

## Club Rathdowne Function Room Rules of Use

The Function Room at Club Rathdowne can be booked for your next function. The room has audio & visual equipment, tables and chairs to cater for up to 100 guests. Club Rathdowne strives to be a place for the community to connect, meet, relax with friends, family and neighbours. The use of the Club's Function Room must be consistent with that vision. Club Rathdowne reserves the right to accept or refuse individual bookings, based on the information provided, or set additional non-negotiable requirements and limitations to facilitate approval. Club Rathdowne does not accept any responsibility for injuries sustained by Members or Guests.

### Function Times

Monday – Thursday: 9:00am until 10.00pm (Conditions apply)

Friday – Sunday: 9:00am until 11.00pm (Conditions apply)

All entertainment must cease no later than 10pm on Fridays & Saturdays, and 9pm all other days as stipulated on the EPA Website.

All Functions must be concluded, packed up and vacated by 11pm. Failure comply with these times will result in bond being forfeited and additional security costs.

Only inducted Rathdowne residents or Lot Owners are permitted to book the Function Room. People who are not residents or lot owners will not be permitted to book the function room under any circumstances.

### Payments

Club Rathdowne will set fees and charges for the use of the function room including but not limited to: bond, security charges and cleaning fees. All payments are inclusive of GST.

To secure your booking, payment for Cleaning and Security fees must be received no later than 7 days prior to your function date. Bookings without payment by this deadline will be cancelled. Please note that payments become non-refundable from 7 days before your booking date.

| Type         | Amount                                                       | Notes                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bond         | \$250 (GST not applicable)                                   | Credit Card Authorization (hold only) taken on the day of your booking.                                                                                                                                                                                                                                                                                                                                                     |
| Cleaning Fee | <div> <div>\$135</div> <div>OR</div> <div>\$270</div> </div> | <div> <p>All Functions will be charged a cleaning fee and will be due 7 days prior to your event date.</p> <p>1 cleaner in attendance after the function. Resident is responsible for wiping tables &amp; chairs and returning them to the storage room.</p> <p>2 cleaners in attendance after the function. Cleaners will be responsible for wiping tables &amp; chairs and returning them to the storage room.</p> </div> |

| <b>Security – Due 7 days prior to your event date.</b> | <b>No of Guards</b>   | <b>Monday – Friday 4 hours</b> | <b>Saturday 4 hours</b> | <b>Sunday 4 hours</b> | <b>Public Holiday 4 hrs</b> |
|--------------------------------------------------------|-----------------------|--------------------------------|-------------------------|-----------------------|-----------------------------|
| Up to 50 guests – no alcohol                           | Security not required | N/A                            |                         | N/A                   | N/A                         |
| Up to 50 guests- serving alcohol                       | 1 guard               | \$286                          | \$308                   | \$330                 | \$374                       |
| 51 – 100 guests – with or without alcohol              | 2 guards              | \$572                          | \$616                   | \$660                 | \$748                       |

A Credit Card Pre-Authorisation will be taken as a Bond on the day of your function, and then released by your banking institution approximately 7 days after your function, provided that there are no additional costs incurred as a direct result of your booking. You will need to make sure that there are available funds in your account. Your booking will not go ahead if the Credit Card Pre-Authorisation is not successful.

When making a booking, residents have the option of choosing to have 1 or 2 cleaners after their function. Having 2 cleaners will mean that the resident will leave the tables & chairs in the function room for the cleaners to clean and place back. If the 1 cleaner option is chosen, the resident will be responsible for placing the tales & chairs away.

Functions that are serving Alcohol will require 1 x Security Guard per 50 guests to be in attendance. Functions without Alcohol but with more than 50 guests will require security to be in attendance. This will be charged accordingly.

All security guards will be engaged through our resident contract security company.

Payment of all invoices by the due date is required to secure your booking. Failure of the above may result in your booking being cancelled.

If damage costs exceed your bond payment, the Hirer will be charged and invoiced for any additional work required.

Bond payment may be retained in full if these outlined rules are not followed.

Payments for cleaning and security services provided at Club Rathdowne functions are subject to change from time to time.

## Terms & Conditions

The Hirer must be a financial, registered Lot Owner or an authorised representative e.g. a rental Tenant with written Authorisation from the Lot Owner. Each Lot is entitled to 2 x bookings per financial year.

Bookings are made on a first come, first served basis

The maximum capacity of the Function Room is 100 people. This number is inclusive of all invitees including children third party contractors including catering staff for the function and entertainers.

Non-Compliance of occupancy regulation (maximum numbers) will result in the request to close the function and to vacate the premises. Any security costs incurred as a result of this action will be Hirer's responsibility.

