

Upwey-Tecoma Bowls Club Inc

Incorporation Number: **A5022**

ABN: **88 869 093 047**

Functions Co-ordinator: **Mr David Meyers**

Postal Address: **PO Box 1222**

Mobile: **0419 523 827**

Upwey Vic 3158

Email: **djm1@bigpond.net.au**

Club Address: **21-41 Alexander Ave
Upwey Vic 3158**



Internet: **www.upweybc.com**

Telephone: **(03) 9754 3144 (Club)**

Application to Hire Club Facilities

Hiring Date & Times

Date Required:			
Function Start Time:		Function End Time:	
Setup start Time: (if Reqd.)		Cleanup Start Time:	
Total Setup Hrs: (if Reqd.)		Total Cleanup Hours Reqd.:	
Agreed Charges: (hrs.)	Hire: \$	Bond / Deposit: \$	(To be completed by UTBC Function Co-ordinator)

Note: Additional Function Time : \$70 P/H or part thereof

A charge per additional hour for setup & cleanup will be levied at \$35.00 per hour or part thereof. (1st hour post function for cleanup is free)

Hire / Bond Paid	NO / YES Date: / /
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(to be confirmed by Treasurer)

Function Details

Description of proposed activity of Function:
Expected number of attending:
Details of Entertainment (DJ, Band, etc):
Will the kitchen be required for food preparation and/or service?
Will the bar be required for refreshments? (No BYO permitted under any circumstances):

Hirer Details

Name:	
Organisation (if applicable):	
Address:	Email:
Phone:	Mobile:

I undertake:-

To pay the charge, if any, levied by the Committee for or in connection with the use of the Club property and to leave the Club property and all furniture and equipment used in a fit state of cleanliness for the resumption of Club activities, and, in the event of damage occurring to any of the Club property, furniture or equipment while it is being used, to pay to the Club the cost of making good the damage and I agree to accept the decision of the Committee or its representative on the extent of any such damage.

1. To ensure that all legal requirements for the conduct of the function are complied with
2. To ensure the function is carried out in accordance with the Hiring Rules
3. To comply with all instructions given by the Club representative at all times including with respect to the end of the function and Responsible Service of Alcohol.
4. To ensure any additional monies owing are paid at conclusion of function.
5. The person responsible for the function will be: Name: _____

I acknowledge that I have read and accept the terms and conditions of the hire as specified in Hiring Rules.

Name of Applicant: _____

Signature: _____ (Please Sign bottom of Page 3 and page 4 if required) Date: _____

Hiring Regulations

Applications

- All applications for hiring of the Club rooms must be in writing on the application form supplied by the Club
- The application shall include the date and times during which the Club rooms are required
- Signing the form is an agreement undertaking to comply with all of the Hiring Rules
- The Club will provide a current contact person and phone number to the hirer

Hiring Charges

- The Management Committee shall review annually the charges for hiring the Club rooms
- Hiring charges for ongoing use of the Club rooms are to be paid prior to the event
- Hiring charges or deposits for one off functions/events are to be paid in advance, a minimum of 7 days prior to the event
- Hiring charges for a community type Non profit activity (public meetings, commercial presentations and similar meetings) of up to 2 hours duration will be at the current scheduled rate with no bond.
- Hiring charges for functions (birthday parties, anniversaries and similar functions) will be at the current scheduled rate plus a refundable \$500 bond. The bond will be refunded once the clubrooms are deemed to be in a satisfactory condition following the function.

Damage

- Due care is to be taken in relation to the floors, walls, curtains, or any other part of the Club rooms or any fittings, or furniture. No notice, sign, advertisement, scenery or fittings of any kind shall be erected in the rooms or attached to or added to the walls, doors or any other portion of the building, fittings or furniture without prior consent in writing of the Committee
- If any damage occurs to the Club rooms, its contents, the surrounds or grounds, the assessment by the Committee or its representative of the damage shall be taken as final, without right of appeal, and such amounts shall be immediately retained from the Bond. Any amount above and beyond the Bond shall be deemed a debt due and payable by the Hirer upon request.

