



CROATIAN SPORTING CLUB PORT LINCOLN INC. HALL HIRE APPLICATION FORM – GENERAL CONDITIONS OF HALL HIRE

If you have already been in contact with one of the staff or committee members to enquire about date availability for your function, the next step is to print and complete this form. Please send your completed form via email to bookings@croatiansportingclub.com.au or drop it into the Croatian Sporting Club (Thursday – Sunday between 2pm – 6pm). If you have not yet enquired about date availability, please visit our website at www.croatiansportingclub.com.au to fill out the Hall Hire Enquiry Form (Events & Functions page) or alternatively, you can contact us via email at enquiry@croatiansportingclub.com.au

Name:
Address:
Phone:
Email:
Name of Organisation (If Applicable): Please tick which best describes your organisation: <input type="checkbox"/> Community Group <input type="checkbox"/> Business <input type="checkbox"/> Not-for-profit <input type="checkbox"/> Other
Function Date:
Please tick which best describes your Function Type: <input type="checkbox"/> Meeting <input type="checkbox"/> Course / Workshop <input type="checkbox"/> Private Party <input type="checkbox"/> Wedding Reception <input type="checkbox"/> Other
Do you require any of the following?: <input type="checkbox"/> Kitchen Use <input type="checkbox"/> Gas BBQ <input type="checkbox"/> Spit Rotisserie <input type="checkbox"/> Tablecloths
Nature of Function: (Please provide information regarding the purpose of your booking. E.g. Birthday party for five-year-old, Christmas party, Workshop topic, etc.)
Number of people expected to attend:

<p>Time/s of Event: (Please enter start and finish time including time required for set up / pack down and note whether am or pm.)</p>
<p>Membership: Are you a <i>Life, Foundation, Family</i> or <i>Single Member</i> Y / N</p> <p>If so, please state the Type of Membership:</p>

Applicant (Print Name): _____ *Date:* _____ *of* _____ *20*

Applicant's Signature:

This section is to be completed by the Management Committee ONLY

<p>Type of Function (Describe type of function based on prices in Hire Fees)</p>
<p>Premises to be cleaned by: <input type="checkbox"/> Hiring Person / Organisation <input type="checkbox"/> CSC Cleaners</p>
<p>Hire Fees:</p>
<p>Hall Hire: \$</p>
<p>Kitchen: \$</p>
<p>Bond: \$</p>
<p>Bar Tab: \$</p>
<p>Cleaning: \$</p>
<p>Other: \$</p>

Completed by Committee Member (Print Name): _____ *Date:* _____ *of* _____ *20*

Committee Member Signature:

GENERAL CONDITIONS OF HALL HIRE AT THE CROATIAN SPORTING CLUB PORT LINCOLN INC.

- Public risk is the sole responsibility of the hirer.
- The premises are to be left clean and rubbish to be removed by the times stated, at the satisfaction of the Management Committee.
- Hirers are liable for the cost of replacing any breakages or damage to the property.
- Obtaining any extended liquor license is the responsibility of the hirer.
- No liquor shall be consumed or taken from the premises outside the prescribed licensed hours.
- Hirer is responsible for hall set up, preparation and decoration.
- Hirer is responsible for arranging usher(s) at their own expense, unless otherwise negotiated. The usher(s) will be required to return the seating plan with the guests attending record.
- Any music or sound generated shall be at such volume so as not to create a nuisance, at the discretion of the management committee and / or police.

Booking Confirmation:

- Verbal bookings are held tentatively for fourteen (14) days. Any bookings not confirmed within fourteen (14) days will be made available to other members / customers.
- To confirm a booking, a 50% deposit along with a signed copy of our Hire Terms & Conditions is required within seven (7) days of booking confirmation.
- Methods of payment include Cheque, Cash, EFTPOS, Visa Card and Mastercard.
- Related charges, services and facilities are based on current prices outlined, but may vary depending on attendance number, nature and duration of event.
- All prices are current at the time of quotation. However, prices are subject to alteration, particularly when bookings are made well in advance.

Cancellations:

- Cancellations within sixty (60) days will forfeit 50% of the initial deposit.
- Cancellations within fourteen (14) days of scheduled function date will forfeit the 50% deposit.
- Cancellations due to emergency or unavoidable circumstance will be given special consideration.
- In the unlikely event that a function is cancelled by the Management Committee of the Croatian Sporting Club Port Lincoln Inc due to unforeseen circumstances, all monies paid will be refunded in full to the hirer in a timely manner.
- The Croatian Sporting Club Port Lincoln Inc reserves the right to cancel a function at any time or remove disruptive individuals if the safety of staff and patrons is compromised.

Charges & Payment:

- All expected charges must be paid within seven (7) working days prior to the function date at which time the initial deposit paid will be deducted.
- Number of guests attending your function must be advised at least fourteen (14) days prior to the function date.
- Bar Tab (drinks served on a consumption basis) is payable at the conclusion of your function if it is not part of your minimum spend.
- The hirer can nominate what drinks will be offered to their guests.
- Any additional or subsidiary costs incurred throughout the function will be forwarded for payment within seven (7) days.

By signing this form, you agree to the 'General Conditions of Hall Hire at the Croatian Sporting Club Port Lincoln Inc.'

Applicant (Print Name): _____ *Date:* _____ *of* _____ *20* _____

Applicant's Signature: