

LEEMING SPORTS ASSOCIATION (Inc)

HIRE OF FUNCTION ROOM/MEMBERS LOUNGE

Conditions and Fees:

1. **Membership:** The Hirer shall be a member of one of the Clubs affiliated with the Leeming Sports Association [Inc] unless an Extended Trading Permit is obtained (see 9. below).

2. **Fees:**

Date of Function: Facility:

Hire: \$ (incl GST) Type of Function:

Bond: \$ (no GST) Time: To:

Extended
Trading Permit \$43.00

TOTAL: \$ Number of People:

**** NON REFUNDABLE DEPOSIT OF \$150 REQUIRED WITHIN SEVEN DAYS TO SECURE BOOKING**

Less Deposit: \$ Date Deposit Paid:

Balance Due: \$

**** BOND, PAYABLE IN ADVANCE: \$ 500.00**

3. **Numbers:** Maximum number of persons permitted to attend any function shall comply with the City of Melville Health Regulations.

4. **Bond:** A Bond is payable in advance, and additional to the Hiring Fee, to cover any damage or additional cleaning of the Club property or furniture following the function. The bond (or part thereof) will be returned within seven (7) days following satisfactory inspection of the Club's premises/property. Please note this includes the car park and gardens adjacent to the Club's building.

5. **Kitchen:** The Kitchen is not available on a **Friday night** due to regular use by the Bowling Club. Some kitchen area may be available to share on Friday night, subject to priority of the Bowling Club. The Kitchen is available on other nights subject to prior booking. The Hirer is entitled to the use of the facilities including, stoves, hot plates, refrigerator and dishwasher. The Hirer must supply its own pots, pans, crockery, cutlery and other utensils. The Hirer is to ensure that the kitchen and equipment are left in a clean and tidy condition and all rubbish is removed.

6. **Other Services:** The Club does not accept responsibility for any breakdown in services, utilities or equipment. The Club undertakes to make every reasonable effort to provide these items in good working order prior to hiring.

7. **Liquor Licence:** The Club holds a Club Licence under the Liquor Act. All alcohol sales must cease at 12 midnight (10pm Sundays). In accordance with its Club Licence and the Liquor Act, the Club must be the sole provider of alcoholic and non-alcoholic drinks and guests are not permitted to bring drinks of any kind on to Club property. The Club Licence requires that alcohol can only be sold to a member of one of the Clubs affiliated with the Leeming Sports Association [Inc]. The Club may apply for an extended trading permit to allow sale of alcohol to non members (see 9. below).

8. **Payment:** In accordance with the Liquor Act, the Hirer will be responsible for the payment of the cost associated with the supply of all alcohol to function guests. Individual purchases by non-members are not permitted. This means that the Hirer, as a member, purchases the liquor from the Club and provides it free of charge to their guests.
9. **Extended Trading Permit**
Where the Hirer is a non member, or guests of members at a function are to pay for their own bar purchases, the Club may apply for an extended trading permit for the function. The extended trading permit will allow non members to purchase from the bar.
The application for the permit has a cost of \$43.00 which will be charged to the Hirer.
10. **Bowling Greens:** Function participants are not permitted access to the bowling greens unless prior arrangements with the Leeming Bowls and Recreation Club have been made and Club members are available to supervise the use of the greens.
11. **Noise:** The Hirer is responsible for the function being conducted in an orderly manner. Noise levels should be kept to a minimum to avoid offending nearby residents.
12. **Decorations:** Internal and external decorations can only be affixed with the permission of the Club's Representative. Driving of nails or screws into walls or fixtures is not permitted. The use of smoke machines is strictly prohibited and any cost involved with DFES attendance as a result of such use will be charged to the Hirer.
13. **Smoking:** Smoking is prohibited by law in any part of the building.
14. **Cleaning:** The Hirer is to leave the premises, and the surrounding areas, in a clean and tidy condition with rubbish removed at the end of the function
15. **Responsibility:** A Club Representative, normally the Bar Manager, will be in attendance for the period of the function.
16. **Security:** The Hirer is required to have appropriate security staff as advised by the Club Representative. The Club will employ security staff at the Hirer's cost at \$50/hour (+GST). For functions less than seventy people one Security person is required. For functions with more than seventy people two Security persons are required
17. **Other requirements:** Smoking is permitted in designated areas only. **Drinking of alcohol is not permitted outside the front door as the area is not licensed under the Liquor Act.**

Accepted by the Hirer:

Name: _____

Address: _____

Phone: Home: _____ Mobile: _____

Signature: _____

Confirmed by Club Representative: Name: _____

Phone: _____

Signature: _____

Date: _____

HIRE COSTS:

Main function room	\$300/night
Members lounge	\$200/night