



# MORDIALLOC

## LIFE SAVING CLUB

## VENUE BOOKING POLICY – TERMS & CONDITIONS

These terms and condition together with the Venue Booking Form agreement contain the whole contract between the Mordialloc Life Saving Club and the client.

### Deposit/Bond

A non-refundable deposit of \$1,000 is required within 7 days after written confirmation has been received. A booking will only be confirmed on payment of deposit and a signed copy of the Terms and Conditions and Event Function Hire Form are returned to the Mordialloc Life Saving.

A \$1,000 bond (not a cheque) is required and payment options are detailed below. The Mordialloc Life Saving Club will refund the bond within 14 days of the function date concluding, less the amounts required to repair any damage to the venue which occurred while the hirer has access to the venue, regardless of how the damage occurred, replace any access card or keys lost or damaged, clean the venue to its condition prior to the function date, recover any other costs incurred due to the breach of these condition by the hirer.

### Loss of keys or fobs

If a key or fob is lost and not returned during your hire a further \$1,000 will be required and \$1,000 bond will not be returned.

### Tentative bookings

A tentative booking will be held for a period of 10 days from initial enquiry. If this period has expired and the deposit and Terms and Conditions have not been received Mordialloc Life Saving Club reserve the right to release the booking.

### Cancellations/Refunds

Should unfortunate circumstances force you to defer or cancel your function, the following conditions apply:

- Cancel 2 months out and full deposit refunded
- Cancel 1 month out and 50% deposit refunded
- Cancel 2 weeks out and 25% deposit refunded
- Less than 2 weeks notice of cancellation - no refund

All cancellations of function bookings must be made in writing.

### Confirmation

Finals numbers must be confirmed 14 days prior to the function. This confirmation will reflect your final invoice.

The final invoice must be paid 7 days prior to the event date.

### Payment options

Payment options include electronic fund transfer, credit card (visa and master card only) or cash and must be finalised 7 days prior to event date.

### Display and signage

No items are to be attached, pinned, stapled or glued to any wall surface (interior or exterior) of the Mordialloc Life Saving Club. All signage must be approved by the Mordialloc Life Saving Club prior to function.

### Responsibility

Mordialloc Life Saving Club will not be responsible for goods, gifts, equipment or personal items left on the premises. All the above must be taken at the completion of the function.

### Use of the Clubhouse

The Clubhouse must only be used for the purpose and time/s specified in the Event function booking form.

### Access

Access to the designated space will be provided prior to function and can be discussed with Function Coordinator.

Hirer must have all personal belongings removed from Mordialloc Life Club by 9am the following morning, or as otherwise agreed.

All keys and fobs to be returned to Function Coordinator at a mutually agreeable time.

### Security

The Mordialloc Life Saving Club reserves the justification to exclude or eject any or all guests or other person from the function and venue without liability.

Security is required for all functions.

All 21st birthday functions will require an additional security guard.

### Right of Entry

Events Function Coordinators may enter and remain in the venue at any time.

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## Smoking

Smoking is not permitted by any person in the venue or within any part of the building in which the venue is located (including the balcony).

## Animals/Pets

Animals are not to be brought into the venue other than dogs used as an aid by a visually or hearing impaired person.

## Prohibited

No confetti, rice or metallic sprinkles are to be used in the venue or on the surrounding footpaths, an additional \$100 cleaning fee will be incurred. No Pyrotechnics, smoke machines are to be brought into the venue without prior approval.

Rose petals permitted

## Cleaning/Damage

The Clubhouse must be left in the same condition it was prior to the function, safe, clean and in a tidy manner. Including removing all rubbish and anything belonging to the organiser, an additional rubbish removal fee of \$100 will be incurred. Notify the Function Coordinator of any injuries or damage that may have occurred.

## Venue Licence

Mordialloc Life Saving Club has a liquor license during the hours of Thursday 6pm – 11pm, Friday, Saturday & Sunday 6pm – 1am.

The Mordialloc Life Saving Club does NOT have a BYO licence. At no time may any person bring alcohol onto the Mordialloc Life Saving Club premises. If any person does bring their own alcohol, in any form, into the Mordialloc Life Saving Club premises, we reserve the right to remove the individual(s) from our premises during the function and/or terminate the function.

## 16th and 18th Events

The Mordialloc Life Saving Club does not accept bookings for 16th and 18th Birthdays/Events. 21st Birthdays may be accepted with strict conditions imposed.

## Supply of alcohol beverages

The Mordialloc Life Saving Club reserve the right to refuse the supply of alcohol beverages to any guest or person attending the function or otherwise at the venue at its sole discretion without liability.

## GST

The hire fee is inclusive of GST.

If you wish to discuss anything further please contact our Venue Hire Manager at [functions@mlsc.com.au](mailto:functions@mlsc.com.au)

Please keep in mind that we are volunteers and may not check the email account daily. We will do our best to get back to you as quickly as possible.