



## Volunteer Marine Rescue Bribie Island FUNCTION ROOM HIRE POLICY

### VENUE HIRE TERMS & CONDITIONS

The Management Committee, Volunteer Marine Rescue Bribie Island Incorporated (VMRBI) has developed this Function Room Hire Policy to provide information to members, patrons and to ensure that patron and venue safety is of a maximum standard and Office of Liquor and Gaming legislation is adhered to.

**PLEASE NOTE:** Any booking is made on the understanding that, while the hirer/organiser will be granted exclusive use of the Function Room for the time specified, it is within an operational Marine Rescue building and others may be present in other parts of the building or the environs, especially during an emergency or callout.

No booking is confirmed (ie, date reserved) until the deposit is paid. The balance of the booking fee and any payment for special beverage requests is due 30 days prior to the function date and Volunteer Marine Rescue Bribie Island reserves the right to re-let the room if the balance is not paid by the due date.

The hirer/organiser also needs to pay a **\$500** security bond for the day of the function only. The bond will be refunded in full provided there is no damage to the premises or any additional charges for cleaning or late removal of uncollected goods.

#### Hire Fees:

**VMRBI members: \$200 for up to 4 hours**

**Non-members: \$300 for up to 4 hours**

Note: VMRBI may alter these fees at the discretion of the Committee

Volunteer Marine Rescue Bribie Island reserves the right to amend the following terms and conditions at any time.

#### Cancellation

VMR Bribie Island may impose costs due to a cancellation. Generally speaking, deposits may be fully refundable for cancellations more than 30 days prior to date of function, 50% refundable between 15-

30 days, 25% refundable 5-15 days and not refundable within 5 days. A function may be re-scheduled to an alternative date, subject to availability.

## **NO SMOKING INSIDE PREMISES:**

VMR Bribie Island has a firm no smoking policy inside its buildings and surrounds which must be complied with in accordance with Queensland Government Tobacco laws, which has seen the smoke-free buffer around all building entrances increased from four to five metres.

### **1. Breach of Agreement**

VMR Bribie Island Management and/or the Function Room Coordinator reserve the right at their sole discretion not to approve any hire agreement or to cancel the agreement at any time for any breach of these conditions.

### **2. Restricted Functions**

Bookings will **NOT** be accepted for the following functions:

- Birthday parties for under 21 years of age (children's birthdays under 12 years excepted);
- School formals, formal pre-and after-parties and the like;
- Functions without responsible adult supervision or 21st birthdays without sufficient RSA-trained bar personnel and adequate security.

### **3. Use of the facility**

The hirer/organiser is permitted up to 80 guests in a formally seated arrangement, and a maximum of 85 people for more informal, standing functions.

The hirer/organiser is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the venue.

The chair-lift is not to be used to transport any goods or equipment into or away from the function room and may be operated by VMR Bribie Island staff ONLY.

The maximum duration of any function is six hours, with alcoholic drinks served for a maximum five hour period.

All functions from Monday to Saturday are to cease by 11.30pm. All music must cease at 11.00pm, no drinks will be served after 11.00pm. All guests must vacate the premises by 11.30pm and the hirer/organiser must vacate the premises by midnight at the latest.

Sunday functions are to cease by 10.00pm. All music must cease at 9.30pm, no drinks must be served after 9.30pm. All guests must vacate the premises by 10.00pm and the hirer/organiser must vacate the premises by 10.30pm at the latest.

No exclusive use can be granted of any public area outside the confines of the function room, with the exception of the toilets accessible from the function room. The hirer/organiser shall, while on the

premises, abide by the directives of Volunteer Marine Rescue Bribie Island (including the Function Room Coordinator and Bar Manager).

VMR Bribie Island reserves the right to ban and/or have any person/group removed from the premises where that person has caused, or is likely to cause, injury to persons or damage to either the venue or other persons' property.

#### **4. Observance of Booking Period**

The hirer/organiser must observe the allocated booking times. The venue must be vacated on or before the agreed time, along with any equipment/furniture/food.

