



# FITZROY MOTOR BOAT CLUB INCORPORATED

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## FORM 14

### VENUE HIRE CONDITIONS AND AGREEMENT

*This agreement relates to the hire of the upstairs area of the Fitzroy Motor Boat Club Inc Clubhouse (FMBC) for the purpose of a private function.*

#### AGREEMENT:

I/we (the Hirer) the undersigned hereby acknowledge that I/we have read and understand the above conditions and agree to be bound by them.

FULL NAME:

ADDRESS: .....

.....

PHONE: (home) ..... (work) ..... (mobile) .....

EMAIL: .....

DATE OF FUNCTION: .....

APPROX NUMBER OF GUESTS: .....

TYPE OF FUNCTION: .....

START TIME FOR FUNCTION: .....

BAR REQUIRED YES /NO

TAB REQUIRED YES /NO

TAB VALUE: .....

(Liquor license hours 10.00am-midnight)

TICK	COST	TYPE OF HIRE	TOTAL
	\$250.00	Venue Hire (evening)	
	\$125.00	Venue Friday (shared)	
	\$100.00	Full day	
	\$50.00	Half day	
	\$100.00	Cleaning Deposit	
ALL FEES MUST BE PAID AT TIME OF BOOKING			

#### ACCOUNT DETAILS FOR REFUND OF CLEANING DEPOSIT:

*Please include your bank details so we can direct deposit your cleaning deposit.*

ACCOUNT NAME: .....

BSB: .....

ACCOUNT NUMBER: .....

SIGNATURE: ..... DATE: .....

## **CONDITIONS:**

1. The Clubhouse is available for hire by members and the public. Persons attending private functions as guests, are not required to sign the visitor's book.
2. The Clubhouse is available on Friday and Saturday nights between the hours of 5.30pm and midnight. However, Friday nights are on a share basis with members. Other times are at the discretion of the Management Committee.
3. A Venue Hire fee is payable in advance at the time of booking. No booking is considered confirmed until this agreement is signed and venue fee is received.
4. A cleaning deposit of \$100.00 is payable at the time of booking. The deposit will be refunded if all conditions of this agreement are met.
5. FMBC must be advised at the time of booking as to approximate numbers attending.
6. Use of the FMBC kitchen is on request for preparation of food only. **ABSOLUTELY NO COOKING IS ALLOWED.** Kitchen must be left clean.
7. The FMBC is licensed and the bar will operate upon request, NO BYO is permitted.
8. Special alcohol requests will be considered, however, at the end of the event any alcohol that has been specially purchased for the event that has not been consumed, is to be purchased by the Hirer at cost price.
9. Smoking is not permitted anywhere inside the building or on the verandah. The designated smoking area is located outside the building on the footpath.
10. Entertainment such as live music, karaoke etc is subject to approval and government noise restrictions (70db).
11. Decoration of the Clubhouse to suit the occasion is permitted provided no damage to FMBC property is incurred and decorations are removed prior to exiting the venue.
12. Damages to FMBC property, tables, chairs, glassware, etc are the responsibility of the Hirer and will be deducted from the deposit (this excludes wear and tear).
13. The Hirer is responsible for the good behavior and conduct of all guests.

## **FMBC DIRECT DEPOSIT DETAILS:**

*If you are direct depositing your payment please include a copy of your receipt with this form.*

ACCOUNT NAME: FITZROY MOTOR BOAT CLUB INC.

BSB: 034-210

ACCOUNT NUMBER: 349660

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## **OFFICE USE ONLY**

VENUE HIRE/DEPOSIT INVOICE: ..... AMOUNT: ..... CASH/EFT/CHEQUE

DIARY UPDATED: .....

COMMENTS: .....

**BOND RETURNED:** DATE: ..... AMOUNT: .....