

PAVILION Ferny Creek Recreation Reserve Inc

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MURDOCH PAVILION COTTAGE HIRING CONDITIONS Version 24/07/2026

(A Victorian Government Crown Land Reserve managed by a volunteer Committee of Management)

1. HIRE FEES AND PAYMENTS

- **Single Day Murdoch Pavilion Cottage Hire** (9:00 AM – 6:00 PM / 7:00 PM during daylight saving): \$275.
- **Security Deposit:** \$250.
- **Hire Fee & Security Deposit:** Full payment of the hire fee and Security Deposit must be received to secure the booking. Cancellation within 2 weeks of the event results in the loss of the hire fee.
- **Additional Fees:** Rubbish removal is available at \$35 per 240lt bin.
- **Security Deposit Return:** Non-compliance with ALL conditions may result in full or partial loss of the Security Deposit.

2. ACCESS AND CURFEW

- **Curfew:** For health and safety reasons, the heritage-listed Murdoch Pavilion Cottage (circa 1926) is not available after 6:00 PM (or 7:00 PM during daylight saving time).

3. VENUE USE, DECORATIONS, AND HEATING

- **Decorations:** Hirers are welcome to decorate the cottage, but all decorations must be removed at the conclusion of the event. Under NO circumstances can nails, screws, pins, or staples be used. Only cable ties and the existing hooks may be used.
- **Heating & Fireplace Prohibition:** The cottage is equipped with split system heating. Please ensure the unit is turned off upon departure. Under NO circumstances is the original open fireplace to be used by hirers.

4. EMERGENCY, SEVERE WEATHER, AND POWER OUTAGES

The safety of patrons is the Committee's primary concern.

- **Catastrophic Fire Danger:** If a Catastrophic Fire Danger Rating is declared for the Central Fire District on the date of hire, the Committee highly recommends that the Hirer cancel their booking and does not proceed with the event. If the Hirer chooses to cancel under this rating, they will receive a full refund of their hire fee and Security Deposit.

- **Total Fire Ban (TFB):** If a Total Fire Ban is declared, the event may proceed, but strict conditions apply: No solid fuel barbecues/spits are permitted, commercial food vans must comply with CFA TFB guidelines, and smoking is completely prohibited on the Reserve grounds.
- **Power Outages & Generators:** The Murdoch Pavilion Cottage relies on mains power. Hirers are strictly prohibited from bringing or operating portable generators for backup lighting or power.
- **Refunds for Emergencies:** If the Hirer cancels a booking under this emergency clause, the Hirer receives a full refund of Hire fee and the Security Deposit. The Committee accepts no liability for secondary costs (e.g., catering, entertainment, etc).

5. CLEANING AND DEPARTURE

The Murdoch Pavilion Cottage must be left in a clean and tidy condition to the satisfaction of the Committee of Management/Booking Officer. The Hirer must:

- Thoroughly sweep the floor and porch.
- Clean the sink and empty the urn.
- Ensure the split system heating is turned off.
- Remove all rubbish and take it away, unless a 240lt bin has been requested and paid for.

6. SERVICE OF ALCOHOL

The sale or provision of alcohol at the facility must strictly comply with Victorian liquor laws. If the Hirer intends to sell alcohol, or if the event requires a liquor licence, the Hirer must obtain the appropriate licence and provide a copy to the Booking Officer prior to the event. Under no circumstances is alcohol to be supplied to persons under 18 years of age.

7. SMOKING POLICY

The Ferny Creek Recreation Reserve buildings are strictly smoke-free. In accordance with Victorian law, smoking is legally banned within 4 metres of any pedestrian entrance to or exit from the venue, and within 10 metres of the children's playground. Due to the severe bushfire risk in the Reserve, any smoking outside must be strictly confined to the paved/gravel areas, and all cigarette butts must be fully extinguished and disposed of safely.

8. THIRD-PARTY CONTRACTORS (INSURANCE)

If the Hirer contracts any product or service provided by a business (e.g., food vans, entertainers, etc.), it is the Hirer's responsibility to ensure that every contractor holds their own current Public Liability Insurance. The Hirer's Public Liability Insurance provided by the FCRR COM does NOT cover independent third-party businesses. The Hirer should obtain a copy of each individual contractor's Certificate of Currency.

9. LIABILITY AND AGREEMENT

The Hirer must accept responsibility for any claim for damage to property or injury to persons which arise from their use and occupation of the Venue. Payment of the fees signifies full agreement to these conditions.