

Mount Evelyn Sports and Community Hub

Conditions of Room Hire



Bookings

Bookings are considered tentative until receipt of a booking confirmation by the Mount Evelyn Sports and Community Hub (MESCH) and payment of total hire charge.

Payment

Payment is due 14 days prior to the function with the security bond as stated on the application form.

Bond

The bond is security for any damage to the building and/or breach of conditions of hire. The total bond will be refunded to the hirer, provided the hirer has complied with all aspects of the conditions of hire.

Should the cost of repairing damage to the property exceed the bond, the hirer shall pay additional costs. The costs of extra cleaning as a result of the function will be deducted from the bond, and the hirer must remove all rubbish associated with their event. An account for additional costs will be forwarded within 30 days.

The bond will be returned no sooner than 14 days after completion of the event.

Cancellation

Cancellations will only be accepted at least 10 days prior to the date of the booking. If the cancellation conditions are not complied with, an administration fee of \$20.00 will be charged.

Permits

- **Liquor** – Hirers are requested to notify MESCH if alcohol will be served during the event to discuss Liquor Licensing and permits.
- **Gaming** – No Gaming is permitted.
- **Performing Rights** – The hirer hereby indemnifies MESCH against any claim for breach of copyright.

Insurance

This includes Public Liability Insurance cover for \$10 million. All accidents and/or incidents which may result in a claim being made under this policy of insurance must be reported to the MESCH Booking Officer within two (2) days.

Damage

The floors, walls, curtains or any other part of the building or any fittings or furniture, shall not be damaged.

The hirer will takes steps to ensure their patrons will not cause damage or defacement. Failure to adhere to the above may result in loss of bond.

Indemnity

The Hirer agrees to indemnify and to keep indemnified, MESCH from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, arising from the Hirers performance or purported performance of its obligations under the hire agreement and be directly related to the negligent acts, errors or omission of the Hirer.

Liability

The hirer must – (a) remain on the premises whilst visitors/patrons are in the building; (b) keep premises locked when unoccupied; (c) be responsible for orderly conduct and safety of patrons, and provide security where directed, (d) maintain the premises in a clean and safe condition for the duration of the term of hire.

Party Safe

All high risk events must be registered with the local Police: <https://www.police.vic.gov.au/party-safe>
Evidence of registration must be provided before access will be issued.

Kitchen

The hirer shall leave the kitchen in a clean and tidy condition and take with them all rubbish generated by the event.

On completion of the event, tabletops must be cleared and wiped and the premises must be left in a clean and tidy condition, including sweeping and mopping floors.

Failure to do so may result in a reduction of the bond.

Audio Visual Equipment

The hirer will identify what audio visual equipment is required for use during the hire period.

MESCH will ensure all audio visual equipment is in working order and instructions are provided to allow for easy access and use.

On completion of the event, all used/accessed audio visual equipment will be returned to where is was stored.

Any equipment failures/damages will be reported to the MESCH Booking Officer as soon as possible.

Decorations

The use of confetti or similar articles of decoration or amusement is prohibited. Decorations may only be fixed to the hooks provided in the building. No adhesive tape/paste, pins etc are to be attached to painted surfaces.

All decorations must be removed at the end of the function. If this is not carried out, the costs will be deducted from the bond.

Setting Up/Pack Up

The hirer has the responsibility for setting up and clearing away all equipment to its original location.

Please do not drag furniture or equipment across floor, use trolley (where provided). Setting up time must be stated on the application form and all packing up should be completed immediately on termination of the function.

Please note under EPA regulations and Council operating permits, requires all music/noise is to be turned off by 12:00 midnight and all venues are to be vacated by 1:00am. Failure to do so can result in cancellation of the bond.

Security Services

MESCH reserves the right to request security for functions.

Emergency Exits

All emergency exit doorways and passageways should be left clear at all times.

Emergency Contact

For Ambulance, Fire and Police dial 000. If necessary evacuate the venue. If there is damage to the building, or an electrical or plumbing emergency, contact the MESCH Booking Officer.

Breaches

MESCH reserves the right to expel person(s) or terminate the event due to any breach of conditions of hire and/or misconduct by guests.