

**LEEMING SPORTS ASSOCIATION (Inc)**  
**HIRE OF FUNCTION ROOM / MEETING ROOM**

Conditions and Fees:

1. **Membership:** The Hirer shall be a member of one of the Clubs affiliated with the Leeming Sports Association [Inc]

2. **Fees:**

Date of Function: ..... Main Members Room / Meeting Room

Type of Function: ..... Time: ..... to 12pm (10pm Sundays)

Number of People: .....

Hire: \$ ..... (incl GST)

Bond: **\$500** (no GST)                      **PAYABLE IN ADVANCE** minimum 7 days Prior to event

TOTAL: \$ .....

Less Deposit: \$ .....                      Date Deposit Paid: .....

Balance Due: \$ .....

<p><b>NON REFUNDABLE DEPOSIT OF</b></p> <p><b>\$150</b></p> <p><b>REQUIRED WITHIN 7 DAYS TO SECURE BOOKING</b></p>
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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 in addition to the Hiring Fee, to cover any damage or additional cleaning etc 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. **ACCESS** Full access to the room and kitchen may not be available until **6.45pm**

6. **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.
  - The kitchen is solely for the use of those catering for your event with a maximum of 5 people at any time.
  - Strictly **NO** Children in the kitchen
  - The kitchen on occasion will be shared use with the Cricket/ Soccer Clubs
  
7. **LIQUOR LICENSE/ ALCOHOL** The club holds a Club License under the Liquor Act
  - **Drinking of alcohol is not permitted to be taken outside the front door as the area is not licensed under the Liquor Act**
  - Last drinks will be served no later than 11.30pm (9.30pm Sundays).
  - ALL Patrons are to have exited the premises by no **later than 12pm Midnight**
  - 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 License requires that alcohol can only be sold to a member of one of the Clubs affiliated with the Leeming Sports Association [Inc]
  
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. **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.
  
10. **BALCONY** No access to the balcony is permitted.
  
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 or premises and within 5 metres of the front entrance.

14. **CLEANING / ROOM SET UP** 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 in the bins provided. If the is not completed their will be an additional payment of \$50.00
- The Use of Glitter is not permitted and will incur an additional cost of \$50 if used
  - If any tables, chairs, stools etc are moved for your event they are to be returned at the end of the night to how the room was set up prior ( this is generally 15 tables of 8 chairs per table ) or agree to pay an additional sum of \$100 if not completed at end of your event.
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
- **OTHER REQUIREMENTS:**
  - 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
  - To provide their own coffee, tea, sugar and milk if they wish to use the urn alternatively there is a coffee machine available.

**ACCEPTED BY THE HIRER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_

Confirmed by Club Representative: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HIRE COSTS:**

Main Function	\$300 ( Penalty rates may apply for Sundays or Public Holidays)
Meeting Room	\$50 per hour