



## REMEMBRANCE PARKS CENTRAL VICTORIA

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### REMEMBRANCE PARKS FUNCTION ROOM – RULES, TERMS AND CONDITIONS OF HIRE & USE

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RPCV strives to be a family-friendly community, and use of the organisation's Function Room must be consistent with that vision. RPCV reserves the right to accept or refuse individual bookings, based on the information provided, or set additional non-negotiable requirements and limitation to facilitate approvals.

Remembrance Parks accepts no responsibility for injuries sustained by guests

#### **TERMS AND CONDITIONS OF HIRE**

These Terms and Conditions must be read and agreed to as part of the function room hire.

#### **Bookings**

Bookings related to function services will generally be made via RPCV funeral director services team.

The Hirer must have a representative present for the duration of the function and accept full responsibility for ensuring compliance with the terms and conditions of hire.

General Public Hire can be made via our reception by calling 1300 266 561 or emailing [sales@rpcv.com.au](mailto:sales@rpcv.com.au)

#### **Catering**

All functions are fully self-catered – this means that no food or beverages are included as part of the room hire.

#### **Alcohol**

No alcohol is to be brought onto or consumed in the function space

#### **Smoking**

Smoking is not permitted within the building or in the function space courtyard area

### **Room Set Up**

The function space contains tables and chairs for use by guests. The hirer is responsible for configuring the table and chair settings differently if preferred.

### **Signage**

Entrance to the Function Room is marked 'Remembrance Parks Central Victoria Function Room' by a permanent sign at the entry gate.

### **Start and Finish Times**

The coordinator of the hire will ensure the nominated start and finish times for use of the space are adhered to.

### **Music and Noise Levels**

Regulations are in place with regards to noise levels, music, and entertainment. Guests are reminded that Remembrance Parks is a cemetery and noise levels should be kept to a level which respects the fact that this is a cemetery and a place of reflection.

### **Children**

Must always be supervised while in the function room and courtyard area

### **Cancellations**

Cancellation must be provided in writing. In the event the hire is cancelled prior to 24 hours before the function service, full refund of the room hire will be provided.

### **Damage or Loss**

We assume no responsibility for the loss or damage to any property belonging to the hirer representative or their guests.

The hirer is financially liable for any damage sustained, or loss incurred, to RPCV property, fixtures, or fittings, whether through their own or through actions of their guests.

### **Room Pack Up**

The coordinator of the hire will ensure the room, any cutlery, crockery, or facilities used are cleaned and left in the condition they were found. You may be subject to a cleaning fee. \$200 will be invoiced if the function space is not left in a reasonably tidy and clean condition.

*I agree to abide by the terms and conditions as listed above:*

Name of Booking: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_