



QUEENSCLIFF LONSDALE YACHT CLUB Inc. A8634

ABN 56 805 955 914

## MEMBER CLUBHOUSE PRIVATE USE AGREEMENT

### Terms and Conditions

qlyc.secretary@gmail.com PO Box 35 Queenscliff VIC 3225

#### Contract Inclusions / Exclusions:

- The Clubhouse has PA sound system, television, folding tables and chairs, round tables and armchairs that will seat 75 comfortably and are available for use. These must be stacked / put away at the conclusion of the event (as found).
- The clubhouse comes equipped with limited glassware, cutlery and crockery stored in the kitchen area; a BBQ is available for outdoor cooking. These should be washed, cleaned and put away after use (as found). Breakages are to be accounted for and the cost will be deducted from the security deposit / bond.
- The kitchen is equipped with stove, pie warmer, and water boiling urn, kettles and refrigerator for use. These should be cleaned after use and left as found.
- Bathroom facilities are provided, including paper towels, soap, toilet paper etc. Waste paper must be removed at the conclusion of the event and bathrooms are to be left clean (as found).
- Events with an attendance of over 75 persons will require the hire of portable toilet facilities.
- Camping overnight at the club is not permitted.
- Bookings will not be accepted for 18<sup>th</sup> and 21<sup>st</sup> birthday parties.
- The Boatshed is not available for private use.
- **Setup and Departure** – With your booked setup or departure period you have access to the clubhouse and grounds to set up or depart as you wish. You do not have exclusive use of the clubhouse and deck during setup and departure access. Any members at the Club during this time are aware that any setup is to be left alone and when they depart, to leave the clubhouse and deck spotless.
- **Function Period** – Whole day private use period is 8am to midnight; half day is 4 hours morning, lunch or afternoon (not available weekends or public holidays). During the period of your function you have exclusive use of the club and deck areas. Members do not have access to the clubhouse and signs are displayed to advise that a Private Function is in progress. All property of the member, their guests and contractors should be removed by 10.30am the following day (day use), half-day use at the event conclusion to avoid a departure fee.
- **Members have access to the boatshed to use their equipment at all times and the club uses the boatshed for post racing results and drinks**. This area is removed from the clubhouse and deck and your privacy will be respected.

#### General Conditions:

- Queenscliff Lonsdale Yacht Club Inc. (QLYC) shall not be liable for any loss or damage sustained by a member, guests and / or their suppliers.
- The member is financially and legally responsible for their actions and of third parties attending the function, resulting in:
- Any theft or damage or fines incurred resulting from trespassing within the QLYC facilities and or loss to QLYC.
- Any theft or damage or fines resulting from trespassing within QLYC facilities including the non access areas, during the function; and
- Any legal actions that may ensue.
- If the member is a company, it must supply a certificate of currency for Public Liability Insurance at least 30 days prior to the event and when the use fee is due.
- The Security Deposit / Bond is forfeited if the booking is cancelled within 60 days of the event.
- The Security Deposit / Bond is refundable following inspection by QLYC to ensure the facility was left in an acceptable condition and that no damage has occurred, and is then deposited to the bank details provided above.
- Should the QLYC Committee assess the cost of damage repair, cleaning or rubbish removal as higher than the amount of the Security Deposit / Bond, the member agrees to pay QLYC the full amount in excess of the Security Deposit / Bond. Any dispute will be referred to the QLYC Committee and its decision shall be final.

