



PORT RIVER SAILING CLUB INCORPORATED (PRSC)
ABN: 24 703 013 135

AGREEMENT for HIRE OF CLUB FUNCTION FACILITIES

Section 1: Hirer's Personal Details

Hirer's Name: _____

Postal Address: _____

_____ State _____ Postcode _____

Telephone. Private: _____ Mobile: _____

Email Address: _____

Section 2: Booking Requirements

Purpose of Hire: _____

Date of Function: _____ Persons attending: _____ (Max of 50) U18: _____

Starting Time: _____ Finish Time: _____

Bank Account Name: _____

BSB: _____ Acct Num: _____

(For return of your deposit if no damage incurred and no special cleaning required)

Tick the appropriate boxes to indicate those facilities that you wish to use:

Tick	Facilities Available	Fee for Service	Payment Due	Details
✓	Function Hall	\$400.00	\$400.00	For a standard 5 hours hire
✓	Kitchen facilities	Included	\$0.00	Includes Fridge, Microwave, Pie Warmer
	Bar service	\$100.00	\$	* Subject to approval, includes sale of liquor
	Additional hours required	\$75 per hour	\$	* Subject to approval
✓	Set up time (2 hours)	Included	\$0.00	Includes 1 hour setup plus 1 hour clean-up.
	Total hire fee		\$	Total cost excluding deposit
✓	Deposit	\$200.00	\$200.00	Security deposit / bond

Section 3: Hirer's Agreement

I, (Name) _____

being the hirer / agent for the hirer named above wish to book those facilities of PRSC indicated in **Section 2** above.

As the hirer, I confirm that I have read and understood the "**Hire of Club Function Facilities – Terms and Conditions**" (overleaf) and I agree to comply with and I will ensure that my guests abide by those terms and conditions. I agree to pay all hire fees, bonds and any other costs incurred for goods and services provided by the club before, during and after the function.

Signature: _____ Date: _____

A Deposit paid to the below bank account must be paid by Bank Transfer (EFT) within 7 days to confirm the booking.

Account Name: Port River Sailing Club Incorporated

BSB: 085443

Bank Acct No: 500798864

Reference: "**Booking**" and your "**SURNAME**"

Please email completed form to: portriversc@y7mail.com



PORT RIVER SAILING CLUB INCORPORATED (PRSC)
ABN: 24 703 013 135

HIRE OF CLUB FUNCTION FACILITIES – TERMS AND CONDITIONS

General Conditions

Port River Sailing Club (PRSC) recommends that you read this document to be fully aware of the terms, conditions and charges, which apply for hire and use of the club facilities.

Available Days and Times

The Port River Sailing Club rooms are available for hire on weekends.

Weekday availability is available by arrangement.

The hire period is for 5 hours maximum or longer with approval from PRSC.

Provisional Bookings

For enquiries about facilities, dates or charges and to arrange to hire the club facilities, contact PRSC by email at portriversc@y7mail.com

Confirmation of Booking

Booking requests must be confirmed within 7 days

To confirm a booking, the club requires the hirer to submit a completed **Agreement for Hire of Club Function Facilities** form and pay the nominated security deposit (bond).

Cancellation or Amendment of Booking

Any request to cancel or amend a confirmed booking shall be advised by email.

Late cancellations fees will apply at the following rates:

- Between 3 and 7 days prior to hire date – 20% of paid deposit amount
- Less than 3 days prior to hire date – 100 % of paid deposit amount.

Catering for function

The hirer shall make private provisions for catering during the function.

Kitchen Facilities

Kitchen facilities include use of a Fridge, Cutlery, Microwave and Pie Warmer.

Bar Service

Subject to prior agreement, PRSC will cater for the sale of the club's alcoholic and non-alcoholic beverages.

Maximum number of attendees

The hirer shall ensure that total guest numbers do not exceed the maximum permitted in the **Agreement for Hire of Club Function Facilities** form.

Hall Set Up

Free setup time of 1 hour directly preceding and 1 hour directly following the hire booking time will be allowed for setup and clean-up respectively.

Any setup or collection requirements outside the free interval above will be charged as per the rates in the **Agreement for Hire of Club Function Facilities** form.

Bond for Damage and/or Emergency Service Calls

A bond (deposit) amount is required to cover any damages to club property or fees for call out of emergency services eg, Police, Fire, and Ambulance Services.

This bond will be returned via Bank Transfer within 7 days if no damages to club property and no call outs were required.

In the event of damage or call out costs, these will be deducted from your bond and the balance returned.

If the total of damage and call out costs exceeds the bond amount, these additional costs will be invoiced to the hirer.

Payment of Account

Payment of account must be made 7 days prior to function.

If this payment is not received the booking will be considered to be cancelled

Enquiries

Email: portriversc@y7mail.com