



Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

95 Allpass Parade, Shorncliffe Qld 4017

PO Box 201, Sandgate Qld 4017

t: 07 3269 8888 f: 07 3269 2245

e: management@vmrsandgate.net.au w: vmbrisbane.com.au

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Hall Hire Terms and Conditions

Volunteer Marine Rescue Brisbane is a community organisation and we rely on the goodwill of the community for our ongoing existence. Our good relationship with our neighbours is critical and excessive noise and disorderly conduct will not be tolerated could adversely impact on this. It is critical that our ability to maintain our good reputation in the community is important for both our ability to renew our licence and also to retain the financial support of the community with our fundraising activities.

Costs charged herein are not charged as a profit making venture but are to help cover the cost of electricity, maintenance and wear and tear on our premises and equipment and insurances. Any further donation would be greatly appreciated to enable us to keep this facility available.

The hirer must observe all licensing restrictions regarding noise, closure time, BYO alcohol, take-away alcohol, underage drinking amongst other normal liquor licensing rules. The bar staff and Licensee have full authority to close any function should any of these conditions not be adhered to.

Room setup and clean-up **MUST** be completed within your hiring time. For large events, access can be arranged earlier and will depend on other venue bookings. The setup of tables, chairs and place settings is the responsibility of the hirer.

Venue Hire Costs

Schedule of prices are listed below:

Weekday Classes/Training/Functions

Length of Time	Members	Non Members
0-4 hrs	\$40	\$150 (Fee of \$75 required to secure booking)
4-8 hrs	\$80	\$300 (Fee of \$150 required to secure booking)

0-4 hrs slots can be booked if a function has been booked for that night.

0-8 hrs slots can be booked only if there is NOT a function booked for that night.

Weekend Parties/Functions

Non Members	\$480	(Fee of \$300 required to secure booking)
Full Members	\$240	(A 12 month waiting period from joining date before member price applies)
Active Members	\$120	(Includes retired/Full Members who are actively involved in the day to day running of the club)

Hirees can bump in from 2pm and all belongings must be removed that night or by 7am the following morning. Other requirements will be quoted on an individual basis based on facilities and time required. Discounts may be available for ongoing bookings, weekday bookings and other not for profit groups.

Booking Deposit

A deposit maybe required to secure your booking as per the schedule above. The remainder of the monies outstanding for the venue hire, any bar staff and alcohol consumed will be settled on the night.

Cleaning Fee

A cleaning fee of \$150 will be required from all hirees including **ALL** member and management. The \$150 will be due at the time of final payment for the venue which is the Tuesday of the week of the function. At the beginning of the function the hiree will be given a list of requirements for cleaning. If these are all done properly and the venue is left spotless then, the \$150 fee will be refunded. If the venue is not left in a clean

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manner then, the cleaning fee will **NOT** be refunded as this will then have to go to a cleaner. You may wish however to pay the \$150 by choice to have the venue cleaned on your behalf.

External caterers are permitted to use our kitchen area and equipment but must be left clean and tidy with all indoor bins emptied into the outside bins which are located near the Radio Room on ground level. No food scraps are permitted to remain on the premises.

Breakages and Damage

For every glass broken, there will be a fee of \$2.50 to be paid at the end of the function. A fee for any other breakages or damage may be levied within 7 days of the event.

Layout of Venue and Emergency Exits

At the commencement of your function, you are required to pass on the information of where the emergency exits are and the meeting point. This information will be given to you by a VMR member who is in charge of the venue or bar for the night.

Smoking

Smoking is not permitted in any part of the base structure or within 4 metres of any access door, from the balcony or downstairs. VMR Brisbane has a designated Smoking Area which is at the corner of the Parade Ground next to the Radio Room. Butts must be disposed of responsibly.

Music

Music is permitted but must be kept at reasonable levels (75dB) and adhered to in accordance with Council regulations. External speakers on balcony or downstairs patio area are not permitted.

Party Safe Registration

If you have over 50 guests for your function, you are required to register your party with Party Safe with QPS to ensure if anything goes wrong on the night, they have the information necessary to quickly and effectively deal with any issues.

Licensed Venue Requirements

As we are a licensed venue, alcoholic or non-alcoholic drinks may not be brought into the venue with the exception of milk (for tea and coffee) and water. Alcoholic drinks are not permitted downstairs or outside of the venue. (Please see BYO Alcohol for exception).

Bar Facility Costs

The bar must be staffed by Volunteer Marine Rescue Brisbane appointed staff at a cost of \$25 p/h for each staff member (minimum ratio of 1 bar person per 40 guests is required). Staff are to be paid at the beginning of the function. The cash should be put in an envelope and both the hiree and staff member will open the envelope together so there are no issues.

BYO Alcohol

BYO alcohol is only permitted at VMR Brisbane for special private social events at the discretion of the Licensee and will be limited to special beverages which the Club does not generally provide, eg higher priced wines and champagnes for toasting. A corkage fee of no less than \$10 will be charged.

Last Drinks and Leaving our Premises

Last drinks will be served at 11.30pm and all guest must leave the venue by midnight. Please note that the pickup point is the VMR Brisbane driveway.

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All items **MUST** be removed from the venue by the end of your booking time. Nothing will be allowed to be left unless prior arranged under special circumstances by manager.

Conditions

The hirer must observe all licensing restrictions regarding noise, closure time, BYO alcohol, takeaway alcohol, under-age drinking, serving intoxicated persons amongst other normal liquor licensing rules. The bar staff and Licensee have full authority to close any function should any of these conditions not be adhered to.

Room setup and clean-up should be completed within your hiring time. For large events, access can be arranged earlier and will depend on other venue bookings. The setup of tables, chairs and place settings is the responsibility of the hirer.

Special Conditions

- A VMR member cannot use their own membership to hire the venue on behalf of someone else.
- Guests must sign in and out for licensing and insurance purposes.
- Toilet facilities are located upstairs and downstairs for your guests use.
- Children must be under adult supervision at all times and not allowed to run around freely.
- Behind the Bar area is out of bounds to all except Licensee and Bar Staff.
- Maximum number of guests for a "sit-down" function is 120 guests.
- Maximum number of guests for a stand-up function (ie cocktail party) is 150 guests.
- If you have 100 or more guests attending, you are responsible hiring appropriate security/crowd controllers.
- Access to operational areas is not permitted.
- Any damage to building, surrounding areas or gardens will be paid for by the hiree.

Hirer to Sign (If you have not completed your application via our website)

I, (print name) (the hirer), accept these costs and confirm that I have read and accepted the Function Room Hire Terms and Conditions.

Signed: Dated:/...../.....

Application accepted for and on behalf of Volunteer Marine Rescue Brisbane Inc Office Use Only

Signed: Name: (print)

Holding Deposit Paid: \$..... Receipt Number: (for cash payment).....

Select Payment Type: Cash Cheque Direct Deposit Credit Card

Dated:/...../.....

By booking the venue of VMR Brisbane, you agree to our Terms and Conditions of Venue Hire and our Alcohol Policy.

Management reserves the right to enforce or change any of the above conditions at their discretion.

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