



FITZROY MOTOR BOAT CLUB INCORPORATED

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ABN: 56 365 095 248
AIN: IA02482

Venue Contact: 0419 311596

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:

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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:

TICK	COST	TYPE OF HIRE	TOTAL
	\$250.00	Venue Hire (evening)	
	\$125.00	Venue Friday (shared)	
	\$100.00	Full day (bar not included)	
	\$50.00	Half day (bar not included)	
	\$100.00	Cleaning Deposit	
Member	YES NO		
ALL FEES MUST BE PAID AT TIME OF BOOKING			

Liquor License: Hours 10.00am-midnight – all patrons must be off the premises by midnight.

Catering: Contact Venue Hire Co-ordinator on 0411 323941

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 and is non-refundable. No booking is considered confirmed until this agreement is signed, and venue fee is received.
4. A non-refundable cleaning deposit of \$100.00 is payable at the time of booking.
5. FMBC must be advised at the time of booking as to approximate numbers attending.
6. The FMBC is licensed and the bar will operate upon request, NO BYO is permitted.
7. 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.
8. Smoking is not permitted anywhere inside the building or on the verandah. The designated smoking area is located outside the building on the footpath.
9. Entertainment such as live music, karaoke etc is subject to approval and government noise restrictions (70db).
10. 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.
11. Damages to FMBC property, tables, chairs, glassware, etc are the responsibility of the Hirer (this excludes wear and tear).
12. 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

OFFICE USE ONLY

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

DIARY UPDATED:

COMMENTS:

BOND RETURNED: DATE: AMOUNT: