

# PERTH DINGHY SAILING CLUB

HACKETT DRIVE, CRAWLEY

## HALL HIRE APPLICATION FORM (NON-MEMBERS)

Contact Name 1: \_\_\_\_\_

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

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_

(Mob) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name 2: \_\_\_\_\_

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

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_

(Mob) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: \_\_\_\_\_

Organisation: \_\_\_\_\_

Type of function: \_\_\_\_\_

Description on function: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of function: \_\_\_\_\_

Time of function: (set-up) (from) \_\_\_\_\_ to \_\_\_\_\_

(function) (from) \_\_\_\_\_ to \_\_\_\_\_

## HIRE CHARGES

Hall Hire<sup>1</sup> (All day/ Evening function).....\$750

Bond (All day/ Evening function).....\$500

Hall Hire<sup>2</sup> (Daytime only function):

- Non-commercial .....\$300

- Commercial: .....\$500

Bond (Daytime only function):.....\$200

<sup>1</sup> Including restricted access to kitchen and bar facilities

<sup>2</sup> Between the hours of 0900 -1600 (Monday - Friday & 'off season' on weekends); Including restricted access to Kitchen and Bar

The Perth Dinghy Sailing Club ("PDSC") hall is available for hire under the following terms and conditions:

- 1) The Hirer agrees and acknowledges that the Hirer is responsible for complying with these terms and conditions.
- 2) The Hall is licensed for a maximum of 300 people inside.
- 3) The Public Liability of events is the Hirer's responsibility.
- 4) The Hirer is responsible for complying with any laws, regulations or bylaws relating to consumption of liquor, noise control, traffic movement and parking etc, and agrees to indemnify PDSC, its officers and members in respect of any loss whatsoever arising from breach by the Hirer.
- 5) PDSC expressly reserves the right to reject any request to hire the hall, in which case the booking fee will be returned immediately (No 21st or teenage parties)
- 6) The Hirer will pay a refundable bond of \$500 (\$200 for daytime/ minor events). During the hire period, the Hirer will be liable for any extraordinary costs caused by the Hirer include any necessary extra cleaning, or for any damage or loss caused to the hall or its contents. These costs will be deducted from the bond. Any costs, damage or loss in excess of the bond will be the personal liability of the hirer.
- 7) The Hirer shall keep the noise level to a reasonable level during the hire period, and when the Hirer and guests are leaving the vicinity.
- 8) Smoking is not permitted inside the hall. It is the duty of the Hirer to inform all those present of this condition. Any debris left by smokers outside the building such as cigarette butts and dead matches will be the responsibility of the Hirer to remove. Failure to remove will result in an extra cleaning charge which will be deducted from the bond.
- 9) On no account is intoxicating liquor to be consumed outside the building. The Hirer shall be responsible for obtaining any licence that may be required.
- 10) All functions must cease by midnight (unless otherwise agreed). The hall must be vacated by 1am. All rubbish, bottles, food and alcohol must be removed by the Hirer at the end of the function. Tables and chairs to be returned and stacked in the appropriate places.
- 11) Catering and band equipment must be removed by 9am the following day unless prior arrangement is made with the PDSC representative.
- 12) No vehicles are to be parked on the lawn area or any other part of the PDSC grounds (except carpark) during the period of hire.
- 13) Vehicles may enter the PDSC grounds to drop off and pick up supplies and equipment, but under no circumstances are vehicles to be parked.
- 14) No tacks, drawing pins or similar fastening devices shall be fixed to the walls, ceilings or floors of the hall. No fixtures are to be moved or removed. All decorations to be removed completely.
- 15) Arrangements must be made to collect the key from the PDSC delegate, and must be returned no later than 12pm (noon) the day following the hire.
- 16) The Hirer agrees to pay: \$750 + \$500 bond = \$1250
  - a. \$250.00 - Non-refundable booking fee at time of booking.
  - b. \$1000.00 - Two weeks before the event. This is \$500 for balance of Hire and the Cleaning charge + \$500 Refundable Bond. (cheque payable to Perth Dinghy Sailing Club Inc).
  - c. \$500 bond will be repaid by cheque after satisfactory final inspection. Allow approx two week.
- 17) If the hire is for the daytime only 0900 -1600 (Monday -Friday & off season) Non-commercial Use: \$300 + \$200 bond = \$500; or Commercial Use: \$500+ \$200 bond = \$700
  - a. \$150.00 - Non-refundable booking fee at time of booking.
  - b. \$150.00 or \$350 - Two weeks before the event. This is for balance of Hire and the cleaning (cheque payable to PDSC Boating Club Inc).
  - c. \$200 bond will be repaid by cheque after satisfactory final inspection. Allow approx two week.
- 18) All charges subject to change on no less than eight weeks notice.

**Please remember on arrival at the hall to disarm the alarm.**

**Please check the following before leaving:** stove and instant hot water urn in Kitchen is off, windows shut, flammable material removed, hall lights off, hall securely locked, alarm is set. RUBBISH REMOVED

Previous day set up may be available on request.

I agree (as the Hirer) to abide by the terms and conditions as stated above:

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

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