



Important Information

TERMS & CONDITIONS

1. Bookings are considered tentative until receipt of the required deposit and Function Booking Form. Tentative bookings may be re-allocated without notice or liability and shall lapse after 7 days of original verbal reservation.
2. A minimum deposit of \$500 is required at the time of the booking. A letter of confirmation will be forwarded by the Yarra Valley Racing Event Centre upon receipt of the deposit and completed Function Booking Form.
3. All catering at the Yarra Valley Racing Event Centre is under the exclusive rights of Yarra Valley Racing Inc.
4. Final numbers are required ten clear working days prior to your event. This number represents the minimum number of guests for which you will be charged for beverages.
5. Full payment is required 10 Days prior to the Function with any additional charges in respect of the function paid within 7 Days after the Function. A deposit of \$100 is to be paid upon collection of the key to the function room. This deposit will be refunded upon the return of the key.
6. Vegetarian, allergy free and children's meal must be arranged in advance if required. Some meals may contain traces of nuts and should specialty meals be required you must advise the Functions manager at the time of menu confirmation.
7. In line with Responsible Service of Alcohol best practice, Yarra Valley Racing reserves the right to refuse service to any person who is considered intoxicated. Clients are instructed that alcoholic beverages are not to be served to guests under the age of 18 years, or to guests in a state of intoxication. If a person is in breach of the liquor licensing laws they may be removed from the Racecourse.
8. The Management of the Yarra Valley Racing reserves the right to exclude or eject any and all objectionable persons from the Function Centre's premises without liability.

9. Organisers are financially responsible for any damage sustained to the Yarra Valley Racing Event Centre or its premises by the organiser, organisers guests, invitees or other persons attending the function whether in the room reserved or any part of the Yarra Valley Racing Event Centre.
10. The Management of the Yarra Valley Racing Event Centre does not accept any responsibility for damage or loss of merchandise left at the Function Centre prior to or after the function. Organisers should arrange their own insurance and/or security.
11. With the exception of wedding/celebration cakes NO Food or Beverages of any kind will be permitted to be brought in for consumption at the function by the organiser or the organiser's guests.
12. The Yarra Valley Racing Event Centre will arrange all hiring if required from any said hiring company free of any handling charges.
13. The Yarra Valley Racing Event Centre will arrange flowers, photographers, music etc should they be required at the cost of the function organiser.
14. All functions, with the exception of Cocktail parties, are for a maximum 5 hour duration. Any additional time will incur extra charges.
15. The Musicians Award stipulates that Band Members must receive a full meal. These will be charged at 50% of the quoted price for the function.
16. In case of cancellation, the Yarra Valley Racing Event Centre will refund the deposit less the Administration Fee of \$250, up to 90 days prior to the function. Past 90 days and up to 45 days prior to the Function the Yarra Valley Racing Event Centre will retain the full deposit received as compensation for lost business. Past 45 days prior to the Function, the Organiser shall upon demand of the Yarra Valley Function Centre, pay a fee to cover any incurred cost of the said Function
17. All prices are subject to change without notice.
18. All prices quoted include GST.

