



NORTH PINES SPORTS CLUB

CLUBROOM HIRE ENQUIRY FORM

This form is to be filled in when requesting to book the North Pine Sports Club facility.

Booking details

Contact Name: _____ Contact Number: _____
Date: _____ Start time: _____ Finish time: _____
Occasion (21st, Wedding, Training, etc) _____
Approx Number of Attending: _____ Canteen Required: _____
Bar Required: _____

CONDITIONS OF HIRE

Use of the Venue

1. North Pine Sports Club reserves the right to refuse hire of the venue, or part thereof under its control without explanation.
2. North Pine Sports Club shall not be used for any illegal or immoral purpose. Animals are not permitted in venue.
3. A Committee Member shall at all times have the right of access to the venue for the purpose of ensuring compliance with these conditions of hire.

Hiring Fees

1. Booking enquirers will be offered an inspection of the venue prior to confirming their booking. This will be free of charge.
2. The required part payment of the rental shall be paid when a booking is confirmed. A booking is not confirmed until a receipt has been issued for this initial payment.
3. The balance of the hiring fee (excluding the bond) is to be paid at least one (1) month prior to the booking date; failure to pay the balance on time will cause the booking to lapse and the deposit to be forfeited.
4. An additional fee will be charged if a Committee Member is required to attend the venue during the booking resulting from the hirer's misusing the venue facilities.
5. An additional fee will be charged if a Committee Member is required to attend the venue to facilitate the delivery or collection of items associated with a booking. IE: Jukebox, caterer access etc. This requirement must be advised at the time of confirming the booking.
6. The security bond will be payable one week prior to the date of the booking.
7. Refunds of full or part bonds will be made by North Pine Sports Club crossed cheque, following a report on the booking to Committee following the booking date.
8. In the event of cancellation the following procedure shall apply;
 - a. One (1) month or more prior to the booking date– refund of part or all fees,
 - b. Within one (1) month of the booking date shall be at the discretion of the Committee,

CONDITIONS OF HIRE

Property

1. All personal items associated with bookings must be removed at the completion of the booking.
2. Any property left unclaimed at the venue by hirers will be deemed lost property and after the expiry of three (3) months will be donated to charity.

Responsibilities

Blue Card

You may be required by law to hold a blue card if your booking includes the supervision of children.

Cleaning – All tenants

All tenants are responsible for cleaning the venue at the completion of their booking or the venue can organise this at a charge added to booking. If hirer is cleaning, this is to be carried out during the time allocated to the booking.

All tenants' attention is drawn to the following items;

1. The venue and surrounding grounds shall be left in a clean and tidy condition after use.
2. All tenants must remove all foodstuffs, rubbish and bottles to the industrial bin or wheelie bins provided for the purpose prior to leaving the venue.
3. All personal items associated with the booking shall be removed at the completion of the booking.
4. All floors must be swept, spills must be mopped up.
5. If the booking includes the use of the Kitchen/Bar facility these areas are to be cleaned and mopped at the completion of each booking.
6. Cleaning equipment is located in venue.
7. Should the Committee be required to engage a cleaner to carry out additional cleaning due to the booking, the security bond held may be held in part or full to cover the costs. Any additional cost not covered by the bond, shall be recoverable from the person responsible for the booking.

Damage

The hirer or part thereof shall be responsible to the Committee for any damage done to the venue or its contents and shall be required to make good such damage to the satisfaction of the committee.

In this case the bond will be held until all repairs additional cost and compensation are settled to the committee's satisfaction.

Insurance

All regular hirers are required to maintain their own third party public liability insurance cover for the activities that they conduct in any of the venues under the control of the Kallangur Halls Committee Inc. Proof of this coverage will be required.

Liquor Act

North Pine Sports Club is a licensed venue and operates under the Queensland Liquor Act

Hirers are reminded that age limits apply to the supply and consumption of alcohol in Queensland.

Security

North Pine Sports Club Committee will advise during the booking process if security is required for your event. This will be an additional cost to your booking and will be organised prior to booking and comply with the Queensland Liquor Act.

Safety

1. During bookings all Fire Doors (those with fire exit signs) must not have access blocked. Free access must be provided to these doors at all times by law.
2. Fire extinguishers are provided at all halls. Please advise the booking officer if an extinguisher is used during your booking.
3. In case of an emergency dial 000 and give the name of the emergency service required and the name and address of the venue.
4. The emergency procedure displayed within the venue and explained at the time of collection of the key must be followed in the event of the alarm sounding.
5. A Party Safe registration form must be lodged for casual bookings

Responsibilities after the booking

1. All lights must be switched off at the completion of the booking. Security lighting is automatic.
2. Kitchen appliances including fridges and microwave ovens are to be left as found
3. All internal and external doors and windows must be closed and locked. And checked by an adult.

