



GEMLIFE PRIVATE FUNCTION POLICY: TERMS AND CONDITION OF USE

The Country Club [Clubhouse] has been provided at Gemlife Resorts as part of the recreation facilities provided for use by Home Owners and their guests. The Gemlife Private Functions Policy Terms and Conditions of Use [Policy] deals with the following:

1. BOOKING

- 1.1 Home Owners are permitted to book areas of the Clubhouse for small private functions.
- 1.2 The function must be for a Home Owner occasion ie wedding anniversary, birthday, etc and not for a grandchild's 21st birthday or wedding, etc
- 1.3 Bookings are to be made in the booking diary provided in the Clubhouse, located under the noticeboard. Each booking must have the following information:
 - * Villa number
 - * Name
 - * Start & finish times
 - * Contact phone number
 - * Area of Clubhouse to be booked – Bar area, café area, North lounge, part of dining area, wine room, BBQ alfresco, BBQ pavilion.

REMINDER - If the Kitchen is required, please ensure the booking is entered into the Kitchen diary also.
- 1.4 Home Owners are requested to advise the Home Owners Committee [HOC] and Resort Management of their intention to hold a private function in the Clubhouse and confirm they have read and understood the Gemlife Private Function Policy & the HOC 'BYO' Policy.
- 1.5 The Home Owner must contact the HOC to arrange to have the bar open during their function. If the bar is not open during the Function, the Home Owner and guests must comply with the HOC – 'BYO' Policy.'
- 1.6 Home Owners are not permitted to book the following areas for private functions:
 - * Games Room
 - * 10 Pin Bowls Lanes
 - * Golf Simulator
 - * Cinema
 - * Craft room
 - * Swimming Pool
 - * Meeting room
- 1.7 The HOC may book the Clubhouse for community events. These events will be advertised on the community noticeboard located in the Clubhouse.
- 1.8 The Park Owner may book specific areas of the Clubhouse for Sales Events and Functions.

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2. USE AND CLEANING OF THE FACILITIES

- 2.1** All functions held at the Clubhouse are to be finished by 10.30pm. Home Owners and their guests must leave the Clubhouse building and parking areas by 11.00pm. NEW YEARS' EVE is the only exception.
- 2.2** As per the Home Owners Site Agreement, a cleaning bond may be charged prior to the function being held.
- 2.3** Home Owners are responsible for giving their guests access to the Resort for the function.
- 2.4** Home Owners must supervise their guests at all times. Guests are not permitted to roam around the facilities without the Home Owner being present.
- 2.5** Home Owners are permitted to use the Public Address [PA] system during the function.
- 2.6** Home Owners must receive appropriate training in the use of the PA system prior to the function.
- 2.7** The PA system is not to be used for anything other than its intended purpose.
- 2.8** Home Owners are permitted to use the Clubhouse Kitchen [Kitchen] during the function. See Resort Management to arrange a Kitchen Supervisor for your function to ensure your full knowledge of kitchen equipment use and completion of the Grade 2 commercial kitchen safety session prior to the function.
- 2.9** Home Owners are permitted to engage the services of a contract caterer to use the kitchen for the function.
- 2.10** Contract caterers must have their own Public Liability Insurance and a Certificate of Currency must be submitted prior to function being held. There must not be a 'participation exclusion' that removes or limits insurance cover for the subject activity.
- 2.11** Home Owners are responsible for cleaning all areas used for the function after use, including;
- * Kitchen – wipe down all benches, clean and drain dishwasher, return all crockery, cutlery etc to storage area, remove all food scraps and empty bins, sweep & mop floor.
 - * Toilets – empty bins, and clean pans & floor as necessary
 - * Remove decorations.
 - * Remove all rubbish and dispose of in bins provided.
 - * Wipe down tables & chairs
 - * Sweep & mop floor
 - * Return tables and chairs to their original positions, if they have been moved during the function.

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3. GENERAL

- 3.1** During a private function, other Home Owners can enter the Clubhouse and use the facilities.
- 3.2** Home Owners and their guests must adhere to all signage and instructions provided.
- 3.3** Home Owners and their guests agree to use the kitchen equipment at their own risk (where applicable)
- 3.4** Home Owners and their guests should not operate any equipment if they are not confident and comfortable doing so.
- 3.5** If a Home Owner has cause to believe they have been involved in an incident or accident during the function, then the relevant party must report the incident or accident to the Resort Manager.
- 3.6** The home Owner must -
 - 3.6.1** Report and any incidents and / or accidents to the Resort Manager as soon as possible; and
 - 3.6.2** Complete an Incident Report and provide to the Resort Manager as soon as possible. (Blank forms in desk drawer at Notice Board area)
- 3.7** The Home Owner(s) are to report any issues and /or faults to the Resort Manager as soon as possible.