



Hall Hire 'Terms & Conditions'

The Barwon Grove Golf Club (Elliott Hall) is available for hire to any current financial member.

All applications are to be emailed to info@thetinshed.com.au attention the club Secretary and are **subject to approval by the club committee.**

Hall Hire will be confirmed by the Committee upon receipt of the deposit, together with the signed 'Terms & Conditions' and completed functions details (last page of this document)

Cancellations:

All cancellations must be confirmed by email, addressed to the Secretary of BGGC at least 7 days prior to the function. Deposits shall not be refunded outside of this 7 day period.

The BGGC reserves the right to cancel the reservation if the deposit or a signed copy of the 'Terms & Conditions' has not been received within 7 days of the original reservation.

Security:

If in the opinion of the BGGC Committee it is necessary to employ staff for the purpose of maintaining security at any event held at Elliott Hall, the costs of employing such staff shall be added to the hire charge. Hourly rates per security guard shall be provided at the time of booking. BGGC reserves the right to decide on the number of security staff needed per event. Security shall enforce hire of hall conditions and noise restrictions

Smoking:

Please observe Elliott Hall is a smoke free zone and smoking is only permitted outside. Cigarette butts must be placed in the bins provided. It is the responsibility of the Member to ensure the concreted area outside of the hall is free off cigarette butts.

Noise Restrictions:

Please be aware we are situated in a residential zone. We are instructed by Local Government to avoid noise outside the venue and surrounding area. Noise or amplified music (predominately bass) should not be able to be heard from the inside of the neighbouring residences. The club has a decibel meter to gauge noise levels however other circumstances may contribute to unacceptable noise levels. Please advise your entertainer prior to booking their services. All music must cease by 11.00pm. Bar service will be stopped and music power supply cut-off should you fail to comply with staff instructions.

Decorations:

Setting up of the Hall on the day or 1 day prior, may be arranged with any committee member with a minimum of 7 days' notice. Confetti and party poppers are NOT permitted at any time inside or outside of

Phone: (03) 5254 2826 (Thursday night 4.30pm - 8pm) Sunday (12.30pm – 6.30pm)

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ABN 97661 668 497

the Club. A special cleaning fee of \$50.00 will apply should this order be breached. Decorations must be appropriately attached to the building using non-marking tape/blu-tack ensuring no damage to the surface. Decorations (balloons, steamers, etc) must be taken down at the end of the night to avoid activation of the security alarm. Any remaining decorations (without prior arrangement) shall be deemed to be Club property and will be disposed of accordingly.

Lost Items and Storage of Goods:

We do not encourage storage of goods at our Club at any time. We wish to notify you that in the case where items are stored, left behind or lost at the BGGC prior to, during or after the function, the BGGC will not be responsible.

Hall Hire Costs:

Hire of Hall payable 7 days prior to function.

- Less than 100 guests - Cost \$400 (Includes cost of 2 bar persons & next day cleaning provisions)
- More than 100 guests - Cost \$540 (Includes cost of 3 bar persons & cleaning next day cleaning provisions)

Bond:

\$250 payable by booking 7 days prior to the function (and is not included in the hall hire) but is refundable if the Hall is left relatively clean and totally damage free. If significant glassware is broken charges shall also apply for the replacement thereof.

Note: Daytime Functions finished by 6pm – 50% off the above rates apply on the condition the hall is cleaned by the hirer at the end of the function (hall to be left the way it was provided)

Food & Beverage:

Members, event organisers and guests are NOT permitted to consume any beverages other than that supplied by the BGGC on the premise. **BYO is not permitted at the Club.**

Full use of the kitchen and all equipment is included in the Hall hire. BGGC may have its own frozen food, food or soft drink left in the fridge and freezers and is not permitted for use by the hirer. If these goods are consumed the hirer shall be charged for the items. If catering is required, the BGGC has the various catering partners. Please contact us for further details.

The bar is equipped with a fully automated ice making machine that is free of charge.

