

ROYAL MELBOURNE HOSPITAL
Function and Convention Centre

Venue Enquiry Form and
Terms and Conditions

RMH Function Centre Venue Enquiry Form

(with physical distancing) updated 15.12.20

Booking Details

Contact Name (main contact for event)	
Department Name	
Phone number	
Email	

Event Name	
Number of attendees: minimum and maximum (VERY IMPORTANT)	
Date: pls specify	
Time (Start / Finish)	
Set up Time	
Pack down Time	

Room Requirement (please tick)

FUNCTION CENTRE		
	Room Name	Room Capacity
<input type="checkbox"/>	Charles Latrobe Theatre	36
<input type="checkbox"/>	Meeting Room 2	5
<input type="checkbox"/>	Meeting Room 4	4
<input type="checkbox"/>	Seminar Room 1	20
<input type="checkbox"/>	Seminar Room 2	10
<input type="checkbox"/>	Historical Room (no AV)	6

Catering required (please tick)

<input type="checkbox"/>	Yes	(use separate catering form to order)
<input type="checkbox"/>	No	

Event Audience (please tick)

<input type="checkbox"/>	MH Staff Only **
<input type="checkbox"/>	MH Staff/ non MH Staff Only **
<input type="checkbox"/>	External

**** Please ensure you keep a list of attendees for contact tracing & email to rmhfunctioncentre@mh.org.au**

Billing Information

Cost Centre (internal only) Must provide to confirm booking	
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Additional Comments:

Please email completed form to: rmhfunctioncentre@mh.org.au

For Your Information: There will be a \$50 cleaning charge per booking. All non-MH Bookings attract room hire fees (contact for quote).

TERMS + CONDITIONS

Cancellation – Room Hire

In the event of the function being cancelled, notification must be given one month prior or 50% of the room hire rate will be incurred. Less than two weeks notice then 100% of the room hire charge will be incurred. The RMH Function Centre may cancel bookings at any time due to Hospital Business needs.

Catering Orders

Catering orders are required seven days in advance. Final numbers and amendments (including cancellation) are accepted three business days prior or full costs will be incurred.

Commencement and vacation

The organiser agrees to begin the function and vacate the room at the scheduled times. In the event that the function should continue beyond the agreed finishing time, the facility reserves the right to on-charge any costs incurred.

Compliance

It is expected that the organiser will conduct their function in an orderly manner and comply fully with our terms and conditions.

Damages

The organiser will be held financially responsible for any damage sustained to the facility by the organiser, organiser's guests, invitees or other persons attending the function.

Display and Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, window, door or other surface of the building.

External Catering

No external food or beverage of any kind is to be brought into The RMH Function Centre. Clean up charges will apply.

Final Numbers

The approximate number of guests attending the function is required when first making your booking. These numbers can be adjusted up to three business days prior to the function. Charges will be based on these numbers or the actual attendance whichever is greater.

Function Schedule

To ensure all your requirements are met, it is necessary for us to have one week notice of your function schedule and menu selection.

Liability

If the facility has reason to believe that a function will effect the smooth operation of the hospital business, its security or reputation, it reserves the right to cancel the function without liability. The RMH Function Centre reserves the right to exclude or eject any or all objectionable persons from the function or facility premises without liability.

Force Majeure

In the case of a Force Majeure event the RMH Function Centre is not liable for any loss, damage, death, or injury suffered.

TERMS + CONDITIONS

Payment

Our payment terms are 14 days from date of invoice.
Prices listed are exclusive of GST. 10% GST will be added to your final tax invoice.
You will be emailed an external invoice from our Accounts Payable department following your function which you can pay over the phone to our cashiers or in person at the cashiers desk. We cannot take payment or store payment details in the RMH Function Centre. Customers paying by AMEX will incur an additional 2% surcharge.
RMH staff will need to provide a cost centre on booking and will be charged directly post their function.

Price

Prices are subject to change without notice (however all efforts will be made to notify you in advance of any price rises).

Responsibility

The RMH Function Centre will not accept any liability for any damages or injuries sustained. This includes the organiser, organiser’s guests, invitees or other persons attending the function and their belongings.

Room Capacity

Please adhere to the room capacity as outlined in our meeting room document.

Staff Charge

After 5pm and on weekends a \$60.00 per hour staff charge will apply. Weekend charges are a minimum of three hours.

Cleaning Charge

A \$50.00 cleaning fee will apply per booking.

I have read and agree to the Terms

Date & Sign