



# APPLICATION TO HIRE CLUB FACILITIES

## INSTRUCTIONS

1. Read and understand the schedule of fees below. Please contact the facilities manager for assistance if needed.
2. Fill out the Booking Form
3. Read the Facilities Hiring Conditions
4. Forward the completed form to the facilities manager.

## FACILITIES MANAGERS

Club facilities are managed by Monica and Gary Lewis who can be contacted at [garymoni@gmail.com](mailto:garymoni@gmail.com) or by mobile at 0457 040 439 and 0427 436 250

## FEES

**Bunkhouse:** \$30 per head per night - minimum booking of \$300 per night (GST not applicable) plus \$500 security bond (refundable)

**Clubhouse:** \$1100(inc. GST) hire fee plus \$1000 security bond (refundable)

**Weddings at Clubhouse:** \$1650(inc.GST) hire fee plus \$1000 security bond (refundable)

## 1. BOOKING FORM

### FACILITIES INFORMATION

|                          |   |                              |
|--------------------------|---|------------------------------|
| FACILITY CHOICE          | <i>Delete as appropriate</i><br>CLUBHOUSE/BUNKHOUSE |                              |
| NAME / ORGANISATION      |   |                              |
| DATE(S) OF PROPOSED HIRE | <i>Start Date</i>                                   | <i>Finish(checkout) Date</i> |
| TIMES OF PROPOSED HIRE   | <i>Start Time AM/PM</i>                             | <i>Finish Time AM/PM</i>     |
| FOR THE PURPOSE OF       |   |                              |

### APPLICANT INFORMATION

|                      |  |  |
|----------------------|--|--|
| APPLICANTS NAME      |  |  |
| APPLICANTS SIGNATURE |  |  |
| PRIVATE ADDRESS      |  |  |
| EMAIL ADDRESS        |  |  |

|                               |  |
|-------------------------------|--|
| TELEPHONE                     |  |
| MOBILE PHONE                  |  |
| ESTIMATED number of ATTENDEES |  |

|                                  |
|----------------------------------|
| BANK ACCOUNT DETAILS FOR REFUNDS |
|----------------------------------|

2. I certify that I have obtained and read a copy of the conditions approved by the Club Committee and I undertake to comply with them.

3. I understand that I am personally responsible for complying with the said conditions for payment of all hiring charges and damage (if any).

4. I fully understand that in the event of any disputes or differences arising as to the interpretation of these conditions or any matter or thing contained therein, the decision of the Club Committee shall be final and conclusive.

5. The \$500/\$1000 security bond needs to be paid with the booking sheet to confirm the booking. Payment in full is required 2 weeks before the booking date. All documentation and payment is to be forwarded to:

|                         |  |
|-------------------------|--|
| The Facilities Managers | Monica and Gary Lewis<br><a href="mailto:garymoni@gmail.com">garymoni@gmail.com</a><br>0457 040 439 - 0427 436 250 |
| EFT Payments to         | Westpac<br>BSB 033-217   |

|  |  |
|--|--|
|  | Account 315477<br>Please quote Invoice number. |
|--|--|

**WYE RIVER S.L.S.C.  
GREAT OCEAN ROAD WYE RIVER  
CONDITIONS FOR HIRING CLUB FACILITIES .**

**1. APPLICATION FOR USE**

- (a) Application for use of any club facility shall be:
- (i) made on the form supplied by the Committee via the Property Officer or from the Club website.
  - (ii) signed by a responsible adult ( 'the hirer' )
  - (iii) lodged with the Property Officer. (include details of email & postal)
- (b) Prior to the function the Committee may request the hirer to supply a detailed written program of the occasion.

**2. PERMISSION TO USE CLUB FACILITIES**

- (a) Permission to use the facilities of the Club may be granted only by the President or their delegate.
- (b) It shall be at the discretion of the Committee to refuse any application; and notwithstanding that the facilities have been let and that these conditions have been agreed to and signed and the hiring and other charges paid, the President or their delegate shall, if they see fit, cancel any such letting and direct the return of all monies paid, and the hirer agrees to such cancellation, to have no claim at law or in equity for any loss or damage in consequence thereof.

**3. HIRING CHARGES**

- (a) Hiring charges shall consist of two parts:
- hiring fee
  - security bond
- (b) The security bond shall be paid at the time of the booking.
- (c) All charges in connection with the hiring shall be paid in full no later than 2 weeks prior.
- (d) The Committee may amend charges at any time.
- (e) Total or part security bond will be returned to the hirer after the function.

