

2023/24 Facility Hire Form

Name of Person Hiring at the BSRC:		
Address:		
Email:		
Mobile / Contact Number:		
BSRC Membership Number:		
Drivers Licence Number:		
Invoice Billing Name:		
Invoice Billing Email Address:		
Bank Account Details: <i>(for Bond refunds)</i>	Account Name:	
	Bank:	
	BSB:	
	Account No:	

Date of Hire:		
Type of Event – Please Specify: <i>Special Event Birthdays (and similar high-risk bookings) the City of Belmont is notified prior in time to such events, and the BSRC undertakes a risk analysis of the event to ensure strict compliance with the Liquor Control Act 1988, and any liquor licence or permit issued for the event or to be utilised as part of the event. BSRC will ensure that adequate security is provided at a cost to the hirer.</i>		
Number of guests attending? (Must be accurate)		
Providing own Catering?	Y or N	Caterer Name: Caterer Contact Number:
Is bar service required?	Y or N	
Hours of Hire:	Function Start:	
Total Hours:	Function Finish:	

Fees & Charges		
Venue	Main Hall 250 max cap	Hourly: \$135 ½ Day: \$440 Full Day: \$770 Evening: \$715
	Club Lounge 150 max cap	Hourly: \$88 ½ Day: \$275 Full Day: \$495 Evening: \$440
	Fred Rae Rm 50 max cap	Hourly: \$66 ½ Day: \$220 Full Day: \$385 Evening: \$330
	Back Room 40 max cap	Hourly: \$66 ½ Day: \$165 Full Day: \$385 Evening: \$330
	Committee Room 15 max	Hourly: \$55 ½ Day: \$120 Full Day: \$295 Evening: \$240
	BBQ Facilities	Hourly: \$30 ½ Day: \$100 Full Day: \$240 Evening: \$190
20% Discount	BSRC Affiliated & Members only <i>(one discount per calendar year)</i>	
Bar Deposit	\$500 <i>(MIN bar charge if bar is to be opened Mondays, Tuesdays, or non-operational hours)</i>	
Venue Bond	\$500 <i>(refund given if NO damage is done to the BSRC (Inc Kitchen) COVID restrictions imposed)</i>	
Cleaning Fee	\$250 <i>will be deducted from Bond for any function where excessive cleaning is required.</i>	
Security	Minimum of 2 guards (Required for high-risk functions) BSRC to seek Quote & at cost to the Hirer.	
Catering Fees	\$100 <i>(non-refundable, applies only if outside caterers are organised)</i>	
BBQ Bond	\$100 <i>(only if BBQ to be used)</i>	
Bollards	\$50 <i>(includes set-up and take-down), quantity x 3</i>	
Media / Sound System	Projector \$50 Screen \$20 Portable Speaker with Wireless Microphone \$50	
Tea & Coffee Facilities	\$4 per person <i>(includes set-up, biscuits) \$15 for urn only</i>	
Main Kitchen Use	\$500 (full use) \$150 (prep only) <i>does not include use of any equipment</i>	
Small Kitchenette	\$200 (full use) \$75 (prep only) <i>does not include use of any equipment</i>	
Equipment Hire	*Bain Marie \$150 *Tablecloths (rectangle only, 20 max) - \$5 per cloth * subject to availability	
TOTAL HIRE CHARGE (INC of GST)		\$

BSRC Terms and Conditions of Hire:

