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**Montmorency  
Eltham RSL**

**Petrie Park,  
Mountain View  
Road, Montmorency  
3094**

Telephone: 9434 2085  
Facsimile: 9432 1542

E-Mail:  
montyrsl@pacific.net.au

ABN 23 521 968 577

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## **TERMS AND CONDITIONS OF HIRE**

The following are the Terms & Conditions of hire pertaining to the hire of our function rooms and is binding contract between us, The Montmorency Eltham RSL Sub-Branch and the client hosting the function. These Terms and Conditions cannot be changed unless agreed to by the Function Manager and Client in writing

### **Planning & Co-ordination**

Our Function Manager is available 5 days a week between the hours of 10am – 12 noon and 2pm – 4.30pm by phone and for appointments. Saturday and Sunday appointments are available but must be prearranged with the Function manager.

### **Tentative Bookings**

A tentative reservation will be held for 14 days from the date the tentative booking was made. If the booking is not confirmed after 14 days then the Montmorency Eltham RSL reserves the right to cancel the tentative booking without notice.

### **Confirmation of booking**

A deposit of \$200 is required to secure your booking. This payment is required within 7 days of you confirming your booking.

Confirmation of your booking will be recognised once the appropriate deposit is paid and the return of the completed signed Terms and Conditions acceptance form.

### **Membership**

Our function room is for hire by members only. For any non-member a membership application form must be completed and the appropriate membership fee paid with the above deposit. All Montmorency Eltham RSL Club membership expires on the 31<sup>st</sup> December of each year. As a full Club member you are entitled to all Club membership benefits. Membership benefits will be advised to you separately.

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## **Payment made prior to function**

The following charges are to be paid in full no later than 10 days prior to the commencement of the function. Payments must be made with cash, as there are no credit card facilities available at this time.

### **Room hire**

A room hire fee is payable for all functions. The room hire fee includes labour service, setup, expendable supplies, and opportunity cost for closing areas of the venue. The charges are as follows.

Function room 1 – \$200

Function room 2 – \$200

Members Bar Upstairs Exclusive – \$500

Members Bar Upstairs half room – No charge

### *Bonds*

A security bond is required for all functions within our club. This bond will be refunded to you by cheque within 7 days from the conclusion of your function provided that no damage is made to the Club premises (inside or outside) within the duration of your function. Refer to clause 'Club Property Damage' for further information.

### *Security personnel*

It is policy at Montmorency Eltham RSL that a minimum of 1 security guard is necessary for all functions. Additional security guard requirements are at the discretion of the Function Manager.

Security Guard fee is \$35 per hour with a minimum of 4 hours charged per guard.

The Montmorency Eltham RSL reserves the right to exclude, eject or refuse any guests attending the club without liability. Identification is required to be shown upon entry to the Club. Please refer to 'Club Liquor Licensing' for further details.

### *Menu Costs & Selections*

Confirmation of your final numbers and menu selections must be supplied at this time along with the payment of the total menu cost for your function. Any menu change requests made less than 10 days until your function date may not be able to be

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accommodated by our kitchen, however, we will endeavour to help in the best way we can. Sit down menus are served alternatively.

### **Payments made at conclusion of Function**

The following charges are to be paid in full at the conclusion of your function.

#### *Bar Tabs*

Where beverages are charged on consumption, your beverage account is to be paid in full prior to the function. Your bar arrangements are to be setup with the Function Manager no less than 10 days prior to your function. All drinks sold are at our members' price level. There are many options available including an open bar, pay as you go or for the organiser to impose a dollar limit and select a limited bar service.

### **Prices**

All prices quoted are inclusive of GST. All advertised prices are for immediate functions and events. An increase in advertised price may occur and the Montmorency Eltham RSL reserves the right to alter advertised prices at any time. You will be notified well in advance if any price change is to affect your function.

### **Cancellations**

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

- If cancellation is more than 10 days before the function date your \$200 deposit will be refunded if we are able to re-book the function room on your function date. If the function room cannot be re-booked your \$200 deposit will be forfeited.
- If cancellation of the function is 10 days or less before the function date your \$200 deposit will be forfeited and retained by the Montmorency Eltham RSL

### **Labour Surcharge**

Applicable to public holidays and Sundays – any functions held on these days will incur a 20% surcharge on your food and beverage costs.

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## **Minimum Numbers**

Upstairs function room - 80ppl  
Downstairs function room - 80ppl

Bookings for functions with guests' numbers falling below minimum bookings are at the discretion of the Function Manager. A surcharge will apply in these cases – the standard finger food menu cost multiplied by the number of guests falling short of the room minimums.

## **Function Hours**

It is the Montmorency Eltham RSL Club policy that no function shall exceed the duration of 5 hours maximum. The Function Manager can, at their discretion, deem the function hours shorter. All patrons must vacate the function area within 30 minutes of closure of the bar. Typically functions held at night will run from 7.30pm-12.30am.

