

USE OF RESIDENT'S CENTRE (CLUBHOUSE) FOR RESIDENT'S PRIVATE FUNCTIONS POLICY

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USE OF RESIDENTS' CENTRE (CLUBHOUSE) FOR RESIDENT'S PRIVATE FUNCTIONS POLICY

OVERVIEW

The Committee of Management of the Point Cook Village Services Association, recognises that residents may wish to use the Residents' Centre, hereafter referred to as the Clubhouse, (or part thereof) for a function of a private and personal nature, including, but not limited to, birthdays, anniversaries, weddings, etc. The Clubhouse is not to be used for functions for friends, family, external individual or organisations.

Celebration of Life functions are permitted, subject to additional provisos listed later in this document. (See Celebration of Life.)

Use of the Clubhouse is, at all times, subject to Village Manager approval, availability, in accordance with the conditions set out below

The use of the Clubhouse will not be approved if the Clubhouse, or sections of the Clubhouse, are scheduled for use for a Village activity, so it is recommended that applicants check prior to submitting request.

CONDITIONS

1. Application

The use of the Clubhouse facilities for a private function is a privilege reserved for Residents and domestic partners only. It does not include events for family, friends, external individuals or organisations. Any functions that are not of a personal resident nature will require the approval of the Committee of Management.

- (a) Residents wishing to use the Clubhouse for a private function must submit an application to the Village Manager preferably eight (8) weeks prior to the proposed function. This period of notice is required to allow time for the application to be submitted to the Committee of Management Meeting, should that be deemed necessary. Application forms are available from Reception.

- (b) It is the responsibility of the Host Resident to ensure their insurance policy includes public or legal liability that would cover insurable events outside their villa or apartment. In the case that an insurable event occurs during the conduct of the function and the resident's insurance cover does not cover the event the resident will be liable to pay the excess of the Village Insurance. The village insurance excess of \$5000 is applicable under this policy.
- (c) If the resident insurance does not cover the event under their Content Insurance, it is recommended that a one-off request for cover be made by their insurer.

c) **Bond**

A deposit bond of \$ 250 is payable on lodgement of the application and may be refunded wholly or partially if the Village Manager deems the Clubhouse has been left in a satisfactory condition and all requirements adhered to. The bond will cover such items as the cost of cleaning the main Clubhouse area, facilities and furniture, rearrangement of furniture, damage to building or infrastructure, etc. In short, the Clubhouse should be left as it was found.

(d) **Furniture**

Approval for use of the Clubhouse incorporates authority to move the furniture and use of the additional tables. All furniture must be returned to its original position after use.

Labour to move furniture must be arranged by the Resident.

It is not the responsibility of the Village staff, and they should not be requested or approached to carry out this work.

2. Responsibility

- (e) Any Resident granted approval to use the Clubhouse for a private function who will ensure their visitors treat the facility with

respect. The Host Resident will be responsible for supervising all guests.

- (f) Children must not be permitted to stray into out of bounds areas. Ideally, children should not venture out of the Clubhouse, unsupervised, during a private function.
- (g) ©The Host Resident will be held responsible for any costs incurred for repairs to furniture, fittings or contract cleaning should it be deemed necessary as may affect the recovery of the bond. (See clause 12(b).

3. Areas/Facilities Not Available for Use

- (h) Use of the library and computers, meeting rooms, mail room, swimming pool, pool/billiards room, gymnasium and bowling green are not permitted.
- (i) Generally, the piano, indoor bowls equipment are not available for use. The television may be used to show, slide shows, photos, etc. However, the Village Manager may approve specific requests and set conditions upon any approvals given.

4. Time Restrictions

All approved functions in the Clubhouse must finish early enough for the premises to be thoroughly cleaned and vacated by 11.00 p.m. at the latest. The alarm will be activated after this time. Should this alarm be activated this may incur automatic response the cost for this must be borne by the Host Resident.

5. Guest Numbers

Except in special or exceptional circumstances, the invitation list should be limited to eighty (80) guests. This is irrespective of whether they are all residents or non-residents. The Village Manager has authority to approve up to 80 guests. Numbers above this, must be approved by the Committee of Management.

6. Kitchen Facilities

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- (g) The main kitchen is not available for use by Residents for private functions, unless duly accredited caterers are hired. The kitchen is out of bounds to both residents and guests. (Refer 8 (a).)
- (b) The kitchenette is available for use, but the Host Resident must provide tea, coffee, milk and sugar.
- (c) Communal items, and items belonging to other residents, must be placed out of the way whilst the function is in progress. Such items would include tea, coffee, biscuits, sugar containers and items stored in the refrigerator such as milk or food.
- (d) The large urns are available for a function. If use of this equipment is requested, the Host Resident must follow all instructions issued by the Village Manager.
- (e) Crockery, cutlery and other utensils and equipment are available for use, but must be cleaned, and put back dry, in their respective places.
- (f) The kitchenette may be used; however, if the Host Resident is unsure of the operation of the equipment, operating instructions must be obtained from the Village Manager prior to the function. The steriliser must be emptied and all cups, glasses, etc. placed back in the cupboards.
- (g) No food is to be left in the fridges.

