



Contract, Conditions & Agreement for Venue Hire at the Balmain Sailing Club

Thank you for inquiring about hiring the Balmain Sailing Club.

The Balmain Sailing Club (BSC) is available for hire on a selective basis. BSC reserves the right to refuse hall hire for any reason. We BSC do not permit 18th and 21st Birthday Parties!

Please read the Conditions of Hire carefully and complete the BSC Venue Hire application forms below.

Email your completed BSC Venue Hire application to: info@balmainsailingclub.com

The BSC Manager will advise you as to the availability of the hall for your event.

If the BSC is available for hire, you will be asked to confirm your booking by depositing the hall hire fee and security bond into BSC's account.

You do not have a booking until the deposit is made.

The Club Manager will organise club and inclinor keys and will conduct an induction for the use of the club's facilities.

Refund of the security bond is subject to a post-function inspection of the BSC by the Club Manager.

If you have any questions please email info@balmainsailingclub.com.

Application Form - Hire of Balmain sailing Club for Private Function

Name of Hirer: _____

Contact Phone Number: _____ Date of Function: _____

Type of Function: _____

Time/Duration of Function: _____ Number of Guests: _____

Schedule of Fees (including GST)

Daytime Venue Hire 0800hrs - 1700hrs \$100 per hour

Evening Venue Hire 1700hrs – 1100hrs \$150 per hour

2 hour minimum unless an ongoing weekly/fortnightly arrangements are agreed

[Example: If your proposed function runs from 1500hrs until 2200hrs, then the venue hire can be calculated as follows: 2 x \$100 plus 5 x \$150 = \$950.00]

Security bond \$800

Additional (optional) Fees:

- BBQ hire fee \$75
- Rubbish (per bin) \$35 – to be deducted from Bond or Paid for by VISA or Mastercard
- PA and/or Projector hire \$250.00
- RSA Certified person to tend the Bar (includes glass hire and wash up) \$300.00
- Kitchen / Event helper \$200.00
- Cleaners after the Event: \$120.00

TOTAL: \$ _____

BANK transfer Payment to: Balmain sailing Club. Westpac BSB: 032-020, Account Number: 105359

VISA / MASTERCARD: _____ Expiry Date: _____

CSV: _____ Name on the Credit Card: _____

Signature: _____

Declaration

I have read the 'Conditions of Hire for BSC Hall', accept each of these conditions and understand my obligations as a hirer.

I am fully aware that all music and noise must cease by 10pm and the premises vacated quietly.

I am solely responsible for the good order and conduct of the function and agree to comply with the conditions and abide by any decision made by the BSC Committee of Management or its officers.

Name and Signature of the person responsible for the hire of BSC hall Date:
(Must be minimum 21 years of age).

Name: _____ Signature: _____

Contract – Conditions for Hire of BSC Club Obligations of the Hirer and General Information

1. Cleaning

It is the responsibility of the hirer to clean the hall, kitchen, toilets, rear garden seating and BBQs if used. All decorations and equipment are to be removed before the end of the venue hire time.

For evening venue hire functions you may clean the following day by prior arrangement however, cleaning must be complete by 9.30am the next day. This includes mopping down floors, cleaning toilets and wiping down the used tables and benches. Close all windows and doors. Clean equipment to the order in which they were found or a cleaning fee will apply. Rubbish must not be left behind in the adjoining park or Foreshores. Fines resulting from Littering will be borne by the Hirer. All Rubbish is to be taken away, or packed down and placed into provided bins at a cost of \$35 per bin.

2. Damage

Any damages caused by the hirer to the building, fixtures, fittings, floor coverings, electrical equipment, furniture, windows, fire fighting and safety items, interior decorations etc. will be borne by the hirer.

3. Decorations

Decorations may be used but must be easily removed. The use of pins, nails, screws or staples to affix decorations is not permitted. Use of such items could cause the loss of deposit.

Hirers are expressly advised that defacing of Club Honour Boards will lead to automatic loss of deposit and cost to re-instate to original condition.

Use Sticky Tape and Blue tack; but not on the Whiteboards.

