**POINT LEO BOAT CLUB INC.**

**CLUBHOUSE HIRE**

Hire of the Club is subject to acceptance in writing by the Committee of Management. No formal arrangements should be made until you have received this acceptance. Cost of hiring the Club is as follows:

* For functions of less than 40 people (including children) hire charge $200 with the Secretary to be notified 1 month in advance
* For functions over 40 people as above and hire charge will be $500

The applicable hire charge, including the bond, is payable to "**Point Leo Boat Club**" and must be forwarded at least 21 days prior to the date of the function to **The Secretary, PLBC, P.O. Box 393 Shoreham 3916** together with a signed copy of these Terms of Hire. The bond will be refunded to the hirer if the following conditions of hire are met, and there is no disturbance to the Foreshore Reserve and no damage to the property, facilities or equipment of the Club.

It should be remembered at all times that the Club is located in an environmentally sensitive Foreshore Reserve and that campers and residents are entitled to the quiet and peaceful atmosphere the Reserve provides, particularly when guests are leaving late at night.

The Club is not available for hire from 1 October through till 30 April inclusive, and not during school holidays or public holidays/eves.

# CONDITIONS OF HIRE

1. The hirer of the Club shall be a member of Point Leo Boat Club and responsible for the orderly conduct of guests and shall ensure there is no unreasonable noise or disturbance to campers and residents of the Foreshore Reserve and that there is no littering.
2. The hirer shall be personally liable for any damage suffered by or to the Club.
3. The Club including the hall, kitchen and toilets are to be left clean, floors are to be swept and all chairs and tables to be returned to their original position. If additional cleaning is required the hirer will be responsible for these costs.
4. All rubbish and empty bottles are to be removed.
5. If alcohol is to be available, the hirer must ensure that it complies with all laws including obtaining an appropriate liquor licensing permit (providing a copy to the Committee of Management if requested) and ensuring the responsible service of alcohol. No 'keg' drinks are permitted and no alcohol is to be consumed after midnight or outside the top floor of the Club.
6. Hire of the Club includes only the top floor of the Club premises. The hirer shall ensure that attendees do not access the boat storage areas.
7. The Club premises including the deck area is not designed for large groups of people particularly if dancing is involved. The maximum agreed number of attendees must be strictly enforced and must in no circumstances exceed 120.
8. The Club is to be vacated and secured by no later than 1.00 a.m. with all lights switched off and outer doors locked.
9. The Point Leo Boat Club Inc. accepts no liability for any loss, damage or personal injury arising howsoever out of the use or hire of the Club Premises.
10. Functions whose focus is persons under 25 years of age are not permitted.
11. The hirer will be responsible for compliance with all food handling law
12. The hirer must take out public liability insurance and upon request provide a copy evidencing such insurance to the Committee of Management.
13. Candles, additional heaters and smoke machines cannot be used without written permission of the Committee of Management.
14. No smoking is permitted except on the deck area and only then on the proviso that butts will be appropriately disposed of.
15. If the Club becomes unavailable or unusable for any reason beyond the reasonable control of the Committee, the hirer's sole remedy will be the refund of the hire fee.

# SPECIAL CONDITIONS (IF ANY)

**DETAILS OF THE FUNCTION**

Date of Booking: Date of Function:

Description of the function:

 Maximum number of people attending (not > 120):

Will there be music (if so provide details):

Will alcohol be served?:

Hirer's Name: Hirer's Telephone:

Hirer's Address and email:

Declaration: I declare that all of the details in this application are true and correct. I acknowledge and accept the above conditions of hire and understand that as hirer, I am personally responsible for ensuring compliance with these conditions.

I hereby release and indemnify and agree to keep indemnified the Point Leo Boat Club Inc. and the Committee of Management and members from and against all actions, costs, claims, damages and loss arising out of use or hire of the Club including (without limitation) personal injury, death or property damage.

Hirer's Signature:

Name and signature of witness:

The Committee of Management may accept or reject this application in their absolute discretion or may require further information be provided or impose special conditions before accepting the application.