1. Application of Facility Hire:

- 1.1. Initial venue bookings will be held for a maximum of 14 days to allow completion and return of this form. **Upon return of a completed booking form and issuing of an invoice from the BSRC, full payment must be made within 14 days otherwise the booking will be cancelled.** No booking will be confirmed until full payment of the invoice has been received.
- 1.2. Submission of a Facility Hire Form does **NOT** guarantee that the booking will be approved. The BSRC reserves the right to refuse an application for hire.
- 1.3. All Corporations, Associations and Organisations are required to provide evidence of a current Public Liability Insurance Policy in the amount of ten million dollars or greater.
All Suppliers (marquees, rides, entertainment, or any equipment) used by the Hirer must provide the BSRC with a copy of their Public Liability Certificate of Currency.
- 1.4. Latest hire time rooms may be let for is 12 Midnight Wednesday – Saturday and 10pm on Sundays.
- 1.5. Set up and pack up must be included within your booking time.
- 1.6. Any Hirer conducting a birthday or large-scale function shall register their party with the WA Police:
<https://www.police.wa.gov.au/Police-Direct/Register-a-Party>

2. Cancellation of Confirmed Booking

- 2.1 Hirer may cancel a confirmed booking **by written notice to the BSRC** on the following terms:

90 days plus	No charges, full refund of booking
30 – 90 days	5% of estimated total fee payable, non-refundable
14 – 30 days	20% of estimated total fee payable, non-refundable
Within 14 days	80% of estimated total fee payable, non-refundable

3. Price Adjustments

- 3.1 BSRC reserve the right to increase quoted room hire rates and food/beverage prices annually at the first of July each year or immediately should the official Goods and Services Tax (GST) increase. BSRC reserve the right to substitute any food or beverage requested due to lack of availability at time of the event and to increase prices due to substitution of such items if necessary. Should this occur, Hirer will be advised in advance of the substitution and of the revised amount payable under this agreement if applicable.

4. Bond, Walls, Damage and Additional Cleaning

- 4.1 Hirer is responsible for the full cost of repairs or replacement for any, and all damage to BSRC premises or Club equipment by Hirer's invited guests, associates, agents, or members. The Hirer is financially responsible for any loss of merchandise or equipment in the BSRC.
- 4.2 Hirer is responsible for all their own and guests' personal belongings, all function equipment, and items. Hirer guarantees that they, and all their guests, take full responsibility for all their items and belongings. BSRC will not be responsible for any costs, refunds, or replacement of any lost or missing items.
- 4.3 The BSRC reserves the right to charge a Bond to hire its venue and to deduct from the Bond the costs of repair or replacement of BSRC premises and equipment and/or any additional cleaning charges if required. Any Bond paid will be held and returned, subject to any damage claim as per Clause 4 or 5 below, within 14 days after the hire event.
- 4.4 No items may be fixed to the ceiling and walls. No candelabras, confetti or glitter are permitted inside the venue or outside BBQ area. Candles in holders only, fresh flower arrangements and other decorations are allowed on tables. Free standing decorations are also permitted. All must be removed prior to vacating the facility, and within the allocated booking time.

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5. Bar, Noise Levels and Conduct of Patrons

- 5.1 Hirer must conduct the event in an orderly manner, in full compliance with these Terms and Conditions of Hire, and all relevant State and Federal Government Legislation, regulations and by laws.
- 5.2 BSRC premises is a licensed venue – **STRICTLY NO** alcoholic liquor is permitted to be brought onto or into the premises. If items are raffle prizes, they must be concealed/wrapped and advised to Management before the event for approval. Specific purchases of alcoholic or other beverages can be organised through the BSRC office but will be subject to conditions.
- 5.3 Due to Liquor Licensing requirements and BSRC Code of Conduct policy, the Hirer must remain on the premises for the entire duration of the event.
- 5.4 BSRC Liquor License conditions will be strictly enforced at all times, BSRC staff has the right to comply with all applicable Liquor Laws and ask any patron under 25 years of age for current proof of ID, and any person that is intoxicated will be refused service and asked to leave.
- 5.5 BSRC also reserves the right to control noise levels to prevent undue disturbance to surrounding neighbours.
- 5.6 BSRC reserves the right to employ Licensed security staff at the Hirer's cost to be in attendance for the entire duration of the function as a condition of hire to ensure all Liquor Licensing conditions are complied with, this is subject to numbers in attendance. Hirer will be advised at time of booking if this is a requirement of hire.
- 5.7 Special Event Birthdays (and similar high-risk bookings i.e.: Fundraisers), Security is required for these events and the City of Belmont must be notified prior in time of such events. BSRC will undertake a risk analysis of the event to ensure strict compliance with the *Liquor Control Act 1988*, and any Liquor Licence or permit issued for the event or to be utilised as part of the event.

