



ESSENDON FOOTBALL CLUB

Essendon Football Club – Windy Hill Venue

General Information and Conditions of Booking

We look forward to assisting you in the preparation of your function. We would like you to be completely familiar with our General Information and Conditions.

Confirmation of Booking

The booking will be considered as confirmed upon receipt of the room hire, Guard fee and security bond deposit, together with the completed Function Booking Form.

Room Rental Charge

The "E.F.C." room-hire charge pertains to all organisational groups and personal celebrations.

Premiers Room: First Floor \$250.00 Room Hire – Lift facilities for access
Hi-Marque Room: Second Floor \$250.00 Room Hire - Lift facilities for access
Legends Room: Second Floor \$250.00 Room Hire - Lift facilities for access

The above hire costs include facilities, equipment, linen, food & Beverage servicing, as listed on booking form, subject to availability.

Please Note: In order to provide performance & quality service for facilities catering for events requires a minimum as follows:

Business Seminars: \$750.00 of catering before the venue will take on a function. If a function does not exceed this amount, Management will invoice the company a full surcharge of \$1,000.00.

Private Function: Minimum catering amount for 80% of guests attending.

Room Hire – Member Discount

Members room hire will only apply if the Booking Form is in the same name as the Windy Hill venue membership.

Membership must be financial and held for 12 months prior to the function date.

Food and Beverage Menus

The Essendon Football Club is the caterer for all functions. Suggested menus are selected from a range of food and beverage items, and we are pleased to offer other options to suit your specific requirements.

Menu and Service Details

For smooth running of your function, the planning of Menu and Service should be finalised Seven (7) days in advance of your function.

Final Attendance Numbers and Payment

The final and minimum chargeable number of guests attending the function is required by 12 noon seven (7) working days prior to the date of the function otherwise a fee will incur.

Payment of Catering, Decorations and Entertainment must be paid in full 3 days prior to the function.

Final payment must be settled on the conclusion of the function, unless otherwise authorised.

Decorations and Technical Requirements

Decoration and technical requirements other than those available in the function room can be arranged. No signage or display material is to be nailed, screwed or stapled to any surface of the complex.

Dress Code

Essendon Football Club – Windy Hill Venue function rooms have a dress code of neat casual. No singlets or Rubber thongs are permitted.

Smoking Policy

Smoking areas are provided outside.

Condition of Entry

All non-members of EFC Windy Hill venue are required to sign the visitors' book upon entry.

Security & Bond Policy

Essendon Football Club – Windy Hill Venue reserves the right without liability to exclude or eject any or all-objectionable persons from the function area.

No Adult entertainment is permitted in any form.

“The Essendon Football Club reserves the right to ask for and retain a bond of \$200 if any irregular cleaning or repairs are required following the completion of the hiring. This will be fully refunded in the event of the venue being left in a satisfactory condition.”

Please note that although prices are current at the time of quotation, Management reserves the right to revise any of the prices prior to confirmation of a booking.

Responsible Service of Alcohol

Essendon Football Club Windy Hill Venue promotes responsible service of alcohol (RSA) at all times.

We do not tolerate under age drinking or any persons who assist under age drinking.

It is an offence for a person who is under 18 years of age to:

- Buy alcohol
- Possess alcohol in a licensed premises
- Posses alcohol in a public place
- Use false identification to buy alcohol

It is an offence for a person who is 18 years of age or over to:

- Send a person who is under 18 years of age to buy or collect alcohol from a licensed premises
- Supply alcohol to a person who is under 18 years of age on a licensed premises

It is an offence for a licensee to:

- Supply liquor to an intoxicated person
- Allow a drunken person on the premises

If you are:

- Drunk
- Violent, or
- Quarrelsome

You must leave the premises when asked.

As a part of promoting responsible serving of alcohol, spirits must be on a cash basis at all times.

Please note that if any of these laws are breached this may effect your Security Bond and Function.

The Management

Essendon Football Club Windy Hill Venue