Member’s who hire the function room & associated amenities do so only for the stated purpose, which purpose must be lawful and conducted in a manner that doesn’t disrupt or inconvenience other users of the facility. The period of hire will commence and cease in accordance to the allocated booking times. No exceptions.

The Occupier (Hirer) will be requested to show Proof of Identity & Residency in the Estate before access to the room is provided. The room cannot be hired for a public or business event, meeting, a seminar or an information session, or for financial gain.

The Hirer or another member from the lot must be in attendance during the function and set up at all times & is responsible for guests attending. Handover of the room will be made with the hirer only. Please ensure that you are available at the time allocated. Handover will not take place with any other person but the hirer.

It is a requirement that the hirer and their guests CANNOT utilise other areas of the facility. This includes but is not limited to; pools, tennis courts, external seated area, indoor play area, library area and the gymnasium.

The function room is available for bookings on the evening prior to a Public Holiday, subject to payment surcharge.

Bookings must be made at least 14 days in advance to enable management to complete the booking and payment process.

There is no exception to this booking requirement. Invoices for bond and cleaning will be issued 7 business days prior to your function. This must be paid and all details must be finalised by this date.

Any external provider including but not limited to, caterers, entertainers, DJ's, must supply public liability insurance documents and certificate of currency that clearly identify:

• Business covered

• What activities the business is covered for

• Amount covered

• Policy should state covered Australia or worldwide for the services that are being insured

These documents must be supplied to and validated by the Owner's Corporation's insurer. Any service provider who has not supplied adequate documentation up to 7 business days prior to a function will not be able to be used at Club Alamanda. There are no exceptions to this requirement.

Community initiatives as defined and approved by the Owner’s Corporation Committee may be exempt from certain requirements under the function room policy. What exceptions are applied are to the explicit discretion of the Owner’s Corporation Committee.

**STEPS TO BOOKING A FUNCTION**

* Open the Alamanda APP on your device.
* Click on the 4 squares in the top left corner and select Facility Booking.
* Select Function Room from the Facility type drop down box
* Once you choose your date and time slot, you will receive a confirmation email.

During this time, you will have access to the booking to make any changes that may be required. You may also speak with Estate staff if required.

Prior to your booking, you will receive an email from staff to finalise your function party details. Once we have all of the information, we will email with an invoice. Payment and final documents for any external providers must be provided by this date, no later than 7 days before the function.

Once you have finalised payment , no changes can or will be made to your function at this stage of the booking process. This includes changes to (but not limited to) entertainers, catering or caterers any other third• party service or provider that has not been provided to staff.

The handover of the function room and access card will then take place for a day booking at 9am on the day of the booking or evening bookings at 5pm - not prior to these times. The hirer must attend both handovers at the times requested or access to the function room may be delayed until staff are available to complete a handover at a time suitable to them.

The hirer must be in attendance for the entirety of the function.

**Maximum Capacity**

The Occupancy Permit states a maximum occupancy of 80 people in the function room, this includes but is not limited to adults, children, entertainers, caterers and household member of the Lot hiring the function room. Non-Compliance of occupancy regulation will result in the closure of the function and direction to vacate. All costs to enforce will be recovered from the Hirer's bond.

**Frequency Of Use**

Each Lot is entitled to 2 bookings per Calendar Year. Bookings must be made at least 14 days prior to the date requested. No exceptions will be made.

**Payment (All Payments Inclusive Of GST)**

The invoice will be issued once all relevant insurances and any other paper work that is required is received and validated.

Failure to pay any required invoice 7 days before the booking may result in cancellation of the booking. Please read the schedule of payment & bond terms for associated costs pertinent to your hire.

**Bond Payments**

$300 – all functions with no alcohol

$500 – all functions with an approved alcohol provider

**Payment for Security**

Minimum security 4 hours per shift. Security is required when function is approved for alcohol for the duration of the function.

Functions that have more than 50 guests or approved alcohol will be provided with security at the hirers cost. Security Ratio: For every 50 people, one (1) security guard will be required.

