



Terms & Conditions

Function date Type of Function

Name

Booking fee.....

1. Tentative bookings are held for seven days. After this time, receipt of signed terms and conditions and the booking fee are required to secure the booking. If these details are not fulfilled, reservation will be automatically released. A minimum of 50 adult guests are required for any single function.
2. Requirements for menu, beverages entertainment, room set up, start and finishing time and approximate guest numbers are required two weeks prior to event date.
3. Final confirmation of attendance is required seven days before event date, a minimum of 50 guests must be payed for. Should there be a reduction in numbers after the final confirmation no refunds or reduction in price is available.
4. All cancellations must be notified to event manager in writing. Please note the **booking fee is non refundable and non transferable.**
5. Following receipt of the booking fee 50% of final balance is required to be paid one week before the event for the menu and a \$500.00 deposit for the beverages packages and or tab which will come off the end total, which is to be paid on the night. We accept cash, cheque, EFTPOS or credit card
6. The client will assume responsibility for any damages caused prior to, during or after the event by way of client guests or any other person attending event whether in room or any part of venue and grounds surrounding the venue.
7. No items are to be attached, pinned, blu tacked, glued or sticky taped to any wall surface, windows, beams and curtains of function venue. No glitter, party poppers, rice, flower petals and confetti are to be used anywhere in function venue, a \$100.00 cleaning cost will apply to client if any of these items are used.
8. Please note all catering and alcohol must be provided in-house in accordance with the Werribee Football Clubs food safety program and Liquor Licence Victoria. All liquor brought into venue for gifts and or prizes is required to be held by staff until the end of the function. A \$500.00 fee will apply to client if any guest is caught consuming outside alcohol in venue or surrounding grounds. A \$700 fee will apply to Client if any guest is caught taking any glass or Drinks out of the function venue
9. Please note that prices are subject to change without notice.
10. Please note Client booking the function must be over the age of 21 and must stay to the end of the function.
11. Please note that staff has the right to refuse entry and service to any guest.
12. Please note that all entertainment must conclude by 12am or a \$300 fee will apply to client.
13. Please note in accordance with liquor licence Victoria bar closes at 11:50pm 7 days a week and persons under the age of 18 years are not permitted to be served.
14. I/we have read, understood and agree to abide by the aforementioned terms and conditions.

Staff Sign Client Sign

Staff Name Client Name