

Community Association DP 270347	Club/Admin/Policies
Community Association Venue Hire Policy	Revised 18/12/18
Last saved by Don McKenzie	Pages 6



Community Association DP 270347 Venue Hire Policy

Contents

Section	Page
Preamble	1
Charter	1
User Groups	1
Definitions	2
Community Association DP270347 Venues	2
Finance	3
Minimum Beverage Spend	4
Club Manager's Discretionary Approval	4
Grievance Process	5
Annex A. Payment Schedule	6

Preamble

Community Association DP 270347 offers venues, activities and commercial space for rent or hire for a specific time or period. The purpose of this policy is to identify these venues, commercial spaces or activities and outline their terms of use. Venue hire fees are reviewed annually.

Charter

To ensure that all venues are hired to both residents and non-residents without favour or bias.

User Groups

Listed below are definitions of user groups and examples for particular categories.

1.1 Community Association Executive

Members of the Executive Committee elected by the residents of DP 270347.

1.2 Strata and Precinct Title

Members of the strata and precinct executives who are elected by the residents of their individual building or lot of strata plan DP 270347.

1.3 Ad hoc Breakfast Point Residential Group

Residents who are not governed by a charter or rules and have no elected office bearers and at least 70% bona fide residents of Breakfast Point. An example of an ad hoc group would be a knitting group of BP residents.

1.4 Breakfast Point Special Interest Group

A group composed of at least 70% bona fide residents of Breakfast Point who reside in DP 270347 and are governed by a charter or rules. An example would be Probus Club of Breakfast Point, BP Men's Shed or Rotary Club of Breakfast Point.

1.5 General Booking

An individual, group or business who are not residents and book a venue for a social or business seminar or event.

1.6 Community Interest Group

A group or business that requires a venue to collect or disseminate information specifically to Breakfast Point residents and are endorsed by the CA Executive. An example of a community interest booking would be a major telecommunications company undergoing a hardware roll-out in Breakfast Point.

1.7 Residents of DP 270347 + Financial Club members from the original communities

Residents and financial members of the Club from the original communities are entitled to a discount on room hire when hiring the Riverview Room and Hunters Room for a private event. Only residents of DP 270347 are entitled to a discount when hiring the Community Hall and meeting rooms in the Admin Building. Bookings are not transferable and the resident making the booking must be present for the duration of the event.

1.8 Commercial Tenant

An ABN business entering into a commercial leasing arrangement for a room, area or building in the DP 270347 precinct.

1.9 Exercise Class, Tutoring or Social Activity

An external provider who holds classes in a venue of Breakfast Point for the benefit of Community Association DP 270347 Residents. The number of residents must be at least 70% to entitle the provider to the rate under this user group.

Definitions

Meeting: An assembly of people for a particular purpose, especially for a formal discussion.

Function: A formal event, social gathering or ceremony.

Activity: A specific deed, action, pursuit or informal function, eg classes, card group

Community Association DP 270347 Venues

Breakfast Point Country Club

Functions held in the Hunters and Riverview rooms will have the hire fee built into the event package. However, the room hire value will need to be identified to ensure set up, breakdown and cleaning costs are captured. The Gazebos and Boardroom can be hired, excluding the provision of food and beverage.

Community Hall

Payment for the hire and security bond is to be made within the fourteen (14) day tentative hire period. Payment will only be accepted with signed Community Hall Terms and Conditions. A copy of the completed terms and conditions are to be retained by the hirer. Hire times are:

Full Day Hire	8 am to 9:30 pm
Half Day Hire AM	8 am to 2 pm
Half Day Hire PM	3 pm to 9:30 pm

The Community Hall is not available for hire Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and Good Friday.

Admin Building

The Admin Building is to be used by the DP 270347 community, primarily for meetings and authorised activities. To ensure a fair and equitable use of the facility, rooms can be booked a maximum of four months in advance. After the four-month maximum booking period, an individual or group, outlined in user groups, can rebook a room. If the preferred room or time is not available then a room with similar capacity and time will be offered. The Application Form is available on our website. Bookings and applicable payments are made through club reception with booking confirmation provided by the CA Executive Assistant. General Bookings (users 1.5) when entered into the Google Calendar will be shown as "Private Booking". Details of the function will be recorded in the events function folder held at

BPCC. Hours of operation are 8:30 am to 10 pm seven days per week. Rooms are available on an hourly basis.

