



Gippsland Lakes Yacht Club Hall Hire Agreement

Complete the booking form to confirm your booking, at least one month prior to the function.

Hirer's Details:

Given Name: _____ Surname: _____

Private function

Company function

If company function, please complete these details

Organisation name: _____ ABN: _____

Position in organisation of person completing this form _____

Contact details:

Address: _____ Postcode: _____

Email: _____

Phone: _____ Work: _____

Mobile: _____ Fax: _____

Bank details for bond refund: BSB: _____ Account number: _____

Details of Use:

Venue area/s required: Main Hall Kitchen Bar Loft

Do you wish to set up before the event date? If so

Set up date: : ____/____/____ From: ____am/pm (charges apply)

Please list the names of all people who will access the venue for set up

Function date: ____/____/____

Function time: Start: ____am/pm Finish: ____am/pm

Exit time: ____am/pm (12.30am max)

Number of people attending: Adults: ____ Children: ____

Type of function: Meeting Fundraiser Dinner Wedding

Birthday* _____ (age) Other: _____



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Will food be served? No Yes

Will alcohol/ soft drinks service be required? No Yes

If you said yes to the previous question, Will guests purchase their own drinks? No Yes

If you said no to the previous question, How much would you like to put on your bar tab? \$ _____

Please note a bar tab must be pre paid. Bar staff will notify you when/if the tab is running low Club volunteers will serve all alcohol/soft drinks from the club bar. BYO is NOT permitted.

*** Please note the club is not available for 18th or 21st birthday parties**

Entertainment:

(Music must cease at midnight or earlier as required by the relevant EPA act. Smoke machines are not permitted)

- Band DJ Entertainers iPod
 Sound/lighting Projector/Laptop Other: _____

Cleaning:

The hall is to be left in the 'as found' condition and layout.

Please advise who will clean and when this will be done _____

Equipment Required:

- A/V System (for music and slideshow)
 Interactive Whiteboard Cost \$50/day (plus \$100 security deposit for pens) includes training in use of system
 Microphone
 Tablecloths Cost \$10/tablecloth/event Quantity required _____
 Eliptical tabletops (seat 8 – 10) No charge

Please list all equipment you will supply: _____

Please provide bank details for return of security deposit:

BSB _____ Account Number _____

Bank name _____ Account Name _____



Gippsland Lakes Yacht Club Inc
PO Box 194
Paynesville 3880
E-mail: sailglyc@gmail.com

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Security Bond:

Security bond is \$500, refundable on satisfactory inspection of hall, equipment and return of keys. Any costs to the club for cleaning and/or repairs/replacement will be deducted from the security bond

Payment of the bond can be made by:

- Electronic Funds Transfer (EFT) to Gippsland Lakes Yacht Club (BSB 633-000 Account no. 126663053), or
- cheque (payable to 'Gippsland Lakes Yacht Club')

Security Guards:

GLYC reserves the right to require the hirer to employ Security Guards. Should this be the case, 3 persons will be required, one to cover each entry/exit. All costs associated with hiring security is the hirer's responsibility.

GLYC must be provided with proof of engagement of Security Guards and details of the company's Public Liability Insurance Policy.

Hirer agreement

I am over the age of 21 years and agree that the above information is true and correct.

I have read the **terms and conditions of hire** and I agree to abide by the **terms and conditions of hire** as listed on the attached document.

I understand that this booking is tentative until confirmed by GLYC venue hire manager and a booking fee of \$100 has been paid.

Signature: _____ Date: ____/____/____

Name (please print): _____

Return completed form to:

Gippsland Lakes Yacht Club Inc, PO Box 194, Paynesville, Victoria. 3880

Email: sailglyc@gmail.com



Gippsland Lakes Yacht Club Hall Hire Agreement

Terms and Conditions for the Hire of the Gippsland Lakes Yacht Club

Gippsland Lakes Yacht Club Inc. hires the hall, plus bar and loft for meetings, functions etc. Hire of the facility does not exclude members from reasonable access during the hire period, set up or clean up times. In these conditions of hire, 'GLYC' means Gippsland Lakes Yacht Club Inc., and the 'facility' means the Yacht Club Hall, Kitchen and Loft unless the context indicates otherwise.

