



Mt Eliza Country Club

Function Hire Terms & Conditions

1. Defined Terms

In these Terms and Conditions:

Event means the event specified in the Function Hire Application Form.

Hirer means the person hiring the venue for the event, as specified in the Application for Function Hire.

Function Hire Application Form means the form and details completed by the Hirer on Page 1 of this document.

Function Deposit is defined by 4.1 and 4.2.

Credit Card means the card number, expiry date and CCV provided by the Hirer in the Function Hire Application Form.

Hire Period means duration of the event as specified in the Function Hire Application Form.

Guest means all persons invited to the event by the Hirer.

MECC Committee means the represented Committee Members of the Mt Eliza Country Club who make all final decisions with regards to function hire at the Mt Eliza Country Club

MECC Staff means the employees of the Mt Eliza Country Club.

MECC means Mount Eliza Country Club Inc. ABN 90 007 263 407

VCGLR means the Victorian Commission of Gambling and Liquour Regulation, the regulatory body for liquor licencing and responsible service of alcohol.

2. Hire of Venue

- 2.1 The Hirer agrees to hire the Mt Eliza Country Club for the date and time specified in the Application for Function Hire.
- 2.2 The Hirer agrees that all MECC Staff and Committee Members reserve all rights.

3. MECC Staff

- 3.1 The Hirer agrees that all bar stewards are to be provided by the MECC.
- 3.2 The Hirer agrees that if the event is held on a Sunday, the Hirer will pay \$30 per hour for each bar steward, including 30 minutes before and after the event, for set-up and pack down. This cost is to be deducted from the function deposit. If the cost exceeds the deposit, the remaining will be charged to the Hirer's credit card following the event.

4. Function Deposit and Fees

- 4.1 The Hirer agrees to pay a non-negotiable deposit fee of \$500 for all events, with the exception of 21st birthday parties and events wherein guest numbers exceed 90 people
- 4.2 The Hirer agrees to pay a non-negotiable deposit fee of \$800 for all 21st birthday parties and events wherein guest numbers exceed 90 people.
- 4.3 The Hirer agrees that the above stated deposit fee will cover cleaning fees and any additional costs, including (but not limited to) unpaid accounts, damage and theft. The remainder will be returned to the Hirer's nominated bank account (as stated on the hire application form) within 5-10 business days after the conclusion of their event.
- 4.4 The Hirer agrees to pay this deposit amount within 14 days of returning their function application form. Functions will only be confirmed and dates secured upon payment of this deposit.
- 4.5 The Hirer agrees to pay a non-negotiable cleaning fee of \$120, to be deducted from the deposit fee. A further \$30 cleaning fee will be applied if the kitchen is used for any purpose.

5. Damage

- 5.1 The Hirer agrees that the cost of any damage incurred to the structure or contents of the MECC, or theft of MECC property will be deducted from the Hirer's initial function deposit, or charged using the credit card details provided by the Hirer, if the extent of the costs exceeds the Function Deposit amount. The Hirer will be invoiced for any of these additional charges.



Mt Eliza Country Club

Function Hire Terms & Conditions

6. Security Guards

- 6.1 The Hirer agrees that all 21st birthday parties, and any other event the MECC Committee deems appropriate, must have security guards present for the duration of the vent, including 30 minutes before it commences and 30 minutes after it concludes. Only registered security guards will be contracted by the MECC, and the cost of these guards will be deducted from the Hirer's initial deposit fee. If the cost of these guards exceeds the deposit fee, additional charges may be made using the credit card details provided by the Hirer. The following ratios apply:

0 – 100 pax = 2 security guards
100 – 150 pax = 3 security guards
150+ pax = 4 security guards

7. Provision of Liquour

- 7.1 The Hirer agrees that the Bar Manager and Bar Stewards have absolute discretion at all times, and particularly in the provision of liquour to any patron, as per VCGLR regulation.
- 7.2 The Hirer agrees that there is to be strictly no BYO beverages of any kind allowed on MECC grounds or in the MECC Clubhouse. All BYO beverages will be confiscated by MECC Staff on sight and will not be returned under any circumstances. It is advised that all Hirers notify guests of this policy prior to the event.

8. Decorations and Materials

- 8.1 The Hirer agrees that all equipment and materials brought into the MECC for their functions must be removed from the premises at the conclusion of their event, or within 48 hours by prior arrangement with MECC Staff.
- 8.2 The MECC is not responsible for any of the Hirer's items left on premises after their event.
- 8.3 The Hirer agrees that no pins, nails or screws are to be used in the hanging of decorations on the walls of the MECC Clubhouse. All damages will be deducted from the function deposit fee, or charged to the Hirer's credit card.
- 8.4 The Hirer agrees to notify MECC Bar Staff of any furniture requirements for their event.
- 8.5 The Hirer agrees to pay a \$15 laundering fee for all tablecloths requested. This amount is to be

deducted from the Function Deposit, or charged using the credit card details provided by the Hirer, if the extent of the costs exceeds the Function Deposit amount.

9. Entertainment

- 9.1 The Hirer agrees to notify MECC Bar Staff if they require use of any of the MECC's entertainment systems, including PA system, radio microphone, video projection system for TV, DVD or laptop connection (requiring a VGA port), CD player or Auxiliary connected device (found on most smartphones, however for iPhone 7 and above, Hirers will need to supply a 3.5mm to Lightning adaptor).
- 9.2 The Hirer agrees that all outside contractors they bring into the MECC must have a minimum of \$20 million public liability insurance, and must be able to produce a copy of their insurance Certificate of Currency.
- 9.3 The Hirer agrees that all electrical equipment brought into the MECC by the Hirer or their contractors must have a current approved electrical test tag.

10. Beverage Requests

- 10.1 The Hirer agrees that the MECC determines all sale prices of additional items requested by the Hirer
- 10.2 The Hirer agrees at the conclusion of their event to buy back any remaining stock requested, from the MECC at cost price.
- 10.3 The Hirer agrees to submit all beverage requests at least 14 days prior to the date of their event.

I hereby acknowledge that I have read, understood and agreed to the terms and conditions of function hire at the Mount Eliza Country Club.

Print Name: _____

Signed: _____

Date: _____