

# Use of Function Room Policy

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Version	1.4
Create Date	12 <sup>th</sup> August 2016
Last Updated	14th December 2017

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## Purpose

The purpose of this policy is to set out the rules and conditions for which the Function Room can be used at Jackson's View Country Club.

This policy is designed to protect Jackson's View Owners Corporation Lot Owners, Tenants and Country Club property, and to promote fair access to the Function Room for all Jackson's View Lot Owners.

## Definition

For the purpose of this policy the following definitions apply: -

- "JVCC" is defined as the Jackson's View Country Club, 56 Jackson Drive Drouin
- "JVOCC" is defined as the Jackson's View Owners Corporation Committee.
- "Lot owner" is defined as a financial member of the Jackson's View Owners Corporation whose fees are up to date.
- "Tenant" is defined as a Resident of a property owned by a Lot Owner that has a valid lease agreement with the Lot Owner and has exclusive occupation of the leased property.
- "Manager" is defined as Jackson's View Country Club Manager.
- "Hirer" is defined as the Lot Owner or Tenant who agrees to hire the Function Room
- "OC Manager" is defined as Whittles Australia.

## General Rules

- The Hirer may only hire the Function Room for the stated purpose as outlined in the application.
- Any Lot Owner who is in arrears will NOT be allowed to book the Function Room. In the case of a Tenant, if the Lot Owner is in arrears, the Tenant will NOT be allowed to book the Function Room.
- The purpose of the function must be lawful and conducted in a manner that does not disrupt or inconvenience other users of the facility, nor neighbours of the facility.
- The period of hire will commence in accordance with the allocated booking time and conclude at the agreed time nominated on the booking application.

- The Hirer must be in attendance during the function **at all times** and is responsible for guests attending.
- The Function Room is not available for bookings on a Public Holiday, or days in lieu of a Public Holiday. Easter Saturday is not available, nor the day prior to Good Friday, Christmas Day or New Years Eve. Special requests can be considered under extraordinary circumstances.
- Bookings must be made a minimum of 30 days in advance to enable management to complete the booking and payment process. Bookings cannot be made more than 3 months in advance.
- It is the responsibility of the Hirer to let guests into the Country Club for the booked function. **The front door of the premises must be kept closed at all times.**
- The Function Room cannot be used for the purposes of conducting any commercial business.
- Decorations of any kind must not be erected or affixed to the walls, glass windows, doors, fittings, and furniture.
- Confetti & materials of a similar nature are prohibited in or around the Country Club.
- The large wooden table in the meeting/dining room must **not be removed from that room**. *NB: The AI Fresco and inbuilt BBQ on the pool side of the function room are not part of the function room hire and out of bounds to function guests.*

## Furniture / equipment use

The function room has 3 dining tables, 1 large coffee table, 2 small coffee tables, 21 white plastic dining chairs, 2 settees with 4 cushions, 4 armchairs, 4 bar stools, 2 high-chairs, 1 conference room/dining table, 10 conference/dining chairs, 1 large-screen TV, 1 DVD player and 5 vases. Also available for use is the outdoor bbq and the large white table with 8 chairs located on the west side of the function room.

**It is the responsibility of the Hirer to ensure that all tables, chairs & equipment are returned to their allocated area at the conclusion of the Function.**

## Maximum Capacity

The Occupancy Permit states a maximum occupancy of 100 people in the Function Room. The Hirer must have an understanding that this figure is inclusive of all catering staff for the function, security guards and entertainers. Non-compliance of occupancy regulation will result in the request to close the function & to vacate. All costs to enforce this will be recovered from the Hirer's bond.

## Frequency of Use

Each lot is entitled to 2 bookings per calendar year. Unused function entitlements do not accumulate and are forfeited at the end of the calendar year, however, further bookings may be approved by the JVOCC who will consider additional requests on a case by case basis. These bookings should be made in the normal methods explained herein.