#### **4. LIMIT OF HIRING**

- (a) The hirer shall only be permitted the use of the part or parts of the building or grounds hired and to use only the equipment and furniture agreed to by the Committee.
- (b) The hirer shall end all meetings or functions not later than the time agreed to at the booking and shall remove all decoration, litter, or property belonging to the hirer prior to the next day or prior to the next hall or bunkhouse usage.
- (c) The hirer shall comply with all requirements of the Health Act, Liquor Control Act, Local Government Act, or any other Act of Parliament of Victoria or any regulation made thereunder as shall be applicable in the circumstances and also any requirements of the Australian Performing Rights Association. The hirer shall make arrangements with the Liquor Licensing Commission should the sale or consumption of alcohol occur over the duration of the hire period. The hirer shall indemnify the Committee and the President with respect to any breach of Act or regulation.

(d) Sub letting is not permitted.

## **5. DAMAGE**

(a) The floors, walls, curtains, or any other part of the buildings or any fittings or furniture shall not be broken, pierced by nails or screws or in any such manner or in any other way damaged, and no notice, sign, advertisement or scenery or fittings of any kind shall be erected in the building or attached to or affixed to the walls, doors or any such portion of the buildings fittings or furniture without prior consent of the President.

(b) The hirer must protect the floors from stain or any other damage.

(c) If any damage takes place to the Club buildings, grounds, equipment, the Committee's assessment of the damage shall be taken as final without the right of appeal and such amount shall be paid by the hirer immediately on request.

(d) The hirer shall pay a security deposit which may be used as security against damage, or for any such breach of this agreement by the hirer. This is to include unacceptable volume of noise or music and unacceptable personal behavior. Midnight is the suggested time for music noise to cease. The hirer hereby authorises the security deposit to be assessed to Clause 5(c) hereof.

## **6. CLAIMS**

(a) The hirer shall be solely responsible for any accident, damage or injury sustained by any person or persons using any part of the clubhouse or bunkhouse during the term of the hiring notwithstanding that such injury may arise from any defect in the furniture, fittings, equipment, buildings or ground appurtenant thereto and the hirer agrees to indemnify the Committee against all claims and demands, costs or expenses arising out of, or in any way concerning any such accident, damage or injury.

(b) Neither the Committee nor members of the Club shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation in respect of such article or thing.

## **7. BEHAVIOUR**

The hirer will guarantee that disorderly behavior does not occur on Club property during the term of the hiring.

## **8. FURNITURE AND DECORATIONS**

(a) Approval of the Committee must be obtained to vary the arrangement of furniture or place decorations in the clubhouse.

(b) The hirer shall leave all areas in a tidy condition, all fixtures and utensils in good order and condition, and shall have all rubbish, refuse and waste water immediately removed. If this is not done, the Committee shall arrange the cleaning or restoration of order and deduct the cost of doing so from the security deposit.

## **9. GOOD ORDER**

(a) The Hirer shall be responsible for the full observance of the conditions and for the maintenance and preservation of good order in the areas hired and in the approaches and surrounding areas thereto throughout the duration of the hiring. The hirer shall, when so directed by the Committee, arrange for Police attendance.

(b) The hirer shall report to the Committee any damage that may occur.

(c) Furniture and equipment must be left in the position as found prior to the hiring or as arranged with the Committee.

(d) Extra cleaning charges will be charged to the hirer.

## **10. INSTRUCTION AND FREE ACCESS**

(a) Members of the Club Committee shall be entitled to free access to any club facility during the hiring.

(b) Any instructions given by any person named in Clause 10(a) to the hirer or any persons admitted by the hirer shall be obeyed.

## **11. DISPUTES**

In the event of any disputes:

(a) Any condition read or found to be void will be severed and the remainder of this document stands.

(b) All concerns must be addressed to the secretary in writing within seven (7) days of the hiring.

(c) Any concerns will be addressed in writing within seven (7) days of the next committee meeting of the Wye River S.L.S.C.

(d) The decision of the committee shall be final

**12 The law that applies is that of the state of Victoria.**

**APPROVED BY WYE RIVER SURF LIFE SAVING CLUB  
COMMITTEE**