The Hirer must be in attendance at all times during the function and is responsible for all the guests, contractors and any other such persons in attendance that are directly engaged to the function and their behaviour. This includes setting up and packing up times. External Contractors must not be onsite if the Hirer is not present.

Invitees and any third parties are only permitted to use the function room and allocated rest room areas. Under no circumstances must they enter any other part of the facility aside from common walkways to get to and from the abovementioned areas.

Bookings must be made 14 days in advance to ensure availability of the booking and process the bond payment.

Function room handover will be provided within the week leading up to the function. The inducted member will be required to present for handover.

Residents will be able to book the Function Centre during the week and on weekends. Bookings are not available on Public Holidays.

Guests may not congregate in, or use, the Club Foyer and or other Club Facilities.

When hiring the Club Rathdowne Function Room, the Hirer may not charge admission to, or sell tickets for the event for which the Function Room has been hired.

Where the member has been granted access to the facilities under a lease or rental agreement, the members entitlement to the function room transfers to the hirer.

Due to compliance with the Victorian Electrical Safety Regulations, all electrical items at Club Rathdowne must have a current certification of compliance or have a Test & tag ticket issued by an authorised Club Rathdowne Contractor. *\*\*conditions apply*

Club Rathdowne reserves the right to cancel or amend all function room bookings depending on any unforeseen circumstances.

## Cancellation Policy

Cancellation requests must be forwarded to the Centre Management Office by email.

Bookings that are cancelled within 7 days of a booking will incur a \$50 Cancellation Fee. This is to recover administration costs associated with your function booking so far.

Bookings that are cancelled within 7 days of your function date will be included as part of your booking yearly allowance for that financial year.

## Inclusions

There is an AV system with Bluetooth access available for use, along with 3 x 75" Smart TV's, a wireless microphone and HDMI & USB points. The TV's are connected to the internet for your convenience and have a variety of Apps available for you to use.

Residents are provided with 10 round tables (1.8m diameter), 100 chairs, 2 small coffee tables and 4 lounge chairs for their function. Tables & Chairs are to be used indoors only. Furniture is not to be used on the outside decking.

There are 4 outdoor tables on the balcony. These tables are not to be brought inside the function room.

The Kitchenette area contains a microwave, fridge / freezer, oven, coop top, range food and dishwasher. Cutlery, tablecloths and other kitchen items are not included.

## External Companies

Copies of valid Public Liability insurance for any external companies hired for your function that will be onsite at any time must be provided to Club Rathdowne and approved by the Club's insurer. Club Rathdowne must receive the Certificate of Currency with details of the name & nature of the business along with a minimum coverage of \$20,000,000 for Public Liability insurance no later than 14 days prior to the function.

Jumping castles and other inflatables are not permitted.

Electrical equipment that is not supplied by a company with Public Liability insurance cannot be used unless approved by Club Rathdowne a minimum of 14 days beforehand. Gas appliances of any sort cannot be used. This includes the use of any type of BBQ's, fuelled by gas or coals and spit roasts unless Public Liability Insurance & approval is obtained.

The Hirer acknowledges and agrees to the above-mentioned times of operation for the function room. Noise levels must not be heard outside of the building and attendees MUST leave in a quiet manner.

## Self-Catered Functions

Self-Catered functions are defined as functions where the hirer is providing the food and not engaging a food caterer to be onsite. This includes functions where the food is cooked at an offsite premises and then brought into the Function Room by the hirer.

The use of paper or plastic plates, cups and containers is recommended.

The following electrical items are not permitted in the Function Room:

- Hot water urns
- Coffee urns
- Electric frypans
- Electric bain-marie
- Air fryers
- Any other kitchen appliance with heating element.

## Food Catering

A catered function is defined as any function in which an external company or business is engaged to provide a food service onsite.

The Hirer must supply detail of an ABN and Public Liability Insurance with a minimum of \$20,000,000 coverage for catering proposes to gain approval. In this case, electrical appliances listed above are permitted provided that it is listed under the insurance policy.

In the event of an damage to the Kitchenette area or Function Room caused by an external company will be the responsibility of the Hirer to liaise with the catering business.

Food may be served in the function room (self-catered or otherwise) providing it is handled and served in a hygienic and safe manner.

The Hirer will have full use of the 'heat and serve' kitchen during the hours of their allotted booking.

## Decorations

Decorations of any kind must not be erected or affixed to the walls, doors, fittings (including light fittings), and furniture. Blu-tack can be used on windows only, however, sticky tape and pins cannot be used on any surface.

Decorations must be free standing and not cause damage to Common Property.