#### QLYC Requirements:

- Only financial QLYC Club members are entitled to the clubhouse and deck for exclusive use at QLYC Membership private use Fees. The QLYC General Committee must approve all events and use of the clubhouse, deck and grounds.
- QLYC members must be in their second year (at least) of membership to be entitled to exclusive use at QLYC Reward Membership private use Fees.
- Members of QLYC are entitled to use the clubhouse, deck, boatshed and eastern lawn for small non- commercial groups on a non-exclusive basis free of charge, when the clubhouse, deck and eastern lawn have not been reserved for an event.
- QLYC calendar events have precedence over all other use arrangements, please check the calendar and advise the club booking officer of your booking requirements.
- QLYC club members are responsible for the confidentiality of codes, keys and security of the buildings and grounds.
- QLYC has a BYO liquor license; the hours are displayed at the club entrance. If alcoholic drinks are to be sold, the user is required to obtain a liquor license for the event period.
- The member user must obtain Borough of Queenscliff permits as required.
- The member and their suppliers must take all rubbish and bottles away from the facility. QLYC has no rubbish collection service; a \$250.00 fee will be deducted from your security deposit / bond if any rubbish is left behind.
- Any breakages or damage to Club facilities should be reported to QLYC within 24 hours of the conclusion of the event.
- Clubhouse honor and notice boards are not to be tampered with but can be covered using drapery. Bunting etc. can only be hung from the hooks provided.
- Amplified music must cease by midnight, do not disturb residents and please abide by EPA regulations.
- All lights and power points except the refrigerator are to be switched off at the conclusion of the event, all doors locked, the gate security chains to club grounds and parking area attached.
- Electrical equipment other than supplied by QLYC, (e.g. extra refrigeration, sound, lighting) will require the member to arrange portable generating plant for the event.
- The Clubhouse and deck should be cleaned with all items used (BBQ, tables, chairs, glasses, cutlery, crockery, etc.) returned to their

storage positions by 10.30am the following day. Half Day use at the event conclusion.

- All property of the member, their guests and contractors should be removed by 10.30am the following day, Half-Day use at the event conclusion. A fee for late departures will be deducted from the security deposit / bond.
- No portion of the Queenscliff Lonsdale Yacht Club Inc. may be sub-let, or any booking transferred or assigned, without prior written consent of the Queenscliff Lonsdale Yacht Club Inc.
- Over 75 attendees require that the member arrange portable toilets for the event.
- Naked flames are not permitted in the clubhouse, a council permit is required for a braziers.
- QLYC clubhouse, boatshed and grounds are designated non-smoking areas.
- Bookings will not accepted for 18<sup>th</sup> and 21<sup>st</sup> Birthday Parties.

These terms and conditions form part of any contract entered into through signing the form for private use of the Clubhouse.

Fees as of August 2018 – subject to change.

Event Period	QLYC Membership Private Use Fees (See use note 1.)	Community Groups Not for Profit Private Use Fees (Attending member to sponsor.)	QLYC Reward Membership Private Use Fees (See use note 1 & 2.)
Whole Day (Exclusive Use) Clubhouse and Deck (8.00am to Midnight)	\$ 600.00	\$ 150.00	\$ 150.00
Half Day Only (Exclusive Use) 4 Hours Morning, Lunch or Afternoon <i>(Not available weekends or public holidays)</i>	\$ 225.00	\$ 100.00	\$100.00
Setup or Departure Access fee: (4 hours)	\$ 225.00	\$ 50.00	\$ 50.00
Refundable Security Deposit / Bond (Refundable if cancellation occurs at least 60 days prior to the event: otherwise refunded 7 days after the event subject to any damage, breakages, access or cleaning charges.)	\$ 600.00	\$ 250.00	\$250.00

### Quick Member Private Use Notes:

1. Only financial QLYC Club members are entitled to the clubhouse and deck for exclusive use at QLYC Membership Private Use Fees. The QLYC General Committee must approve all events and use of the clubhouse, deck and grounds.
2. QLYC members must be in their second year (at least) of financial membership for exclusive use at QLYC Reward Membership Private Use Fees.
3. The clubhouse, deck, grounds and equipment must be left in the same condition as handed over to the hirer, with all rubbish removed. Failure to do so will lead to the deduction of costs against the security deposit/bond of the user. Departure time is 10.30am the following day of the event, Half Day Use at the event conclusion. (Fees will apply for late departure).
4. Other commercial arrangements will be considered upon request.
5. Over 75 attendees require that the hiring member arrange portable toilets for the event.
6. Naked flames are not permitted in the clubhouse, a council permit required for a braziers.
7. QLYC clubhouse, boatshed and grounds are designated non-smoking areas.
8. Bookings will not accepted for 18<sup>th</sup> and 21<sup>st</sup> Birthday Parties.

### **Further Enquiries**

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