7. Coffee Machine

- (a) The provision of coffee service for a private function will be at the discretion of the Point Cook Village Social Club and the Coffee Co-ordinator.
- (b) If coffee service is required, the host resident must request the Coffee Co-ordinator to arrange volunteers. If no volunteers are available, no coffee service will be available
- (j) The Host Resident must supply coffee, milk and sugar.

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8. Catering

- (a) **Caterers must supply relevant documentation to show they are covered by Public Liability Insurance.** Details of this should be supplied to the Village Manager prior to the function being held.
- (b) It will be the responsibility of the Host Resident to arrange catering, as required.
- (c) Preparation and serving of food in the Clubhouse must strictly conform to all current legislation with respect to food handling.
- (d) **BBQ**
The BBQ adjacent to the Clubhouse is subject to agreement from the Point Cook Village Social Club. A \$50 refundable deposit applies. BYO is permitted and the Red Line restriction applies. Host Resident is responsible for thorough cleaning of the BBQ's and removal of all rubbish after use.

9. Bar Service

The Clubhouse is deemed to be a licenced premises, whilst the Bar is open.

- (a) The provision of bar service for a private function will be at the discretion of the Point Cook Village Social Club and its Bar Co-ordinator.
- (b) If bar service is required, the host resident must request the Bar Co-ordinator through the Point Cook Village Social Club to arrange volunteers. There is a cost of \$50 for this service.
- (c) If there are no volunteers available, the bar cannot be opened. In this instance it is permissible to bring your own alcohol. This is at all times the discretion of the Nominee.

10. Gate Entry and Guests Vehicle Parking

- (b) The front gates are closed from 6.30 p.m. daily and re-open 6.30 a.m. next morning. The gates must not be left open or the

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lock system overridden. The telephone in the Clubhouse is fitted with a button to open the gate. Make sure your guests are aware of the number to ring upon arrival.

- (b) Alternatively, a nominated representative of the Host Resident must be in attendance at the gates to grant guest access during the above times.
- (c) As visitor parking spaces near the Clubhouse are limited and, to avoid congestion on arrival and departure, “car-pooling” may be an option for the guests.
- (d) It is recommended that a map, clearly showing designated visitor parking areas, be provided to all guests.
- (e) Guests must be advised that they are only permitted to park in the car park near the Clubhouse or in designated visitor parking areas.
- (f) **Parallel parking along Village streets is strictly prohibited, likewise parking on, or partly on, unpaved areas.** Under no circumstances are vehicles permitted to be parked in villa driveways (unless prior permission has been given by the villa owner).

11. Music and General Noise

- (b) The Village Manager may authorise music, including the use of the piano, slide shows and videos (via the television). Operating instructions and noise levels must be adhered to. (Refer 3(b).)
- (b) If approval for a function has been given, the Host Resident must consider the comfort of residents in the vicinity of the Clubhouse. Noise levels must be kept within reasonable limits.

12. Carpets/Floors

- (b) Floor surfaces must be left in a clean state. The extent of the cleaning required will, obviously, depend upon the situation. If

necessary, carpet areas should be vacuumed and other floor surfaces swept and mopped.

- (b) As outlined in (3 (d), if commercial cleaning or repairs are required, it will be at the Host Resident's expense and will affect the return of the bond.

13. Caretaker

- (a) Locking up the Clubhouse after a private function is the responsibility of the Host Resident.
- (b) The Host Resident must ensure all lights are turned out.
- (c) Any keys provided must be returned to the Village Manager as soon as practicable after the function.

CELEBRATION OF LIFE FUNCTIONS

Celebration of Life Functions (Wakes) are permitted in the Clubhouse. Approval is subject to all of the above conditions, as well as the following –

- (a) No funerary items are permitted in the Clubhouse; e.g. coffin, urns, etc.
- (b) No funeral services are to be held in the Clubhouse.
- (c) Preferably flowers must be left at the door. Alternatively, if they are brought into the Clubhouse, they must be removed at the conclusion of the function. Under no circumstances are they to be left in the Clubhouse.
- (d) **Bar service will not be available.** BYO may apply, including glassware.
- (e) If it is anticipated that large numbers of people will attend, consideration should be given to parking capacity (see 10.) and the appropriateness of the Clubhouse as a venue for this function.

- (f) As for all other private functions, the Clubhouse, as a venue, is subject to availability and Village activities take precedence.
- (g) The Host Resident may bring in previously prepared sandwiches, cakes, etc., but all food must be removed at the conclusion of the function. (Refer 6)

APPLICATION FOR USE OF RESIDENTS' CENTRE (CLUBHOUSE) BY A RESIDENT FOR A PRIVATE FUNCTION

Resident's Name (Host).....

Villa/Apartment No.....

Date of Function.....

Start Time.....Finish Time..... (Include set up and clean up time)

Function Purpose.....

Areas/Facilities Required.....

I/We, the undersigned, hereby confirm that I/we have received a copy of the *Policy for Use of the Residents' Centre (Clubhouse) for a Resident's Private Function*. This policy sets out the procedures and responsibilities for private function use, and agree to follow all guidelines set down in said policy.

Resident's Signature..... Date.....

OFFICE USE

Total Hours of Function.....

Applicable Fee.....

Date Fee Paid..... Date Fee Refunded.....

Approved By.....

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Date of Approval.....

Signature.....

Note: The village insurance excess of \$5000 is applicable under this policy.

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