## Payment

Bookings taken without payment will be considered **tentative**. An appropriate invoice will be sent out by the OC Manager. In order to secure a booking, **payment of the bond must be made within 7 days of receipt of the invoice**.

If the Hirer fails to make payment within the prescribed time, Management reserves the right to cancel the booking.

Bond is \$250.00 (refundable, following a satisfactory inspection after the function).

## Security

A Security Guard will be required where there are more than **50 guests** for functions **after 6pm**.

Functions requiring a Security Guard are required to pay a non-refundable fee to cover the cost of a Security Guard to be on-site and dedicated to the function for which they have been hired. The Security Guard has every right to enter the Function Room while the function is taking place without prior consent from the Hirer.

A Security Guard where required will be arranged through the JVCC Manager at the cost to the Hirer. An invoice will be sent direct from the Security Company to the Hirer and **payable 7 days prior to the function**.

A Security Guard is only bookable for a minimum of four (4) hours or more per shift.

### Rates of Security Guards

(Prices are approximate only). Request a quote with booking form.

- Monday to Friday; approx. \$40 per hour
- Saturday; approx. \$50 per hour.
- Sunday; approx. \$60 per hour

## Cleaning

All Hirers must clean the Function Room to the standard required. Management reserves the right to insist on paid cleans under certain circumstances. **All cleaning must be completed at the conclusion of the function.**

If cleaning performed is deemed not to be to the standard as required in the Cleaning Checklist, Jackson's View Country Club will engage contract cleaners to undertake cleaning to the required standard and the cost of **\$85 per hour** for additional cleaning will be deducted from the bond.

If a function utilises Caterers, it is on the understanding that the Caterers will clean up after themselves. If they fail to do so, it is still the responsibility of the hirer.

## After the function

All equipment including furniture, white boards, floor coverings, window blinds and any other facilities utilised during hire must be left tidy and in good order. All chairs and tables are to be returned to the same area where they were taken from.

All electrical equipment should be turned **OFF**, that includes all kitchen appliances along with heating, cooling systems, ceiling fans and all lights used.

Rubbish should be removed from the club and disposed by the Hirer. Plastic garbage bags are provided.

All dishes, cutlery and glasses are to be placed in the dishwasher and turned on to wash. Dishes etc that do not fit into the dishwasher, should be neatly stacked on the bench in the kitchen.

## Damages

The Hirer is responsible for the full costs of cleaners and security in accordance with the terms of use.

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

The Hirer is required to notify the 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 Owners Corporation reserves the right to recover any costs incurred as a result of misuse or breach of the facility rules. Cost of damages is determined by the repairing

contractor. These costs will be retained from the bond. The Hirer will be advised prior to the payment of damages being applied.

The Hirer shall be responsible for and agrees to pay any costs in excess of the bond amount for repairs of any damage caused during the Function Room booking time including damage to the building, audio visual equipment, kitchen equipment and or appliances.

## Catering

Cold or hot food may be served in the Function Room providing it is handled and served in a hygienic and safe manner. Food, Beverages or Alcohol is NOT to be offered for sale in the function room.

**BYO appliances** are **NOT allowed** without prior approval from the Manager.

## Amenities (toilets)

Guests are able to use the toilets and baby change table located in the club. The Hirer is to ensure that the amenities are left in a clean condition.

## Other Club Facilities

Jackson's View Country Club facilities unless located in the Function Room are NOT to be used during a function or by guests at a function. These include Gym, Pool areas, the inbuilt BBQ and the Pool side Al Fresco area. Anyone attending a function found using these facilities will be asked to leave the Centre and the Hirer will receive a breach.

## Anti-Social or violent behaviour

Any acts of anti-social or violent behaviour by the Hirer and/or guest/s of the Hirer during the course of a function will not be tolerated and will result in complete loss of bond and a possible suspension of the Hirer's access to the Club. In the event of this type of incident, the function will not be allowed to continue and police may be notified.

