



## 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 compulsory payment requirements to hire the Club's Function Room:

<b>Bond</b>	\$300.00	<i>Fully Refundable*</i>
<b>Cleaning</b>	\$110.00	2 hour allowance

### **Security Guard Payment** (for all functions where alcohol is present and/or exceeds 50 guests) – Unsuitied Guard

<b>Security</b>	<b>No of Guards</b>	<b>4 Hrs</b>	<b>5 Hrs</b>
0 – 50 Guests (No Alcohol)	No Security Required		
50 – 100 Guests (No Alcohol)	1 Guard	\$220.00	\$275.00
0 – 50 Guests (With Alcohol)	1 Guard	\$220.00	\$275.00
50 – 100 Guests (with Alcohol)	2 Guards	\$440.00	\$550.00
18 <sup>th</sup> or 21 <sup>st</sup> Birthday Parties 0 – 50 Guests	2 Guards	\$440.00	\$550.00
18 <sup>th</sup> or 21 <sup>st</sup> Birthday Parties 50 – 100 Guests	3 Guards	\$660.00	\$825.00

Club Marriott engage the services of licensed security guards for the purpose of protecting the Marriott Waters Owners Corporation Assets and ensuring the integrity of the function and their guests are aligned with the Marriott Waters Function Terms and Conditions.

Club Marriott Management have given authority to our Security Contractor at their discretion to request the services of an additional guard to attend Club Marriott. Incidents that require an additional guard but not limited to are; anti-social behaviour from function guests, irresponsible service of alcohol and/or exceeding the stated number of guests on the booking form. If the service of an additional guard is required at a function, additional charges will apply and are to be incurred by the Hirer. Charges for an additional guard will be charged at a rate of \$2.00 GST inclusive, per minute, per guard (public holiday rates will be applied if applicable). All functions requiring the services of an additional guard will be reviewed by Club Management.

Club Marriott Management assure that the Security Contractor has the experience and competence in Security Risk Management that ensures the protection of Marriott Waters OC Assets, Residents and Function Guests.

**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)

<b>Optional Payment</b>	<b>Cost</b>	<b>Allowance</b>
<b>Waste Disposal</b>	\$19.00	Per bin used
<b>BBQ Cleaning</b>	\$16.50	One off fee

Name:

Signature:

Date:



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

*\*Deductions from the Hirers bond for additional cleaning costs and/or waste disposal will be charged at standard rates (refer to Payments table).*

*\*Any additional costs incurred to the Club from the Function will be deducted from the Hirers bond (ie. Security costs, additional cleaning costs, equipment and labour costs for the removal of helium balloons from the foyer area).*

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

### 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, and/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). Booking REQUESTS can be made online at [www.clubmarriott.org](http://www.clubmarriott.org) 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.

At Managements discretion, Function room booking cancellations within 28 days from the booking date may result in the loss of one entitled booking per Financial Year.

Name:

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Date:



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### 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.

### 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).

Naked flames are not permitted for food warming in the building including Chafing Dish Fuel Cans.

Decorations cannot be permanently affixed to the walls or be powder loaded (i.e. baby reveal balloons), for any further clarification please contact Club Marriott Staff.

The Hirer is responsible for ensuring all rubbish is removed from the premises on conclusion of the function. Alternatively, rubbish can be left in a prearranged Club Marriott Wheelie Bin (located in function room garden area) and disposed 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.

Name:

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### 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.

### BBQ RULES OF USE

Club Marriott does not provide cooking utensils. The Hirer is to clean the barbecue after use and leave the area in a clean and tidy state. Lids are to be placed back on the BBQ and all rubbish to be disposed of. 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: