



The Roos' Club

Address: 1 George Main Road, Victor Harbor SA 5211

Contact: Club Manager 0477 575 086 E: victorharbor@rslsa.org.au

One Building Two Clubs One Community

Home of the Victor Harbor RSL and the Victor Harbor Football Club

VENUE HIRE TERMS AND CONDITIONS

The "Roos'Club" includes the Main Function Area, Toilets and Deck and excludes the RSL Museum Room and Training Rooms

1. Booking and Deposit

The Hirer, on signing this agreement acknowledges and agrees to the conditions of hire

- Bookings will not be processed until the "Application to Hire" form is completed and returned together with payment of a non-refundable booking fee
- A signed copy of THE ROOS' CLUB HIRE AGREEMENT
- Final Payment (Hire Fee and Bond) must be paid in full seven (7) days prior to the event

Int

2. Booking Time

Booking of the Roos' Club must take the following into account:

- Setting up time (if required)
- Allowance for cleaning by hirer
- Allowance for cleaning the kitchen facility (if required)
- Allowance for departure of caterer, band etc.
- Music must cease by 11.30 pm and all activities must be concluded by 12 midnight
- The premises must be vacated and locked no later than 12.30 am

Int

3. Cancellation of Booking

- Should any booking be cancelled the hirer will forfeit the Booking Fee/Deposit

Int

<p>4. Sub-Letting</p> <ul style="list-style-type: none"> • Sub-letting of the facility or any part thereof is prohibited 	<div style="border: 1px solid black; padding: 2px 10px;">Int</div>
<p>5. Application Refusal</p> <ul style="list-style-type: none"> • The Management Board has the right to refuse an application for the hiring of the club and associated facilities • All hirers must be over the age of eighteen (18) years • The Management Board reserves the right to withhold the letting of any part of the facility at its discretion 	<div style="border: 1px solid black; padding: 2px 10px;">Int</div>
<p>6. Keys</p> <ul style="list-style-type: none"> • Casual Hirers must return the key/s by 12 noon on the next day after the hire unless otherwise agreed in writing on the application form • The Club will be inspected by a member of the Board (by arrangement) in company with the hirer prior to return of the keys 	<div style="border: 1px solid black; padding: 2px 10px;">Int</div>
<p>7. Security System</p> <ul style="list-style-type: none"> • The Roos' Club is fitted with a security and fire monitoring system, if the alarm is accidentally triggered requiring the attendance of security officer or delegated Board Member contact to investigate, there will be a call out fee charged • This fee will be recovered from the Hirer • Comprehensive instructions on the operation of the security system will be given when the keys to the Club are collected • If Security is not activated correctly by the user an amount of \$100 will be deducted from the Bond deposit 	<div style="border: 1px solid black; padding: 2px 10px;">Int</div>
<p>8. Bond</p> <ul style="list-style-type: none"> • The bond deposit set by the Management Board will be used towards the recovery of additional costs due to misuse, damage, carpet spillages or excessive untidiness • The facility must be left in a satisfactory state; the bond will be refunded by cheque or EFT within two (2) weeks of return of keys • The amount returned to the hirer will be reduced by the Management Committee by \$20 if the air conditioners were found to be left on after vacating the premises and for each day the return of the key is delayed after due date for return • The Management Board will advise you if any bond money is to be retained and why 	<div style="border: 1px solid black; padding: 2px 10px;">Int</div>
<p>9. Insurance and Indemnification</p> <ul style="list-style-type: none"> • The hirer agrees to indemnify and to keep indemnified and to hold harmless The Roos' Club, 1 George Main Road, Victor Harbor 5211 and Management Board, its servants and agents and each of them from and against all actions, costs, claims, damages, charges, and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the conduct of the activity • It is the Hirer's obligation to insure against any liability he/she might incur for any injury to persons or damage to any property as a result of the hiring 	<div style="border: 1px solid black; padding: 2px 10px;">Int</div>
<p>10. Booking Safety</p> <ul style="list-style-type: none"> • For functions where teenagers/young adults (between the ages of 16-25 years) are present, the Hirer will take appropriate measures to avoid "gate-crashing" and associated problems • It is highly recommended to engage licensed security guard/s and will notify the police of your function 	<div style="border: 1px solid black; padding: 2px 10px;">Int</div>

11. Damage and Cleaning

- The hirer will be responsible for any damage caused by your guests at The Roos' Club 1 George Main Road, Victor Harbor 5211 (including furniture, equipment and memorabilia) which is attributable during the hire period
- The Roos' club will charge for any repairs or replacement as deemed necessary by the Board of Management
- UNDER NO CIRCUMSTANCES ARE CHAIRS AND TABLES TO BE STOOD ON to place decorations in position
- No decorations are to be placed on walls or windows
- UNDER NO CIRCUMSTANCES IS CONFETTI, FLOWER PETALS OR RICE TO BE USED INSIDE OR OUTSIDE OF THE CLUB
- The Hirer is responsible to leave the facility in a clean condition. All debris, decorations, empty bottles, food scraps in plastic bags etc., must be removed from the interior and placed in the exterior bins on the premises by the Hirer immediately after the function
- No foodstuff is to be left in the Club overnight without prior negotiations and approval
- Any scraps not able to be placed in bins will be taken away by the Hirer
- If the Hirer requires additional time for cleaning this must be negotiated one (1) week prior to the event and may incur extra costs
- If cleaning requirements following the function are deemed to be excessive, additional cleaning charges will apply

Int

12. Control

- Members of the Management Board and Security Officers shall have free access to any part of the premises at any time

Int

13. Places of Public Entertainment Act

- Hirers are personally responsible for the carrying out of the provisions of the Places of Public Entertainment Act 1913, as amended, and all Regulations made under such Act, and must accept full responsibility for the safety of the public in the event of fire during the period covered by their engagement
- MAXIMUM CAPACITY OF THE CLUBS FUNCTION AREA IS 200 PERSONS

Int

14. Advertising

- No advertising is permitted on or in any part of the facility unless otherwise agreed in writing on the application form

Int

15. Decorations

- There are to be no decorations attached to the walls or windows
- DO NOT STAND ON CHAIRS OR TABLES TO PLACE DECORATIONS
- The following items ARE NOT to be used for attaching decorations - Nails, screws or other fixings, including Blu-Tack and sticking tape of any kind., on any part of the facility unless otherwise agreed in writing on the application form
- No decorations shall be attached to air conditioning outlets or parts thereof
- UNDER NO CIRCUMSTANCES IS CONFETTI, FLOWER PETALS OR RICE TO BE USED INSIDE OR OUTSIDE OF THE ROOS' CLUB

Int

16. Electrical Supply and Equipment

- Electrical installations are not to be interfered with
- Any faults must be reported to the Management Board immediately
- All electrical equipment brought into the Roos' Club must, at the hirer's responsibility, be in sound working order and satisfy all legislative requirements

Int

17. Operation of Kitchen Appliances

- All operations regarding the kitchen facilities must be discussed with the board and Kitchen Coordinator in the first instance
- Instructions for the operation of all appliances are posted in the kitchen manual
- Any malfunctions should be fully reported by describing the symptoms to the Secretary/Manager or the Kitchen Coordinator in the first instance, when the keys are returned

Int

18. Use of Crockery, Cutlery

- Should a Hirer request the use of crockery, cutlery etc. then any such request is to be made exclusively with the board or the Kitchen Coordinator

Int

19. Nuisance and Danger

- No Hirer shall cause nor allow to be caused any annoyance, nuisance, damage or injury to members of the public or their property, this includes offensive or dangerous behaviour and any act that may become an offence against any Act or law
- Music must cease by 11.30 pm and all activities must be concluded by 12 midnight
- The premises must be vacated and locked no later than 12.30 am
- We are in a semi-residential area and advise that noisy departures will not be tolerated
- Any adverse reports from neighbouring residents may result in forfeiture of all the Bond money

Int

20. Smoking

- Smoking is NOT permitted in the Club
- Users smoking outside must place cigarette butts in receptacles provided outside the premises
- Failure to comply may result in forfeiture of part of bond (Refer to condition 11 Cleaning)

Int

21. Consumption of Liquor

- Pursuant to the Liquor Licensing Act 1997, The Roos' Club is a regulated premises, persons wanting to hire the premises must use THE ROOS' CLUB bar there is NO BYO service offered
- The Roos' Club holds an appropriate Club License for the Clubrooms and usually can cater for private functions under that license, please ask for details if required
- Further it is an offence to allow consumption of liquor without a license on regulated premises even if there is no sale of liquor
- The car park or any area outside the four (4) exterior walls of the main building is not part of the entertainment area and alcohol is not to be consumed anywhere but within the licensed areas of the Club
- PLEASE INFORM YOUR GUESTS THAT BYO LIQUOR IS NOT PERMITTED UNDER ANY CIRCUMSTANCES AND IS NOT TO BE BROUGHT ONTO THE GROUNDS OR PREMISES

Int

22. First Aid

- Hirers must provide their own first aid kit and supplies

Int

23. Car Parking Facilities

- There is limited parking available, please use these areas thoughtfully allowing other users to obtain ready access to their facilities
- Car movement is to be restricted to low speed entry and exit driving
- No vehicles are to be parked on any garden or grassed areas

Int

24. Disabled Access

- The Management Committee is particularly concerned with the need for proper access to be provided to our facilities for individuals with disabilities, the Roos' club has a disabled access ramp and toilet within the premises, consequently, if you experience any problems in this regard, we would appreciate your advice to that effect

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25. Furniture and Equipment

- No equipment is to be removed from the club
- Chairs and tables may be moved as required but must be returned to their original positions at the end of the function
- We recommend you contact the local Police Station for a "Party Wise – Planning a Safe Party" pack
- All prices are subject to variation. Hire fees will be those applicable at the date of hire

Int

PLEASE MAKE SURE THESE CONDITIONS ARE UNDERSTOOD BY THE PERSON IN CHARGE OF YOUR ACTIVITY OR FUNCTION		Int
ROOS CLUB 3rd PARTY HIRE AGREEMENT - Main Function Area – Kitchen – Toilets - Decks		
Name of Event		
Primary Contact Name		
Primary Contact Mobile Number		
Primary Contact Email		
Hirer's Entity Name	ABN	
Address		
Start Date of Event	End Date of Event	
Event Start Time	Event Finish Time	
Event Setup Time	Number of people attending event	
Tick Area/Areas Required <input type="checkbox"/> Function Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Training Rooms	Tick Type of Entertainment Attending <input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> None <input type="checkbox"/> Other (provide details)	
Room Set Up: I/We require the Roos' Club staff to set up (additional fees apply) <input type="checkbox"/> Yes <input type="checkbox"/> No		
CONTRACTUAL AGREEMENT		
I have read and understood all terms and conditions of hire of the Roos' Club <i>(Please initial all clauses and return with this form. Please keep a copy for your records.)</i>		
Signed	Date	
Print Name		
DEPOSIT & PAYMENTS		
Refundable Deposit Due on Booking	\$500	
Venue Hire Fee Due Minimum 7 Days in Advance		
Catering		
Total Fees Due		
CREDIT CARD DETAILS		
Name on Card	Card Number	
Expiry Date	CCV Number (back of card)	
Cardholders Signature		
EFT Details – Please ensure payments are made by the due dates. Victor Harbor RSL & Football Club Inc BSB 015 716 Account No: 470695433		