



Functional Area:	Training/Function Room	Version:	1.1	Issue Date:	January 2022
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Hire Terms and Conditions

1. Inverloch Life Saving Club (Club) is a volunteer-run, not-for-profit organisation that offers parts of its premises as a service to the community and to help fund our important lifesaving mission. Please help us care for the space and help make things easy for our volunteers.
2. The Club makes no warranty that the premises are fit for the purpose of your hire.
3. Unless otherwise agreed, you must pay a security deposit of 50% of the total hire fee.
4. Your event date cannot be reserved until 50% of the hire cost has been received.
5. The Club's representative will communicate with Your representative (the event organiser) in relation to all aspects of Your hire. Unless otherwise agreed, caterers, DJs, hire companies, etc, are not to contact the Club directly.
6. During your hire period, there must be one person on site who is designated to be always in charge.
7. At the end of the hire period, the venue must be returned in the same condition it was at the start of the hire. This means all rubbish must be removed, floors and surfaces are to be clear of debris, decorations are to be removed, and all facilities, including the oven(s), BBQs and toilets, must be clean.
8. The hire fee allows access only to those areas identified on the attached plan. Your hire of the premises does not allow access into any other areas of the Club's premises.
9. You are not permitted to block any fire escape at the premises.
10. The Club holds a Victorian liquor licence; guests **cannot** bring their own liquor into the venue.
11. You and your guests are not permitted to take glassware or alcohol outside the hired area under any circumstances.
12. As per our Victorian Liquor Licence:
 - Persons under the age of 18 must not be supplied with alcohol.
 - Intoxicated people must not be supplied with alcohol.
 - Any intoxicated persons must be refused entry to the premises.
13. Security is your responsibility and must comply with the [Victoria Police Event](#) guidelines. If Your function attracts adverse attention from police, fire brigade or any other agency, the Club reserves the right to close the function immediately.
14. There is a strict noise policy. You and Your Guests must finish their drinks by 11:00 pm, and the premises must be vacated by 11:30 pm.
15. It is Your responsibility to ensure that music levels do not disturb the neighbours and that guests behave responsibly and leave quietly. Not adhering to these rules could significantly impact the future financial viability of the Club and result in the security bond being forfeited.
16. There is a strict no-smoking policy on the Club's premises, including in the bathrooms and on the balcony. If any smoking occurs outside the building, please ensure that all cigarette butts are cleaned up.
17. You will comply and will ensure Your guests comply with:
 - any Government or Chief Health Officer-related health directives; and
 - all laws.
18. You are responsible for all costs associated with any damage to the premises. Any damages that exceed the bond will be charged at the appropriate cost. You agree to pay any such additional costs 7 days after being invoiced for the same.
19. You must ensure that all lights, equipment and air conditioning are turned off, and doors are all locked when vacating.
20. Providing false or misleading information will render Your application void and forfeiture of all monies paid to or held by the Club.
21. The Club reserve the right to not accept or reject any application at its sole discretion.
22. The Club may cancel the hire at any time up until the day of hire. If it cancels under this clause, it will refund all monies paid by You less a \$100 administration fee.
23. You indemnify and will keep indemnified the Club from and against all actions, claims, loss and damage of any nature, including for loss of life, personal injury and illness and damage to property.



You will be responsible for any out-of-pocket expenses incurred by the Club or claims against the Club arising from the hire or use by You or Your guests of the premises.

Venue Capacity

The venue capacity is 120 people standing or 80 people seated. This capacity number is subject to any applicable government restrictions.

Venue Hire Price

Venue Access Hours	5 Hour Blocks. Eg: 9am – 2pm or 6pm - 11pm (closed at 11:30 pm)
Non-Members	\$500 Room Hire plus \$200 Clean
Member	\$300 Room Hire plus \$200 Clean

*Subject to availability, approval of board and availability of approved staff



The Venue Floor Plan – Designated Area

The area you are hiring consists of the first-floor Recreation & Training room as outlined below. This includes the indoor room and the outdoor decking area.

In addition, you will have access to front entrance foyer and staircase. Access to the elevator and first floor toilet facilities.