**Payment for Cleaning**

$143 non- refundable cleaning fee

**Payment of Damages**

The Owners Corporation reserves the right to recover any costs incurred caused by misuse or damages during the hire. Cost of damages is determined by the repairing contractor. These costs will be retained from the bond, any further cost involved will be charged to the lot owner. Where the hirer is not the lot owner recovery of any on charged costs will be the responsibility of the lot owner.

The Hirer is responsible for the full costs of cleaners and security in accordance with the terms of use. Failure to pay where it is required will result in a function booking being cancelled.

The Owners Corporation reserves the right to adjust the bond & payment rate(s). In this event, the member will be given the option of confirming the booking at the adjusted rate, or cancelling the booking.

**FUNCTION ACCESS**

One access card will be issued to the hirer to provide access to the function room. The swipe card must be returned after the hire period to the secure after hours Key Return Box located in the function room. All room doors must be closed after use.

The access door between the bathrooms and the function room will be locked until the hirer requests it to be opened. This is to safe guard items left in the room during hire.

It is the hirers responsibility to manage guest access to and from the function area. The room contains an intercom and door release that guests can use to advise of their arrival. Please ensure that guests are advised entry is via the function room entry doors and not the main club entry. The 3 doors out to the pool concourse remain locked during hire, these doors will not be unlocked.

**SELF-CATERED FUNCTIONS**

A self-catered function is when the Hirer brings in hot or cold food that does not require any heating or cooking and is to be served by the Hirer or self-serve. **NO heating or cooking appliances can be brought into the function room by the Hirer**. The room contains a microwave that is the only re heat appliance that can be used by the hirer.

Food may be served in the function room providing it is handled and served in a hygienic and safe manner.

Self-Catered Functions - **the following items are not permitted in the function room- cooking appliances or any re-heating appliances that require electricity or a flame of any sort.**

**CATERED FUNCTIONS**

A catered function is a function where the Hirer has engaged an external catering company to come onsite to heat and serve food. This will require, as stated above, relevant insurance documents for the service they will be providing. This does not allow for the cooking of food on site. The use of a flame for heating is not permitted.

Food, beverages or alcohol may not be offered for sale in the function room under any circumstances.

**CLEANING**

All functions are required to pay a non-refundable cleaning fee as advised under the heading "Payment". Contract cleaners will be arranged by Estate staff.

All items including furniture, white boards, floor coverings, window blinds and any other items utilised during hire must be left clean

and in good order. Cleaning items are provided under the sink along with rubbish bags. 2 x 1201t yellow wheelie bins have been provided for your rubbish needs. All rubbish put in these bins MUST be bagged. Please see security for access to the bin enclosure. Packaging must be removed by the Hirer. Charges will apply should the Hirer fail to clean the room adequately.

Decorations of any kind must not be erected or affixed to the walls, glass windows, doors, fittings, and furniture with tape or blue tack. Any damage caused by the hirer or guests will be repaired and recovered from the hirers bond.

HOOKS HAVE BEEN PROVIDED FOR USE BY THE HIRER FOR HANDING DECORATIONS. NO ADDITIONAL HOOKS CAN BE ADDED.

**FUNCTION ROOM HANDOVERS**

The Hirer will attend the club at either 9am (morning booking slot) or Spm (evening booking slot) to handover with a staff member or security. This will be a confirmation that the hirer has accepted the room and been issued with swipe cards for access. Connection of laptops or other devices to the projector or AV in the room is the responsibility of the hirer.

Times for handover are not negotiable.

**RESTRICTIONS OF ALCOHOLIC BEVERAGES – CATERING COMPANY ONLY**

Alcoholic beverages and their consumption in the function room is not permitted unless supplied and served by a licensed commercial entity where prior approval has been sought and certificate of currency of Public Liability Insurance provided from a holder of a liquor licence and current RSA.

