



## HARLIES HOCKEY CLUB (INC).

Breckler Park, Cornwall Street, DIANELLA WA 6059 | ABN • 42 466 152 049

Mail To • PO Box 3029, YOKINE WA 6060 | Email • [secretary@harlies.org.au](mailto:secretary@harlies.org.au) | Website • [www.harlies.org.au](http://www.harlies.org.au)

### Clubroom Hire Agreement

Name

Address

Contact Tel No.

Email Address

Are you a member of Harlies Hockey Club?

☐

Yes

☐

No

*Date of Function*

1<sup>st</sup> Preference / /

2<sup>nd</sup> Preference / /

Start Time of Function

End Time of Function

Purpose of Function

#### *Anticipated Numbers Attending*

*(Numbers cannot exceed one hundred (100). This is the maximum allowance for the venue)*

Average Age  
(please circle)

Under  
18

18 – 25

25 – 40

40+

I hereby make an application to hire the Harlies Hockey Club Clubrooms ("the premises") situated at Breckler Park, Cornwall Street DIANELLA and agree to be bound by the terms and conditions of the hire agreement.

Hirer Name

Signature

Date

#### *Hirers Bank Account Details*

Account Name

BSB Number

Account Number

# Terms and Conditions

## 1. APPLICATIONS

- 1.1. The Hirer is aged 18 years or over.

## 2. CHARGES

- 2.1. Cost of hire is \$35.00/hour.

## 3. BONDS

- 3.1. A bond of is applicable on all applications.

Function without alcohol	\$,500.00
Function with alcohol with under 50 people	\$1,000.00
Function with alcohol with over 50 people	\$2,000.00
High risk function (e.g. 18 <sup>th</sup> , 21 <sup>st</sup> )	\$5,000.00
Key Bond	\$100.00

- 3.2. The bond is held against the following:

- 3.2.1.1. Damage to building or equipment.
- 3.2.1.2. Security call out charges.
- 3.2.1.3. Additional cleaning.
- 3.2.1.4. Breach of conditions of hire.

- 3.3. The Hirer will be liable for costs for damage etc. in excess of the bond deposited.

- 3.4. Bond refunds will be made via direct deposit to the Hirers bank account and within seven (7) business days following the function date.

- 3.5. Failure to clean the premises following the function will incur a \$200.00 cleaning fee.

- 3.6. In the event of any substantiated community complaints being received in respect to anti-social behaviour/activity attributed to patrons of the function conducted at the premises, the bond will be forfeited.

## 4. PAYMENTS OF ACCOUNT

- 4.1. Payments must be made seven (7) business days prior to the function date.

- 4.2. Under no circumstances will access to the premises be granted if payment is not received in full prior to the function date.

- 4.3. Payments are to be made by direct deposit to:

**Harlies Hockey Club**

**BSB 306080**

**Account No. 4166569**

**Reference HAYYYMMDD\***

\*where YYYMMDD is the function date e.g. 1<sup>st</sup> February 2014 = HA20140201

## 5. RESTRICTIONS

- 5.1. The premises are smoke free.

- 5.2. Live bands are strictly prohibited. The restriction also applies to the use of noisy musical equipment such as drums, trumpets, electric guitars etc.

- 5.3. Smoke/bubble machines are strictly prohibited. It is the Hirers responsibility to inform the DJ/event operator that smoke/bubble machines or similar are strictly prohibited. The entire bond will be automatically forfeited should it be found that a smoke/bubble machine or similar has been used.

- 5.4. Kegs of any type must be stored in the kitchen along with other refreshments.

- 5.5. Confetti or similar materials are not permitted either inside or outside the premises.

- 5.6. Helium balloons are permitted provided they are anchored.

- 5.7. Vehicles must only use the parking bays provided. No parking on the grassed areas.

- 5.8. All deliveries to the premises are to be included in the agreed function time.

- 5.9. All set out and clean up time must be included in the agreed function time.
- 5.10. To comply with health regulation, the kitchen facilities can only be used for re-heating purposes.
- 5.11. Noise levels must comply with The Environment Protection (Noise) Regulations 1997.
- 5.12. Music must cease at midnight and the premises must be vacated by 1.00AM.

## **6. HIRERS RESPONSIBILITY**

- 6.1. Liquor, gaming and entertainment licences are the sole responsibility of the Hirer and as such the Hirer is responsible for organising and obtaining any necessary licences relevant to the function and abiding to the conditions of these licences. *A copy of associated documents needs to be submitted to the Management Committee a minimum of seven (7) days prior to the function. Failure to do so may result in cancellation of the booking.*
- 6.2. The Hirer is responsible for organising their own Personal Accident Insurance, Loss Insurance and other relevant insurance policies. The Hirer is responsible for the insurance of their equipment or supplies, which are stored or left at the premises. The Hirer is responsible for any public liability in respect to their function. *A copy of associated documents needs to be submitted to the Management Committee a minimum of seven (7) days prior to the function. Failure to do so may result in cancellation of the booking.*
- 6.3. The number of attendees cannot exceed the maximum accommodation allowance of one hundred (100).
- 6.4. Where the anticipated number of attendees to the function exceeds fifty (50), the Hirer is responsible for organising a security guard or officer to be on site for the duration of the function. The Hirer must also register the function with WA Police. *A copy of associated documents needs to be submitted to the Management Committee a minimum of seven (7) days prior to the function. Failure to do so may result in cancellation of the booking.*
- 6.5. The Hirer is responsible for organising their own Australasian Performing Rights Association (APRA) licence if amplified music is to be used.
- 6.6. The Hirer must show respect and common courtesy to other user groups within the premises or persons in the nearby premises.
- 6.7. The Hirer is responsible for the behaviour of all the persons attending the function.
- 6.8. External doors and windows must be kept closed whenever possible.
- 6.9. The Hirer is required to start and finish on time. Failure to do so may incur additional charges.
- 6.10. Any persons or organization dealing with children must have a Working with Children Card. Failure to do so will result in the cancellation of your booking.
- 6.11. In the event of an emergency evacuation, the Hirer must account for all guests and report to the Emergency Responding Officer E.g. Police or Fire services.

## **7. CLEANING**

At the conclusion of the function the Hirer shall:

- 7.1. Leave the premises in a clean and tidy condition.
- 7.2. Sweep and mop all floors in areas used – including kitchen and toilet. The floors must not be left dirty and sticky.
- 7.3. Vacuum all carpeted areas.
- 7.4. Wipe down tables and chairs and return to original storage areas.
- 7.5. Remove all unused food and drinks from the premises.
- 7.6. Wipe down kitchen bench tops and ensure stoves and ovens are clean and free of all grease, fat, food scraps and liquids.
- 7.7. Remove all decorations (including materials used to support, hang, or affix the decorations) from the premises.
- 7.8. Turn off all lights, heaters and air conditioning.
- 7.9. Remove all rubbish from the premises and place in outside bin.

## **8. DISPUTES**

8.1. Any disputes must be made in writing to the Management Committee and addressed as to:

***The Secretary  
Harlies Hockey Club  
PO BOX 3029  
YOKINE WA 6060***

## **9. DOCUMENTS PROVIDED**

Failure to provide necessary documentation seven (7) days prior to function may result in cancellation of booking.

- ☐ Liquor, Gaming and Entertainment Licenses
- ☐ Insurance Policies
- ☐ Security Guard Hire Agreement
- ☐ Copy of Registration of Function with WA Police