



Facility Hire Information Sheet

1. All permanent / casual booking applicants must sign a FACILITY HIRE FORM at the beginning of each Calendar year or prior to the commencement of hire. Casual Hirers must sign and return the FACILITY HIRE FORM with the minimum deposit of 50% of the Total Hire Charge. Balance to be paid no later than fourteen (14) days prior to the Function. Number of persons using the premises during the hire must not exceed 170 people.

IF THE FACILITY HIRE FORM IS NOT SIGNED AND RETURNED THERE IS NO CONTRACT [NO CONTRACT MEANS NO HIRE]

2. (a) Cancellation of any permanent or casual booking must be received in writing fourteen (14) days prior to the date of the booking. A further Administration Charge of 20% of the Total Hire Fee will be deducted from the refund. Where a cancellation occurs within the fourteen (14) days of a booking, a refund will only be paid if the facility is hired for the day in question. **THE BOND WILL BE REFUNDED WITHIN 10 - 14 DAYS AFTER THE EVENT OR WITHIN 14 WORKING DAYS AFTER THE FUNCTION.** (Conditions Apply)

(b) MANAGEMENT RESERVES THE RIGHT TO CANCEL ANY PERMANENT/CASUAL BOOKING. Written notice will be forwarded fourteen (14) days prior to the date of your event. Full deposit will be refunded.

Chairs and tables MUST BE CARRIED AND NOT DRAGGED across the parquetry floors.

3. **PLEASE NOTE SETTING UP AND CLEARING AWAY** must be done within the time of hire stated on the FACILITY HIRE FORM. If you require the premises to be opened earlier than your allocated hire time, a Callout fee of \$25.00 will apply, plus half the cost of the hourly rate or part thereof of each hour that you spend at the premises outside your allocated hire time. If you wish to continue beyond the times stated, the extra hire charge will be deducted from the Bond (15 minute segments apply).
4. All tables and chairs must be returned to the correct areas; chairs must be clean and be in stacks of no more than six (6). Portable tables must be cleaned and stored folded in an upright position.
5. Area hired or used must be left in a clean and tidy condition to avoid a cleaning charge being applied. All floors must be swept, all spillage to be mopped up with the appropriate floor cleaning liquid which is in the Kitchen. Food scraps to be removed and placed in the bins provided. When the Kitchen is included into the hire, any appliance if used must be left in a clean condition free from grease and food scraps as well as the ovens, dish washing machine and fridge. All tapes and decorations must be removed from the walls.
6. Any damage discovered prior to booking, please report to the main office, or Caretaker. This will ensure that your group will not be held responsible and your Bond will not be jeopardised.
7. The Sub-Branch has an incorporated body known as the Gurney Club Inc. which has a Restricted Club License. Arrangement must be made in advance for this facility, as the Bar Area is not included in normal hire. A Casual Liquor Licence must be obtained if alcohol is being sold and the bar facility is not being used. The liquor license must be produced and shown to an authorised person prior to the event.

Thank you for your co-operation.

