

Melbourne High School Old Boys' Association Inc.

MHSOBA Complex
Scoreboard Pavilion
Melbourne High School
Forrest Hill
South Yarra Vic 3141
T 03 9824 0480 F 03 9827 0257
E administrator@mhsoba.asn.au



Thank you for enquiring about the use of **The Unicorn Club** for your function.

We are pleased to make our special MHSOBA social club available for your function on the proposed date of _____.

For your information I have enclosed below pertinent details that will assist you in planning your function at The Unicorn Club.

After reading this information it would be appreciated if you could forward the **BOOKING FORM** and return, with the nominated deposit, as soon as possible. **The tentative booking will only become a firm booking upon receipt of your deposit (cheque or credit card).**

GST

Please note that all prices quoted (rental, labour and other costs) are **exclusive** of 10% GST.

Situation and Entry

The Unicorn Club is located atop the south pavilion complex adjacent to the Woodfull-Miller Oval at Melbourne High School. After 4.00pm vehicle entry is best off Claremont Street, a one-way street from Toorak Road. During the school day the Claremont Street gate is generally closed to traffic so entry to the school grounds is through the main gates on Alexandra Avenue or via Forrest Hill from Chapel Street. The Melways map reference is **2L J3**. There is only a short walk from the trams in Toorak Road and the South Yarra station at the end of Yarra Street.

Parking

Limited parking is available in the school grounds adjacent to The Unicorn Club at the southern end of the oval. This may be even more restricted during the school day. There are commercial car parks in Claremont Street (entrance 50 metres from Toorak Road) and at the Como Centre, in Chapel Street near the corner of Toorak Road.

Club Seating and General Function Accommodation

The club can formally seat 80+ adults in a number of table configurations. However, when the club is set up for a formal dinner the inside area available for pre-dinner drinks is slightly restricted. The under cover balcony is used frequently in this situation.

The club can handle up to 150+ people in a non-formal setting.

Table Quality

We can guarantee a quality table layout and table finish. Tablecloths enhance the formality as do table decorations, flowers and candles. All of these items can be provided at minimal charge.

Guests are also able to arrange their own decorations of balloons, streamers, etc providing access to the club is available when this is to be arranged. A ladder is available for use in this regard. There will be a small charge if staff are required to come in to open the facility well before the function booking time.

Liquor Licence

The Unicorn Club is licensed, commencing at 5.00 pm on weekdays and earlier on weekends. The hours of the license are generally through until midnight. License extensions can be arranged if requested and with sufficient notice (at least three weeks). The cost of this extended license is currently **\$40.00** and will be charged to the hirer. An extension is needed for a weekday luncheon.

Liquor **must** be purchased and consumed within The Unicorn Club. It is **not permissible** to bring alcohol in to the club, its vicinity or elsewhere in the school grounds. Specific alcohol can be acquired if known prior to the function.

Bar and Bar Staff

The club operates a full bar with modern automatic facilities. Keg beer is available if numbers justify.

A detailed listing of the usual drinks available, and their prices, is included with this information. A specific bottled wine list is available as well, although we are able to provide whatever might be your requirements. If you wish to specify particular wines or other drinks then we will quote their service price for you.

Staff members are generally experienced former students of Melbourne High School and will cater to your precise needs. Female staff can also be provided for mixed group functions. They all have RSA qualifications. Bar staff are charged to the user at **\$25** per person per hour but provide you with peace of mind, knowing that you can walk away at the conclusion of the function without the need to clean up. You will generally need 2 bar staff for up to about 50 people, and 3 for 50+, except where a full meal is provided when at least 3 staff will be required irrespective of the number of patrons.

Catering

We can provide you with a range of low cost quality catering services for your consideration. We will do all the arranging for you if you just tell us your basic requirements. We can also provide you with a detailed written quote for the function catering.

Alternatively, you are able to deal directly with the caterer we recommend or, if you prefer, you are able to arrange your own catering with a caterer of your choice. In this case the caterer must provide his/her own utensils, platters and the like or there will be a charge of **\$50** if you use ours.

Barbecue

We have a large modern mains gas barbecue on the undercover balcony if you would prefer barbecue catering. There is a fee of **\$30** for the use of the barbecue for any form of catering.

