>	Start Time	<input type="text"/>
Week Day	<input type="text"/>	Finish Time	<input type="text"/>

EVENT SPACE

<input type="checkbox"/> Garden Bar	<input type="checkbox"/> GB Table	<input type="checkbox"/> La Terrazza	<input type="checkbox"/> Verandah Bar
<input type="checkbox"/> Yacht Club Bar	<input type="checkbox"/> Starboard Deck	<input type="checkbox"/> Zephyr Room	<input type="checkbox"/> Mends St Table

BY REQUEST ONLY, EXC. PERIODS APPLY

FOOD PACKAGES

Set Menus	<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	<input type="checkbox"/> Bronze	
Canapé Packages	<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Four

DRINK PACKAGES

Package Type	<input type="checkbox"/> King	<input type="checkbox"/> Queen	<input type="checkbox"/> Prince
Hours	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Four
Bar Tab Options	<input type="checkbox"/> Full Tab	<input type="checkbox"/> Restricted Tab	<input type="checkbox"/> Cash Bar

SOMETHING SPECIAL

Extras	<input type="checkbox"/> Photography	<input type="checkbox"/> Grazing Board	<input type="checkbox"/> Balloon Garland
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PAYMENT

CARD NAME	<input type="text"/>		
CARD NUMBER	<input type="text"/>		
EXPIRY CCV	<input type="text"/>	<input type="text"/>	
DATE	<input type="text"/>		
SIGNATURE	<input type="text"/>		

Signing this form acknowledges you have understood and agreed to
The Windsor Hotel Function Booking Terms & Conditions, below.

TERMS & CONDITIONS

Deposit

A refundable deposit of \$300 is required for all functions. The booking is confirmed when organizers have submitted their functions booking form and receive a payment receipt of the deposit. Payment of the deposit is your acceptance of these terms and conditions. Deposits will be refunded the week following your function. The deposit is forfeit in the event of cancellation.

Confirmation

The Windsor Hotel does not accept tentative bookings due to the high demand on our function spaces. Once the Booking Form has been received, our Functions Co-ordinator will check the details, process the deposit and confirm your booking by email. No function will be considered as booked until this process has been completed.

Final Numbers

All of our spaces have minimum number of people required to hire a space exclusively. Should your final guest count be considerably less than this you will be required to pay the minimum or have your event moved to a more appropriate space. Whilst we will do our best to facilitate any increases in numbers at short notice, this will be dependent on other existing bookings and the capacity of the venue on the day.

Final Payment

Final payment of food and beverage packages is due by credit card 2 weeks prior to the function. Bar tabs are payable on conclusion of your event. If numbers increase past this date please inform us and we will make additional payment. If your numbers drop following the full payment of your function total, the full pre ordered/prepaid package will be served on the night and no refunds given. Credit card surcharges apply.

Weather

Please note that many of our function venues are outside, and some uncovered. Please enquire if you are concerned about the weather interfering with your event. In the case of rain, functions on the Starboard Deck are relocated to the Zephyr room (where permitted) and those on the Veranda will be relocated to a section of the Mends Street bar. We may be able to provide fans or heaters on request

Dress Codes

Function guests are to abide by dress codes pertaining to the function venue. Please familiarise yourself with these standards and advise guests accordingly

Menus

Please note that the menus detailed in this document are subject to availability and change. Canape and set menu choices require confirmation & final numbers 2 weeks prior to the function date. No outside food or beverage is to be brought into the Windsor Hotel.

Canapes

Canapes are portioned per head and must reflect the actual amount of people attending your event. If large numbers of additional guests arrive at an event without being catered for, you may be charged following your event. We are unable to allow the split ordering of canapes and all canapes will be served the same. Many of our canapes can be made vegan, gf, etc so please enquire with the Functions Coordinator you have any dietary requirements. Please reflect all dietary requirements in your canape choices. Unless previously arranged with your functions Co-Ordinator canapes will be served in 15 minute intervals until all pre-ordered food has been sent out.

Cakeage

We are more than happy for you to bring a cake to your event free of any cakeage. Please arrange this with our functions manager and hand the cake to staff on your arrival for safe keeping. Alternatively have it delivered prior to the event as well

Beverages

There are several drinks options for your function at the Windsor Hotel including on consumption restricted or full bar tabs and cash bar for guests to purchase their own drinks. Alternatively you may choose to order one of our drinks packages outlined earlier in this booklet. All beverages are subject to availability and wine vintages may change without notice. If you foresee the need for a large amount of a specific product for your event please allow at least 7 working days notice. Drinks packages are the only way to pre-pay beverages. All 18+ guests must be catered to on purchasing a drinks package and only the prepaid number of wristbands will be provided for accessing package drinks at the commencement of your event. If there are additional attendees requiring access to the drink package extra wristbands can be provided and these will be charge on the day. Only one drink at a time will be served per person. No shots allowed. Unused wristbands will not be refunded in the event of no shows.

Photography

Engaging external photographers is not permitted. We have a roving photographer during peak periods and many photos can be found on our social media. Alternatively speak to your function co-ordinator about a photography package.

Children

To comply with WA law, all guests under 18 years of age must be accompanied by their own parents or a legal guardian, who must stay with them for the duration of their time within the Windsor. These guidelines reflect both the legal requirements and the desire of the Windsor to be a caring and ethical leader in leisure and hospitality industry. Minors are welcome to all private functions (Starboard deck, Zephyr room or Veranda bar) but can remain in that space **until 9pm** and must be supervised by a guardian. Bookings within the public bars (Yacht Club Bar, Garden Bar) are not permitted to have minors.

Music

The Windsor Hotel has an in house music system which includes an extensive collection of regularly updated music; this plays throughout the venue. The volume of the music may be adjusted during your function to suit your specific needs - please be aware that on busy nights some residual noise is unavoidable . Due to the open plan nature of the Windsor, functions are unable to have different music throughout the venue. Frequent live bands and DJ's play at the Windsor Hotel and may accompany your function. Please enquire to see who may be playing the night of your event.

Parking

Our rear car park offers paid Wilson parking 7 days per week. We are able to offer function organisers 1 parking pass, available for collection at the start of your function, enabling free parking to you. Parking passes do not guarantee a space in the car park.

Decorations

We understand this may be a special occasion but we encourage you to enjoy our venues as they have been designed. Furniture can not be moved around the venue. Customised styling and decorations can be brought into the venue but must be removed from the premises at the end of the function. Balloons must be weighted or tied down at all times. Confetti or other scatter material is not permitted in or around the venue.

Set menu areas (Zephyr Room & Starboard Deck) are able to be dressed in full linen for your event at a \$20 flat rate.

Behaviour

Management and staff may refuse service either temporarily or for the duration of the function, of anyone deemed to be intoxicated.

Management reserve the right to end any function or eject any/all guests who, in their opinion, are not behaving in a manner acceptable to the Windsor Hotel. You will lose all function payments if appropriate behaviour is not observed by all guests and may be charge for any damages.

**THANK YOU FOR
CHOOSING TO HOST
YOUR EVENT AT THE
WINDSOR HOTEL!**

I acknowledge I have understood & agree to The Windsor Hotel Function Booking Terms & Conditions ☐

112 Mill Point Rd, South Perth

08 9474 2229

functions@windsorhotel.com.au