



## Woodend RSL Sub-Branch (inc)

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### **CONDITIONS FOR HALL HIRE A PRIVATE FUNCTION V6**

- Woodend RSL holds a "Full Club Liquor Licence" issued by the Victorian Commission for Gambling and Liquor Regulation. At all times members and visitors will comply with the Liquor Control Reform Act 1998 including preventing the following offences:
  - Supply liquor to intoxicated person
  - Permit drunken or disorderly person on licensed premises
  - Supply or permit liquor to be supplied to a person under 18 other than as permitted
  - Permit a person under 18 on licensed premises, other than as permitted
  - Permit liquor to be supplied or consumed outside the premises licensed area
  - Bar opening hours (when requested) are limited to 12 noon to 11pm.
- All visitors, except members of designated "Associated Clubs" must be signed in by a member in the Visitors Book in the foyer. As the hall and outdoor area are licensed premises, this policy applies whether, or not the bar is open.
- Woodend RSL is NOT a B.Y.O licensed premises. NO liquor is to be brought into or onto any part of the Woodend RSL buildings or with the property boundary.
- Smoking is not permitted at any time within the building (including the toilets), or under the verandah at the front of the building. Smoking is only permitted in the rear outside area.
- If the fees and charges are not paid 10 days prior to the event then the Woodend RSL has the right to rehire the hall without recourse to the above-mentioned hirer.
- All prices have been based on current cost and are subject to change. Price changes will be advised.
- Because the facilities being hired are those of an RSL hall whose main purpose is the support of its membership, functions wishing to use the facilities during normal RSL hours of operation will have to be negotiated with the RSL Committee.
- Dates and times of availability of the hall can usually be viewed at [www.woodendrsl.org/calendar.html](http://www.woodendrsl.org/calendar.html)
- Suggestions or comments for improvements are most welcome in writing to the Woodend RSL

#### **1. GENERAL USE (i.e. meetings, activities etc.)**

(A) RESPONSIBLE PERSON - The person making the booking or another nominated person shall be the person that is responsible for ensuring that the following conditions are adhered to by all participants, in case of regular users the Woodend RSL Duty Officer should be advised if this responsible person changes.

(B) BOND AND FEES - The responsible person shall pay a fee as determined by the "Room Hire Rates" schedule. Users must pay the fees prior to the use of the facility. Any bond paid shall be refunded following the event if the venue has been left clean and undamaged and hire conditions adhered to. Any costs incurred for extra cleaning, repair or loss of revenue shall result in the forfeiture of all or part of the bond. Extra costs above the bond or if a bond has not been paid shall result in the responsible person being invoiced accordingly. The Duty Officer or Committee should be notified of any damage caused.

(C) HEATING AND LIGHTS - The venue is equipped with both heating and lights and organisers should at all times ensure that there is no unnecessary energy wastage.

(D) HOURS - The responsible person must ensure that all participants are restricted to the designated hiring times and should allow leeway if extra time is required.

(E) VENUE - The responsible person must ensure that all participants are restricted to the hired area and do not disturb the activities in other areas in the hall or to neighbours, including when leaving the premises.

(F) SECURITY - The responsible person must ensure that their area is securely locked when leaving.

(G) EQUIPMENT - Chairs and tables which are moved must be returned to their original locations. Any equipment supplied by users must be removed at the end of the period booked and should not cause any damage to the facilities.

(H) LIQUOR – The consumption of alcohol within the premises must conform to any designated local by-law or state law. The consumption/supply of alcohol must conform to the requirements of the Liquor Control Reform Act 1998 and therefore, the appropriate license. Note we are licensed for the sale and consumption of alcohol on the premises - this does NOT allow for BYO. Woodend RSL reserves the right to exclude or remove any person from a function or any other areas of the venue in accordance with the Liquor Control Act

(I) PROOF OF AGE - May be requested of young persons at some functions of the Woodend RSL. Please note that persons who do not comply with this request will not be served at the bar. Liquor will not be supplied to a person under 18 years of age.

(J) INSURANCES - The user/ hirer/ lessee agrees to indemnify and keep indemnified and to hold blameless the Woodend RSL, its members, committee, servants and agents and each of them against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the use/ hire/ lease. The user/ hirer/ lessee agrees to take out and keep current during the period of use/ hire/ lease a public liability insurance policy for a minimum sum of five million dollars against all actions, costs, claims, charges, expenses and damages whatsoever which maybe brought or made or claimed against the Woodend RSL or the user/ hirer/ lessee or both arising out of or in relation to the use/ hire/ lease. Woodend RSL does not accept responsibility for damage to or loss of any clients' property.

(K) CLEANING - It is the duty of the responsible person to ensure that the venue and its facilities are left in a clean, tidy and fit manner in all areas that the hirer has had access to. All rubbish is to be placed in bins provided by the Woodend RSL Excess cartons and bottles are to be removed from the premises.

(L) SAFETY – The responsible person agrees to familiarise themselves with the location of exit and assembly points, fire extinguishers, fire blankets, first aid equipment and defibrillator.

(M) DRESS CODE - All clothing must be neat, clean and in good repair. Not permitted at any time - hats & caps, moccasins, men's singlets and sleeveless shirts, offensive pictures or slogans on clothing, rubber thongs. Not permitted after 7 PM - industrial workwear including work boots.

(N) CODE OF CONDUCT – Members, their guests and visitors agree to comply with the Code of Conduct displayed in the RSL hall.