Refusal to Let

- It shall be the sole discretion of the Committee or its representative to refuse to let the Club rooms without assigning any reason thereto. Notwithstanding that the Club rooms may have been let and that these conditions have been agreed to and signed and rental hire and other charges paid, the Committee or its representative shall, if they see fit, and without assigning any reason thereto, cancel any such letting and direct the return of all monies paid; and the Hirer agrees in such cases to accept the same, and to have consented to such cancellation, and to have no claim at law or in equity for any loss or damage in consequence thereof in any way whatsoever.

Claims

- The Hirer shall be responsible for any accident, loss, damage or injury sustained by a person or persons using any part of the Club rooms or the Club grounds during the currency of and pursuant to this hiring agreement, providing that such injury has arisen from negligence on the part of the Hirer, its servants or agents.
- The Hirer shall be solely responsible for any claim by a person relating to excessive noise, loud music, disturbance or nuisance by people attending the function/event for which the Club rooms are hired.

Limit of Hiring

- The Hirer shall be entitled only to the use of and access to the particular part or parts of the Club rooms hired and shall see that no unauthorised access by the Hirer's agents or guests or hired staff is made.
- The Hirer shall remove all flowers, decorations, unused food stuffs, all food scraps, bottles and all other property whatsoever belonging to the hirer. The Hirer shall be liable to remove his servants, agents, guests and/or caterers at the termination of the function/event to which the Club rooms is hired no later than 10.00 am on the day following the function/event unless agreed to by the committee of management.
- Where access to a telephone is available, the Hirer, his servants, agents or guests are not to make phone calls unless a serious emergency exists or occurs. The Hirer shall be liable to reimburse the Club for the cost of all or any telephone calls made using club facilities.

- The Hirer shall not allow any activity or games other than those agreed upon at the time of hiring.
- The Hirer shall not allow any food or drink to be taken onto the Green playing surface.
- Any children who attend a function/event, the subject of this hiring agreement, must be confined to the hired *area and supervised at all times*.
- No child under the age of 10 years shall be permitted on the Green playing surface.
- Any child over the age of 10 years who is on the playing surface must be under the strict control of the hirer, parent or guardian at all times and must adhere to the Club's code of conduct whilst on the Green.
- The hall is not available on Public Holidays unless PRIOR arrangements have been made with the Club

Sub-Letting

- Sub-letting is not permitted under any circumstances

Approval, Supervision and Authority

- The Hirer shall obey all and every instruction given by the Committee or its representative or any other duly appointed officer by the Committee in respect to the supervision of any function or event
- Prior approval must be sought from the Committee or its representative:
 - To vary the arrangement of Club equipment and furnishings
 - To operate electrical appliances and main switches
 - To place decorations in the Club rooms
 - If cooking is to be carried out in any part of the Club rooms
 - For access to the Club rooms outside of the agreed hiring time

Good Order

- The Hirer shall leave the Club and approaches in a clean and tidy state and shall report to the Committee or its representative any damage which might occur. If cleaning arrangements are made privately with a contractor, the Committee must be notified in advance
- The Hirer will be solely liable for any failure to leave the premises in a clean and tidy condition acceptable to the Committee or its representative in their sole discretion

Disputes

- In the event of any disputes or differences arising out of the hiring or interpretation of these conditions, or of any matter of things contained therein, the decision of the Committee or its representative shall be final and conclusive. Notwithstanding the foregoing of all or part of the bond, the Committee or its representative shall have absolute authority to deal with any dispute arising from the use of the Club rooms or the Club's facilities.

Liquor

- Strictly **NO BYO Alcohol or Soft drinks** unless agreed in writing. The supply of alcohol on the premises other than from the bar operated by the Club is **not permitted under any circumstances**.

Smoking

- There is no smoking within the Club rooms or on the greens. Smoking is only permitted in the ***designated smoking areas*** located at the North West corner and South East corners of the Synthetic Green adjacent to the water storage tanks.

Signature of Hirer / Applicant: _____

Date: _____

For payment of Hire Fee and Bond

TOTAL COST incl. Bond \$.....

I WISH TO PAY BY:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash	Cheque	Credit Card

Credit Card Details	
Name on Card:	_____
Card Number:	_____
Expiry Date:	M / Y
Security Code:	_____

If Paying by Credit Card – Please Sign:

SIGNED:

Alternatively payment can be made by direct credit to:

Account Name: **Upwey – Tecoma Bowls Club**
Bank: **Bendigo Bank**
BSB **633 000**
Account. **1208 69 516**

Please use Surname and date of hire (ddmmyy) as Reference