



Officer Sports Club Venue Hire Agreement Terms and Conditions

We recommend that you read this document thoroughly as it contains important information pertaining to your Hire of the Venue.

Officer Sports Club Inc: is the Venue operator.

Hirer: The organisation or individual person(s) listed on the Hire Agreement.

Venue: Social Rooms located at the Rob Porter Recreation Reserve, 20 Starling Rd Officer Victoria.

Booking Date: the agreed date written into the Agreement that the venue is hired by the Hirer.

Contractor: Can be a Caterer, Food truck, DJ, Musician, Band or other entities or person(s) contracted by the Hirer to attend the venue on the Booking Date.

Officer Sports Club Staff: Designated person(s) representing the Officer Sports Club who may be in attendance during the Hire Period to operate the licensed area.

Licensed Area: The area located behind the Bar area. Only Authorised person(s) and Officer Sports Club staff area permitted in this area.

Hire

In consideration of the Hirer paying the Hire Fee to the Officer Sports Club, the Officer Sports Club grants to the Hirer use of the Venue on the Booking Date, during the Booking Times all subject to the terms and conditions of this Agreement.

Your booking is only confirmed on receipt of either a deposit or full payment.

Total hire time must include set-up/pack-up and cleaning time. Hirers are unable to access to the Officer Sports Club until commencement of their period of hire and may not use the Venue at any times other than the agreed times.

A door access code may be provided by the Officer Sports Club to permit entry before and/or after the hire or an Officer Sports Club representative will meet the Hirer or a Contractor at the Venue at a mutually agreeable time.

The Hirer acknowledges that they have inspected the Hire Area and warrant that the Venue is suitable for the Purpose of Hire.

Bond and/or Deposit

The Hirer must pay the Deposit before the Booking Date.

A bond (if applicable) may be requested by the Officer Sports Club and must be paid before the Booking Date. The bond is separate to the deposit and balance of funds required to undertake the Hire.

If the Hirer breaches any of its obligations under this Agreement, the Officer Sports Club may use any amount of the Bond to compensate the Officer Sports Club for any loss suffered by the Officer Sports Club as a result of the breach.

The Officer Sports Club will refund the Bond to the Hirer after the Booking Date, minus any amount required to repair or clean the Venue, or recover any costs incurred due to a breach of this Agreement by the Hirer.

Use of the Venue

The Hirer must only use the Venue for the Purpose specified in the Hire Details on the Booking Date(s) and during the Booking Times specified in the Hire Details.

The Hirer must not damage any part of the Venue or allow any other person to do so.

The Hirer must not permit any person to smoke or vape inside the Venue. A designated area will be made available outside the building (exit the door toward the Eastern Oval).

The Hirer must not sell, distribute or allow any alcohol to be bought into the Venue.

The Officer Sports Club, its Authorised Representatives or Agents may enter and remain in the Venue at any time.

The Hirer must not permit the number of the people in the Venue at any one time to exceed the maximum number of people it specified in the Hire Details.

The Hirer must comply with all requirements of, and all directions given by, the Officer Sports Club when using the Venue.

The Hirer shall be solely responsible at its own cost for making all arrangements for the supervision of the venue, public safety and the provisions of adequate security staff.

The Hirer must not interfere, misuse or overload any services running in the Venue and must comply with any requirements of the Officer Sports Club with respect to such services.

The Hirer acknowledges and agrees that the Officer Sports Club is not responsible or liable for any personal property left in the Venue at the end of the Hirer's occupation.

Features such as audio visual, air-conditioning/heating, location of chairs/tables, cleaning equipment will be explained.

Specific requirements for kitchen hirers will be explained.

Termination

The Officer Sports Club may terminate this Agreement at any time.

Upon Termination, the Officer Sports Club will repay to the Hirer any Hire Fee which has not yet passed, less any amounts that the Hirer owes to the Officer Sports Club under this Agreement.

The Hirer may only terminate this Agreement in accordance with the procedure outlined in the Cancellation section of the Hire Details. The Hirer is responsible for paying the fees specified (if any) in the Cancellation section arising from termination.

At the end of the Hirer's occupation of the Venue, the Hirer must leave the Venue clean and tidy, including removing all rubbish and return it to the same condition it was in prior to the period of occupation.

Contractors

Any Contractors engaged by the Hirer bringing product(s) or to perform a service at the Venue on the Booking Date must:

- (i) be able to provide the Officer Sports Club with all the relevant insurances
- (ii) comply with the *Occupational Health and Safety Act 2004 (Vic)* and any other occupational health and safety law, regulation or by-law that applies to the Hirer's use of the Venue.
- (iii)

Compliance with occupational health and safety laws

The Hirer must not cause the Officer Sports Club to be in breach of the *Occupational Health and Safety Act 2004 (Vic)* through the Hirer's acts or omissions.

The Hirer must notify the Officer Sports Club if it becomes aware of the existence of a potential health and safety issue in relation to the Venue.

Indemnity

The Hirer indemnifies the Officer Sports Club against all claims, demands, actions, loss and liability in connection with the Hirer's hire and use of the Venue, including any damage to the Venue or any loss, injury or death to any person in or about the Venue.

The Hirer indemnifies the Officer Sports Club against all claims, demands, actions loss and liability in connection with any third party accessing the Venue, including any damage to the Venue or any loss, injury or death to any person in or about the Venue.

Disclaimer

The Hirer hires and uses the Venue at the Hirer’s own risk, and releases the Officer Sports Club from all claims, liability and loss in connection with the Hirer’s hire and use of the Venue.

Prior to Date of Hire:

Complete all necessary documentation.

Cancellation Policy

Cancellations made with more than 7 (seven) days’ notice will receive a full refund. Cancellations made between 7 (seven) days and 48 hours’ notice will be refunded any fees paid, less a \$150 cancellation fee. Cancellations made within 48 hours will be charged the full agreed hire fee (no kitchen or staff charges).

On Leaving the Venue:

Please vacate the premises promptly at the end of your hire time.

On completion of your session, all furniture **must be** returned to its original position. Please leave the Venue tidy as you found it.

Ensure that the air-conditioning is turned off, turn off lights and close the doors. Sweep the floor if necessary. Cleaning equipment such as mop, broom, brush and pan can be found in the Cleaners cupboard (your access card opens the door).

Ensure that you have collected and **removed all** of your rubbish. Bins are located outside.

Ensure that all the Officer Sports Club’s doors have closed securely.

In the Event of an Emergency:

For emergency services the address is **Rob Porter Recreation Reserve, 20 Starling Road Officer**. You are located in the **Eastern Pavilion**.

- A Defibrillator is located at the bar
- A first aid kit is located behind the bar

The Officer Sports Club has an automatic smoke/fire detector system. Smoke detectors are fitted in each room including the toilets and the shared break-out area.

Any accidental or purposeful activation of a smoke alarm will trigger a full evacuation of the building and an automatic visit from the CFA. The hirer will be responsible for the call out fee.

Declaration		Tick
I have read and agree with the conditions detailed in the Hire Agreement and the Terms and Conditions		
I am over the age of 21 years and agree that the above information is true and correct and the booking is tentative until confirmed by the Officer Sports Club in writing and either a deposit is paid or the hire is paid in full		
I accept full responsibility for any damage to the venue and/or additional fees incurred as outlined in this Hire Agreement		
NAME (please print) “The Hirer”		
SIGNATURE:		DATE