All decorations must be removed at the end of a function including helium balloons. Helium balloons must not be left on the ceiling following your function.

Any confetti used must be swept up prior to leaving. An additional cleaning fee will apply if there is confetti left on the floor.

The Function room will be required to be restored to its original layout upon departure. Refer to the cleaning notes for more information.

## Consumption of Alcohol

The responsible drinking of BYO alcohol is permitted but must be consumed in the Function Room only and cannot be removed from the Function Room. Strict compliance must apply and is non-negotiable. The sale of alcoholic beverages is illegal at Club Rathdowne.

Alcohol being taken from the function room by a Hirer, member or guest will result in complete loss of and a suspension of the members access pass.

Alcohol service must finish not later than 10pm on Friday & Saturday evenings, and 9pm Sunday – Thursday evenings.

## Cleaning

Contract cleaners will be arranged after each function. Function room cleaning is completed by a third-party cleaning company engaged by Club Rathdowne

All items including furniture, floor coverings, and any other facilities utilised during hire must be left clean and in good order. Tables and chairs are to be wiped down after the function and placed back in the cupboard after use. The floor is to be left in a condition where it is ready to be vacuumed by the cleaner.

A 240L bin will be provided for your use. Any rubbish that does not fit into this bin must be removed by Hirer. It is recommended that for hygiene purposes, any food scraps are to be placed in the 240L bin as priority. Your cleaner's will remove this bin after your function.

Packaging and decorations must be removed by the Hirer. Large items such as decorations and tablecloths must be removed offsite and not placed in the bins.

Additional charges may apply should the Hirer fail to clean the room adequately as outlined in these rules.

## Anti-Social Behaviour & Violence

Any acts of anti-social or violent behaviour by a member or guest during the course of a function will not be tolerated and will result in the instigator(s) being asked to leave the premises.

Adult entertainment is not consistent with the Club's vision and is **STRICTLY PROHIBITED**.

Functions are to remain invitation only and no functions are to be advertised on public social media pages, closed group invitations are acceptable.

All incidents reported will be reviewed by Club Rathdowne Staff and may result in further action against the lot owner.

## Damage to Property

The Hirer is required to notify the Club's Centre Management Team of any damages caused, during the allotted time booked for the function. Should any damage be caused to the function area during the period of the function booking, the bond will be retained until any damage caused is repaired.

The cost of the repair of the damage will be deducted from the bond. The Hirer shall be responsible for and agrees to pay any costs more than the bond amount for repairs of any damage caused during the function room booking time. Repairs will be organised by the Centre Management Team by our regular Maintenance contractors. We will notify you in advance of the cost associated with the repair. Residents do not have the option of organising their own repairs.

Costs of damages are determined by the repairing contractor which will be engaged by Club Rathdowne

If damage costs exceed your bond payment, the Hirer will be invoiced for any additional work required.

## Occupational Health & Safety

The Hirer must adhere to all Occupational Health and Safety requirements including those relating to exposure to noise, working at heights, manual handling and safe operation of equipment.

The Hirer shall comply in every respect with regulations under the Health Act 1958 and the Building Code of Australia with regards to public buildings for the prevention of overcrowding and obstruction of doorways, passages, corridors or any other part of the building to ensure the safe exiting from the building in case of an emergency.

- Smoking is not permitted anywhere in the facility including toilets, and car park or within five metres of an entry and or eatery.
- Illicit drug use is also strictly prohibited.
- No animals, birds or reptiles are allowed in any part of the building or rooms.

- Dogs must not be tied up and left on leads outside front or rear of building.
- Dangerous goods or gas cylinders are not allowed in the building or on common property. This includes helium gas cylinders.
- No additional lighting is to be installed in the function room without prior approval.
- Power points are provided for use of equipment that conforms to Australian standards.
- No sound amplification equipment is to be used without prior approval.
- Public Liability is required for any external parties engaged by the Hirer.
- No open flames including candles (excluding candles on a cake) are to be used without prior approval Club Rathdowne.

## Statement

I agree to comply with the Club Rathdowne Multipurpose Room "Rules of Use Club Rathdowne reserves the right to restrict my use of the facility in accordance with Occupational Health and Safety, Australia Standards, Owners Corporations Act 2006 and Owners Corporation Regulations 2007 and the facility "Rules of Use" displayed throughout the facility.

Club Rathdowne the right to recover any costs incurred as a result of misuse or breach of the facility rules.

Management reserve the right to change or cancel bookings. Management or an appointed agent of management may enter meeting rooms at any time without prior notification.

I/We understand and agree to all said in this document and agree that all details relevant to the function that I the Hirer have stated are truthful.