



THE REX HOTEL - PORT MELBOURNE

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WELCOME TO THE REX HOTEL

If you're looking for a relaxed and friendly environment then the Rex Hotel is the place to be. Conveniently located on Bay Street and just a stones throw away from Port Melbourne's sandy beaches, The Rex Hotel function rooms cater for everything from corporate meetings to engagements, birthday parties, Christmas break-ups and more!

We pride ourselves on our great customer service and affordable food & beverage offerings. Contact our team today for bookings and to discuss your upcoming event.



FUNCTION FACILITIES

LEGENDS BAR

With your own private bar and views of the bustling Bay Street below, The Legends Bar is great for small, intimate gatherings of up to 60 guests cocktail style.

Room facilities include iPod connectivity, blackboard for photo display, comfortable bench seating, fully stocked bar and free room hire.

Hosting a larger cocktail event? Chat to the team today about booking the interconnected Legends Bar and Norm Goss Snr Room.



THE NORM GOSS SNR ROOM

Perfect for networking events, presentation evenings, product launches, parties and more, The Norm Goss Snr Room can cater for 80 guests standing or 40 guests for theatre style seating.

With plenty of natural light and a beautiful marble fireplace the Norm Goss Snr room is perfect for your next occasion.

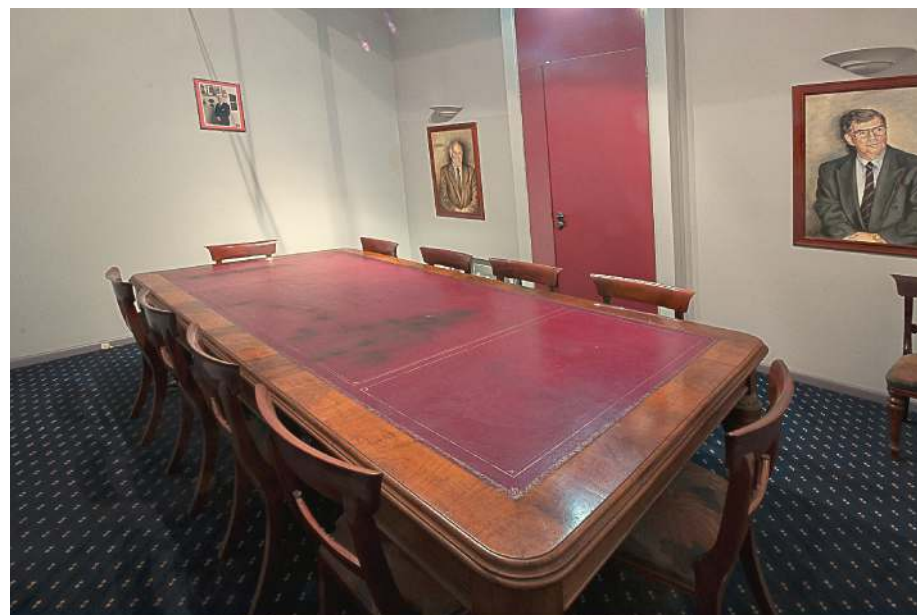
The space can also be booked in conjunction with the Legends Bar. Chat to the team today about your options.

THE BOARDROOM

The Boardroom is the ideal location for your next meeting.

With capacity to seat up to 10 guests, we offer the use of our projection screen (BYO data projector) and whiteboard.

We also have a range of catering options for you.



TERMS & CONDITIONS

CONFIRMATION OF BOOKINGS -

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and a full deposit payment of \$500. We accept EFTPOS, cash and all major credit cards. In some instances an additional \$500 will be required as a bond, and this will be returned post event provided that no damage has occurred to the function room or any other part of the venue.

FINAL DETAILS & PAYMENT

The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with confirmed guest numbers, food payment, food service times and other specifics relating to your event. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. Clients and guests are not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by the person who paid the initial deposit. Any cancellation made within a period of four (4) weeks of the date of the function will forfeit the deposit. Any cancellations made within seven (7) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). If the venue feels that any function / event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

SIGNAGE, DECORATIONS & EXTERNAL SUPPLIERS

Any additional equipment / entertainment / decorations or props required, other than those supplied / recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

MINORS, ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or guardian. Minors are to remain in the room reserved and are to be supervised all all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. Particular functions eg 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding.

DAMAGE

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

FUNCTION CONDUCT & CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

I can confirm that I _____

Have read and understood the above terms and conditions and agree to comply.

SIGNED _____

DATE _____

BOOKING CONFIRMATION FORM

CONTACT NAME / COMPANY:

CONTACT MOBILE NUMBER & EMAIL:

ADDRESS:

DAY / DATE OF FUNCTION:

START / FINISH TIME:

GUEST NUMBERS:

OCCASION :

AGREED FUNCTION SPACE:

CATERING REQUIREMENTS:

BEVERAGE REQUIREMENTS:

A \$500 deposit is required to secure your function booking, to accompany this booking form and a signed copy of the terms & conditions. We accept payment via cash, EFTPOS and all major credit cards, and payments can be made in person or via phone.

OFFICE USE ONLY -

SIPOS NUMBER: _____ DATE OF PAYMENT: _____

MANAGER APPROVING BOOKING: _____