(O) CANCELLATIONS AND/OR ALTERATIONS - Woodend RSL at all times retain the right to cancel or alter any bookings at any time for whatever reason. It should be noted that in most cases such action shall be performed ONLY in emergency situations and in all cases refunds shall be made in full. We also reserve the right to refuse a booking for any reason whatsoever.

## **2. SOCIAL EVENTS** *(any event which involves music, dancing and/or alcohol)*

(A) The above conditions apply to all Social Events and in addition the following conditions apply.

(B) FEE AND BOND - Must be paid at least 10 days prior to the event. The bond, if refunded, shall be returned by mail following the event.

(C) ACCESS - to the venue can be obtained from 1 hour before the time of hire, or at 9.00am the next day, at which time the venue must be clean for other users with all chairs, tables and other equipment stored in original placements. In most cases the above times can be extended (dependent upon other bookings) through agreement with the booking office, at the time of the booking the venue.

(D) ENTERTAINMENT - Entertainment will be subject to approval. The Duty Officer must be advised at the time of the booking. Music can be played until 11pm on Fridays and Saturdays and until 10pm on other days as per EPA regulations.

(E) ELECTRICAL EQUIPMENT - Any installation of electrical equipment (e.g. lights, sound equipment) shall be

done with care of the facilities and its electrical system by the organisers. The organisers shall accept total responsibility and liability for such equipment. Strictly no brackets etc. are to be installed without the Duty Officer's prior permission.

(F) DECORATIONS - When decorating the venue, the organisers shall use approved materials for taping streamers, balloons etc, and shall not stick tape or nail pins or any other fasteners onto any wooden, plastered or painted wall surfaces.

(G) CATERING - Due to ongoing changes to State Law and Local By-Laws, hirers who choose to self-cater must hold the appropriate Food Preparation and Food Handling Certificates, and the Woodend RSL in no way can be held responsible for the food integrity and this includes any food brought onto the premises by the hirer. It is highly recommended that self-caterers ensure that they have appropriate insurance coverage. If the kitchen facilities are used, they must be cleaned to the appropriate level of cleanliness.

In signing below, the User/ hirer/ lessee agrees that they have read and accept these Conditions of Hire

Group/function:		Date of hire:	
User/ hirer/ lessee /or nominated person:	Name:	Signed:	Date:
Woodend RSL Duty Officer:	Name & Position:	Signed:	Date:

# WOODEND RSL SUB-BRANCH

## CODE OF CONDUCT

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Members are advised that this Code of Conduct applies to all categories of membership and any breach will be considered “conduct unbecoming a member” subject to Sub-Branch Rule 15 Disciplinary Procedure. This rule empowers the Sub-Branch Committee to determine if a member is guilty of such conduct and to impose a penalty that may include a warning, reprimand, suspension of membership or expulsion as a member. This code of conduct is distributed to all members.

### **Unacceptable Conduct:**

- Acting in an unfair, dishonest or unjust manner
- Acts of cruelty
- Bullying, stalking, harassment, intimidation, threatening behaviour, discrimination or personal abuse
- Failing to declare a conflict of interest
- False accusations of bullying, stalking, harassment, intimidation, threatening behaviour, discrimination or personal abuse
- Foul or abusive language
- Intrusive questions about a person’s private life or physical appearance
- Making untrue statements about Woodend RSL or its Committee members
- Over indulgence in alcohol
- Refusal to leave the premises when requested by the Sub-Branch President or the senior member of the Committee present or the senior employee present, or, having done so, attempt to re-enter the premises
- Sexual harassment including: indecency, sexually suggestive comments or jokes, documents, text messages, images, phone calls, emails or screen images., inappropriate staring or leering, unwelcome hugging, kissing or cornering or other types of inappropriate physical contact
- Violent or quarrelsome behaviour

### **Photography**

- Members and patrons who seek to take photographs of persons at Woodend RSL premises or grounds must first obtain permission from the person to be photographed or their parent or guardian
- Images of the persons photographed at Woodend RSL must not be published without the explicit permission of the person photographed or their parent or guardian
- Photographs that are indecent, defamatory or for commercial purposes are not permitted

## Members Responsibilities

- Members must comply fully with Branch Bylaw 10B - Authorised Rules for Incorporated Sub-Branchedes Not Conducting Gaming
- Members must refrain from representing the RSL or the RSL Sub-branch in any form, unless authorised by the Committee
- Members are required to address any communication with the RSL, the RSL Sub-Branch or the Sub-Branch Committee members to the Sub-Branch at its registered address.
- Members must respect other members privacy and must not contact another member at their private address unless agreed to in advance by that member.
- Members acknowledge that they may be unable to access the premises when a private event is progress and that the bar may be closed during some public events
- Members are deemed to have accepted this Code of Conduct by renewing, or not withdrawing their membership subscription

## Members with Guests Responsibilities:

Members and their guests and visitors shall conduct themselves in an orderly manner at all times whilst on the premises of the Woodend RSL.

- Members and guests must comply with RSL Sub-Branch policies, signage and any lawful directions of Committee members or staff
- A member is responsible for the behaviour of any guest he/she may bring onto the premises
- A member will be held responsible for any damage to RSL property by themselves, their guests or children thereof
- Children on the premises must be supervised by a member or guest at all times and behave appropriately
- Members or guests must not bring food or drinks onto the premises for consumption on the premises unless prior agreement is obtained from the Committee
- Members and guests must not bring or have in their possession any illegal materials while on the premises
- Members and guests must dress appropriately to comply with the RSL Dress Code
- Members and guests acknowledge that they may be recorded on closed circuit television (CCTV) cameras located inside and outside of the premises