



**Victoria Barracks Brisbane Officer's and Sergeant's Mess**

**REQUEST FOR UNIT OR PRIVATE FUNCTION 2016/2017**

Name of Function including unit/organisation .....

Requested Date ..... Start Time ..... Finish Time .....

Requested Bar<sup>1</sup> Operating Times: Open: ..... Close: .....

Host (must be a member and attending) ..... Phone: .....

Function Host's Email Address: .....

Function Details	
Type of Function	<input type="checkbox"/> Formal sit down meal lunch/dinner <input type="checkbox"/> Buffet lunch/dinner <input type="checkbox"/> Drinks and bar snacks <input type="checkbox"/> BBQ
Number of Guests <sup>2</sup> (* Please note, the maximum number of seated guests is 80)	
Area of Mess requested for use (please tick appropriate boxes)	<input type="checkbox"/> Bar and main ante room <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Games room <input type="checkbox"/> Outdoor area BBQ

Catering Details <sup>3</sup>	
Will food be served at the function? Yes/No	Number of Catering Staff.....
Name of Caterer and contact number: .....	
.....	

<sup>1</sup> Only persons approved by the mess committee may operate the bar and till

<sup>2</sup> A guest list must be provided prior to the function. Refer to Terms and Conditions pages for more information

<sup>3</sup> The mess has a shortlist of caterers to be used in the first instance; refer to Terms and Conditions pages.



## Victoria Barracks Brisbane Officer's and Sergeant's Mess Function Cost Estimate

Fee Structure		Cost
<i>Please note, <b>the Mess does not have Credit Card/DPC facilities.</b> Payments are to be made by Cash, Cheque or EFT</i>		<b>Cost</b>
<b>Receiver of Public Money<sup>4</sup></b> (Separate Cheque or Money Order)	<b>59.85</b>	
<b>Wages</b>	<b>Staff Members</b> (Function duration plus 1 hour @\$30 per hour normal rate, or \$35 per hour Sunday and \$60 per hour public holiday rate)	
<b>Mess Hire Charges</b> <i>As required for function type</i>	Administration Fee (\$2 per person) Kitchen Fee \$30 <sup>5</sup> Corkage \$3 per bottle (BYO only) BBQ @\$5 Cleaning Fee \$100 * Linen tablecloths@ \$15 each * Linen napkins @ 50cents each (* These charges may vary due to external laundry charges.)  Silverware, cutlery, dining ware and glassware can be arranged with the Mess Staff Member if required and costs will be determined based on the event size and requirements.	
<b>Total Cost</b>		

<sup>4</sup> Defence organisation functions do not pay Receiver of Public Money Fee. This fee is levied in order to compensate the ADF for the private use of a facility (water/electricity, etc) and has been calculated in accordance with FINMAN 4.

<sup>5</sup> Applies to any function that utilises the kitchen



## Victoria Barracks Brisbane Officer's and Sergeant's Mess Payment Details and Approval

### Payment details

Payments for private functions **MUST** be made in full at the conclusion of the function by cash, cheque or EFT (see below). Credit Card/DPC is accepted via invoice from TidyHQ (with a service fee). Government organisations may be invoiced for payment to the Mess within 30 days (at the discretion of the President). **Failure to comply with this policy will result in refusal of function services by Mess staff.**

In certain circumstances, payments for functions can be made by EFT to the following account:

Account Name: VBOSM (Defcredit Member 7143)

BSB: 803-205

Account Number: 20504694

***Please include your surname and initials in the EFT payment reference field.***

This document is to be read in conjunction with the TERMS AND CONDITIONS for club use as amended from time to time

### To be completed by the Host (Must be a financial member and attending the function)

I (Printed Name) ..... have read and understood the Terms and Conditions for use of the Mess facilities and undertake to abide by the conditions, restrictions and requirements indicated by the Mess staff, including prompt payment of all bills incurred.

Signature ..... Date:.....

Phone: .....



## **Victoria Barracks Brisbane Officer's and Sergeant's Mess**

### **TERMS AND CONDITIONS FOR FUNCTIONS**

**Accommodation.** In accordance with Garrison Standing Orders, the Mess is NOT to be used as overnight accommodation.

**Administration.** In order to ensure the appropriate level of support and fit-out of the mess, a function delegate is to arrange an on-site inspection of the premises with the mess committee.

