

Carrum Sailing and Motor Boat Club

Hall Hire

Patterson River MBC ABN :43004565539A0037013Z

& Carrum Sailing Club.

All Hire enquiries should be directed to the CSMBC bookings, PO BOX 505, Patterson Lakes, 3197.
bookings@csmbc.asn.au or Ph. 9772 5967 (recorded message).

All hall hires must be submitted in Writing and are subject to approval by the General Committee.

(18th and 21st Birthday Parties will not be approved.)

1. Costs : Bond \$500

Club members \$ 250.

Non- Members \$ 350.

Community Groups by negotiation with the committee.

An initial Booking fee of \$100. is required and will become part of the hire charge with the balance of the hire fee and bond payable prior to the function which will confirm the booking.

2. **BOND** The Bond shall be returned to the Hirer, less any deductions, following the next general Committee meeting or within 30 days.
3. **ACCESS** If setting up of the hall is required earlier than the day of the function please check to ensure that there is no organised club function. (The Motor Boat Hall is generally not available on Friday evenings.) The Responsible Person Hiring the hall is to be present at all times during the setup, the function and the clean up.
4. **CLEANING** The Hirer is required to leave the premises in a clean and tidy condition including the toilets and kitchen. The Hirer must remove all rubbish. The club and Car Park Bins must not be used. The clean up can usually be carried out the following morning between 8am and midday.
5. **LIQUOR PRMBC building:** The club permit is adequate if liquor is not being sold. Conditions of the permit are displayed on the notice board. IF liquor is to be sold a club committee member must be present and will operate the bar. This may be negotiated with the committee; otherwise a temporary liquor licence must be obtained by the hirer.
Carrum Sailing Club building, no BYO alcohol allowed by the Liquor Licence
6. **NOISE** All Music and noise and other **activity must be concluded by 11pm.** It is important that we maintain a good relationship with our neighbours and ask everyone to bear this in mind by monitoring the behaviour of their guests, **keeping entry doors closed** and leaving the car park quietly.
7. **DAMAGE** Any damage to the premises, furniture and fittings is the responsibility of the hirer. Any costs for repair will be deducted from the bond or charged to the hirer if the cost exceeds the bond.
8. **OCCUPANCY** The Maximum number of guests is 80.

9. **UPSTAIRS** (PRMBC) is not available to hirers and is considered out of bounds. (CSC)the third floor, tower area is considered out of bounds.
 10. **BEACH ACCESS** (PRMBC) Beach exit / entry door must be kept closed and locked at all times.
 11. **DECORATIONS** May only be attached to existing hooks and anchors. PRMBC No Blutac or adhesive tape to be used. All must be removed during clean up.
 12. **INSURANCE** Public Liability Insurance is the responsibility of the hirer. In the event of an incident during the function where the club is sued, the excess of \$1000 will be payable by the Hirer.
 13. **UTENSILS** Glassware, crockery and cutlery owned by the club is available as part of the hire agreement for a fee of \$30.
 14. **CONFETTI** No confetti or similar is to used inside the building.
 15. **ACTIVITIES** No illegal activities to be conducted on the premises.
 16. **SECURITY** Upon departure all doors and windows must be secured and blinds drawn shut. All electrical, heaters, hot water services and any gas equipment must be turned off. The visitors register at front door must be completed at the beginning and end of the function.
 17. **SMOKING** The premises and surrounds are designated totally SMOKE FREE. No smoking is permitted within 5 Meters of the building.
 18. **DEDUCTIONS** Please note that deductions may be made from the bond for any such infringements as failure to secure the building, unnecessary discharge of a fire extinguisher, leaving energy consuming equipment turned on, police being called, repairs, etc.
 19. **The designated club representative reserves the right to close down any function if he/she considers the guests' behaviour to be inappropriate for the environment and the bond forfeited.**
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APPLICATION FOR HIRE OF PREMISES.

NAME.....

ADDRESS.....

PH. NO.

TYPE OF FUNCTION.....

NUMBER OF GUESTS..... Date of Function.....

PRMBC Hall.....or CSC Hall.....

Do you require the Bar to be open Yes No (please circle)

If approved I agree to abide by all conditions as per above. Signed by Hirer.....

Two Copies to be completed and signed, one held by the club and one by the hirer.

Booking Approved by the general committee, date..... Booking Officer.....

DATE			
	BOOKING FEE	\$100	
	HIRE FEE BALANCE	\$150 or \$250	
	BOND	\$500	
	UTENSILS (optional)	\$30	
	Total received	\$	
	KEY RETURNED		
	Bond Returned.	\$	

HALL CLOSURE CHECKLIST –PRMBC HALL

	All Lights OFF / beach lights off.	
	Hall Floors Vacuumed / Washed	
	Bar Secure	
	Mens Toilet Cleaned, Bin emptied, Hot water off ,Lights off	
	Ladies Toilet Cleaned, Bin emptied hot water off, lights off.	
	Kitchen, Floor cleaned, lights, all equipment off, Hot water off, dishwasher emptied. Everything Tidy.	
	Beach door secured	
	Front door secured	
	Upstairs lights off, door secure.	
	All Rubbish removed	
	All decorations removed	
	All decorations removed	
	Key returned	