



Date of Function: \_\_\_\_\_ Time: \_\_\_\_\_  
 Client Names: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Number of Guests: \_\_\_\_\_ Occasion: \_\_\_\_\_

<p><b>GENERAL CONDITIONS</b>          The Client agrees to all terms and conditions specified below. While we try to accommodate your every request, all requests and preferred booking areas are subject to availability. We are not responsible for weather conditions or factors out of our control. We hold discretion to cancel without notice any event we feel will not comply with our T &amp; C's.</p>	<p><b>BOOKINGS</b>          Many areas of the venue are available for events. If a tentative booking has been made and another interested party wishes to book the area, we will endeavour to contact you to clarify your requirement for the room. Bookings are finalised once a deposit is paid and the confirmation form is signed and returned. Please note we do not host 18<sup>th</sup> birthdays, bucks parties, hen's parties, party buses or political parties.</p>
<p><b>DEPOSITS AND PAYMENT</b>          A deposit of \$250 is required in advance of your event. This will be credited against your account on the day/night of your event. Payments are to be made in full on the day of your booking via cash, EFTPOS or credit card. EFT payments must be made within 7 days of your reservation date only by prior arrangement with your Events Coordinator. Full payment of all cost associated with 21<sup>st</sup> Birthdays (food, beverages, security and bond) must be made 5 days prior to the event.</p>	<p><b>MINIMUM SPEND REQUIREMENTS</b>          The Wembley has minimum spend requirements for some areas so please speak with your Events Coordinator as they are subject to change due to seasonality and other requirements – minimum spend is based on FOOD AND BEVERAGES ONLY. You will be charged the difference if your minimum spend has not been met.</p>
<p><b>MENUS AND DIETARY REQUIRMENTS</b>          Our menus are subject to change due to the availability of seasonal and fresh produce. Notification of any pricing changes due to seasonal change or otherwise will be in writing to you at the earliest date. Please advise if guests have special dietary requirements at least 7 days prior to your event date so the kitchen can accommodate such requirements. Please be aware that all care is taken when catering for special requirements. It must be noted that within the premises we handle nuts, seafood, shellfish, sesame seeds, wheat flour, eggs, fungi and dairy products. Customer requests will be catered for to the best of our ability, but the decision to consume a meal is the responsibility of the diner. It is essential final numbers are confirmed 72 hours prior to your event. The confirmed number of guests will be the number that is catered for and is the minimum number of guests you will be charged for.</p>	<p><b>CONSUMPTION</b>          Event organisers are not permitted to supply their own food or beverages under any circumstances (birthday and wedding cakes being the exception). Cakes will incur a cakage fee of \$25 for the cakes to be individually sliced and served on platters to guests. Please let your Event Coordinator know if you are bringing a cake. Should you wish to organise something special for your event, please speak to your Events Coordinator.</p>
<p><b>CANCELLATION OF A BOOKING</b>          Please notify us in writing via email and/or post of your cancellation. Cancellations can be made up to 10 days prior to your booking date. Any cancellations later that this will result in forfeiture of the deposit.</p>	<p><b>MUSIC</b>          We provide all in house music. The music is piped through to all areas of the venue; we cannot accommodate any outside entertainment such as DJ, Jukebox or IPod on the ground floor of the venue. Please confirm with your Event Coordinator what music options are available for events in the White Room.</p>
<p><b>AV</b>          If you are utilising our projector, it is your responsibility to ensure your media is formatted correctly. We do not supply additional cabling or connectors. We recommend your equipment and/or media is tested on our system prior to your event.</p>	<p><b>SIGNAGE</b>          Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or part of the building. All signage in public areas must be approved by Management.</p>

<p><b>LICENSING</b> All persons attending the venue must be able to provide adequate identification or proof of age on request at any time. Acceptable identification in Western Australia is a current passport, proof of age card or drivers licence. The Wembley reserves the right to refuse entry or service to any persons considered by Management or staff to be intoxicated, underage or have created a disturbance. Any guest deemed to be intoxicated or creating a disturbance will be asked to leave the premises. These guidelines reflect both legal requirements and the desire of The Wembley to provide an enjoyable and safe venue for all patrons.</p>	<p><b>DUTY OF CARE</b> Under the liquor licensing laws of Western Australia we have a duty of care to all our clients and reserve the right of our Duty Manager to refuse service of alcohol to persons he/she deems are intoxicated and may do harm to themselves, other patrons or property. We will not tolerate unsocial or reckless behaviour. Guests will be asked to leave if their behaviour is deemed inappropriate. Parties can be shutdown at our discretion if behaviour or our house rules are broken.</p>
<p><b>RESPONSIBILITY, CONDUCT AND SECURITY</b> You assume full responsibility of the conduct of your guests and invitees. You must ensure The Wembley's other guests and visitors are not disturbed by your function, guests or invitees. The client is financially responsible for any damage to the venue including fixtures, fittings, furniture and glassware. General cleaning is included in the cost of the event, however specialist cleaning fees resulting from actions at your event will be charged accordingly. The Wembley does not accept responsibility for damage or loss of goods left on the premises prior to, during or after your function. For all guests booking a function for 21st celebration, a security guard is required to be present for the duration of the function. Guards will be booked by The Wembley. All 21st Celebrations must be brought to the attention of The Wembley. If The Wembley is not informed, The Wembley holds the right to cancel the function immediately. You will also be required to pay a bond, which will be refunded no later than 7 days after your function providing no damage has been incurred by yourself, your guests, invitees or other persons attending the function, whether in the function room or any part of The Wembley. This includes, but is not limited to any breach of The Wembley's policies or procedures, underage drinking, violence or other anti-social behaviour. We reserve the right to take payment from your credit card for any damage occurred at The Wembley from you or your guests.</p>	<p><b>DRESS CODE</b> While themed parties that encourage guests to dress up are acceptable, all attire must be appropriate, clean and non-offensive. Themed functions are only permitted in the White Room. Functions booked in the general areas of the venue such as the Courtyards and Lane Way are not suitable for dress up parties; these functions are also subject to the dress standard stated at the entrance of the venue. For further clarification please consult your Events Coordinator.</p>

**The Client agrees to the terms and conditions outlined above and agree to be bound by them. The Wembley reserve the right to charge your credit card for any damages incurred at The Wembley.**

**Please Sign:** \_\_\_\_\_



Visa



MasterCard

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

Expiry \_\_\_\_\_ CCV# \_\_\_\_\_

Cardholders Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



I authorise The Wembley to deduct money from this credit card for any charges incurred for this function on the reservation day.

Method of Payment – If differing from the use of card above:



**DIFFERENT CREDIT CARD PROVIDED AT THE CONCLUSION OF THE EVENT**



**BANK TRANSFER** – this method is only available if arranged with the Event Coordinator prior to your event date. Please send remittance directly to [functions@thewembleyhotel.com.au](mailto:functions@thewembleyhotel.com.au)  
(THE WEMBLEY / BSB 306 050 / ACCOUNT 066 8794 / DESCRIPTION “RESERVATION DATE AND NAME”)