



Elliot Hall Hire 'Terms and Conditions'

The Barwon Grove Golf Club (BGGC aka The Tin Shed) 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**. The committee meets on the third Sunday of each month and application should be received 7 days prior a meeting for it to be heard on that date. If the event is scheduled before a committee meeting, the executive committee can meet to make a decision on the event.

Hall Hire will be confirmed by the Committee upon receipt of the deposit (\$200), together with the signed "Terms and Conditions" and completed functions details (last page of this document).

Hire of Hall payable 28 days prior to function. Costs as follows:

Less than 80 guests – Cost \$450 (Includes cost of 2 bar persons and next day cleaning provisions).

More than 80 guests – Cost \$600 (Includes cost of 3 bar persons and next day cleaning provisions).

Non-Members Costs of Hire & Bond

As above but nominated Financial Member as listed on Hire of Hall application must be present for the duration of the entire function.

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).

Bond

\$250 payable by booking 28 days prior to the function (and is not included in the hall hire) but is refundable if the Hall is left clean and totally damage free. If significant glassware is broken charges shall also apply for the replacement thereof.

Cancellations

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

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

Phone: (03) 5254 2826 (Thursday night 4.30pm - 8pm) Sunday (2.00pm – 6.30pm)

Email: info@thetinshed.com.au Website: www.thetinshed.com.au

Address: Sheepwash Rd Barwon Heads 3227 (Behind C.F.A)

ABN 97661 668 497



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 Elliot Hall is a smoke free zone and smoking is only permitted in the outside area provided. 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 of cigarette butts.

Noise Restrictions

Please be aware we are situated in a residential zone. We are instructed by local Government to avoid noise outside venue and surrounding area after 10.30pm. Noise or amplified music (predominately bass which has been limited to our sound system) should not be able to be heard from the inside of the neighboring 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 (An Acoustic band is acceptable, but a Bass band is strictly prohibited). 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. Please follow the sound system instructions.

Decorations

Setting up of the Hall on the day or one day prior, may be arranged with any committee member with a minimum of 7 days' notice. Confetti, scatters and party poppers are **NOT** permitted inside or outside of the Club. A special cleaning fee of \$200 will be incurred if this term is breached. Decorations must be appropriately attached to the building using non-marking tape/blu-tack ensuring no damage to the surface. Decorations (balloons, streamers, etc) must be taken down at the end of the night to avoid activation of the security alarm. Any remaining decorations (without prior arrangements) 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.

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Food & Beverage

Members, event organisers or guests are **NOT** permitted to consume beverage 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 these 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 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 in turn 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 purchase as the guests approach the bar.
3. The hirer may have a limit (eg: \$1,500) and the bar staff will use a function sheet, crossing off each drink that has been served. The bar staff will notify the hirer when the limit is near its total).
4. The hirer may prefer his/her guests to purchase their own drink cards, which will be purchased from the bar staff. EFT is available. Please note single drinks cannot be purchased – a whole ticket must be purchased. Please ensure all guest 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 from 4.30pm and Sunday afternoon from 2.00pm 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)
- Cider 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 1.25ltr), Soft Drink Cans or glass of drink (1 click)

Please note we practice 'responsible service of alcohol' and are governed by our liquor license and other various regulations, thus we encourage basic spirits to be served as a ½ nip.

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Trading Conditions

Elliot hall is available for hire as set out below;

Friday 6.00 pm – 11.30pm (excluding Good Friday, Christmas Eve & NYE)
Saturday 10.00am – 11.30pm (excluding Good Friday, Christmas 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

- 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 passed to minors.
- Beverages can only be purchased through the ticket system.
- The BGGC staff are only permitted behind the bar area.
- 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.
- The Committee at its discretion shall determine if plastic ware is utilised rather than glassware.
- The Hirer is present at all times during the function including setting up, opening and closing.
- Nominated Financial Member as listed on Hire of Hall application must be present for the duration of the entire function.
- No confetti, scatters or party poppers to be used in the hall.
- Access for setting up prior to the function can be arranged with a committee member who will open the hall and hand over keys.
- The Hirer will be responsible for their guest's behaviour and general security of the premises.
- 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 up to the discretion of the Committee.
- Any malicious damage will be reported to the police, and a separate legal action will be undertaken to achieve compensation for any repairs.

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The Barwon Grove Golf Club Hall - Acceptance and Agreement:

I, the Hirer have read and accept the Terms and 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 fee applying to the cost.

Name of Person Hiring Hall	
Address	
Mobile Phone Number	
Email address	
Event Date	
Time of Event to Start	
Type of Event (if birthday include age)	
Number of Guests	
Entertainment Details (Band, DJ, Play List, etc.)	
Name of Financial Member	
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 No: 121 624 555

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

Office Use Only

Date Paid: Payment Method: Cash EFT Direct Deposit

Amount Received: Received by: Member No:

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