



RSL

Colonel Light Gardens
Sub Branch

AGREEMENT FOR HIRE - FUNCTIONS

BETWEEN: COLONEL LIGHT GARDENS RSL SUB BRANCH INC (**the Club**)
4 Prince George Parade, Colonel Light Gardens SA 5041
Phone : 08 8276 9080 Mob : 0401 743 690
E Mail: Colonellightgardens@rslsa.org.au

and:

(**the Hirer** – Please print your full name)

Address:

Mob:

Email: :

DATE:

HALL / VERANDAH (*delete one*)

TYPE OF FUNCTION:

CATERING: CLUB / OUTSIDE CATERER (*delete one*)

START TIME :

FUNCTION END TIME:

HIRE CHARGE:

30% DEPOSIT PAID : YES / NO

1. COST AND CONDITIONS

- a) **Pricing for main hall is \$330.00 + GST. Pricing includes bar staff and use of Club equipment. Cost for members is \$110.00 + GST.**
- b) **Pricing for the verandah is \$35.00 + GST per hour which includes bar staff.**
- c) Deposit and/or final payment can be made by EFT to:

Bendigo Bank – BSB 633 000 – account 156 117 830

- d) The period of hire is until midnight on the date of hire. Any period over this will be charged at the rate of \$50 per staff member (A special licence will also be required at hirers expense.)
- e) The Club has the right to close the hall if the number of people exceeds 180 or in compliance with other restrictions that apply at the time.
- f) The Clubs liquor license will cover until midnight on the date of hire. Due to difficulties that may arise we do not take bookings for 18th, 21st or Engagement parties.

2. BOOKING PROCEDURE

- a) All bookings will be considered tentative and will not be deemed received until the Agreement for Hire form has been signed and payment of a 30% deposit is received.
- b) Except at the discretion of the Management Committee, tentative bookings will be held for a period not exceeding 14 days.
- c) The balance of the total hire fee must be paid at least 7 days prior to the date of the booking.
- d) Where a cancellation is received in writing 14 days or more prior to the function, the deposit shall be returned in full.
- e) Where a cancellation is received less than 14 days prior to the function, the full deposit fee shall be retained.
- f) The Club may disregard any booking that does not comply within these terms and therefore reserves the right to re-hire the venue.
- g) For catering and staffing purposes we require the approximate number of guests at the time of paying the deposit. Final numbers are to be confirmed 48 hours prior to the booking date.

3. LIQUOR PERMIT

- a) No outside beverages may be brought into the Club for consumption.
- b) The Club bar is available to anyone hiring the Clubrooms.
- c) No functions are to extend outside the Clubs licensed hours.
- d) **Responsible service of alcohol**

The Club is in strict compliance with the principles related to the responsible service of alcohol, this includes:

- i. Refuse service of alcohol to persons less than 18 years of age.
- ii. No liquor promotions that encourage binge drinking.
- iii. Refuse access or service to people who are suspected of being intoxicated, quarrelsome, disorderly and/or behaving in a violent manner
- iv. Remove people from the Club premises who are acting in a manner deemed intoxicated, quarrelsome, disorderly or violent
- v. A duty of care for all patrons and staff
- vi. Patron behavior not to adversely impact on the neighborhood
- vii. Your function must be conducted in an orderly and lawful manner.

- viii. The Club reserves the right to end your function if the Club reasonably believes that your function is not being conducted in an orderly and lawful manner.
- ix. The Club has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Club's termination of your function.

4. LIABILITY

- a) The hirer will be responsible for any loss or damage to the premises caused by the hirer or any guest of the hirer during the period when the premises are hired.
- b) Any cost for repairs, additional cleaning or any other expenditure incurred by the Club because of the use of the premises by the hirer will be charged to the hirer.
- c) The Club will not accept responsibility for the theft, damage or loss of any equipment or merchandise the Client leaves on the premises prior to, during, or after the function.
- d) No responsibility will be taken for gifts or decorations brought onto the premises.