6. Kitchen Hire

- 6.1 Kitchen hire in full permits use of the cool room, ovens & deep fryer only.
Bain Marie is a separate cost to hire.
- 6.2 Preparation hire is only for storage in the cool room & use of the work bench area.
It does not include any use of the equipment.

7. Catering

- 7.1 Hirer may use an external Catering option if required – additional fees to be confirmed at time of booking.
Please provide Caterer information and contact details when completing the form.
- 7.2 Alternatively, BBQ Facilities can be hired, subject to availability for an additional fee. If the Hirer elects to use this outside area only without any catering, Hirer will need to provide own cooking utensils, disposable plates, cutlery, etc. A Bond will be charged if this option is chosen to ensure BBQ's and surrounding area is left clean and tidy, and that all food and scraps are disposed of in the bins provided.

8. Public Holiday Surcharge

- 8.1 15% surcharge for events held on all Public Holidays will be applicable to the overall hire of the account.

9. Access to the Venue to Set-up Prior to the Event

- 9.1 Access to the venue for function set-up, DJ's and decorations must be made in advance by discussion with the BSRC office.
- 9.2 Hirer is wholly responsible for any equipment or personal belongings left at the BSRC, and Hirer agrees to accept full responsibility for any loss or damage to any equipment or personal belongings left at the BSRC and/or injury to persons or property.
- 9.3 All Hirer's equipment or personal belongings left at BSRC must be removed from the venue immediately after the event, (during the booking time), unless prior arrangements have been made.
- 9.4 Extra costs for storage will apply at a daily rate.

Please provide the BSRC with a run sheet of your event no later than 3 days prior to your booking. This includes any room setup required.

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10. Payment Terms

- Full payment of the Total Hire Charge including any Bonds is required as detailed on your Confirmation of Hire Form to confirm your booking. Full payment must be made within 14 days of issuing of the BSRC invoice otherwise the booking will be cancelled.
- In the event of default, the Hirer agrees to pay full costs incurred in the recovery process of the outstanding funds owed.
- If the BSRC is closed, or trading effected due to State mandatory restrictions and event cannot be rescheduled, a full refund will be given.

Hire Confirmation Notes

Venue hire includes normal set-up and take-down, general cleaning, rubbish removal, staff service and booking administration fee. Hire does not include use of kitchen, cool-room, or caterer's kitchen equipment.

Sub-letting of the venue is strictly not permitted.

Smoking of any kind including (vaping, E cigarettes) is strictly **NOT** permitted inside the venue; a designated outdoor smoking area is available.

Smoking within the facilities is prohibited as stated in the Tobacco Products Control Regulations 2006.

Bank Details

All **Hire Charges, Bonds and Catering Bonds** are to be paid by direct bank transfer to:

Bank Name	Commonwealth Bank	Account Name	Belmont Sports & Recreation Club
BSB	066 153	Account No.	0090 2061

Payment

Please return this form fully completed and signed to: admin@bsrc.com.au
Hirer will then be invoiced by the BSRC office to the email address supplied.

Only on payment of **TOTAL HIRE CHARGE** will booking be confirmed. Venue booking will lapse after 14 days from issuing of invoice if no payment has been received.

Questions:

Please contact BSRC Admin on 9478 2051 or email: admin@bsrc.com.au

I have read the "BSRC Terms and Conditions of Hire" and these conditions are duly noted and fully accepted by me, the authorised Hirer:

<u>Hirer's Name</u>	
<u>Hirer's Signature</u>	
<u>Date</u>	
<u>Admin Name</u>	
<u>Admin Signature</u>	