

Hectorville Sports and Community Club – EVENT BOOKING FORM

31 Fisher Street MAGILL SA 5072 / PO Box 243 MAGILL SA 5072
ABN 78 964 739 433. Ph: 8337 1748 (after 4pm weekdays exc Tues closed)

Event description:

Day and Date: _____

Venue space/room: _____

Start time: _____ Set up time: _____

Finish time: _____

(night time functions must conclude at midnight unless an agreement has been made regarding an extended license)

Estimated number of guests: _____

Contact person/s: _____

Contact e mail: _____

Contact ph number: _____

Bar requirements

Any specific requirements: _____

Arrangement for payment of drinks (i.e., pay on orders or an agreed amount)

If an agreed amount, specify the amount and what does that include: _____

Drink Selection:

Catering

Is catering required by Hectorville for this event: Yes/No

If yes, what types of food requirements are there?

Sit down Stand up meal or finger food?

(Please discuss available options with our Event Coordinator)

Time catering is required to be served or continual between agreed times

Any specific requirements to be catered for by Hectorville (for food or drink)

Will you be having any external catering provided? Yes/No If yes please specify

Audio/Visual

Requirements for the event:

Audio Data Projector Lectern Microphone

Will you be organising any music provider for the event? (i.e., DJ or band) Y / N

If yes, details here

Time for this set up or any delivery of equipment

Room set up

Room set up requirements: Theatre style Sit down

Stand up cocktail Combined sit down and stand up

Any specific requirements:

Grounds

Do you require the use of the grounds at all for this event? Yes/No

If yes, then please state times and what area is required

- Payment will be required to confirm the booking of the event, direct deposit to the club account BSB 035:000 Account 464198 ref your surname)

➤ **HSCC Members**

- *Hire \$150 + GST Bond \$100 + GST

➤ **Non Members**

- *Hire \$300 + GST Bond \$150 + GST

Additional charges will apply for damage to club furniture or equipment or for glass breakages at the discretion of the Club president.

*If your function results in a package spend of \$2000+ we will refund your hire fee in full

OFFICE USE ONLY

Bar Staff:

Badged Officer/s:

Hire fee: _____ Confirmed booking: _____

Bond Paid: _____ Bond refunded: _____

Extended Licence: _____

Club Contact: _____

Notes: _____

Event Booking – Terms and Conditions of Hire and Consent

Terms of reference:

'HSCC' – Hectorville Sports and Community Club Incorporated

'Hirer' – you the person or the person responsible for a group/organisation, who is hiring or agreed to hire the function room for the purpose of holding a function or meeting.

'BoM' - Board of Management who are the representatives of Hectorville Sports and Community Club Incorporated and responsible for operations of the club.

The Hirer is solely responsible for setting up of the function room, prior to their event.

Application: The Hirer on the 'Club Hire Agreement' form found on the last page of this document, must sign the application for hire, provide appropriate payments and account details and ensure they comply with and use their best endeavours to ensure compliance with these terms and conditions.

Hire fees and Cancellations: Hire fees are required within 14 days of the tentative booking being made to confirm and exclusively secure the date to hire the venue. Failure to pay within the 14 days will cause the booking to lapse. Payment of a Security Bond will be required 28 days prior to the function date. A cancellation fee of 30% of the hire fee will be forfeited if the cancellation is notified to the Event Hire Coordinator more than 28 days prior to the function. 60% of the hire fee will be forfeited if the function is cancelled within 14 days of the function. 100% of the hire fee will be forfeited if the function is cancelled within 7 working days of the function. In addition, if the function is cancelled within 7 working days with a catering package selected, 20% of that package price will be forfeited. The Security Bond will be refunded once it is confirmed that the premises have been left in the condition they were found. Security Bond: The Security Bond shall be held as security against damage, theft and uncleanliness to the premises, furniture, memorabilia or accessories, and as a guarantee for the fulfilment of the terms of conditions herein contained. HSCC BoM retains the right to withhold part or the entire security bond towards any costs and if required, the Hirer will be charged for any amount in excess of the security bond. The Security Bond Deposit is held in the HSCC Account under the direction of the HSCC Treasurer and will be promptly refunded to the Hirer once they have fulfilled the requirements of the terms and conditions.

Emergency Procedures: In the event of an emergency, all guests must evacuate by the emergency exit signed doorways and meet in the lower car park. The Hirer will be responsible for ensuring that all guests are accounted for and are aware of the emergency evacuation procedure. In the event of a fire deemed to have been caused by the Hirer or their guests, they will be responsible for any levy charged

by the emergency services. The Hirer is most welcome to employ professional security for their function. In the event of an emergency, Police, Ambulance or Fire brigade can be contacted on 000.

Insurance: HSCC bears no responsibility for any potential liability caused by third parties that are employed by the Hirer such as security guards, DJ's, bands etc. Third parties are expected to hold their own personal and professional liability insurance policies. A copy of the certificate must be provided to HSCC at least 7 days before the event.

Personal Property: HSCC accepts no responsibility for the loss or damage of any property brought into the venue by the Hirer, their guests or other third parties.

Major Obligations of Hirer:

1. Adhering to the South Australian Government's Tobacco Act and in addition to the South Australian government legislated smoke free areas from 1st January 2014, smoking will be strictly prohibited across the entire clubroom and within 10 metres of building entrances. An appropriate smoker's area is available on the club room balcony and butts will need to be appropriately discarded.

2. All music must cease no later than 12 midnight and that the permissible noise levels for all functions shall comply with the relevant requirements of the Environment Protection Policy. The Hirer is to ensure that their use does not cause any disturbance to the peace and quiet of the neighbourhood and shall request guests to leave the premises in a quiet and orderly manner.

3. All decorations such as balloons must be free standing. The floor, walls, or any part of the building shall not be damaged by nails, screws, adhesive fasteners or other attachments when the function room is decorated and all decorations be removed when cleaning.

4. The Hirer must make every endeavour to ensure guests park vehicles in the designated car parking areas that are available around HSCC. All parking of vehicles must be in accordance with the displayed parking signs.

5. Executive members of the HSCC BOM (President, Vice President, Treasurer & Secretary) and the Event Hire Coordinator, must not be refused free access to any or every part of the function room.

6. The premises shall be left in a clean and orderly state (Damage, theft and uncleanness will result in your security bond being affected).

I/We acknowledge:-

I/we have read the Terms and Conditions of Hire attached to this form and undertake, on this application being granted, to comply in all respects with the Terms and Conditions. In addition, the signatory signs this indemnity to hold harmless the Hectorville Sports and Community Club Inc, its servants and agents from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them, arising out of or in relation to the hire/use of the HSCC Club Room.

I/We also agree to leave the venue in the same way that it was found.

I/We have paid a hire fee of \$_____ (GST Inc.) into the HSCC bank which is Westpac. BSB – 035:00 and ACCOUNT 464198 within 14 days to confirm the booking and secure the date. I have also included a reference name.

I/We agree to pay a catering deposit fee of 20% of the accepted catering quotation (separate form) within 28 days into the HSCC bank which is Westpac. BSB – 035:00 and ACCOUNT 464198. I have also included a reference name.

I/We acknowledge that I must pay the appropriate bond at least 28 days prior to the function date.

I/We acknowledge that I must provide copy of any third party public liability insurance certificates at least 7 working days prior to the function date.

Signed: _____ Print Name: _____

Date: - ___ / ___ / ___

OFFICE USE ONLY: To be signed by HSCC Treasurer for receipt of payment.

HSCC Treasurer: Signed: _____ Print Name _____

Date: - ___ / ___ / ___