



VICTORIA PARK RSL SUB BRANCH
 1 Fred Bell Parade, East Victoria Park WA 6101
 PO Box 5444, East Victoria Park WA 6981
 President: Kelvin Liddiard - 0432 210 440



BOOKING NO: _____

FACILITY HIRE FORM

APPLICANT: _____ Phone: (H) _____
 ADDRESS: _____ Mobile: _____
 SUBURB: _____ PC: _____
 Email: _____

PLEASE TICK AREA REQUIRED FOR HIRE:

COMPLETE REVERSE OF PAGE

AREAS: Small Hall Large Hall Bar Kitchen Meeting Room 1 Meeting Room 2
 Undercover Area (Included)

DATE OF HIRE: _____	Hire Charges	\$
	Admin Fee	\$ 15.00
	Kitchen / Bar Facility	\$
	Extra Time/Cleaning	\$
TIMES: From: _____ To: _____	SUB-TOTAL	\$
	Bond	\$ 500.00
FUNCTION TYPE: _____	TOTAL	\$
	Less Deposit	\$
Number of Persons: _____	Balance	\$

PLEASE NOTE : Casual Hirers – If you want the Hall opened earlier than your allocated time a \$25.00 callout fee will apply, plus half the cost of the hourly fee or part thereof for each hour spent at the premises outside your allocated hire time. This form must be signed by the Hirer and returned prior to the date of the Hire to constitute a contract. IF IT IS NOT SIGNED BY THE HIRER AND RETURNED WITH A DEPOSIT then NO HIRE AGREEMENT EXISTS.

SPECIAL INSTRUCTIONS

[All Casual Hirers] The premises will be opened and closed by the Caretaker. **[All Hirers]** all floors are to be swept, and tables and chairs cleaned prior to being put away in their allocated areas, all electrical and gas appliances are to be turned off – *as per Facility Hire Information Sheet.*

50% Deposit by: _____

Payment in FULL by: _____

BOND FULLY REFUNDED IF PREMISES ARE LEFT IN A CLEAN CONDITION

SMOKING IS PROHIBITED IN ALL INTERIOR PARTS OF THE PREMISES.

PERMISSION TO CONSUME ALCOHOL IS GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:

(b) This consent does not authorise the sale of liquor for which purposes a FUNCTION PERMIT must be obtained from the Licensing Court by the Hirer.

(b) Liquor must be consumed only within the building and the covered area at the rear.

PLEASE NOTE: That it is deemed to be the sale of liquor when liquor is given away and the person has paid for admission to the premises or for seating in the premises or has made or been asked to make a donation of money by collection or otherwise.

THE SUB-BRANCH ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGE LOSS OR THEFT OF PROPERTY LEFT ON THE PREMISES BY ANY HIRER. PROPERTY STORED ON THE PREMISES FOR LONG-TERM HIRERS ARE AT THE HIRERS RISK. IT IS AN EXPRESS CONDITION OF THIS CONTRACT OF HIRE THAT THE SUB-BRANCH SHALL ACCEPT NO LIABILITY WHATSOEVER FOR DAMAGE OR INJURY CAUSED OR FOUND TO BE CAUSED TO PERSONS OR PROPERTY AS A RESULT OF THE NEGLIGENT ACT OR OMISSION OF THE HIRER, THE HIRER'S GUEST OR INVITEES OR PERSONS UNDER THE CONTROL OF THE HIRER. WHERE DAMAGE OCCURS WHETHER ACCIDENTAL OR OTHERWISE, AND THAT DAMAGE EXCEEDS THE AMOUNT TENDERED BY THE BOND. THE HIRER AGREES TO PAY FOR THE COST OF BRINGING THE AREA CONCERNED BACK TO ITS PREVIOUS STANDARD.

All Incorporated Bodies are not covered by our Public Liability, and must produce their own cover and copy.

I have read the conditions of Hire and agree to abide by these and any other Regulations, By-Laws or Act relevant to my Hire.

Hirer's Signature: _____ Date: / / Signature Sub-Branch Member: _____

I HAVE, JUST PRIOR TO MY HIRE CHECKED ALL THE AREAS THAT I AM HIRING AND ALL ARE IN A CLEAN AND TIDY CONDITION AND FREE OF ANY DAMAGE.

Receipt No: _____ Date: _____ SignatureDate.....

ADDITIONAL NOTES FOR THE EVENT BOOKING

WHAT ADDITIONAL FACILITIES / ITEMS REQUIRED

CROCKERY	
CULTERY	
SERVIETTES	
URN	
TEA/COFFEE/SUGAR (<i>\$2.25pp</i>)	
MILK	
BISCUITS	
BAIN MARIE (<i>\$35</i>)	
OVEN	
PIE WARMER	
FOOD TABLE (SEPARATE)	
MICROPHONES (PA)	
MUSIC SYSTEM	
AUDIO VISUAL SYSTEM	
CLEANING (<i>\$55 for 1st hour \$45ph thereafter</i>)	

SET UP OF HALL

MEETING STYLE Combination of chairs and tables	
THEATRE STYLE Check chair numbers	
AS IS Table and chairs as traditionally set	
DINNER STYLE Table and chairs using whole of hall	
OTHER	

All hires have a 15 minute window either side of their hire times.