

CONDITIONS OF USE

1. ADMINISTRATION

All bookings are to be directed to the Irwin Rec Functions Co-ordinator.

2. BOOKINGS AND CHARGES

2.1 Booking of the facilities offered by the Irwin Rec will be taken during normal operating hours. A booking is confirmed once the advanced payment is made.

Full particulars are to be recorded on the Function Centre Booking Form.

2.2 In the event of two or more applications being made for the hire of the same area at the same time, the Irwin Rec Centre Manager will determine usage.

2.3 Any damage to or loss of equipment provided by the Irwin Rec will be charged to the Hirer as per the replacement cost of equipment, plus 15%.

3. BAR FACILITY

3.1 All alcoholic drinks must be served from the bar.

3.2 The sale or consumption of alcohol is to be approved by the Irwin Rec Centre Manager and a liquor permit is required from the Clerk of Courts if alcohol is to be sold.

3.3 After the function the bar is to be left in a clean and tidy condition with the cool-room turned off and the door left open.

Glassware is provided for up to 200 people with the Hirer responsible for all cleaning and is to be packed in boxes and placed on the bench in the bar area.

All breakages are to be reported to staff. A full inspection of glassware will occur following the function.

4. KITCHEN FACILITY

4.1 All foods are to be served from the kitchen serveries unless alternate arrangements have been made with centre staff.

4.2 The user is responsible for the collection and cleaning of all crockery and cutlery that is used.

All breakages are to be reported to staff. A full inspection of items will occur following the function.

4.3 All cooking equipment and utensils are available for use by the Hirer and all items must be thoroughly cleaned and accountable for after use.

4.4 Caterers are to provide their own oil for the deep fryer and the oil must be removed and the fryer left cleaned when finished

5. FUNCTION ROOM/DANCE FLOOR

- 5.1 The required tables and chairs will be made available for your function upon availability. At the end of the function, the chairs are to be stacked in piles of no more than eight and placed against the playground side of the room.
- 5.2 All furniture is to be wiped down following a function.
- 5.3 The Hirer is responsible for mopping of tiles and timber dance floor and vacuuming of carpet following the function.
- 5.4 All rubbish is to be stored in the bins provided in the loading area behind the kitchen. Please advise centre staff on the number of bins required.
- 5.5 Alternate cleaning arrangements can be made at a charge of \$40/hour, this will be deducted from the bond. See the Functions Co-ordinator to make these arrangements 2 weeks prior to the function.

6. BOND

- 6.1 The booking is temporary until payment is received in full, including the bond.
- 6.2 If extra cleaning is required by centre staff or damages occur, all expenses will be deducted from the bond. If costs exceed the bond paid, then Council will invoice the hirers for the additional sum.
- 6.3 Cancellation fees will be charged for any notice of cancellation given less than 14 days before function date according to the following:

Cancellation of Booking Scale:	14 days prior	40% levy
	06 days prior	50% levy
	05 days prior	60% levy
	04 days prior	70% levy
	03 days prior	80% levy
	02 days prior	90% levy
	01 day prior	100% levy

7. DECORATIONS

- 7.1 No decorations are to be put up without the authorisation of the Functions Co-ordinator. Permission to decorate should be sought at the time of the booking.
- 7.2 Where permission is given for decorations, all items should be attached in such a way so as to be easily removed. Blue tack is the only fastener permitted. No staples, sticky tape or pins.
- 7.3 All decorations to be completely removed.

8. SETTING UP

- 8.1 The Hirers are responsible for setting up to suit their particular needs during normal opening hours.
- 8.2 Vehicles can be driven on grassed areas only through the designated gates, and only after approval has been sought from the Functions Co-ordinator prior to your event.

9. CLEANING

- 9.1 Sufficient and proper cleaning equipment will be provided to enable Hirers to clean up after functions.
- 9.2 Hirers are required to stack all chairs, clean up and place all rubbish in bins provided. Special attention to be paid to the cleanliness of the bar, kitchen facilities and toilets.
- 9.3 If cleanliness after the function is not to a satisfactory standard, cleaning will be charged to hire fees @ \$40.00 / hr.
- 9.4 Extra charges will be applied for carpet and chairs to be cleaned professionally (shampooed etc) at Hirers cost.

10. PRESERVATION OF FLOOR COVERINGS AND SURFACES

- 10.1 Main Stadium – no furniture or equipment is to be dragged over the floor.
- 10.2 Dance Floor/Function Rooms – no furniture or equipment is to be dragged over the floor.

11. COMPLIANCE WITH ACTS AND REGULATIONS

- 11.1 The Hirers shall comply with the provisions of the Health Act, Liquor Act or any other Act and/or regulation in force for the time being and applicable to such hiring and use of the facilities.

THE IRWIN REC IS A SMOKE FREE ENVIRONMENT.

12. OTHER CONDITIONS OF HIRE

- 12.1 Hirers using the facilities within the Irwin Rec shall not:
 - a) Deface or damage any part of the centre.
 - b) Place any nails, pins or screws into any wall, floor or ceiling of the centre.
 - c) Deface or damage any equipment within the centre.
 - d) Remove or replace any electrical fitting.
 - e) Throw confetti, rice or similar onto the floors or surrounding grounds and footpaths.
- 12.2 The Irwin Rec Centre Manager, Functions Co-ordinator and staff of the Irwin Rec have the right to enter any function for the purpose of making an inspection or enforcing any of the conditions.
- 12.3 Persons using the facilities must ensure that children accompanying them are kept under their supervision and control at all times.
- 12.4 Cleaning is to be carried out following the event or unless otherwise arranged with centre staff, the following morning.
- 12.5 Council reserves the right to alter or amend these conditions at any time.

13. CHECKS TO BE CARRIED OUT PRIOR TO LEAVING BUILDING

- a) All entrances and windows are locked.
- b) All lights, air conditioning and heaters are turned off.
- c) All water taps turned off.
- d) All stove elements and ovens turned off (including pilot lights).
- e) All food wastes are removed from cool rooms.
- f) Rubbish is to be placed in bins provided at the rear of the kitchen area.
- g) Sinks, benches, tiles wiped clean and any food wastes removed from sinks.

14. BREAKAGES

14.1 Hirers are responsible for all equipment items that are used for the event. Any damages or loss or breakages will result in the hirers being invoiced for the replacement cost of items plus 15%

15. CONCLUSION

15.1 Upon acceptance of hiring the Function Centre, the hirer undertakes to indemnify the Shire of Irwin and the employees of the Shire of Irwin against all claims which may be made against them for damages or otherwise in respect of any loss, damage, injury or death caused by or in the course of or arising out of the hiring of the Function Centre .

15.2 Council trust that these rules and conditions will assist users to help each other and at the same time assist the Irwin Rec and its staff to manage and maintain the facility to the advantage of the whole community.

15.3 The main stadium is not accessible to Hirers of the Function Room unless prior arrangements have been made with staff.

15.4 The Irwin Rec has a full security system which will be activated if users of the centre open doors that are locked.

I, _____ representing _____,

being the Hirer, have read and agree to all of the above conditions as set by the Shire of Irwin relating to the use of facilities in the Irwin Rec and agree to abide by them.

Signature _____

Date _____

Function Date _____