



# **RIVERSIDE CRICKET CLUB INC.**

## **EST. 1946**

### **Ray Money Pavilion** **Room Hire Terms & Conditions**

The following terms and conditions apply to persons wishing to hire the Ray Money Pavilion for private functions.

#### **Area of Hire**

The area available for hire includes:

- The main social room area;
- The bar and kitchen areas;
- The balcony areas accessible from the main social rooms;
- All upstairs bathrooms; and
- Any passages, hallways or entrances required to access these areas.

The area available for hire does not include:

- The downstairs change rooms, bathrooms, storage areas or canteen;
- The upstairs club storage areas; or
- The upstairs meeting room.

The lift between the downstairs and upstairs areas is not to be used. Elderly & disabled can access the pavilion via the disabled car park and ramp, which does not have any stairs.

#### **Audio Equipment**

The Pavilion offers a full audio sound & microphone system for use during a function if required. For overhead projector and screen use you will need to notify the RCC Hiring Coordinator prior to the function date.

#### **Hours of Hire**

The pavilion is generally available for hire from 7.00 pm until 12 am on Friday and Saturday evenings and from 12.00 pm until 5.00 pm on Sundays. For hire outside of these hours please contact the RCC Hiring Coordinator to discuss.

The day of Hire, the hours and duration of hire may be amended by the RCC Hiring Coordinator prior to confirming your booking.

Access to the pavilion outside the hours of hire (ie. to deliver supplies, set up tables, prepare food, etc) may be arranged with the RCC Hiring Coordinator prior to the function.

#### **Security Bond**

A security Bond of **\$500.00** & the Pavilion Hire Fee is payable to the club 30 days prior to the function.

The Security Bond and Hire Fee must be paid either in cash or by electronic funds transfer to the **Riverside Cricket Club, BSB: 033 059, Acct No: 303576 (Westpac)**

The club does not accept cheques. A receipt for the deposit will be provided upon request.

This deposit will be refunded to the hirer within 7 days of the completion of the function, subject to a post-function inspection of the pavilion. During the post-function inspection, any damage to the pavilion and/or club property will be documented, and the costs of repairing the damage will be deducted from the security deposit. In the event the cost of repairing the damage exceeds the security deposit, the additional costs will be invoiced to the hirer. The club's payment terms in such instances are 7 days.

### **Hire Costs**

Pavilion & Audio Hire	Friday Evening	Saturday Evening	Sunday
*Club Members	\$200	\$360	\$360

- **THESE PRICES INCLUDE THE EMPLOYMENT OF RSA CERTIFIED BAR STAFF TO RUN THE BAR & SERVE DRINKS AT YOUR FUNCTION.**

*\* PLEASE NOTE: ALL PAVILION HIRERS MUST BE A CURRENT MEMBER OF THE RIVERSIDE CRICKET CLUB; THEREFORE NON CLUB MEMBERS MUST PURCHASE A \$40 SOCIAL MEMBERSHIP OF THE RCC FOR THAT SEASON ON TOP OF THE ABOVE PRICING.*

### **Bar – Minimum Spend over the Bar**

- **Friday Night Functions have a minimum Spend over the bar of \$1500.00**
- **Saturday Night Functions have a minimum Spend over the bar of \$2000.00**

Note: These Minimum Spend amounts over the bar are non-negotiable.

### **Cleaning**

The hirer may elect to clean the pavilion themselves, or to pay a charge of **\$160.00** for the club's cleaners to undertake the cleaning for them.

In the event the hirer elects to use the club's cleaner, the hirer remains responsible for:

- The Removal of all decorations;
- Washing, drying and putting away any kitchen utensils or any cooking equipment used;
- Disposal of any leftover food & general rubbish; and
- Removal of any other equipment or belongings of the hirer or their guests.
- The return of any tables and chairs back into the upstairs Shared storage room.

In the event the hirer elects to clean the pavilion themselves, then they are responsible for the below tasks (in addition to the above tasks):

- Sweeping of all outdoor areas used;
- Sweeping and mopping of all indoor areas used (including bathrooms);
- Cleaning of toilets and basins;
- Vacuuming of all indoor carpeted areas;
- Wiping down of all bench tops and tables;
- Emptying of all rubbish bins and replacement of all bin liners;
- The neat return and storage of any of the club's cleaning equipment used; and
- Any other tasks required to return the pavilion to its pre-hire state.

The club will conduct an inspection of the pavilion and surrounding areas on the day immediately following the function. Should any part of the pavilion require further cleaning, the club shall organise for such cleaning to occur, and the costs of cleaning shall be deducted from the hirer's security deposit.

### **Bar Staff**

Bar Staff will be provided by the Club. Depending on the size of the function, one, two or three Qualified Bar Staff will serve drinks, in compliance with the club's liquor license and responsible serving of alcohol (RSA) policy. The Bar Staff are also responsible for the pick-up & cleaning of glasses and the bar area.

### **Alcohol Serving and License Agreement**

Drinks may only be served by the bar staff supplied by the club.

Bar staff are required to comply with the terms of the club's liquor license. The hirer is expected to assist the bar staff in complying with the liquor license as required. Bar staff have the right to:

- Refuse service to patrons unable to provide evidence that they are 18 or over;
- Refuse service to patrons they suspect may be providing alcohol to minors;
- Refuse service to patrons who appear overly intoxicated;
- Require drunk patrons to leave the premises upon request; and
- Take any such action as deemed necessary to ensure responsible service of alcohol laws are complied with.

Bar staff are required to stop serving alcoholic beverages 15 minutes before the scheduled close of the function, and in any event no later than 11.45am, being 15 minutes prior to the expiry of the club's licensed operating hours.

### **Security**

The club reserves the right to require the hirer to employ private security for their function. This will be at the discretion of the club, and will be communicated with the hirer prior to the function. The cost of the security staff will be paid by the hirer.

### **Other Services**

Any other persons engaged by the hirer (such as DJ's, band members, etc) must comply with the terms of hire as set out in this document. The hirer is responsible for informing any such persons of the conditions of hire. (The use of Smoke Machines is not permitted).

### **Payment Terms**

The club requires full payment of the pavilion hire charge prior to the function.

In the event the hirer elects to prepay for beverages purchased from the club, a pre-determined bar-tab amount, as agreed by both parties, is payable by the hirer in advance, Eftpos facilities are available onsite. When the bar-tab reaches its expiry, the bar staff will inform the hirer, who may elect to add to the bar-tab (payable on the spot) or have patrons purchase their beverages from the club at standard bar prices.

### **Pavilion Availability & Function Types**

Please note that the availability of the pavilion is dependent upon the needs of the club. Unfortunately, the pavilion may be unavailable on some occasions due to club functions, council use, or other prior engagements.

The club reserves the right to refuse a request for pavilion hire request at its discretion. It is the policy of the club not to host birthday parties under the age of 21 (i.e. 16ths, 18ths).

Other functions which the club refuse to host include:

- Bucks or hens parties;
- Functions involving gambling or adult entertainment; or
- Any other function deemed to be inappropriate by the club.

### **Decorations:**

To adhere to the Pavilion's Joint User Agreement we ask that NO decorations are to be fixed, taped, stuck or tied to the walls or ceiling of the Pavilion.

We encourage the use of Helium Balloons, table decorations and coloured table covers to enhance your decorating needs.

### **Noise and Disruption**

The club's liquor license requires the club to minimise noise and disruption to its neighbours.

It is the responsibility of the hirer to ensure that their guests do not create unnecessary noise or disruption both during their function, and as their guests leave the pavilion.

The use of sound systems outside the pavilion is not permitted without the consent of the RCC hiring Coordinator.

For evening Functions the Balcony Doors will be locked at 12 Midnight and patrons asked to remain inside. Smokers can smoke at the front of the building after this time.

### **Supply of Beverages (Alcoholic and Non-Alcoholic)**

The room hirer may elect to purchase beverages from the club at the rates listed in the attached price list or patrons can purchase beverages at regular bar prices. The conditions of each option are listed below:

#### **Purchasing Beverages from the Club:**

- The club will ensure that the bar is adequately stocked with the beverages listed in the attached price list;
- The hirer may request additional beverages to be supplied. These will be supplied at a price agreed to prior to the function. Any of these beverages remaining from the function are to be purchased by the hirer from the club at cost price; and
- The hirer may set up a bar-tab (payable in advance) or the hirer's guests may purchase beverages over the bar at the club's standard prices.
- Please note, regardless of the beverage option selected, the club does not serve shots, doubles, "Jager-bombs" or other similar beverages.

- No external Alcohol or will be allowed on premises.

**Tea/Coffee:**

The club is able to supply tea and coffee making facilities for guests at no charge – please inform the club prior to the function if you would like tea and coffee supplied.

**Smoking:**

Smoking is strictly not allowed inside the Pavilion. The only designated smoking area is on the East side Balcony.

**Revision of Hire Terms**

The club reserves the right to revise any of these terms and conditions at its discretion. Any changes to these terms will be communicated to the hirer prior to their function.

**Cancellations**

In the event of the cancellation of your function the following will apply:

- If the cancellation is more than 14 days before the function date the Security Bond & Hire Fee will be reimbursed in full.
- If the cancellation is less than 14 days prior to the function date your Security Bond Hire will be reimbursed but your Hire Fee will be forfeited.

**Hiring Coordinator**

If you have any questions please feel free to contact Nick on 0422445978 who is the Riverside CC. Hiring Coordinator.

The Hiring Application Form attached needs to be completed by the Hirer and emailed to [nicholas.ellks@kodak.com](mailto:nicholas.ellks@kodak.com) OR posted to **Riverside Cricket Club, Attn: Hiring Coordinator, PO BOX 479, Greensborough, 3088.**