The Barwon Grove Golf Club has a ticket system for purchasing alcohol. Function tickets can be purchased for \$20.00 each and contain 5 drinks (clicks) per ticket. These tickets can be distributed or purchased in three ways.

- 1) The Hirer may purchase bulk tickets and hand them out to their guests at their discretion, which inturn present them to the bar staff for drinks
- 2) The Hirer may purchase bulk tickets and leave them behind the bar where the bar staff will appropriately click the tickets when drinks are purchased as guests approach the bar (throughout the night the Hirer is updated on the status of bar sales and tickets are available for audit)
- 3) The Hirer may prefer their guests to purchase their own drink cards, which will be purchased from the bar staff. EFTpos is available.

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Please note single drinks cannot be purchased - a whole ticket must be purchased. Please ensure all guests are aware of this to avoid confusion and confrontation with the bar staff. The tickets purchased can also be used whenever the BGGC is open (every Thursday evening and Sunday afternoon or at another function).

On average a standard drink will cost \$4.00 (bar price). The following drinks are included on the drink cards.

- Heavy Pot (1 click)
- Light Pot (1 click)
- Glass of Red, White & Champagne (1 click)
- ½ Nip Basic Spirits (1 click)
- Pre-Mixed Can/Bottle (2 clicks)
- Bottled Soft Drink (excluding 1.25lt) (1 click)

Please note we practice 'Responsible Service of Alcohol' and are governed by our liquor license and other various regulations.

Trading Conditions:

Elliot Hall is available for hire as set out below;

Friday 6 pm – 11.30pm (excluding Good Friday, Xmas Eve, & NYE)

Saturday 10am – 11.30 pm (excluding Good Friday, Xmas Eve, & NYE)

Last drinks are called 30 minutes prior to closing. The bar will be closed at the closing times above; all visitors must vacate the premises by 12.00am. The trading conditions must be strictly adhered to in order to comply with Victorian Liquor Licensing Laws.

(For requirements outside of the above days please contact the club)

Conditions of Use:

1. Children under the age of 18 years are not permitted to be served. The hirer/member will be deemed responsible if alcoholic drinks are purchased by or supplied to minors.
2. Beverages can only be purchased through the ticket system.
3. Responsible Service of Alcohol shall be adhered to. Those refused service may be asked to leave the function and/or be the responsibility of the hirer.
4. BGGC staff are only permitted behind the bar area.
5. The Committee at its discretion shall determine if plastic ware is utilised rather than glassware
6. The Hirer is present at all times during the function including setting up, opening and closing.
7. Access for setting up prior to the function can be arranged with a committee member who will open the hall.
8. The Hirer will be responsible for their guest's behaviour and general security of the premises.
9. No confetti or scatters to be used in the hall.
10. If Hall is left in an unsatisfactory state or damaged the bond or part thereof will be forfeited and any further costs will be billed to your account. This is at the discretion of The Committee.
11. Any malicious damage will be reported to the police, and separate legal action will be undertaken to achieve compensation for any repairs.

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The Barwon Grove Golf Club Hall Hire - Acceptance and Agreement:

I, the Hirer, have read and accept the Terms & Conditions of use as set out above. Any breach of one or more of these terms may result in forfeit of my security deposit and/or and extra fees being applied to the cost of the hall hire.

Function Details	Insert Information
Name of Person Hiring Hall	
Event Date	
Type of Event (if birthday include age)	
Entertainment Details (band, DJ, etc)	
Number of Guests	
Name of Financial Member	
Address	
Mobile Number	
Email	
Special Requirements:	
Access Requirements (set up)	
Signature	
Application Date	

Payment Methods:

Electronic Funds Transfer -

BGGC Account for Direct Deposit - Bendigo Bank **BSB 633 000 - Account 121 624 555**

Cash –

To be provided at the hall and received by a Committee Member who will enter in Club Diary.

Office Use Only

Date Paid: Payment Method: Cash EFTpos Direct Deposit

Amount Received Received by: Member Number:

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