1 APPLICATION FOR FACILITY HIRE

An application for hire will only be considered on the full completion of the attached application form. In the case of an organisation applying to hire the venue, the person making the application on behalf of the organisation will be deemed responsible for ensuring compliance with the terms and conditions of hire.

1.1 HIRE CONDITIONS

The hall is not normally available for 18th or 21st birthday parties or for functions, which are deemed high risk by the GLYC Committee.

- 1.1.1 ***Tentative Bookings*** - Tentative bookings will be held **for up to 14 days**. A booking will be confirmed only upon receipt of a completed application form and payment of booking fee. If the booking is not confirmed, the tentative booking may be cancelled by GLYC without notice.
- 1.1.1a ***Booking approval*** - All bookings are subject to the approval of the GLYC Committee.
- 1.1.2 ***Full Hire Fee*** – To maintain your booking, the full hire fee shall be paid to GLYC **at least 30 days prior to the function**. If the full amount is not paid at least 30 days prior to the event, the booking will be automatically cancelled
- 1.1.3 GLYC may, from time to time, fix, review and alter the charges to be levied for the hire of the facility. The fee will be that which applies at the date of booking confirmation.
- 1.1.4 ***Security Bond*** - A security bond must be paid for all bookings of GLYC facilities unless otherwise advised by GLYC venue hire manager. The security bond is a guarantee for the fulfilment of all conditions of hire. All or part of the bond may be held against damage to the furnishings, fittings, equipment or structure of the building itself. The bond may also cover extra cleaning expenses incurred if GLYC deems this necessary. Should the cost of the damage repair or cleaning be higher than the amount of the bond paid, the hirer agrees to pay GLYC the full amount in excess of the bond.
- A bond invoice must be paid within 7 days from the invoice date. Bookings with less than 7 days event lead-time must pay bond invoices immediately. GLYC will return the security bond to the hirer within 10 working days after the function via Electronic Funds Transfer (EFT), **subject to return of keys and a satisfactory site inspection undertaken by GLYC.**
- 1.1.4 ***Kitchen*** – A hirer using the kitchen must comply with all legal requirements, including without limitation the *Health Act* 1958, the *Food Act* 1984 and applicable requirements of the East Gippsland Shire Council.
- 1.1.5 ***Cancellation by Hirer*** - The hirer may cancel a booking. Where the booking is cancelled less than 30 days prior to the hire date(s), GLYC may retain the booking fee. Where notification of cancellation is received 30 days or more prior to the hire date(s), then the booking fee and security bond will be returned.



