

# Lake Monger Recreation Club Inc. (LMRC)

## Venue Hire Terms and Conditions

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Lake Monger Recreation Club (LMRC) club caters for small and large functions, from small office gatherings to team building events and weddings.

### **Conditions**

Under our license there must be a member present within the function group. This person will be responsible for the conduct of their guests. Please ask about our membership details.

### **Want to have a look?**

You are welcome to inspect our facilities at any time. Call us for an appointment.

### **Bookings**

Booking forms must be read and completed in full. Room Hire can only be offered in agreement with our terms and conditions. We reserve the right to decline applications at our discretion.

### **Booking Period**

Your booking time must include your setting up and packing away time. Rooms are often booked back to back. Rooms must be vacated on time. Spot checks will occur throughout the year and excess time will be charged for.

### **Insurance**

Commercial Room and ongoing Hirers must have their own Public Liability Insurance Lake Monger Recreation Club will not be held responsible for Public Liability, theft, damage or fire to the hirers' property at any time during the period of hire. Hirers will be responsible for ensuring that they have adequate insurance at all times.

### **Deposit**

A minimum deposit of \$100 is required to secure bookings.

### **Bond/Cleaning**

Additional fees will be charged if further cleaning is required following the conclusion of the event.

### **Security Bond**

A Security Bond is required in the form of valid Credit Card details in case of damage for General/One Off Room Hirers. This card will only be charged in the event of damage or loss of property.

### **Small Group Bookings (under 40pl)**

For small groups, we cannot guarantee exclusive use of the venue/green, unless full venue hire rates are paid. An area will be reserved for your group.

### **Children**

Children under the age of 16 must be supervised at all times at LMRC and are not permitted onto the bowling greens.

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### **Public Holidays**

Functions booked on public holidays may incur a surcharge. Or  
Functions booked on a public holiday will incur a 15% surcharge (including drink prices)

### **Cancellation Policy**

For bookings during October - December, no refund of the hire charge will be made where cancellation is made within **three** weeks of the booking date, unless the hall is re-let.

If it is not possible to bowl at all during the booking period due to inclement weather, the green hire charge will be fully refunded.

### **Catering**

The club has several BBQ's and kitchen facilities, which are not included in the hire cost. You are welcome to use our suggested professional caterers, or alternatively provide your own. Costs will be negotiated dependent on level of catering required. All consumables including cleaning products (tea towels etc) must be provided by caterers/function hirer).

You will need to provide your own tablecloths if you wish to cover the tables.

If the kitchen or food preparation area is used, it is left in a clean condition and all food scraps, waste and rubbish are placed in bags or other receptacles provided.

### **Drinks/Bar**

Lake Monger Bowling Club is a fully licensed venue and ALL drinks must be purchased from the bar – including soft drinks and water.

Drinks can be purchased on a 'tab' payable at the conclusion of the function by cash, EFTPOS, Visa, or MasterCard.

No alcohol under any circumstances is to be brought onto the premises

- Bar staff will be employed dependent on number of guests.
- Under Liquor licencing provisions, no alcohol can be served after 11.30pm. Patrons are required to vacate the premises by 12.00am.
- No extension to the licence will be available.

### **Dress Code**

Socks or barefeet on the greens at all times, unless you have bowling shoes.

### **Hall Decoration**

Decorations are welcome at the club, on the day of the function by prior arrangement. All decorations are to be taken down at the end of the function as this can set off our alarm.

- No sticky tape, pins or other adhesives may be used on any surfaces throughout the facility
- The relevant LMRC staff will advise patrons as to what form of decorations will be permitted for functions

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- No light and no fixture or fitting is interfered with, covered or decorated in any way, except with the written consent of the club manager.
- No candles are to be brought into the clubhouse
- No confetti or Glitter is brought into or used in the clubhouse. No blu-tak, sticky tape or masking tape to be used on any of the Club's Honour Boards
- All decorations including flowers and all equipment brought into the hall must be removed immediately after the function.

### **Music**

Ensure that the requirements of the Copyright Act 1968 be adhered to with respect to the playing of music in public.

Comply with the provision of the Noise Abatement Act of 1972 and reduce the volume of sound level output if requested by any Lake Monger Recreation Club employee.

### **General**

- The club reserves the right to make decisions regarding hiring of the facility based on availability and function suitability
- It is expected that the facility will be cleaned by the hirer and left in the state that it was presented
- No alterations to the building, furniture arrangements or displays may be made without prior arrangement.
- In the event permission to move is granted, then all furniture is to be returned to original place after room hire.
- The club reserves the right to retain part or all of any bond monies to cover cleaning costs if required
- Patrons are not permitted access to any part of the bowling greens area –any damage to playing surfaces may result in loss of bond and/or additional charges
- The LMRC has SMOKE FREE ZONES. Please abide by the signs.
- No naked flames are permitted. I.e. candles, gas stoves.
- Respect other users of the Centre.
- The LMRC Management Committee along with the Bar Manager are responsible for the administration of LMRC. They reserve the right to:

Refuse application for room use at their discretion

Retain all or part of the Bond (or charge Credit Card) to cover costs as mentioned above or Refuse future bookings if the terms & conditions are not met or agreed to

Adjust prices at any time

### **Booking Process**

We will do everything we can to make your event as affordable as possible. We encourage you to make an appointment and discuss options. The costs will be confirmed once details have been finalised.

A Bond Agreement, payment details and associated paperwork will then be provided. We look forward to welcoming you.