Silkstone Park

Payment for the hire and security bond is to be made within the fourteen (14) day tentative hire period. Payment will only be accepted with signed Silkstone Park Terms and Conditions. Only a permit for professional photography will be granted for Silkstone Park. No other events will be permitted. Payment details are to be recorded in the functions folder for the event.

Barbeques

Payment must be made when the completed BBQ Booking Form is returned to club reception. The Point of Sale (POS) receipt is to be stapled to the completed BBQ Booking Form. The customer is to retain a duplicate POS receipt and a copy of the completed hiring form for their personal records. Information to be entered into POS at the time of payment are to include; hirers name and date of booking. No refunds will be given; however, residents can reschedule at no cost. The Barbeques are not available for hire New Year's Eve, Christmas Day, Good Friday and ANZAC Day.

Hire times

Morning	9 am to 12 pm
Afternoon	12:30 pm to 3:30pm
Evening, during daylight saving only	4 pm to 8 pm
Full Day Hire (In conjunction when booking the Community Hall)	9 am to 8 pm

Finance

All fees in this policy and quoted to hirers are GST Inclusive.

Review and approval of venue fees

The Community Association DP 270347 financial year commences in September each year. To enable the budgeting process and subsequent approval by the CA Executive and ultimately the residents at the annual general meeting (AGM), the Club management is to conduct a price comparison with similar venues and the Club Manager is to recommend hiring fees and administration/banking surcharge increases, if any, for the coming year to the Club sub-Committee by the July meeting.

Payment Terms

All fee-paying bookings at Breakfast Point are prepaid. Bookings are confirmed when payment is made and a Community Association 270347 Tax Invoice is issued. Community Association 270347 Tax Invoice can be issued from MYOB, ResPak or Country Club POS System.

- Payment for the Community Hall, Country Club, Admin Building and Silkstone Park are to be made within the fourteen-day tentative booking period.
- Payment for the Community BBQs is made at the time of the booking. POS receipt is to be stapled to the booking form.

Security Bond

The security bond is paid within the fourteen-day tentative hire period. When payments are made by credit card, a surcharge applies to the bond payment. To calculate the surcharge; the dollar value of the bond is multiplied by the current credit card fee. For example: \$2000.00 x 1.5% = \$30.00.

Cleaning Bond

The cleaning bond is paid at the time of the booking. The cleaning bond is the current contract cleaners' hourly rate multiplied by time needed to clean the area and removal of rubbish.

Three areas that attract a cleaning bond are:

- Silkstone Park
- Community barbeques located adjacent to the oval
- Administration Building

Refund of Bonds

The security or cleaning bond will be refunded after the event provided that cleaning is to the standard required and there is no damage or breach of terms and conditions. The Events Coordinator will complete and sign the Payment Authorisation Form and submit it to Accounts Payable. The bond is to be refunded into the hirer's nominated bank account within 14 days of the event.

Exercise and Tutoring Classes

Community Association DP 270347 fosters a culture of fitness and interaction for the residents of Breakfast Point. An external provider conducting classes for residents and using community facilities may do so for a subsidised rental rate.

External providers are invoiced one month in advance and on receipt of a list of participating residents. The number of residents must be greater than 70% of the total number of class participants. Random checks will be undertaken to ensure compliance.

Minimum Beverage Spend

The club stipulates a minimum beverage spend for functions held in the Hunters and Riverview Rooms. The minimum spend amount must be paid at the time of the booking and if the hirer does not reach the minimum spend, no refund will be given.

Club Manager's Discretionary Approval

Security

To ascertain if an event held at the Community Hall poses a noise or possible anti-social behavioural risk, club management will assess the security risk taking into account the style of function and capacities. The Club Manager or delegate has discretionary power to permit a function or meeting to proceed in the Community Hall without the need for security. An example of management waiving the use of security would be for a community AGM, Probus Club or Rotary Club of Breakfast Point.

Boardroom

The Club Manager or delegate has discretionary power to permit a resident to use the boardroom free of charge for an hour and a maximum two times per month. Regular users will be encouraged to book the room.

Cleaning

A cleaning fee will be charged for all commercial bookings in all venues. A cleaning fee may apply to community groups depending on the size and type of group. The Club Manager or delegate has discretionary power to waive the cleaning fee for community bookings in the Admin Building, Silkstone Park and Community Barbeques.