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- 1.1.6 **Hire Times** – The times booked must include set up time, caterer's time and cleaning time. Access outside the paid hall hire period is solely at the discretion of the Gippsland Lakes Yacht Club and must be treated as a privilege. An additional fee may be applied.
- 1.1.7 **Additional Equipment** – All electrical equipment brought on to the premises must be tested and tagged in accordance with relevant legislation.
- 1.1.8 **Table Plans** – Hirers must observe the requirement to keep all exits clear. The access stairs from the main hall to the loft must also be kept clear
- 1.2 **LIMIT OF HIRING**
The hirer shall only be entitled to use the particular part or parts of the facility hired, and GLYC reserves the right to let any other portion of the facility for any other purpose or purposes at the same time
- 1.3 **REFUSAL TO LET AND SUB-LETTING**
GLYC reserves the right to refuse applications for hire. No portion of the facility hired may be sub-let or any booking transferred or assigned without the prior consent of GLYC.
2. **FACILITY RULES**
- 2.1 **ACCESS TO FACILITY**
The facility is not normally attended. A key will be loaned to the hirer and this must be returned at the end of the hire period. It is the hirer's responsibility to ensure that the facility is left locked at the end of the hire period. Club members are not normally in attendance during the hire period except for volunteers operating the bar when alcohol is served. It is the hirer's responsibility to manage the security of the facility during the hire period, including controlling access when the event is in progress.
- 2.2 **GAMBLING**
No game of chance, at which either directly or indirectly, money is passed as a prize, shall take place in any portion of the facility.
- 2.3 **SMOKING**
Smoking is not permitted under the roof of the facility. This includes on the covered balcony area. Ashtray urns are provided outside the facility for smokers. The hirer must advise facility users about this **No Smoking Policy**.
- 2.4 **DISORDERLY BEHAVIOR AND DAMAGE**
It is the hirer's responsibility to ensure that no obscene or insulting language, disorderly behaviour or damage to property occurs in any part of the facility.
- 2.5 **DECORATIONS/STAGE FITTINGS AND LIGHTING**
No stage property, electrical installation, appliance or decorating materials of any kind shall be brought into the facility without the consent of GLYC. All such items must be removed at the end of the event and, if not removed, the hirer must pay such sum as GLYC determines for each day or portion of a day whilst such property remains in the facility. The following items /actions are not permitted:-
- Use of confetti, streamers or similar articles of decoration.
 - Smoke machines.
 - The use of nails, screws, sticky tape or adhesives etc to attach decorations or scenery to the floor, walls or any other part of the facility, or any curtains, fittings, furniture or electrical equipment . Wall decorations may only be put up using blue-tack.).
- The hirer will be liable on demand to pay the full cost of cleaning or repairs to the facility or any furniture or fittings as a result of the hiring.
- Notification of any lighting changes or requirements must be made at time of booking lodgement.
- 2.6 **THEFT**
GLYC shall not be liable for any loss or damage sustained by the hirer, or any person, firm, corporation entrusted to or supplying any article or thing to the hirer by reason of any such article being stolen, damaged or lost and the hirer agrees to indemnify GLYC against any such actions.



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2.7 DIRECTIONS

The hirer and persons under his, her or its direction shall obey all directions or orders given by an authorised GLYC representative regarding the management of the facility and function being conducted. The hirer shall be held responsible for the actions of all persons attending the function.

3. BUILDING CODE

The hirer must comply in every respect with the *Building Act* 1993 and the *Health Act* 1958 with regard to public buildings for the prevention of over-crowding, obstruction of fire exits, corridors, passages and any other part of the building. Failure to adhere to instructions may result in the cancellation of the event.

In particular;

- Maximum capacity of the GLYC hall is **200** people for standing functions and **120** seated
- Fire Exits must be clear of obstruction at all times.

4. POST FUNCTION CLEANING

The facility must be left clean and in the condition in which it was found. Tables should be returned to original position. Used tablecloths are to be left in a pile near the hall entrance, to be collected for cleaning. A cleaning charge is included in the hire fee. All rubbish and waste matter must be **placed in plastic bags** in the outside garbage bins provided. All empty bottles and cans are to be placed in the outside recycling bins provided.

Note: If clean up is done the morning after an event, **no food is to be left in the hall overnight.**

5. KITCHEN FACILITIES AND APPLIANCES

Any Gas or electrical appliances brought by caterers must be checked and tagged as safe. The hirer must ensure that when leaving the kitchen at completion of the event all appliances are turned off and the kitchen is clean, the floor is mopped and all utensils are in good order and condition. It is the responsibility of the hirer to ensure that caterers adhere to this requirement.

6. LIQUOR

GLYC holds a liquor licence and can provide bar service for events as required, subject to the limitations of the licence and club rules. Club bar volunteers must serve all liquor and BYO is NOT permitted.

7. PRIVACY

GLYC collects information for the purpose of registering the booking. The personal information collected will only be used to communicate with the applicant for hire or for regulatory safety or other lawful purposes.

8. DISPUTES

In the event of any dispute or difference arising as to the interpretation of these conditions of hire or any matter or thing contained therein, the decision of the GLYC nominated representative shall be final and conclusive.

9. GOODS AND SERVICES TAX (GST)

GST is not applicable to fees and charges imposed by GLYC.

10. PUBLIC LIABILITY INSURANCE

Hirers should consider whether they need to obtain public liability insurance over and above the limited public liability insurance held by GLYC.