

**Milton Country Club (Inc.)**

 52-54 Union Street P.O.Box 43 Milton Otago 9241

Phone 03-417-8456 Email admin@miltonclub.co.nz

**Function Room Hire Conditions of Hire**

**Hire**

The hirer agrees to take on the hire of the Facilities specified in the attached booking form for the period specified in the Booking Form (‘the Period of Hire’) on the terms and conditions set out in these Conditions of Hire.

**Facilities Available For Hire**

The following facilities are available for hire within the Milton Country Club:

1. ***Milton Country Club Lounge Room***

The Lounge room can be hired on any day between the hours of 9 am and 1am. Hours required outside of these hours can be arranged with club management and are generally accepted.

The hirer can make use of the clubs sound system, hand held microphone, projector and table linens on condition it is requested prior to the date of hire so as set up can be done before the event.

All table cloths (except the black round table cloths), tea towels and cloths belonging to the club are also included within the hire of the lounge and kitchen. For the use of the black round table cloths a hire charge of $5.00 per table cloth is applicable for the dry cleaning of these table cloths.

1. ***Lounge bar Kitchen***

The use of the Bistro kitchen is also available with the use of the lounge room hire period. The use of this space is to be requested prior to the event and must be left in a tidy and reasonable manner. This includes washing dishes and returning to designated space, removal of rubbish, and washing floor.

**Hire Charge**

The hirer will pay the Milton Country Club the sum specified in the attached booking form (‘the hire charge’) at the time of confirmation of the booking. If an invoice / receipt are required please contact the Secretary Manager.

**Cancellation of the Event by the Hirer**

If the hirer cancels the booking, the following will apply:

1. The fee will be refunded if the booking is cancelled prior to two weeks before the event.
2. If the event is cancelled one week or less of the event being held then the hire fee will be retained by the club.

Cancellation fees are at the discretion of the Executive committee.

**Bond**

For those events with which the club deem at “risk events”; such as but not limited to 21st and large events an additional bond of $100.00 is required and must be paid prior to the event. This fee will be refunded at the conclusion of the event, once the Manager on Duty has inspected the premises.

**Catering**

As the club has no dedicated cater, the hirer can utilise a company of their own choosing. As per the clubs liquor licence substantial food must be made available at all events where liquor is being served.

**Removal and Storage of Equipment**

### The Hirer will arrange for the removal of any equipment or material brought into the Club for an event before the end of the Hire Period unless prior arrangements have been agreed with management. If the Hirer does not remove such items in a timely manner then the Club may at its election remove the items from the Club and any costs of removal and storage will be recoverable from the Hirer. The Club will not be responsible for any costs or losses suffered by the Hirer as a consequence of the Club exercising its rights under this clause.

### **Hirer Responsible for Damage**

### The hirer must immediately notify Club staff of any damage to the lounge or the club’s furniture or fittings during the period of hire. Except where in the opinion of the Club staff the damage is the result of normal wear and tear, the club will arrange for the damage to be repaired and the repair costs will be recovered from the hirer. The hirer will be responsible for any and all loss, damage, cost or expense suffered or incurred by the Club which are based upon, or arise out of, or are connected with any damage to the club, club furniture or fittings during the period of hire.

### **Cleaning**

### All cleaning is required at the conclusion of the hire period unless alternative arrangements have been made with club management to be back in the following day. In the opinion of the club any cleaning required at the end of the period of hire other than that normally undertaken, the costs of such cleaning will be recovered from the hirer.

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### **Restriction on use of Lounge Room**

### The Hirer will not, nor allow those responsible to the Hirer, to:

### Without the prior permission of management and or committee make any alterations or additions to the lounge, whether internal or external, to décor or to fixtures and fittings, including but without limitation, attaching additional equipment, fittings, lights, balloons, signs and banners.

### Bring into the lounge any plant, machinery or other equipment which will or is likely to cause any structural or other damage to the floors, walls, or any other parts of the lounge. Store or use of inflammable or dangerous substances in the club.

### Use any of the Club’s equipment, fittings or fixtures or the heating and ventilation systems within the club for anything other than for their designed purpose.

### Make sure that guests adhere to the non-smoking polices of the club, ie Guests / members are not permitted to smoke in areas such as out the front of the club, or at the side of the club closest to Westside. Smoking is only permitted in the designated smoking area of the club.

### Drink in undesignated areas of the club, these will be pointed out at the time of hire and are similar to those of the clubs smoking policy.

### Allow guests to become overly intoxicated. The Club Executive and Management and staff take the clubs host responsibility seriously and it is expected that the hirer and their guests help us to maintain this policy. Participate in any drinking games which go against the clubs liquor licence or host responsibility policy. This also includes such things as 21 shots or yard glasses.

### Use the facilities in any noisy, noxious, illegal or offensive manner.

### Bring any liquor into the premise which is against the clubs liquor licence. **Only liquor purchased from the Milton Country Club can be consumed on premises, this includes the car park and outside of the club which are under a liquor ban.**

### No illegal drugs are to be brought onto or consumed on the premises.

### **Failure to comply in any or all of the above can result in the function being shut down by the Manager on Duty. In this instance all hire fees and bond will be forfeited by the hirer.**

### **Accounts**

### The hire charge is to be paid upon confirmation of the event, unless alternative arrangements have been made.

### Any bar tabs that the hirer wishes to have during the event are to be paid at the conclusion of the event.