## **Decorations & Music**

Balloons, streamers, centre pieces and picture boards are permitted. However, you will not be allowed to pin or sticky tape to walls or ceilings. Confetti, rice and DJ's smoke machines are not permitted. Music choices are yours to make. DJ's, bands & jukeboxes are all permitted at your expense.

Montmorency Eltham RSL has a speaker & microphone equipment that is compatible with ipod, laptop and mp3 players which is available to use for \$100 fee.

A suitable time is to be arranged between the client and the Function Manager to decorate the room and it is the clients' responsibility to remove all decorations, music and gifts immediately at the conclusion of your function.

## **Dress Codes**

The Montmorency Eltham RSL has dress code by-laws in place and these are to be strictly adhered to. Function guests will be refused entry if their dress is deemed inappropriate or unacceptable. Fancy dress functions are at the discretion of the Function Manager.

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## **Club Property Damage**

Clients are financially responsible for any damages sustained to the function room fittings, property or equipment by clients, guests or outside contractors prior during or after the function.

The client hosting the function is liable for any loss or damage caused to the club and its surroundings by their guests, employees or subcontractors before, during or after the function. The client shall bear the costs associated with any loss or damage caused within this duration.

Any costs incurred will be taken from your bond with the balance refunded to you. If the cost of repair or replacement is greater than the bond amount the client hosting the function will be responsible for reimbursing the Montmorency Eltham RSL the financial difference.

The Club claims no responsibility to property inside the Club during the function or property left behind once the function has ended such as presents or entertainment equipment left overnight.

## **Guest Property**

Montmorency Eltham RSL will accept no liability or responsibility for loss of damage to organisers or guest's property before, during or after a function. All guests property must be removed from the venue prior to the conclusion of the function unless previous organised by the Function Manager.

## **Food & Beverage Regulations**

Strictly no food or beverages of any kind with the exception of the celebratory cake, packets of chips, lollies and nuts being the only permitted foods to be brought into the Club.

## **Smoking designated areas**

Smoking is not permitted indoors anywhere at the Montmorency Eltham RSL in accordance with the Tobacco Act 1987. There are outside smoking areas adjacent to both function rooms.

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## **Club Liquor Licensing**

Liquor Licensing Regulations requires that the host of the function must be a member of the Club and that that member must inturn be responsible for all of their guests. Further requirements call for a complete list of all of their names and addresses to be supplied by the host member one week prior to the function date. By providing this information your guests can by-pass normal sign-in procedures when arriving at the Club. A spreadsheet will be provided to you for this purpose. Also in accordance with Liquor Licensing laws special permission will be granted to the host member by the Montmorency Eltham RSL Committee allowing the host member to sign in their complete guest list (referred spreadsheet) on the date of their function only.

Management reserves the right to exclude, eject or refuse entry to any guest attending the function and Club in accordance with the Liquor Control Reform Act 1998 of Victoria.

Management also reserves the right to refuse entry to minors under the age of 18 years unless accompanied by a responsible adult. Appropriate photo identification or proof of age identification will need to be sighted.

Management reserves the right to refuse service of alcohol to any person in accordance with the Liquor Control Reform Act 1998 of Victoria.

Management reserves the right to terminate the function at any time due to inappropriate behaviour and/or any violent behaviour caused by function guests.

The following sources of information are available:

[www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)  
Victorian Law Today

- liquor control reform act 1998
  - tobacco act 1987
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Acceptance Form

*I hereby understand that by signing this acceptance form I am acknowledging that I have read and understood the terms and conditions of Hire as outlined.*

*I also understand that the result in misleading the Montmorency Eltham RSL will result in the termination of my function.*

**CLIENT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **MEMBERSHIP No.** \_\_\_\_\_

**FUNCTION DATE:** \_\_\_\_\_ **FUNCTION ROOM** \_\_\_\_\_

**TYPE OF FUNCTION:** \_\_\_\_\_ **GUEST NUMBERS:** \_\_\_\_\_

**FUNCTION TIME START:** \_\_\_\_\_ **LAST DRINKS** \_\_\_\_\_

**ALL GUESTS VACATED BY FUNCTION TIME END** \_\_\_\_\_

**SPECIAL REQUESTS:** \_\_\_\_\_

**Food Package chosen** \_\_\_\_\_ = \_\_\_\_\_ \$

**Room Hire:** \_\_\_\_\_ \$ \_\_\_\_\_ = \_\_\_\_\_ \$

**Security Personal** \$35 p/h X \_\_\_\_\_ = \_\_\_\_\_ \$

**Additional item** \_\_\_\_\_ = \_\_\_\_\_ \$

**Bond Already Paid** \_\_\_\_\_ **less** \_\_\_\_\_ \$

**FUNCTION TOTAL:** \_\_\_\_\_ = \_\_\_\_\_ \$

**AMOUNT PAID:** \_\_\_\_\_ **BALANCE DUE:** \_\_\_\_\_

**SIGNED BY CLIENT** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**SIGNED BY MONTMORENCY ELTHAM RSL:** \_\_\_\_\_

*Thank- you for your recent purchase within our Club to hold your function, we look forward to seeing you!*