Smoking Policy

In keeping with current policies and practice the internal areas of The Unicorn Club are **NO SMOKING** areas. If guests must smoke then it would be appreciated if they did so outside.

Club Rental Charges

These are fixed at the following hourly rates, with an additional set up time if special requirements are needed. The charge appropriate to your function is indicated.

- Full day hiring rate (Monday to Friday 8.00am - 5.00pm)\$400.00
- Half day hiring rate (Monday to Friday 8.00am - 12.00pm or 1.00pm - 5.00pm) \$210.00
- Hourly day hiring rate (Monday to Friday 8.00am - 5.00pm)..... \$60.00
- Hourly evening hiring rate (Monday to Friday 6.00pm - 11.00pm)..... \$75.00
- Full day hiring rate (Sunday 8.00am - 5.00pm).....\$500.00
- Half day hiring rate (Sunday 8.00am - 12.00pm or 1.00pm - 5.00pm)\$300.00
- Hourly evening hiring rate (Saturday to Sunday 7.00pm - 11.00pm..... \$90.00

Note: There is a 20% discount on these rates for affiliate clubs of MHSOBA; a 15% discount for financial members of MHSOBA; and a 10% discount for past MHS students who are not members of MHSOBA.

There will be no additional rental charge during set-up time or during clean-up time following the conclusion of the function.

Quotes

You will be surprised by the quality of the facility and the cheapness of your function. Further to completing the response booking form we will provide a detailed quote for your consideration if requested.

Deposits

There will be a charge equivalent to the total hiring rate for the duration of the booking period **payable in advance** to confirm your booking. Prior to the receipt of the deposit the booking will be only "tentative".

If the function is cancelled less than 14 days prior to the booking date then the deposit will be forfeited. Up until then the whole of the booking fee, less a \$50 service charge, will be refundable.

Insurance

The Unicorn Club has full public liability insurance cover. However, it cannot accept responsibility for items of equipment that are brought in to the club for a function by the hirer or his/her agent and left unattended prior to the commencement of the function or following the function prior to collection (e.g. portable disco machines).

Nor will the club be responsible for the security of personal valuables, bags, items of clothing and the like that may be left in the club during or following a function.

Audio-Visual Facilities

The club has installed a modern audio-visual system including motorized large projection screen, mounted data projector, plasma TV screen, surround sound speakers, lectern and microphone, wireless microphone, DVD player, multi-stack CD player and tuner. You will need to provide your own laptop if you are using PowerPoint presentations. There is no charge for the use of this equipment but it must be controlled by the appropriate staff member.

A 35mm slide projector and overhead projector can be made available at the rate of **\$30** per day per item.

Entertainment

The Unicorn Club boasts a parquet dance floor with automated party lighting and other special effects. No charge.

Hirers may engage DJs and/or juke boxes, at their expense, providing suitable arrangements are made for the installation and collection of the electronic sound equipment.

There is an excellent audio-visual system installed in the Unicorn Club, featuring motorized large drop-down screen, digital ceiling mounted projector, large plasma TV screen, surround sound speakers, lectern and fixed microphone, hand-held wireless microphone, DVD player and multi-stack CD player and tuner. No charge.

Inspection of the Unicorn Club

It is possible to arrange an inspection of the Unicorn Club although you will need to make an appointment as the premises are not open at all times. Please ring the MHSOBA Office on 03 9824 0480 to arrange a time that is mutually convenient.

Further Information

If you require further information or particulars about your proposed function please contact

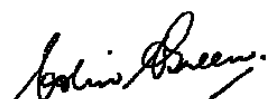
COLIN GREEN **OR** **MARGIE BURTON**
Executive Director PA/Office Administrator
MHSOBA Inc.
T 03 9824 0480
E administrator@mhsoba.asn.au

Once the booking is made and confirmed then for further details of your function the appropriate person to contact is

MARGIE BURTON
MHSOBA Office Administrator
MHSOBA Office, Scoreboard Pavilion
Melbourne High School Forrest Hill South Yarra Vic 3141
T 03 9824 0480 (MHSOBA Office)
M 0412 105 383

Please leave a message for a return call if the office is unattended or mobile is switched off.