Noise

1. Hirers are required to restrict noise associated with their booking to a reasonable level.
2. On leaving the venue please be aware that excess noise may disrupt our neighbours. Please restrict noise as much as possible.

Failure of Responsibility

1. The person placing the booking request will be responsible for total compliance with these conditions of hire.
2. Failure to fully comply with the conditions of hire may result in retention of part or full bond held and liability for any additional costs incurred due to the booking.
3. Disregard of these conditions of hire may result in the refusal of further bookings and the cancellation of any booking already held.

Restrictions

1. No nails or other fastenings shall be driven into or struck upon any walls or fittings of the venue. No object to be affixed to blinds by any means.
2. Smoking is prohibited inside the venue however, smokers attending bookings may only smoke in the designated areas between the venue and sporting fields.
3. All animals are prohibited from entering the venue, the only exception being a working guide dog.

To make you're booking

1. If you require further details regarding the booking of the venue hire please phone 0435 441 463 or email functions@northpinesportsclub.com.au
2. Hirers of the venue shall acknowledge being bound to these conditions of hire, by signed documentation prior to the booking.
3. The Committee looks forward to being able to assist with a venue for your function.

To confirm your booking, simply complete the details on the last page and return with the required minimum deposit to the North Pine Sports Club on the address below.

Payment can be made by direct credit, cheque or cash.

Cheques should be made out to "NORTH PINE SPORTS CLUB"

If making payment by direct deposits use the following details:

Bank: WESTPAC

Account Name: North Pine Sports Club Inc

Account Number: 286121

Bsb: 034-073

Quote Name of booking person and booking date.

(email the last page to functions@northpinesportsclub.com.au)

All paperwork to be delivered to: ATTN SECRETARY, NORTH PINE SPORTS CLUB INC, PO BOX 64
PETRIE 4502

FACILITIES AVAILABLE AT VENUES

AREA	FACILITY	VENUE
Venue	Capacity	100 to 120
	Wheelchair Access	Yes
	Cooling	Aircon
	Size	???????
	Tables	14 Round - seat 8 per table
	Chairs	90
	Portable Tables	3
	Sound	AM/FM, CD
	Microphone	Handheld
	LCD TV	55"
Bar	Size	
	Coldroom	Yes
	Ice Machine	Yes
	Alcohol	Beer, UDL, RTD's, Wine
	Eftpos	Yes
Kitchen	Size	
	Grill Plate	Commercial
	Deep Fryer	Commercial Lge
	Dual Bench Top Deep Fryer	Yes
	Fridge	340L
	Freezer	300L
	Deep Freezer	300L
	Baine Marie	Yes
	Coffee Machine	Yes
	Tea	Yes
	Full / Half Sink	Yes
	Microwave	Yes
	Cold Drink Fridge	Yes

BOOKING REQUEST SUMMARY FORM

Group Name				Date			
Hirer's Name				Day			
Hirer's Address				Start Time			
Function type				Finish Time			
Contact				Date			
Phone				Day			
Mobile				Start Time			
Email				Finish Time			
√	#	Facility required		√	#	Facility required	
		Hall- tables				Stage – CD player	
		Hall chairs				Stage-Microphones - wired	
		Kitchen –stove				Stage-Microphones - Radio	
		Kitchen- Microwave					
		Kitchen- Baine Marie (KCH Only)					
		Fridges					
		Tea- Coffee Facilities					
Booking specific requirements:							

Booking specific requirements:

The amount of the bond for your booking will be determined from the information above.
A Party Safe Registration form must be lodge for this booking and evidence of this supplied to the Committee.

North Pine Sports Club are collecting your personal information for the purpose of assessing your application for hire of the facility. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency

The committee may cancel the booking by written notice to the hirer if:

Committee becomes aware that the event, goods or services proposed to be held, or provided by the Hirer are objectionable, dangerous, infringes any copyright, is prohibited by law, or would be detrimental to the club or if

- The Venue is required for Football Games,
- Repairs or alterations to the Venue are required,
- The hire fees and/or bond have not been paid within the allocated timeframe,
- In the event of an emergency, the Committee may cancel the booking without notice,
- The hirer agrees, under the Conditions of Hire, to accept cancellations as above, and waives the right to make any claim by law or in equity, for loss or damage in consequence thereof.

If the booking is cancelled without fault of the hirer, then there will be a refund of any amounts paid by the hirer.

I have lodged a Party-Safe Plan registration form with the Petrie Police for this booking.
 I understand that a copy of the application must be supplied to the Committee, prior to the date of the booking.

Signature _____ (Must be over 18 years of age)

Name _____ Dated ____ / ____ / ____