#### **5. Access to the Venue**

This will be done in conjunction with VMR Bribie Island staff or Function Room Coordinator

#### **6. Responsible Service of Alcohol**

All guests attending functions are subject to VMR Bribie Island house policy regarding responsible service of alcohol. All guests are subject to ID checks and if unable to produce valid ID (Australian driver's license, 18+ card or passport) they will be refused service.

In the event of underage drinking or supply of alcohol to underage persons both the underage individual and the individual who is found to be supplying the person with alcohol will be asked to leave the function as well as the premises.

The hirer should be aware that the venue is licensed and that alcohol may be served for a maximum of 5 hours only.

Our bar staff have overall supervision of the bar and are there to ensure the responsible service of alcohol. Any direction/decision by bar staff in relation to the service of drinks is to be followed and is final. In any event, the hirer/organiser is responsible for all persons attending, whether invited or not.

No alcohol is to be bought onto the premises nor any alcohol consumed outside the premises or in adjoining public areas.

VMR Bribie Island will provide qualified bar staff at a cost to the hirer/organiser of \$25 per staff member. (i.e. 1 bar person \$25, 2 bar persons \$50, 3 bar persons \$75, ratio being 1 bar person every 25 guests)

#### **7. Care of Premises/Cleaning after function**

The premises and facilities must be left in a clean and tidy condition by the hirer/organiser, with tables and chairs replaced in the areas provided. The function room floor shall be vacuumed, cleaned and presented in a tidy condition.

Kitchen and hard surface floors should be cleaned and swept, benches should be cleaned and sink strainers emptied according to the instructions provided. If this is not done there may be an extra

cleaning fee (normally \$200) deducted from the bond. Uncleaned spillages on the carpet floor will also incur an extra cleaning fee.

All rubbish should be removed from the function room and placed in the external bins. Any glass breakage and/or spills should be cleaned up immediately.

Tables and chairs must be lifted and carried (i.e. not dragged across the carpeted floor). Any outside hire equipment should be checked as to suitability for use and should not be capable of damaging floors, walls or other fixtures or fittings.

Balconies should have any glasses, bottles, etc. removed and swept.

Should anyone be sick or otherwise foul the premises in any way (for example, but not limited to, the toilet areas, balconies, stairs etc.) the hirer/organiser shall be responsible for cleaning same. If not done an extra cleaning charge of **\$200.00** will apply.

## **8. Fire Equipment and Exits**

No items shall be placed in front of fire exits or obstruct clear access to the fire exits.

No person may use or attempt to use or interfere with any fire hose or fire extinguisher except in the case of genuine emergency.

## **9. Music and Noise**

Music and noise are to be restricted to a reasonable level. All music and noise must cease by 11.00pm Monday to Saturday and by 9.30pm on Sunday

The level of noise emission from any band, musical instrument(s), DJ, recorded music or sound-producing activity within the venue shall not exceed normal background noise level, when measured at the nearest boundary of any residential property.

## **10. Decorations**

Decorations, pictures, signs, banners etc. may not be fixed to any painted surfaces by any means or fixed to glass surfaces with adhesive tape. Only Blu Tack or an equivalent product may be used on metal surfaces and all traces must be removed after the function.

The hirer/organiser shall not affix bills, posters, signs, decorations, bunting or draping which in any way defaces the building or premises. Nails, screws and similar fastenings are expressly prohibited. No twine, fishing line, etc. may be attached to any light or fan fitting.

## **11. Damages and Repairs**

The hirer/organiser will be responsible for any expense in connection with repairs for damage, breakages or loss of equipment and improper use of safety equipment and/or extra cleaning which may become necessary due to damage or other causes during the period of the function.

Volunteer Marine Rescue Bribie Island reserves the right to determine the cost of any damages and/or extra cleaning necessary, above and outside what is normally expected following usage of the venue. Volunteer Marine Rescue Bribie Island reserves the right to retain all or part of the bond to

meet such costs as necessary, and/or to bill a hirer/organiser for additional costs if the bond does not cover damage caused.

## 12. Property and Insurance

Volunteer Marine Rescue Bribie Island is not and will not be responsible for any loss or damage to any property belonging to either the hirer/organiser or to any person using the facility at the invitation of the hirer/organiser. We recommend the hirer/organiser has insurance for any items of value brought into the venue.