We look forward to hosting your function at **The Unicorn Club**.



Colin C Green
Executive Director
MHSOBA Inc.

Please turn the page for

THE UNICORN CLUB BAR PRICES
THE UNICORN CLUB BOOKING FORM

THE UNICORN CLUB BAR PRICES

Effective from 1 July 2009, incl. GST
Prices subject to change without notice

<u>Description of item</u>	<u>Price</u>
BEER, Standard	
Pot, 285 ml	\$3.50
Australian stubbies	\$4.00
Premium Australian	\$5.00
Imported beers and stout	\$5.50
Jug	\$13.00
BEER, Light	
Pot, 285 ml	\$3.00
Australian stubbies	\$3.50
Jug	\$11.00
WINE	
Bottle Group A	\$14.50
Bottle Group B	\$18.50
Bottle Group C	\$22.50
Bottle Group D	\$28.00
Glass	\$5.00
Champagne bottle	\$16.00
Champagne glass/flute	\$5.00
Breezer / Stoli	\$5.50
Port bottle (all varieties)	\$12.00
Port glass	\$4.00
SPIRITS & LIQUEURS	
Group A (scotch, brandy, gin, vodka, etc)	\$5.00
Group B (kahlua, etc)	\$6.00
Group C (drambuie, benedictine)	\$7.00
SOFT DRINKS	
Soft jug	\$10.00
Soft pot	\$2.50
Schweppes can	\$2.50
Gatorade	\$3.50
Orange Juice Pot	\$3.00
Bottle Water	\$3.00
Redbull	\$5.50
Schweppes splits	\$2.00
SNACKS	
Chips 50g	\$2.00
Chips 100g	\$3.50
Nuts	\$2.50
TEA/COFFEE	\$3.00

COMPLETE THIS FORM AND MAIL OR FAX TODAY.

Mail: The Unicorn Club, MHSOBA Inc.
Melbourne High School
Forrest Hill
SOUTH YARRA Vic 3141

Fax: MHSOBA Office

03 9827 0257

Name of person making booking: Dr / Mr / Mrs / Ms

Representing (NAME OF FIRM or PRIVATE)

Mailing Address: Postcode:.....

☎ (Home)..... ☎ (Business)..... ☎ (Fax).....

☎ (Mobile)..... Email.....

Day/Date in Preferred Order

- ①
- ②
- ③

Nature of Function

.....
.....

Approx. No. of People.....

Booking Times

From a.m. p.m.

To a.m. p.m.

Set Up

From a.m. p.m.

Table Seating

- Formal Dining
- Clear room with perimeter seats
- Dance floor clear
- Casual seating only

Crockery and Cutlery

- Club crockery and cutlery required
- Provide own

Catering Requirements

- Information required⇒
- Provide own⇒
- Club balcony barbecue.....⇒

Bar and Drinks

- Full bar
- Limited bar (e.g. beer, wine, champagne, soft drinks)
- Soft drink only
- Bar to value of \$.....
- Bar to be invoiced
- Guests to pay for drinks

Entertainment Required

- Provide own⇒
- To be provided by Club⇒

Other Requisites

- Microphone & Lectern
- Multi-stack CD player
- DVD / VCR player
- Projection Screen
- Data Projector
- Overhead or Slide Projector

- Barbecue
- Hot & cold finger food
- Full meal
- Spit roast
- Buffet / Carvery
- Sandwiches
- Other.....

- Party Lighting
- Juke box
- Live Band
- CDs / DVDs provided by hirer
- Other

Staff Requirements

Trained staff are provided as stated in the notes.

- Additional table waiters for formal meal service

FUNCTION DEPOSIT DETAILS

Please find enclosed the deposit of \$..... which represents the total hours of the function booking at the rate shown on page 3. I understand that if this function is cancelled less than 14 days prior to the booking date then the deposit is forfeited.

Payment enclosed

- Cheque made payable to **MHSOBA Inc. OR**
- Credit Card = Mastercard or Visa or AMEX Name on card

Card Number: _____ / _____ / _____ / _____

Expiry Date: ____ / ____ Signature..... Date ____ / ____ /20__