

Facility Use Policy

All events/functions or proceedings held in the Country Club or other community facilities must be booked in advance through the Resort Caretaker/Manager. A Facility Booking Form must be completed, submitted and approved by the Resort Caretaker/Manager prior to an event/function or proceeding taking place.

Approval to all events/functions or proceedings are subject to the following terms and conditions listed below:

1. Palm Lake Resort reserves the right to refuse any event/function bookings without the necessity to give any reason. We will act reasonably in this regard.
2. The Resort Caretaker/Manager must be informed of the purpose for any event/functions or proceeding.
3. The use of the Country Club or other community facilities must not adversely affect the amenity of the area due to excessive noise.
4. Any public addressing system in use must not be audible from outside the Country Club or other community facilities.
5. The Facility Booking Form must be signed on approval of all event/function bookings, as an agreement between Palm Lake Resort and the homeowner/resident, committee or group, to abide by these terms and conditions.
6. After the events/function or proceeding, the Country Club or other community facilities must be returned to the state in which it was, prior to that event/function or proceeding. This includes, but is not limited to, the cleaning of the facility, sweeping, vacuuming, and washing up etc., where excessive mess has been made.
7. Any person causing any willful damage to property is responsible for the payment of any damages to the property, and/or cleaning of the facility, and will compensate reasonable expenses incurred by Palm Lake Resort as a result of additional cleaning expenses and nonaccidental damage.
8. Smoking is not permitted inside the Country Club or other community facilities or within six metres of any doorway.
9. All scenery, properties, drapes etc. for use in the Country Club or other community facilities shall be rendered fire-retardant before being brought into the building.
10. The event/function host does not have sole use of the Country Club or other community facilities - other guests may use part of the Country Club or other community facilities for their own use. Consideration by both parties is expected.
11. The event/function host will not hang any matter or thing from any part of the Country Club or other community facilities without the prior consent of the Resort Caretaker/Manager.
12. The event/function host is responsible for the monitoring of attendee numbers.
13. The event/function host is responsible for enforcing parking rules. Vehicles must park in allocated car spaces outside the Country Club or other community facilities. Once these spaces have been filled, other vehicles must park outside the Resort.

14. The use of special effects, including smoke and dry ice machines, are prohibited in the Country Club or other community facilities at all times.
15. The use of candles and candelabras are prohibited in the Country Club or other community facilities.
16. The use of flammable liquids or other dangerous substances are prohibited in the Country Club or other community facilities.
17. The use of ammunition, gun powder or fireworks used for special effects are prohibited in the Country Club or other community facilities without the written approval from the Resort Caretaker/Manager and without the sighting of appropriate licences.
18. The use of decorations or similar items shall not be placed on any stairway, handrail, passageway or exit without the written approval from the Resort Caretaker/Manager.
19. Furniture is prohibited from being moved unless clarified and written approval is provided from the Resort Caretaker/Manager. All furniture to be moved back to the original set up at the end of the event/function.
20. The event/function host is responsible for all musical instruments and other property, scenery, equipment and the like while in the Country Club or other community facilities. Properties shall be removed from the premises immediately following the events/function or in the case of a season immediately following the last events/function.
21. The event/function host acknowledges that Palm Lake Resort shall not be liable for nor shall Palm Lake Resort, have any obligation to insure against any loss of cash whether by theft or otherwise on or about the clubhouse and other community facilities.
22. The event/function host is required to provide details of any contractors (i.e., caterers, performers) to the Resort Caretaker/Manager for review.
23. The event/function host must ensure if an external caterer/chef is being used for the event/function, a copy of the Food License/s and Certificate of Insurance must be provided to the Resort Caretaker/Manager in advance.
24. For any external caterers/chef who use the Country Club or other community facilities, a \$100.00 bond payment must be made until the commercial kitchen is cleaned to the satisfaction of the Resort Caretaker/Manager. The bond will be refunded once satisfied.

Acknowledgements and Agreements

Palm Lake Resort reserves the right to withdraw or change the Facility Use Policy without notice.

Information as at 1st December 2023.



Facility Booking Form

Event/function information	<i>Input details</i>
Resort Location	Palm Lake Resort
Location of event/function	
Date of event/function	
Time of event/function	
Approx. duration of event/function	
Reason for event/function	
Event/function host details	<i>Input details</i>
Name of Host/s	
Host phone number	
Host email address	
Host home number	

Acceptance

Upon signing of this Facility Booking Form, I confirm that the above details above are true and correct.

Name of Host

Signature of Host

Date

Approval

Name of Resort Caretaker/Manager

Signature of Resort Caretaker/Manager

Date