Neither the hirer/organiser nor any person attending the function is permitted to remove or relocate any property or items in the venue not belonging to the hirer/organiser without written consent from Volunteer Marine Rescue Bribie Island.

The hirer/organiser to ensure that nothing brought into the premises which can cause damage to floors, walls, ceilings etc.

## 13. Uncollected Goods

Any goods, including but not limited to food, drink, decorations, etc., left in the premises after occupancy, without express prior arrangement, may be removed and disposed of at the discretion of Volunteer Marine Rescue Bribie Island without compensation to the owner or person responsible.

## 14. Children

Children on the premises are to be under the supervision of a responsible adult at all times. Hirers must ensure that children are not placed at risk upon entering or leaving the venue.

## 15. Animals

Except as allowed by law (e.g. vision impaired assistance), no animals are allowed in the premises.

## 16. Prohibited Substances

The hirer/organiser is not permitted to take into or use, or allow be taken into or use, the following substances within the venue and grounds:

- Any type of firework or flammable substance.
- Any toxic or dangerous chemical
- Any illegal substance

## 17. Equipment Included/Available for Use in Function Room

- Commercial kitchen including dishwasher, stove, microwave and the fridge/freezer located outside the kitchen area but not including the chest freezer.
- Chairs (inside use only)
- Tables (seat 6 - 8 each)
- Toilet paper, hand towels, cleaning equipment, dishwasher chemicals, plastic garbage bins (must be left empty)

## 18. Parking

The parking area immediately adjacent to the premises is available for guest parking. However, all street parking adjacent to the venue is unrestricted.

## 19. Safety Information

What to do in an emergency (eg, fire, etc): Immediately inform the Volunteer Marine Rescue Bribie Island staff of the emergency and calmly take direction from the staff members.

## 20. Fire Escapes

Fire escapes are located at each end of the function room and marked with an "EXIT" sign which will remain illuminated even if power goes out.

If you have to evacuate the building, prevent panic but have everyone exit quickly and orderly via the nearest fire escape.

NEVER allow anyone to re-enter the building to retrieve property, no matter how valuable. Have everyone assemble in the park area to the southern side so you can ensure that all are accounted for.

## 21. Advertisement of the event.

VMR Bribie Island requests that the hirer/organiser remains conscious of the issues created by notifying people of the party on Facebook, the Internet or by SMS text messaging on mobile phones.

## 22. Party Safe Registration



***VMR Bribie Island will determine if It is a condition of hire of the function room for Party Safe Registration, if so, the hirer/organiser is to complete online a "Queensland Police Party Safe Registration Form", This needs to be arranged at least two (2) weeks before the event.***

Registering your party ensures that if things do go wrong on the night, police have the information necessary to quickly and effectively deal with any issues.

It does not mean police will provide security for your party or that police will attend your party. The aim of police is not to turn up and ruin your night, however, on the day of the party police may attend or drive past the party address, or telephone you, to check that the party is proceeding safely.

Remember that, irrespective of whether your party is registered, police will respond to public complaints about party noise or the conduct of your guests, if the party gets out of hand or if it comes to the attention of police that an offence is being committed. The capacity of police to undertake patrols, or respond to an incident at a party, will depend on the resources available at the time and the nature of the event in question.

### How to register your party online



1. Go to Queensland Police homepage
2. In the search area, type "Party Safe Registration"
3. In search results select **Party Safe Registration**
4. Complete the registration form
5. Print the registration confirmation receipt.

The hirer/organiser of the function must provide Function Room Coordinator with a receipt of Party Safe Registration notification at least two weeks before the event.

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Is Party Safe Registration required, YES  NO

If yes, has notification been provided, YES  NO

### 23. Party Details

Occasion (21st, engagement, wedding etc) \_\_\_\_\_

#### Hirer/Organiser details

Family name: \_\_\_\_\_ Given name(s) \_\_\_\_\_

Telephone : \_\_\_\_\_ Mobile: \_\_\_\_\_

Will the host be in attendance for the duration of the party? Yes  No

Host contact number during the party (if different to above):

**On signing this document the hirer/organiser agrees to abide by the terms and conditions of this policy**

Hirer/Client Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Function Manager \_\_\_\_\_ Date \_\_\_\_\_