Alcohol can only be served in the function room by a commercial caterer who holds a liquor licence.

• Commercial catering companies MUST supply copies of their current Liquor License and public liability insurance before any invoice can be issued to the hirer.

• Strictly NO BYO alcohol permitted under any circumstances.

• Function room must be vacated by 10 pm

• Alcohol is not permitted to leave the function room area under any circumstances. Alcohol being taken from the function room by a member or guest will result in complete loss of bond and a suspension of the members pass in accordance with the Owners Corporation Breach Penalty system.

• The Liquor Control Reform Act 1998 (the Act) is the primary piece of legislation regulating the supply and consumption of liquor in Victoria. It is a condition of the Function Room Booking Process, when the service of alcohol is intended, that a security guard is present always as positioned by the Owners Corporation. The Hirer must provide a receipt from some 7 days prior to the booking or the booking will be cancelled. The Licensee is responsible for the service of alcohol during the function & all obligations under the Liquor Control Reform Act. At no time can alcohol be sold by any means, marketed or promoted in the function room. Alcohol cannot be serviced to minors.

• Responsible serving of alcohol will be enforced. (RSA)

**EXTERNAL ENTERTAINMENT**

All external entertainers must provide a current copy of their certificate of currency and public liability policy to staff prior to an invoice being issued and a function being confirmed.

External entertainment includes but is not limited to; DJs, Clowns, Face painters. For any queries please contact club staff.

Failure to provide adequate documentation for any given provider at least 21 business days prior to a function date means that that provider will not be able to be used at Club Alamanda for that event.

**ANTI-SOCIAL OR VIOLENT BEHAVIOUR**

Any acts of anti-social or violent behaviour by a member or guest during a function will not be tolerated and will result in complete loss of bond and investigation with our Owner’s Corporation Management Team

**FURNITURE USE AND DAMAGE TO PROPERTY**

The function room has tables and chairs available for use which are stored in the store room. It is the responsibility of the Hirer to ensure that all tables & chairs are returned to the allocated position in the store room. All parties are advised to read the safety cautionary signage on the tables. Due to the weight of the tables, please take due care to ensure the safety of yourself & others.

All chairs must be properly stacked and tables folded and unfolded to the correct operating mechanism and stored cleaned and neat before vacating rooms. The Hirer will be responsible for the cost of any damage or soiled carpets.

Dishwasher/ Microwave/ 75 white chairs/ 20 tables/ Headphone Connector for plugging in external devices to play music through function room speakers/ Projector with a HDMI connector and remote/ Microphone x 1

The Hirer is required to notify the Estate Manager 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 member 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.

**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 regarding 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 building including toilets, stairs, and car park or within five metres of front entry. Illicit drug use is also strictly prohibited.

* NO animals, birds or reptiles are allowed in any part of the building or function room
* Dangerous goods or gas cylinders are NOT permitted in the building
* Power points are provided for use of equipment that conforms to Australian standards. Check with staff for clarification.
* NO sound amplification equipment or any other external sound equipment is to be used without prior approval
* NO additional lighting is to be installed in the function room without prior approval.
* Jumping Castles or similar items are NOT permitted in the function room.
* Smoke machines are NOT permitted in the function room.
* Flame heating appliances or open flame of any kind are NOT permitted in the function room.

**STATEMENT**

I have read and agree to comply with the Alamanda Function Room 'Terms and Conditions". The Owners Corporation reserves the right to restrict my use of the facility in accordance with Occupational Health & Safety, Australia Standards, Owners Corporations Act

2006 and Owners Corporation Regulations 2007 & the facility "policies" displayed throughout the facility. The Owners Corporation

reserves the right to recover any costs incurred because of misuse during the hire.

I understand that any breaches of policies, terms or conditions of the function room or the facility will lead to the lot owner's attendance being requested at a meeting with staff or a grievance meeting with the grievance committee.

Management reserve the right to change or cancel bookings.

Management or an appointed agent of management (Security) may enter the Function room at any time without prior notification.