**Administration Fee.** An administration fee of \$2.00 per person attending will be charged for each function. The fee is payable to the Mess by cash, cheque or EFT only. The purpose of the fee is to assist the Mess defray the costs of routine administration, insurance, breakages and minor replacements/repairs. This is NOT a cleaning fee. This applies to both Defence and private functions.

**Bar Operations.** All beer, spirits, post-mix and soft drinks are supplied through the Mess Bar. The host is to liaise with the Mess bar staff to ensure that sufficient bar stocks are available for the function. Payment for all bar purchases is to be finalised at the conclusion of the function. Payment may be made by cash or cheque only and bar-tabs not paid on the night must be pre-approved. There are ATM machines located at the Barracks Shopping Centre.

**BBQ.** DS Brisbane no longer supplies the gas for the BBQ therefore a nominal fee of \$5 will be charged for use of the BBQ by any person or organisation except the Everymans. Personnel planning on using the BBQ should liaise with the Mess staff in sufficient time to ensure that the gas cylinders are full prior to the function. The BBQ and surrounding area is to be left clean, with all food and condiments removed on the day of the function. The BBQ does not attract a cleaning bond.

**Catering.** No permanent catering facilities exist in the Mess and function Hosts must make their own catering arrangements. If catering is required, the mess committee has a shortlist of approved providers to be used in the first instance. If a caterer outside this list is to be used, approval from the mess committee must be sought. Details of the caterer and staff numbers are to be advised in order to ensure authorisation for entry is lodged with base security.

**Kitchen.** A \$30 Kitchen Fee will be charged for all functions that utilise the kitchen facilities. The purpose of this fee is to assist the Mess pay for consumables such as cleaning products, refrigeration, maintenance, electricity and for minor breakages of kitchen equipment. The Mess kitchen may only be used for food preparation and distribution as no cooking facilities exist. The kitchen area is to be left fully cleaned with all crockery and cutlery washed, dried and placed in the appropriate bins outside the rear of the kitchen: this action to be completed by 1100 on the day following the function unless otherwise other arrangements are agreed. All essential hygiene tasks (i.e. removal of food scraps etc) are to be completed

immediately on the conclusion of the function. There are several laminated posters in the Mess describing the cleaning requirements.

**Cleaning Fee.** Function Hosts are to pay a cleaning fee of \$100 to pay for external cleaners to clean the Mess after a function (excludes kitchen, which must be cleaned by the Function Host). Arrangements must be made prior with the Mess Staff Member to ensure adequate notice is given to external cleaners.

**Guest List.** A guest list is to be provided to the Mess Manager by the last working day prior to the function. Details of the function host, including mobile phone number, are to be included. The Mess Manager shall provide the guest list to Guard Room for vetting of entry. The host is to ensure all guests are aware of the security requirements for entry.

**Hire Charges.** The Mess has limited crockery, cutlery, silverware and glassware available for use, if requested. The cleaning of all items is the responsibility of the function host. While limited or routine breakages and loss have been factored into the cost of hire, any loss or damage considered substantial by the Mess will be passed to the Host for payment.

**Respect for Members.** Where functions are to be held during normal work hours, the function host is to assure minimal inconvenience to Mess Members. In return Mess Members are to minimise noise and activities that may impact the function.

**Tables and Chairs.** Tables and chairs may be moved from the dining room to the ante if required, but must be returned to the dining room by 1000 the next day. It is preferred that the function host organise this at the conclusion of the event to facilitate cleaning by the Mess contractors.

**Tea and Coffee.** Tea and coffee is provided from Mess funds. The function host is to liaise with the Mess Manager to determine payment options for non-member guests.

**Wages.** Only staff approved by the Mess President/Deputy are to be employed behind the bar. Bar staff are to be paid at the hourly rate approved by the Mess, including an additional hour to allow for set-up and pack-up (30 minutes prior to commencement and 30 minutes after conclusion). Wages for other catering staff are the responsibility of the Host.