**CE BROWN FACILITY ROOM HIRE TERMS & CONDITIONS**

* Confirmation of booking will only be confirmed via email or phone call & room hire & bond must be paid within 7 days of booking confirmation.
* Bar accounts to be finalised on day/night of event – eftpos facilities available
* At no time will the hirer or their guests commit any act that is illegal, noisome, and offensive.
* Any decorations or corporate signage are to be temporarily fixed with blue-tack only or hooks already on the walls (no sticky tape or staples are to be put on any walls or doors) and must be removed in your clean up
* Furniture must not be dragged across the floor in main hall. Chairs must be picked up & carried. The tables should be picked up by two people & carried – any scratches to the floor may result in losing your bond
* Persons hiring the facilities are responsible for any damage sustained to the property during the hire period
* The Lake Wendouree Football Netball Club will not accept any responsibility for damages or loss of merchandise left in the property or meeting area prior to, during or after then event.
* All hirers goods & equipment must be removed from the property no more than 24 hours after the event
* If bar facilities are being used the bar will close at 12am. Facilities must be vacated by 1am.
* The venue is a non-smoking venue & designated area are located outside for patrons
* The venue ***must be left clean*** as per our “Cleaning & Vacating Premises” Checklist on the day/night of the function to get your bond refunded.

*(You may make arrangements to clean up the following morning on condition of availability of the room/hall)*

**CLEANING & VACATING PREMISES – checklist**

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|  | All rubbish must be placed in bins provided – any ***excess*** rubbish to be taken away after function. |
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|  | All decorations, including blue tack to be removed & placed in bins provided |
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|  | All tables to be wiped clean & stacked (pleases do not drag tables across the floor in main hall) & placed back where they were found (ie if furniture taken from another area of complex must be returned) |
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|  | All chairs to be stacked in stacks of 6 & stacked at side of room (please do not drag chairs across the floor) |
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|  | All floors to be swept (Members bar to be vacuumed with vacuum provided) |
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|  | Mop all areas used for function – main hall, kitchen, entry halls & toilet areas |
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|  | All complex dishes to be washed & put away |
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|  | If Electric Urn used must be switch off & ***emptied*** |
|  |  |
|  | All hirers or caterer’s dishes & equipment to be taken away at end of function |
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|  | All benches & cooking equipment in kitchen to be wiped clean |
|  |  |
|  | All lights/heating/cooling & appliances to be turned off on vacating |