5. CATERING

- a) Subject to paragraph b), all food is to be catered for by the Club and no outside food may be brought into the Club for consumption.
- b) The Club will permit outside catering ONLY after consultation with the Club and confirmation by the outside caterer of appropriate insurance cover. The hirer should assume full responsibility for any resultant damage, injury or harm caused to any person by such catering.
- c) The hirer must finalise any menu requirements with the Club at least 14 days prior to the booking date.

6. SETTING UP & OPERATING PROCEDURE

- a) Hirers are to respect the rights and belongings of other patrons of the venue.
- b) Hirers are to respect the property of the venue. Under no circumstances is furniture and/or equipment to be taken outside the building.
- c) **The hirer is responsible for setting up the hall and arranging tables and seating unless an alternative arrangement is agreed to.**
- d) Setting up prior to the function must be done at a mutually agreed time.
- e) Decorations are allowed but must be fixed without causing any damage.
- f) All damages, breakages or losses must be reported to Management as soon as practicable (The same day if possible or the next day at most).
- g) The hire fee includes the provision of cutlery, crockery & table covers where such provision has been negotiated with Management. The cost of laundering is also to be negotiated.
- h) Items contained in the cupboards of the kitchen area are not to be used without the permission of Management.

7. CLEANING

- a) It is the responsibility of the hirer to ensure that the hall and any other facilities used by the hirer are left clean and tidy after the function.
- b) Tables and chairs cleaned and put away, rubbish put in bins, crockery and cutlery washed and put away and decorations removed.
- c) The kitchen if used must be thoroughly cleaned.
- d) All personal belongings & equipment must be removed from the hired area. Equipment from a function may be stored or left on the premises only by prior arrangement with Management.

- e) Prior to vacating the premises all electrical appliances and other kitchen items must be switched off. All windows and doors must be securely locked.
- f) A period will be allowed after the function for cleaning.
- g) A minimum surcharge of **\$35 per hour** will be incurred for any function where the venue is left in an unsatisfactory condition.

8. NOISE & BEHAVIOUR

- a) Under the terms of the Noise Control act, noise must be controlled by the hirer in the interests of nearby residents and should cease at the end of the hire period.
- b) It is the hirer's responsibility to properly manage the function and supervise guests.
- c) Management reserves the right to refuse service and close the function if proper controls are not met.
- d) The outside verandah area is not to be used after 10.30pm as per Mitcham Council regulations.

9. DRUG USE AND SMOKING

- a) The use of illicit or recreational drugs is not permitted on the premises
- b) Smoking is not allowed in the Club Bar & Hall areas.
- c) There is an area outside for smokers but not on the verandah.

10. INSURANCE

Whilst hiring the premises the hirer owes a general duty of care to persons who come onto the hired area. Persons who are injured or have property damage due to the hirer's negligence can sue the hirer. As a separate legal identity from the owners of the premises, the hirer cannot rely on the Clubs insurances for protection. The hirer should consider taking out a policy to protect them.

11. INDEMNITY

- a) The Club will not be held responsible and no claims for compensation will be made against the Club in the event of damage, theft or destruction of public or personal property brought into the hall during the activity for which the hall is hired.
- b) The Club will not be held responsible and that no claims for compensation will be made against the Club in the event of any death or injury to persons involved in the activity for which the hall is hired.
- c) The hirer(s) agree to compensate the Club for any damage to the hall which is not considered fair wear and tear which may be caused during the activity for which the hall is hired.
- d) The hirer(s) agree to compensate the Club for any theft, loss or damage to furniture and fittings in the hall, kitchen or toilets which may occur during the activity for which the hall is hired.

12. YOUR AGREEMENT TO THESE TERMS

Your signing of this agreement confirms your acceptance of the terms of this Agreement and the above conditions.

Signed
(the Hirer)

Date

Signed
(on behalf of the Club)

Date