## Hours of operation

Whilst the hours of operation of the Jackson's View Country Club are "Sunday to Thursday 5:00am – 10:00pm", "Friday and Saturday; 5:00am – 11:00pm", the Hirer acknowledges and agrees that bookings for the Function Room can only be made for one of the following times:-

- Mornings; 11:00am – 4:00pm
- Sunday to Thursday evenings; 6:00pm – 10:00pm
- Friday & Saturday evenings; 6:00pm – 11:00pm

Times allocated include set-up & pack-up.

**Please Note:** The premises alarm will trigger a security call out at:-  
10pm - Sun to Thurs and  
11pm - Fri & Sat

It is essential that the building is vacated by these times.  
If a security call-out fee is incurred, it will be deducted from the bond.

## Restriction of alcoholic beverages

The Jackson's View Country Club firmly believes in only responsible consumption of alcohol.

It is a condition of Function Room bookings that the JVCC Alcohol Policy must be observed at all times.

Alcoholic beverages and their consumption in the Function Room is only permitted under strict conditions to ensure the safety and well-being of all users of this facility, including the integrity of the facility itself and the equipment herein.

Anyone found to be intoxicated at the premises will be asked to leave immediately and must abide by that request. Anti-social behaviour will not be tolerated under any circumstances. Failure to comply will attract serious breach penalties for the Hirer.

Neither Jackson's View Country Club Owners Corporation nor its staff & management will be held responsible for the actions of persons who create damage and or cause injury whilst being intoxicated and or under the influence of alcoholic liquor and will not be responsible for any damage or injury to persons, buildings, equipment and or furniture whilst they are intoxicated. It is further expressly agreed that Function Room bookings are made on this basis and that the Hirer indemnifies the Jackson's View Country Club, its staff and management from any consequences or litigation as a result of such damage or injury.

Commercial catering companies **MUST** supply a copy of their current Public Liability Insurance and if supplying Liquor, a copy of their current Liquor License.

During a function, alcohol must not be taken to other areas of the facility by the Hirer or their guest/s, doing so will result in complete loss of bond and a suspension of the Hirer's Entry Tag in accordance with the Owners Corporation Breach Penalty system.

## Occupational Health & Safety

The Hirer must ensure that they provide a safe environment minimising 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, including 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 Country Club including the car park or within 10 metres of front entry. Illicit drug use is also strictly prohibited.

Dangerous goods or gas cylinders are not allowed to be brought into the building by Lot Owners, Hirers or guests.

Power points are provided for use of equipment and conform to Australian standards.

No external sound amplification equipment is to be used without prior approval of the JVOCC.

No additional lighting is to be installed in the function room without prior approval of the JVOCC.

No smoke machines or any other equipment is to be used with prior approval of the JVOCC.

## Termination of a function

Any of the below listed have the right and power to stop a function at any given time;

- Member of the Centre Management Team
- A member of Emergency Services
- An appointed Security Guard



## Document Control

Version	Comments	Date
0.1	Translate current policy into policy template	12/08/2016
0.2	Replaced resident with lot owner	23/08/2016
0.3	Feedback from GM	23/08/2016
0.4	Feedback from JF	01/10/2016
1.0	Final Version approved by Owners Corporation Committee	03/10/2016
1.1	Update of cleaning requirements	04/09/2017
1.2	Changes to clean up times after evening functions and to allow functions the day prior to some public holidays	07/11/2017
1.3	Changes to when the bond payment should be paid	05/12/2017
1.4	Elaborated on what is included in function room hire	14/12/2017

## Document Approval

Date	Approved by
3 <sup>rd</sup> October 2016	Meeting of the Owners Corporation Committee Meeting.
4 <sup>th</sup> Sept 2017	Approved by Owners Corporation Committee
8 <sup>th</sup> Nov 2017	Approved by a majority of Owners Corporation Committee
5 <sup>th</sup> Dec 2017	Approved by Chairman
14 <sup>th</sup> Dec 2017	Approved by Chairman