



THE OLD FIRE STATION CAFÉ GALLERY

ACN 108 366 230 ABN 55 108 366 230

378 High St Preston 3072 Melbourne Victoria

PH 94712100

FAX 94702819

Email oldfire@bigpond.net.au

Web Site www.tofscg.com.au

Something a bit different –

functions at The Old Fire Station Café Gallery

The Old Fire Station Café Gallery is a true Melbourne icon. Located at the meeting point of Preston, The Old Fire Station Café Gallery offers ambience and character typically found in Brunswick Street Fitzroy. Friendly service and an award-winning kitchen offer professionalism and satisfaction in a venue renowned for individualism and creativity. As winner of the 2006 Leader Business Innovator Award, it is easy to see why The Old Fire Station Café Gallery is worthy of such an award.

The Old Fire Station Café Gallery can accommodate all of your function needs. The cafe offers a variety of menus, giving you the choice to dine, feast or graze. This combined with our numerous beverage options allow you to tailor a function to suit your needs.

Professional and friendly function staff. The Cafe can cater for both corporate events and social celebrations.

We are ideally suited for:

*Cocktail parties Christenings Engagement parties Weddings
Anniversaries Reunions Birthday celebrations Christmas celebrations Product
launches Seminars Private lunches and dinners Bring your next function to the
Old Fire Station Café Gallery and experience the relaxed professionalism that is
already famous across Melbourne.*

Whatever the occasion, Let The Old Fire Station Café Gallery tailor a function package to suit you. We thank you for your enquiry and look forward to discussing your function options with you.



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Terms and Conditions

To ensure that our functions are co-ordinated in a successful and professional manner the following terms and conditions have been put in place. Please read carefully and if you have any questions do not hesitate to speak to the functions co-ordinator.

Tentative

We hold tentative bookings for 7 days. If there is no confirmation within this time frame the booking will not be held.

Minimum Spend

A minimum spend of \$1500 is in place for all Friday and Saturday night functions. All other days are on application. Please be aware these minimum spends will change during the month of November and December.

Deposits

A minimum of \$200 is required to confirm your function with in 7 days from booking. This \$200 will be accounted for in your final function payment.

Cancellations

Cancellations can only be made through the function manager. Please be aware that any cancellation with 2 months or less notice will result in a \$200 fee.



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Confirming Function Details

Entertainment, equipment or additional requirements

Any entertainment, equipment or additional requirements you may need, must be confirmed 3 weeks prior to your function.

Food and Beverage selection

Menu selection and beverage options must be confirmed at least 2 weeks prior to your event. Any special dietary requests should be confirmed 7 days in advance.

Guest attendee numbers:

Final numbers are to be provided 4 days prior to your function. This will be the minimum number you will be charged for at the function.

Methods of Payment Cash, credit card, company cheques or EFTPOS payments are all accepted. All payments must be made on the day of the function.

Legalities

The Old Fire Station Café Gallery policies and legal responsibilities will apply to all functions

Responsible service of alcohol

All our staff is trained in the Liquor Licensing Accredited 'Responsible service of alcohol' and by law may refuse to serve alcohol to any person who is believed to be intoxicated. Any patron who is believed to be under the age of eighteen and cannot provide legal accepted proof of age will not be served alcohol

Damage

Please be aware that clients are financially responsible for any loss sustained to the venue including any damage to the premise, its fittings, equipment and grounds.

The function organisers are also responsible for any damage caused by their guests, outside contractors or agents prior to, during or after the event. This also includes any extra cleaning that may be required. Loss of Property While taking care, takes no responsibility for any damage, loss or theft of property on the premise prior, during or after the function. This responsibility is that of the client. It is the client's responsibility to inform all relevant persons involved in the organising of the function these terms and conditions.



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In signing this contract, I have read, understand and agree with all of the above conditions of the function pack from The Old Fire station Café gallery.

**Menu chosen*

Date of Function

Type of Function

Contact Details

Name

Address

Post Code

Phone _____

Mobile

Signature.....

..... Print



**THE OLD FIRE STATION
CAFE GALLERY**

Print Name.....

Date.....

Please return a signed copy at time of deposit payment.