



Terms and Conditions of Venue Hire

Hirer Name: _____

Hirer Phone: _____

Hirer Email: _____

Date of Event: ____/____/____

Start Time of Event: _____ **End Time of Event:** _____

Purpose of Event: _____

APPLICATION

- Application for Hire shall be addressed to the Langwarrin Football Netball Club Secretary (hereinafter referred to as "LFNC") upon the above supplied and shall be signed by the Hirer stating the purpose for which the venue is required and the days and times during which it is to be occupied.

ROOM HIRE & PRICES

- Room hire will be charged at a cost of \$500 (\$250 of this will be treated as Bond)
- Bond will be returned upon inspection of venue and pending venue has been left in the state in which it was prior to hire.
- Access to the room is available at the start time indicated on this Terms and Conditions Sheet unless an alternative time has been agreed prior to the event.
- The room hire price is inclusive of one LFNC bar staff member who holds a current Responsible Service of Alcohol Certificate.
- Rates and Prices are inclusive of GST
- All prices are correct at time of printing and are quoted on current costs. These may vary at any time.
- The venue; inclusive of chairs, tables, bins, equipment must be returned to the same state it was prior to the event.

ADDITIONAL FEES

- Fees for additional cleaning may be charged if deemed appropriate
- Additional fees may be charged if more than one LFNC bar staff member is required.

CATERING & BAR

- External catering is permitted, however kitchen must be kept clean and tidy as it was found.
- If alcohol is served, LFNC will be solely responsible for the bar and takings.
- No external alcohol is to be brought into the venue.

EVENT CONFIRMATION

- A signed copy of these Terms and Conditions must be received within 14 days of the booking being made or the booking will be released.
- In the instance that the venue is booked under 2 weeks to the event date, if the signed paperwork is not received within 48-hours, the booking will be released.
- No event will be accepted without the signed Booking Confirmation Sheet and the signed Terms and Conditions.

SECURITY

- Any more than 60 patrons attending an approved external function must have a registered security guard engaged.
- If security officers are required, they shall be persons nominated by the hirer and the costs will be paid for by the Hirer.



OBSERVANCE OF LAWS

- All exits must be free from obstructions and accessible at all times.
- Noise levels must be kept to a reasonable level at all hours to avoid disrupting neighbourhood residents and surrounding areas.
- The LFNC venue, must be vacated by **midnight**. Bar will be closed at **11.30pm**

CANCELLATIONS

- Cancellations 2 weeks prior to the date of your event will incur the full room hire fee (as set out in the Room Hire And Prices Section)
- The LFNC may prior to the event cancel any reservation previously made, notwithstanding that monies may have been paid in connection therewith and return to the Hirer all monies so paid which the Hirer hereby agrees to accept and to be held to have consented to such cancellation and to have no claim at law or in equity for loss or damage in consequence thereof.
- The LFNC has the discretion to prohibit any event which is objectionable or dangerous or which would be detrimental to the reputation of the LFNC. It shall also be in the LFNC Executive Committee's discretion to direct the return to the Hirer of any monies paid in respect of the hiring, less any expenditure undertaken on the Hirer's behalf, and the Hirer hereby agrees to accept the same and to be held to have consented to such cancellation and to have no claim at law or in equity for loss or damage in consequence thereof.
- The LFNC may immediately terminate the Booking during the Hire Period if it reasonably believes these Conditions of Hire are being breached and the Hirer has not remedied the breach after being directed by the LFNC verbally to do so.

SMOKING

- The LFNC has adopted a smoke-free policy. A total ban on smoking applies in all LFNC buildings. Smokers must not stand in the vicinity of building entrances/exits or air intakes to buildings. Smokers have the responsibility of disposing of cigarette butts in an environmentally friendly manner. You must make all attendees aware of this policy.

ADVERTISING

- Users of LFNC premises or facilities must not couple the name of the LFNC with any promotional sales or advertising without the express written permission of the LFNC other than naming the clubrooms as the venue to attend.

RESPONSIBILITY / ITEMS NOT COLLECTED

- The person/s signing the terms and conditions on behalf of the Hirer may be held responsible for costs resulting from damage to the property and equipment
- The LFNC is not responsible for any loss or damage that may be suffered by the Hirer or any of the persons attending the Venue during the Hire Period as a result of any theft.
- Items left at LFNC will be held for a period of fourteen (14) days after which they will be disposed of.

SET UP and DELIVERY

- No adhesive tape of any type is to be placed on the walls, fixtures, fittings or artwork within the LFNC
- All equipment, fittings or materials for use at LFNC should be free from defects and in good working condition.
- The Hirer shall also be responsible and shall pay to the LFNC the cost of extra cleaning incurred by the action of the Hirer or the Hirer's **guests** over what would be determined by the President of LFNC to be the normal requirement.



SAFETY

- The Hirer shall be responsible for payment of the cost of any fire emergency alarms which result in Emergency Services attendance at the LFNC where the alarms have been caused by the Hirer, and its guests

RELEASE AND INDEMNITY

- The Hirer's use of LFNC premises is entirely at the Hirer's risk and by signing this Agreement, the Hirer releases the LFNC absolutely and to the full extent permitted by law from all claims and demands of every kind from any accident damage or injury occurring on LFNC Premises, unless expressly due to LFNC negligence.

DISPUTES

- In the event of any dispute or differences arising as to the interpretation of this agreement or as to any matter or thing herein contained or as to the meaning of any of these terms and conditions, the decision of the LFNC thereon shall be final and conclusive.

TERMS AND CONDITIONS OF HIRE

- Hirers are advised that the LFNC may alter these Terms and Conditions of Hire at any time without prior notice

The terms and conditions as outlined in this document are accepted for and on behalf of the hirer:

By (Print Name): _____

Signature _____

Date: _____