



MARRIOTT WATERS FUNCTION ROOM - RULES, TERMS & CONDITIONS OF HIRE & USE

Marriott Waters strives to be a family-friendly community, and use of the Club's Function Room must be consistent with that vision. The Marriott Waters Owners' Corporation Committee reserves the right to accept or refuse individual bookings, based on the information provided, or set additional non-negotiable requirements and limitations to facilitate approval.

Marriott Waters Owners' Corporation accepts no responsibility for injuries sustained by Members or Guests.

PAYMENTS (all payments are GST inclusive)

Please see details below outlining payment requirements to hire the Club's Function Room:

Bond	\$300.00	<i>Fully Refundable*</i>
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Security Guard Payment (for all evening and afternoon functions where alcohol is present)

Security	4 Hrs	5 Hrs
Mon - Fri	\$198.00	\$247.50
Saturday	\$198.00	\$247.50
Sunday	\$198.00	\$247.50

Optional Payments (at the discretion of the Hirer, e.g. the Hirer can elect to perform the functions themselves or pay for Marriott Waters appointed contractor)

Cleaning	\$88.00	
Waste Disposal	\$16.50 (per bin used)	
BBQ Cleaning	\$16.50	

Due payment, including the bond, must be paid in full THREE (3) days PRIOR to function date or the booking may be cancelled.

**Hirers who elect to do their own cleaning must leave the premises at the same standard as they found them and Club Staff will inspect the Function Room at the completion of the function. If the Function Room is left in an unsatisfactory standard or is damaged, photographic evidence will be supplied and any costs deducted from your bond payment.*

**Deductions from the Hirers bond for cleaning cost will be charged at standard rates (refer to Optional Payments table).*

**If damage costs exceed your bond payment, the Hirer will be invoiced for any additional work required.*

Name:

Signature:

Date:



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TERMS & CONDITIONS OF HIRE

The Hirer must be a financial, registered Lot Owner or an authorised representative e.g. a rental Tenant with written authorisation from the Lot Owner.

The Hirer must be present for the duration of the function, and accepts full responsibility for ensuring compliance with the guidelines.

The Hirer is obliged to liaise with any individual(s) such as Caterers, entertainment personnel or the like to ensure they are adequately informed of the guidelines.

Guests are only permitted to use the Function Room which includes kitchen area, Function Room courtyard and allocated rest room area.

Guests may not congregate in, or use, the Club Foyer and or other Club Facilities.

When hiring the Club Marriott Function Room, the Hirer may not charge admission to, or sell tickets for, the event for which the Function Room has been hired.

The function room is not available for bookings on the evening prior to a Public Holiday, & or on a Public Holiday, or days in lieu of a Public holiday.

MAXIMUM CAPACITY

The maximum capacity for an event in the Function Room is limited to **100** people.

FREQUENCY OF USE

Each Lot is entitled to 2 bookings per Financial Year (December to November). Bookings can be made online at www.marriottwaters.club or in person at Club Marriott. Bookings are on a first come, first served basis. Online bookings will still require any signed documents be handed in TEN (10) business days PRIOR to the function date in order to finalise the registration.

SECURITY & ACCESS

The Hirer is to collect the keys and complete a Function Room handover prior to the function being allowed to proceed. Pass keys will be issued to permit access to the venue, and the Hirer is responsible for their return, either in person to a Staff member on the day of the function, or placed in the secure After Hours Key Return Box located outside the manager's office. All room doors must be locked after use, which is the responsibility of the Hirer.

CATERING

For Catered functions the Hirer must supply detail of an ABN and public liability insurance to gain approval.

Name:

Signature:

Date:



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SELF-CATERED FUNCTIONS

The use of paper or plastic plates, cups and containers is recommended.

The following electrical items are not permitted in the Function Room:

- Hot water urns
- Coffee urns
- Electric frypans
- Electric bain-marie

(Due to compliance with the Victorian Electrical Safety Regulations, all electrical items at Club Marriott must have a current certification of compliance awarded by an authorised Club Marriott Contractor).

Decorations cannot be permanently affixed to the walls, for any further clarification please contact Club Marriott Staff.

Rubbish is to be placed in kitchenette bins and rubbish can be removed by the Hirer at no extra cost. Alternatively, rubbish can be left for Club Marriott Cleaners to dispose of at a cost per bin rate (refer to costing table).

CONSUMPTION OF ALCOHOL

The responsible drinking of BYO alcohol is permitted but must be consumed in the Function Room only and cannot be removed from the Function Room. Strict compliance must apply and is non-negotiable.

The sale of alcoholic beverages is illegal at Club Marriott.

ANTI-SOCIAL OR VIOLENT BEHAVIOUR

Any acts of anti-social or violent behaviour by a member or guest during the course of a function will not be tolerated and will result in the instigator(s) being asked to leave the premises.

Adult entertainment is not consistent with the Club's vision and is **STRICTLY PROHIBITED.**

Functions are to remain invitation only and no functions are to be advertised on social media.

All incidents reported will be reviewed by Club Marriott Staff and the OC Committee members and may result in further action.

FURNITURE USE AND DAMAGE TO PROPERTY

Tables and chairs are available at no additional cost. Tables are to be cleaned and returned to the store room. All parties are advised to read the safety, cautionary signage on the tables.

OCCUPATIONAL HEALTH AND SAFETY

Smoking is not permitted anywhere in the building including toilets, outdoor areas or within five metres of the front entrance.

Name:

Signature:

Date:



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BBQ RULES OF USE

Club Marriott does not provide cooking utensils. The Hirer can clean the barbecue after use and leave the area in a clean and tidy state, lids placed back on the BBQ and dispose of all the rubbish at no extra cost. Alternatively, cleaning of the barbecue can be left for Club Marriott Cleaners at a cost (refer to costing table).

CAUTION: The SURFACE may be HOT, place the lids on barbecue at the conclusion of use.

Children under 16 years of age are not permitted to use the barbecues.

Name:

Signature:

Date: