



FRANKSTON LIFE SAVING CLUB INC.

FUNCTION ROOM TERMS AND CONDITIONS

It is the function room client's responsibility to read the general terms and conditions carefully and ensure they understand each section within the document and seek clarification if any section is unclear. Penalties may occur if these terms and conditions are not followed.

1. IMPORTANT INFORMATION:

*It is essential that the online enquiry form is completed in the name of the person or organisation paying the account in order for invoices to be mailed to the correct name and address. The applicant must be aware that the person who signs the document is legally responsible for the condition of the function room and any damage that may occur.

*Bookings are only confirmed by the club in writing.

*All functions held at Frankston Life Saving Club **must conclude by midnight.**

*Upstairs function guests do not have access to the downstairs operations area of the club.

*The number of people attending the function must not exceed the **maximum capacity of 100 people.**

*The venue may not be suitable for large 18th or 21st birthday parties or similar type of functions. Frankston Life Saving Club reserves the right to approve or refuse hire of the function room on a case by case consideration.

*Frankston Life Saving Club is a **non-smoking venue** and smoking is not permitted at any time.

*Gaming is prohibited at the Frankston Life Saving Club.

*Any person committing a breach of any one or more of the Terms and Conditions or of the council by laws relating to the building or noise is liable to be expelled from the building.

2. \$200 HOLDING DEPOSIT/SECURITY BOND:

*A \$200 booking deposit/security bond is required to secure your function room date.

- (Fully refundable if written cancellation is received 21 days prior to function)

*The \$200 security bond is fully refunded within 10 days after the event, following a no damage venue hire assessment. It is not refundable on late cancellation or accidental damage to club's premises or surrounding areas.

3. FEES:

*The fees must be paid no less than 21 days prior to use of the function room, unless an application is made within this time, when the fees are due and payable immediately.

- Any cancellations before 21 days prior to the event will be fully refunded.

*Unless stated otherwise, all amounts quoted are inclusive of GST.



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4. CANCELLATION OF BOOKINGS:

*BY THE FRANKSTON LIFE SAVING CLUB – The club reserves the right to cancel any booking and the club accepts no liability whatsoever. However, should it be necessary for the club to cancel any booking prior to the function being held, all fees paid to the club for the function room use will be refunded.

*BY THE CLIENT – Should the client desire to cancel a booking, the club will not be liable to refund the hire fees paid unless the venue manager of the Frankston Life Saving Club is notified in writing at least twenty-one (21) days prior to the booking date.

5. ACCESS FEE PRIOR TO THE EVENT:

*When a booking is made, the booking time must allow time for setting up prior to the event.

-The access fee is \$25 dollars per hour.

6. AFTER THE EVENT:

*All functions held at Frankston Life Saving Club function room must conclude by midnight or the time set out in the booking form.

*The client must remove all decorative material and equipment immediately after the close of the function and before the end of the allocated booking time.

*If not off premises within 30 minutes a **\$25 per hour charge will apply.**

-You have 30 minutes to vacate the premises at no charge.

*Please respect noise restrictions in and around this venue for the amenity of nearby residents.

7. CLEANING FEE:

*A cleaning fee applies to a maximum \$100.

-Price depends on function

*Should additional cleaning be required other than which is usually performed by our cleaning staff, the client is required to pay all extra costs.

8. KITCHEN FACILITIES:

-A self catering kitchen is available for heating only (**no cooking allowed**).

*The kitchen is supplied with stove, oven, refrigerator, sink & dishwasher for heating/storing food and for washing up dishes etc.

*The function room client and any caterers must leave the kitchen clean and tidy with all fixtures and utensils left in good order and condition. If this is not done, the club reserves the right to charge the user for any extra costs incurred.

9. LIQUOR LICENSING AND BAR FACILITIES:

*No alcohol is to be brought onto the premises (**No BYO**).

-The club license allows only for alcohol to be sold over the bar, by club personnel.

*Only people over the age of 18 years are permitted to consume alcohol.

-Proof of age must be presented upon request.



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*The club has the right to refuse the sale or consumption of alcohol to/by any intoxicated person, at the discretion of bar personnel or a club official.

*Guests of a pre-booked function are not required to complete and sign the guest register upon entry to the upstairs function room.

*The function room is a fully licensed area during restricted hours. The liquor license hours are displayed at the premises and are available on request. A requirement for bar service outside of the licensed hours requires a special license. A minimum of 3 months' notice is required to obtain a special license. All costs incurred in obtaining a special license are to be met by the client.

Note: Alcohol (sealed or unsealed) is not to be taken from the designated liquor licensed upstairs function room area at any time.

10. NON-SMOKING:

*Frankston Life Saving Club is a **non-smoking venue**. Smoking is banned from all parts of the building (**including balcony**). The area adjacent the front entrance is designated for smokers (please use the litter receptacles provided). Please do not smoke in the entrance to 'Waves' restaurant.

11. DAMAGE AND THE USER'S RESPONSIBILITIES:

*The function room client is responsible for the costs of repairing all damage to the building, fixtures or fittings (fair wear and tear accepted) incurred during the use of the function room.

*The floors, walls, curtains, balcony or any other part of the building or any fittings or furniture, shall not be broken in any other way damaged.

12. BEHAVIOUR AND NOISE RESTRICTIONS:

*As we occupy a shared facility with 'Waves' restaurant, offensive behaviour or language will not be tolerated.

*Direction from club officials must be followed at all times for safety of all members and guests. If at any time, any person is asked to vacate the premises for any reason they must do so immediately.

*No amplified music is permitted in the function room at any time. The club may turn down the volume if deemed necessary. A Jukebox, DJ or live music/band may be permitted with strict noise level controls.

*Children should not be upstairs without parental supervision and they are required to show appropriate behaviour. Children are not permitted to play in the entry and stairwell areas.

*Children are not permitted on the balcony area unless accompanied and supervised by their parent or legal guardian.

13. OBSTRUCTIONS:

*No equipment or tables should be obstructing the fire doorway. The fire exit should be clear at all times.

*The client shall comply in every respect with the regulations under the Health Act with regard to public buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors, or of any other part of the building. Any person causing an offence against such regulations shall be removed from the building.



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14. POLICE ATTENDANCE:

*The FLSC officials have the right to contact the police if required.

15. INSURANCE:

*The user shall not neglect to do, or permit to be done or left undone, anything which will affect the club's insurance policy or policies relative to fire or public risk regarding the building and the user thereby agrees to indemnify the club to the extent that such policies are effected through any such act of commission or omission. The club has effected public liability insurance only in its name which provides some protection for public liability. If the board decides a requested use of the venue requires extra insurance then the premium is payable by the user.

16. STORAGE OF EQUIPMENT/THEFT:

*No personal property or property belonging to either a casual or permanent hirer may be stored in the building without the prior written approval of the club. Any such approval is subject to the individual/organisation accepting full responsibility for the loss, damage or misuse of the equipment. Under no circumstances will the club accept any responsibility for such losses, irrespective of the circumstances.

17. NON-PERMITTED ACTIVITIES:

*No underage drinking is permitted in the building.

*No smoking in the building (includes balcony).

*No liquor (opened or unopened) is to leave the liquor licence area.

*No standing/sitting on the balcony fence wires, railing and indoor stairwells.

*No throwing any objects over the balcony.

*Please try to remove sand prior to entering the upstairs facility.

*Guests should be informed that...

1. This is a non-smoking venue.
2. No BYO alcohol allowed.
3. Gaming is prohibited.
4. Due to the Waves restaurant and nearby residents, please respect noise restrictions in and around this venue.

Any questions please email functionroom@frankstonlsc.com.au
or contact FLSC Venue Managers – 0400 223 682