4. Decorum

The hirer and his/her guests are expected to conduct themselves in a satisfactory Manner. The hirer must ensure the function stays within the confines of BSC's property. It is the responsibility of the hirer to ensure their guests leave the premises and area quietly and that BSC's neighbours are not disturbed. Taxis collecting guests from your function must not announce their arrival by honking their horns. Please ask the taxi driver/company to telephone you on approach.

The hirer is responsible for the control of the quantity of alcohol consumed and is expected to exercise their discretion in refusing to supply any of their guests who is intoxicated.

The Bar is not available to use. It shall remain locked at all time

5. Duration of Hire.

All hire activity must start and finish at the times being hired for. This includes setting up and packing up.

Without exception the BSC must be vacated at the end of the hire.

For evening functions, music must cease by 10PM. The hall must be completely vacated by 11PM.

Clean up time on the following day *may* be permitted if agreed to prior the hire date.

In all instances the premises is to be returned to handover state by 9.30am the following day.

6. Equipment included in the hire fee

Tables x 16, Kitchen Fridge x 1, Microwave Ovens x 2 , Chairs x 80, 2 x Induction Stoves with oven, 1 x Electric Urn, Crockery & Cutlery

Equipment sourced externally by the hirer must be removed by the end of the agreed hiring period. It is the responsibility of the hirer to arrange collection of any hired items

Items cannot be left at the venue after clean-up is completed.

People must NOT ride on the Inclinator! The inclinators are available to convey items up and down the hill. Instructions on the use of the inclinators shall be given by the Club Manager or his nominated representative.

7. Fire Safety

Extinguishers are installed throughout the Hall and a fire blanket is installed in the kitchen area.

The barbeque is only to be used in the rear area. Candles, fireworks and sparklers of any type are not to be used under any circumstances.

8. Injury Waiver

Balmain Sailing Club accepts no responsibility for any injury suffered by person/persons hiring the hall or any person in attendance during the period of hire whether the injury is received in the hall or its precinct.

The BSC shall undertake a WHS induction with the Hall Hirer.

It is the responsibility of the Hirer to undertake their inductions on hall use.

9. Limit of Liability

Should the building become unusable to the hirer due to fire, tempest, vandalism or any other reason beyond the control of the club then the club is only liable for the refund of the hire fee.

10. Matters Not Provided For

Any matter not covered by the 'Conditions of Hire' will be adjudicated by the BSC Committee of Management or its duly elected office bearers.

11. Noise Pollution

It is expressly agreed between Balmain Sailing Club and the hirer that the hirer will bear all responsibility for the control and abatement of any noise within the clubhouse and the surroundings during the period of hire.

Sound must be kept at a reasonable level, with due respect for the neighbours.

It is clearly understood that all music, noise and activities must cease as the time listed.

Failure to do so will result in forfeiture of the security deposit and may result in police action.

12. No Smoking

Smoking is not permitted anywhere on the premises of Balmain Sailing Club.

13. Off-Limits

The lower floor boat storage bays, pontoon and ramp are not part of the hire and are Off Limits.

14. Payment

The BSC Hall hire fee and security bond must be paid prior to confirmation of the booking.

15. Refund of the Security Bond

The security bond or part thereof will be returned to the hirer when the BSC Manager ascertains that the hall and equipment have been returned to handover state, rubbish tallied and the key returned to the Club Manager at the end of the hire.

Any costs or damages incurred by the hirer will be deducted from the security bond. A statement of account will be issued itemising any penalties imposed as required.

16. Cancellation of Booking

Refunds are available minus the booking fee of \$150.00 up until 30 days before the hall hire booking date. Refunds within the 30 day period are not available unless a case for hardship can be presented to the BSC Committee of Management at the first available regular monthly meeting date.

17. Removal of Waste

Foodstuffs, waste paper, glass, cans etc are all to be removed from the premises and its precinct. Any items left for BSC to dispose of will be charged at \$35 per bin

Under no circumstances is waste, rubbish or other materials to be put into the harbour, placed upon its foreshores or in adjoining properties.

The cost of legal action as a result of any such act will be borne by the hirer.

18. Colliery Memorial

Under no circumstances is Colliery memorial at the Top of the stairs to be covered or have decorations fixed to it.

19. Theft of Property

Renewal or replacement of property from BSC property whether it belongs to BSC or a member of BSC will be the sole responsibility of the hirer. The BSC Committee of Management will take legal action where deemed necessary.