



PORTLAND YACHT CLUB INC. APPLICATION FOR HIRE OF CLUBROOMS

I
(name in block letters)

Of
(address in full)

Telephone:.....

on behalf of
(full name of organisation, club etc. if applicable)

hereby apply to hire Portland Yacht Clubrooms for the purpose of

to be held on/...../..... from to.....
(date) (times)

and agree to comply in all respects with the conditions of hire (located on the reverse side of this application form), should the application be approved.

Hall Hire	- 21 st Birthdays	\$ 250.00 + \$500.00 bond
Hall Hire	- Weddings	\$ 250.00 + \$400.00 bond
Hall Hire	- All other events	\$ 175.00 + \$400.00 bond (if PYC bar is used)
	- All other events	\$ 200.00 + \$400.00 bond (if PYC bar is not used)
Bar Use	- Bar Staff	\$ 80.00 (PYC bar staff members hold RSA qualification)

Total Received: \$ _____

(Office Use Only)

Signed Bond returned (date) YES / NO

Notes:

(Office Use Only)

PLEASE TURN OVER FOR CONDITIONS OF HIRE AND TO SIGN APPLICATION

CONDITIONS OF HIRE:

1. **Applications** must be made to the Hiring Officer, on this form and be signed by the applicant.
2. **Hall Hire** to be paid in advance together with the required bond amount. Bond will be returned in full after the hire, if the building and contents are not damaged or missing and hall has been satisfactorily cleaned.
3. **A \$20.00 fee** will be charged if the booking is cancelled.
4. **Loss or Damage.** Any loss/damage to the building, furniture or equipment will be paid for in full by the hirer. Signs and/or decorations are permitted by prior arrangement, and provided the hall is left in original condition.
5. **Refusal to let.** It shall be at the discretion of the Committee or in its stead, the Hiring Officer, to refuse to let the building at any time notwithstanding the completion of any application or the payment of any fee.
6. **Animals.** No animals shall be allowed in the building at any time.
7. **Kitchen/Food Service.** PYC members not available to cook or serve food.
8. **Liquor.** Supply of alcohol/and or bar person (s) to serve such alcohol, can be supplied through the bar at the Portland Yacht Club Inc. in accordance with the provisions of the Club Liquor License and shall be arranged through the Hiring Officer, at an additional cost. **If using PYC Bar, there is no B.Y.O.** PYC RSA qualified members to work the bar only at functions where alcohol is supplied by PYC.
No alcohol may be served after designated times on Liquor Licence.
Alternatively - for BYO alcohol - the Hirer shall be responsible for obtaining a Liquor License (available from the internet: www.consumer.vic.gov.au or from the Portland Police Station). This takes on average 14 days.
FOR BYO alcohol – the hall hirer to supply own staff and bar area **NOT** to be used.
9. **Cleaning.** The hirer shall leave the building and all its fittings in a clean and tidy condition. If Clubrooms, including kitchen area and toilets, are not left clean after a function, then commercial rates for cleaning to be charged. All furniture and fittings will be placed in their original positions. All rubbish shall be removed **completely** from the premises after the function and **must NOT be placed in Glenelg Council skipbins on the foreshore.** Persons or groups using the kitchen must clean all appliances, benches and the floor. An additional charge will be made for cleaning if necessary. **The building MUST be cleaned and vacated by 11.00 am the following day.** Bond shall not be released until a Portland Yacht Club Committee member has inspected the premises.
DO NOT use any chemicals/detergents when mopping concrete floor, warm water only.
10. **Insurance.** The hirer shall be responsible for all insurances and indemnify the Portland Yacht Club Inc. from all claims, demands and costs whatsoever. It is strongly recommended that all hirers take public liability insurance to protect them in the case of persons being injured during the period of hire.
11. **Locking up.** All windows and doors must be securely locked and electrical and gas appliances switched off before vacating the premises.
12. **Non-Smoking Venue.** Smoking is **NOT** permitted at any time in any part of the building.
13. **Hire of Hall for Organisations/Groups** wishing to hold meetings, a rate of \$50.00 per Hour to a maximum of \$250.00 for a Full Day, ie: 8am – 4pm. The standard Bond Conditions will apply.
14. **Please note** that during the months of October to May, the Club may be used on Sundays for club events, and as such Club Members may be present on the premises until late afternoon. Members will make every endeavor to work in with the hirer to ensure minimal disturbance.
15. **As part of Portland Yacht Club's Good Sports Program Accreditation, if the Portland Yacht Club Inc. Bar is used and open for longer than 90 minutes, it is my obligation to have sufficient food available ie: Meal, Party Pies, Sausage Rolls etc. for Patrons.** Please Initial _____

Signed..... Date Contact No

If signed on behalf of any organisation, state office held.....