Consumption of Alcohol in the Admin Building

Alcohol can be available for personal consumption at Strata Meetings provided the alcohol is not sold and is supplied by the Strata or individual members of the Strata. In all other cases alcohol may only be consumed in the Admin Building under the following conditions:

- A Waiver Form is to be signed waiving CA responsibility for any issues arising and making the nominated organiser the responsible person who must be present for the entire event.
- An application for a booking is to be made at least 6 weeks in advance of the planned activity.
- Alcohol is not sold or provided to persons under the age of 18 and there is no entrance fee or fund raising activity involved with the activity.
- The BPEC Chair will decide whether the proposed activity is eligible to be held in the Admin Building or some other community asset.
- An asset location test consisting of the following will be used:
 - The Club is not available or is not suitable.
 - The Community Hall is not available or is not suitable.
 - The request does not fit the definition of an activity and is designated as being a function¹

Grievance Process

In the event of a dispute or Community Association DP 270347 failing to provide agreed venue or services, the hirer should contact the Events Coordinator events@breakfastpointcountryclub.com.au and outline their issue as soon as possible. The Events Coordinator will forward to the Club Manager; booking details, relevant email correspondence and results of their investigation into the matter. If a refund or other financial compensation is deemed necessary, the Club Manager will discuss the matter with the Chair of the Club sub-Committee. The Events Coordinator will contact the hirer with a decision within seven days.

¹ *A function is defined as a formal event, social gathering, or ceremony.*

Annex A. Payment Schedule

Listed below are the user groups and their corresponding fee for the 2018/2019 Club financial year. All prices are GST inclusive.

Free of charge (FOC); Not Applicable (NA); Price on Application (POA); Manager's Discretion (MD); Not Available for Hire (NH); P/M Per Month

Venue	User Group 1.1	User Group 1.2	User Group 1.3	User Group 1.4	User Group 1.5	User Group 1.6	User Group 1.7	User Group 1.8	User Group 1.9
Breakfast Point Country Club									
Hunters Room (5 hrs)	FOC	\$900	\$900	\$900	\$1000	POA	\$900	\$1000	\$1000
Riverview Room (5 hrs) Mon - Fri	FOC	\$270	\$270	\$270	\$300	POA	\$270	\$300	\$300
Riverview Room (5 hrs) Sat/Sun	FOC	\$360	\$360	\$360	\$400	POA	\$360	\$400	\$400
Riverview Room (5 hrs) Pub Hol	FOC	\$450	\$450	\$450	\$500	POA	\$450	\$500	\$500
Boardroom p/h	FOC	FOC	FOC	FOC	\$50	POA	\$50	\$50	\$50
Gazebo	NA	NA	NA	NA	\$330	NA	\$300	NA	NA
Beverage Min Spend Hunter	NA	\$1500	\$1500	\$1500	\$1500	NA	\$1500	\$1500	\$1500
Beverage Min Spend R/view	NA	\$500	\$500	\$500	\$500	NA	\$500	\$500	\$500
Community Hall									
Full Day	FOC	NA	\$480	\$480	\$1800	POA	\$1000	NA	NA
½ Day (Day/Eve)	FOC	NA	\$300	\$300	\$1000/\$1300	POA	\$500	NA	NA
Authorised Trainers ¹	NA	NA	NA	NA	NA	NA	NA	NA	\$110 P/M
Security Bond Meeting	NA	NA	MD	MD	MD	MD	MD	NA	NA
Security Bond Function	NA	MD	MD	MD	\$1000	NA	\$1000	NA	NA
Community BBQ									
Per BBQ	NA	\$10	\$10	\$10	NH	NA	\$10	NA	POA
Per BBQ (with Spit or Jumping Castle)	NA	\$50	\$50	\$50	NH	NA	\$50	NA	NA
Cleaning Bond	NA	\$100	\$100	\$100	NH	NA	\$100	NA	NA
Silkstone Park (Photography)									
1.5 hours (max)	NA	NA	NA	NA	\$330	NA	\$300	NA	NA
Cleaning Bond	NA	NA	NA	NA	\$200	NA	\$200	NA	NA
Admin Building/Mulberry Hill									
Booking p/h	FOC	FOC	FOC	FOC	\$50	POA	\$50	NA	NA
Contracted Period	NA	NA	NA	NA	NA	NA	NA	\$750 P/M	\$100 P/M
Cleaning Bond	NA	MD	MD	MD	\$200	MD	\$200	NA	MD

Notes:

- 1 Limit of 2 classes per week per month
- 2 Probus Club of Cabarita & Breakfast Point: \$360 for half day Community Hall hire; special consideration for use of meeting rooms in the Admin Building
- 3 Applications for charity fund raising events are POA