

Venue Hire Agreement

The Millswood Croquet Club (the Club) clubhouse is available for hire to members, outside organisations, community groups or individuals (the hirer).

Attendees must wear suitable footwear to protect the lawns. Shoes with heels are not appropriate. **If the lawns are damaged during the event the Hirer will incur a non-recoverable charge of \$200 minimum, which may be increased to cover the cost of repairs to the lawn/s.**

1. To confirm your booking, this agreement must be signed and returned to the Club and a deposit at least 4 weeks prior to the event. If a booking is accepted less than 4 weeks prior to the event, payment in full will be required prior to the event. **Cancellation of the event less than 2 weeks prior will incur loss of the deposit.**
2. On the day of the event the club will be responsible for:
 - a) Ensuring the venue is clean and open on time – Dishwasher is empty
 - b) Providing instruction on how to play croquet, if required.
 - c) Ensuring the air conditioner, television monitor, PA system and barbeque have been turned off prior to leaving the premises.
 - d) All doors and windows have been locked prior to leaving the premises.
 - e) The security system has been set.
3. The Hirer (or their designated representative) will be responsible for:
 - a) Ensuring all attendees wear suitable footwear to avoid damage to the lawns.
 - b) Removing all items brought to the venue by the Hirer prior to vacating the premises.
 - c) Removing all decorations and rubbish prior to vacating the premises. Rubbish placed in the Club's bins must be correctly sorted.
 - d) Ensuring venue furniture is clean and returned to its original position.
 - e) Reporting any damage or breakages to the Club (contact details at bottom of form) or to Facilities Manager prior to vacating premises within 24 hours.**Charges for damages or breakages will be invoiced for payment within 14 days.**
4. Millswood Croquet Club inc is a licenced premises. All alcohol consumed on the premises must be supplied and served by MT Members. No alcohol maybe brought to the venue unless prior arrangements have been made. The Club reserves the right to refuse service to intoxicated persons or people deemed to be behaving inappropriately.
5. Possession or consumption of illicit and / or controlled substances will not be tolerated in any form.
6. Smoking is not permitted in the clubroom, on the lawns or any other area inside the boundary fences.

7. Millswood Croquet Club grounds and clubrooms are covered by Public Liability Insurance. However, it is the **Hirer's** responsibility to protect themselves against liability at law for injury to or death of any person, or damage to any property as a result of the hire and use of facility, or breach of any law or regulations by the **Hirer** or any person using the facilities with the **Hirer's** permission.
8. The **Hirer** indemnifies the Millswood Croquet Club inc and their officers, members and guests, and the City of Unley, as landlord of the premises, for any claim, loss, damage or expense (including, but not limited to, any injury to or death of any person, or damage to any property) suffered or occurred as a result of the hire and use of facilities or a breach of the law or these regulations by the **Hirer** or any other person using these facilities with the **Hirer's** permission.
9. The Hirer shall ensure that users of the facility comply with all laws and statutes which apply to the facilities including, but not limited to, the Health Act and Regulations (relating to handling and selling of food), the Environmental Protection Act (relating to noise abatement), and the Liquor Licencing Act.
10. Failure to adhere to these regulations may result in the **Hirer** having their agreement terminated, or future applications for hire the facilities denied.

Charges and conditions are determined by the Millswood Croquet Club inc and may vary from time to time.

Hirer's Agreement

I agree with the above regulations and conditions.

Name of **Hirer** (or authorised representative) _____

Signature of **Hirer** (or authorised representative) _____

Date: _____