



The Moloney Room

(formally The Public Dining Room)

VENUE INFORMATION

A blank canvas for you to put your mark on. The Moloney Room is rustic with lots of character, making it a very unique venue space for Warrnambool.

Located beneath the original grandstand dating back to the late 1800s, the sandstone walls and red brick floors create a charming allure suited for your ideal event.

VENUE CAPACITY

The Moloney Room can accommodate 250 guests for a sit down event and 300 for a cocktail event.

VENUE INCLUSIONS

The hirer is welcome to utilise any furniture within the room including a portable wooden bar, 2x fridges plus the catering equipment located in the kitchen.

TERMS & CONDITIONS OF HIRE

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Hire fee

- Confirmation of a venue hire must be made within seven (7) days of a tentative reservation with the Booking Form returned.
- Venue Hire Fee of \$880 (inc. GST) is to be paid in full at time of booking.
- 10% discount on Venue Hire applies only to WRC Members, Colts & Fillies Members, Galleywood Club sponsors and Feature Race Day sponsors, provided they are financial at time of booking.
- If confirmation is not received within seven (7) days, WRC reserves the right to cancel a booking and allocate the venue to another client. WRC reserves the right to cancel or postpone a tentative booking at any time should a race meeting be allocated on the date.
- In the event of a cancellation made more than 12 months prior to the event date, WRC will provide a full refund of the Venue Hire Fee.
- In the event of a cancellation made less than 12 months prior to the event date, the Venue Hire Fee is non-refundable, unless another client hires the venue on the cancelled date, in which WRC will provide a full refund.
- All venue hirers must be over 18 years of age.
- Under no circumstances will 18th birthday parties be allowed and individuals booking venues under false pretenses will forfeit their booking fee and the booking will be cancelled.

Covid-19 information

- The hirer agrees to abide by the restrictions of the Government and protocols put in place by the Warrnambool Racing Club in relation to COVID-19 at the time of the event

Access to venue

- Key can be collected from the WRC office 2 business days prior to your event.
- Key is to be returned to WRC office by 10am, the following business day after your event.
- Venue and Moore Street Gate are to be locked whenever the site is vacated.

Bond

- The WRC will take a scanned copy of your credit card when you come to collect the keys from the office. If the venue is not left in a satisfactory condition, a **'Damages & Clean Up' fee of \$550** will be charged to that credit card.

- WRC reserves the right to recover any additional costs incurred above and beyond the amount of the bond in negotiation with the hirer.

Car parking (The Moloney Room)

- Vehicle parking will be via Gate D off Moore Street. All vehicles are required to park outside the gate and guests can make their way on foot to the Moloney Room. If you or your suppliers need access to drop things off to the room, this must be organised prior with the Events Team. All cars must ensure they stay on the paths provided on course, do not park or drive on any grassed areas.
- Moore Street gate is to be locked whenever the site is vacated - if gates remain unlocked your bond may be forfeited. (See Moloney Room fact sheet)

Smoking and Responsible Service of Alcohol

- No Smoking is allowed inside any WRC venues.
- It is the responsibility of the hirer to arrange a Temporary Liquor Licence via:
<https://liquor.vcglr.vic.gov.au/templicence>
A copy of the licence must be provided to the WRC prior to the event date.

Cleaning

- Venues of hire remain the property of WRC and will be offered in a clean and tidy condition to the hirer.
- WRC will provide rubbish bins and basic cleaning supplies for the hirer's convenience and use.
- Cleaning of the venue post event is the responsibility of the hirer and must be returned in the same clean and tidy condition as originally presented. Cleaning can be organised for an additional cost.

Responsibility

- WRC will take necessary care but does not accept responsibility for the damage or loss of goods left on the premises prior to, during, or after the event.
- Clients are responsible for providing event hosts to manage the identification of guests into their event.
- All guest vehicles are required to be cleared by 12pm the day after your event. To ensure access to vehicles left after the event, all vehicles must be parked outside the gate after entering on Moore street.

Emergencies Dial 000

VENUE BOOKING FORM**THE MOLONEY ROOM**

(formally The Public Dining Room)

Event date: Event type:

Booking name: Mobile:

Address:

Email:

Venue Hire Fees (please tick) Non Member **\$880** Member **\$792**

Member Name:

Member Number:

*Prices include GST

Additional Hire Items (please tick) Grandstand/Lawn ceremonies **\$350** Post Event Clean **\$100** WRC to apply for Temporary
Liquor Licence on your behalf **\$145****Total Payment**\$ **METHOD OF PAYMENT:** CASH CHEQUE CREDIT CARD

Credit card number: _ _ _ _ - _ _ _ - _ _ _ _ Expiry: _ _ / _ _

Card holder: Signature:

Important details regarding your event**Payment of Hire Fee:** Payable at time of booking.**Temporary Liquor Licence:** Hirer is responsible for arranging a Temporary Liquor Licence Apply via <https://liquor.vcglr.vic.gov.au/templicence> & provide WRC with a copy prior to the event date.**Collection of keys:** Keys can be collected from WRC office between 10am - 4pm, two (2) business days prior to your event.**WRC after-hours emergency contact:** Kate Lindsey - 0488 007 111 I hereby declare that I have read all the terms and conditions of hire and am aware of my responsibilities in relation to hiring the Moloney Room.**Signed by hirer:****Date:**

FACT SHEET

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COLLECTING THE KEYS:

Keys can be collected from the club office between 10am – 4pm, two (2) business days prior to your event.

RETURNING THE KEYS:

The keys are to be returned to the club office by 10am the following business day after your event.

KEY ACCESS:

The keys give you access to both the venue and the Moore street gate entrance.

The hirer is responsible for the locking both whenever the site is vacated.

VENUE HIRE INCLUSIONS:

The hirer is welcome to utilise any furniture within the room including portable wooden bar and 2x fridges.

TEMPORARY LIQUOR LICENCE:

It is the responsibility of the hirer to arrange a Temporary Liquor Licence via:

<https://liquor.vcglr.vic.gov.au/templicenc>

PLEASE NOTE there is up to a 6-week waiting period with getting your temporary liquor licence processed. We strongly recommend that you apply for your liquor licence as soon as you secure your booking to avoid any issues.

A copy of the licence must be provided to the WRC prior to the event date.

If you wish for the WRC to apply for the liquor licence on your behalf, please indicate that on the Booking Form at the time of booking.

CATERING EQUIPMENT:

The hirer is welcome to utilise any equipment located within kitchen, which includes:

- Gas stove top
- 2x Fridges
- 1x Combi oven
- 1x Bain-marie

Please note that there are no trays or dishes included with the Combi oven or Bain-marie.

CLEANING SUPPLIES:

The venue is equipped with a broom, mop & bucket, dustpan and brush. The toilets are stocked with toilet paper and hand towel. The club also provides bins and liners. The hirer is also welcome to use the large garbage bins located at the back of Mantrap Bar, please ensure they are returned to the same location after use.

POWER & LIGHT SWITCH ACCESS:

The power box you will find inside the back door on the left wall. To turn the power on turn the switch clockwise (to the right).

PARKING:

Vehicle parking will be via Gate D off Moore Street.

All vehicles are required to park outside the gate and guests can make their way on foot to the Moloney Room.

If you or your suppliers need access to drop things off to the room, this must be organised prior with the Events Team.

All cars must ensure they stay on the paths provided on course, **do not park or drive on any grassed areas.**

Moore Street gate is to be locked whenever the site is vacated - if gates remain unlocked your bond may be forfeited.

AFTER HOURS EMERGENCY CONTACT:

Kate Lindsey - 0488 007 111