## Application to Clubroom Hire Agreement Form

**Applicant**  (provide name and mobile number of person who will be on-site for duration of the event)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | | | | |
| On behalf of |  | | | | | | | | | |
|  | (Organisation, business or group) | | | | | | | | | |
| Address |  | | | | | | | | | |
| Email |  | | | | | Mobile | |  | | |
| Date of Hire |  | Time of Hire | From: |  | am/pm | | To: | |  | am/pm |

**Activity / Event**

|  |  |  |
| --- | --- | --- |
| Name of Activity / Event |  | |
| Number of persons attending? | |  |
| Will you be using your own equipment (e.g. Juke Box, iPod, PA equipment)? | | Yes / No |
| *If yes, please specify (note, Smoke machines, candles and incense are not permitted)* | | |
|  | | |
| Do you intend to sell/consume alcohol? | | Yes / No |
| *If the intention is to sell alcohol then please provide relevant Liquor License* | |  |
| Will you require vehicle access to the building to unload equipment? | | Yes / No |
| Are chairs or tables required for your activity? | | Yes / No |

**School Hirer**

|  |  |
| --- | --- |
| Will you require a canteen service provided by PLAC?  (subject to volunteer availability) | Yes / No |
| Will you require Officials provided by PLAC?  (subject to availability) | Yes / No |

Additional hire items required (additional fees apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | PA & Amplifier System |  | BBQ |

I/We have read the Conditions of Hire document and understand and agree to abide by the hire conditions and charges.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |
| Signed: |  |  |  | |

**Conditions of Hire of the Playford Athletics Centre Clubrooms**

An invoice will be issued with payment options (cash or EFT). Access to the facilities will not be granted until the bond and all hire fees has been paid in full. The security bond will be refunded after key return and successful inspection after your activity / event is held. Hire fee is to be paid 7 days before the hire date.

**Bond**

* All hirers are required to pay a bond. Standard bond **$200** or High Risk bond **$400** (includes alcohol consumption/sale as applicable).
* The bond is to be paid upon submitting the Clubroom Agreement form. The full bond will be returned to the hirer within 7 days, provided all conditions in the agreement of hire have been complied with.
* In the case of any excessive damage to the premises during the course of the activity / event, which exceeds the initial bond paid, the hirer will be issued with notice of excess fees.

**Facility (cleaning, alcohol, times, decorations and noise)**

* The premises are to be left in a secure, clean and tidy condition to the Centre’s satisfaction. No decorations are to be stuck to the ceiling nor is sticky tape allowed on the walls. Furniture is not to be removed. A cleaning fee of $75 will be billed to hirer if these conditions are breached. A reasonable time will be allowed for the clearing and cleaning of the hall after the function. However, the function must cease at the agreed time.
* Public and property risk is the sole responsibility of the hirer (it is recommended that the hirer take out suitable insurance cover). The maximum number of persons permitted to attend functions must not exceed 100.
* All rubbish is to be removed from the premises by the hirer (it is not to be left in the hall). Cans and bottles may be donated to the Playford Athletics Centre and left stacked in cartons in the kitchen.
* No alcohol is to be sold or consumed on the premises without the prior written permission from the Playford Athletics Centre Hire Team. Evidence of the appropriate license for Liquor sale must be provided. It is the hirer’s responsibility to obtain the appropriate license.
* No function may continue after 11:30pm on Monday to Thursdays, Sundays and public holidays or after 12:30am on Fridays and Saturdays without prior written permission from the Centre.
* For preparation and setting up, the hirer may gain access to the premises by making arrangements with the Centre contact. It is the hirers responsibility to arrange key collection at the clubrooms and to return the key in the drop box upon leaving.
* In accordance with current noise level legislation, hirers shall restrict noise to acceptable levels to avoid complaints from local residents (to assist noise control, it is recommended that the doors be closed from 9pm). Any such complaints shall be taken as evidence of a breach of these conditions of hire. NO LIVE BANDS WILL BE PERMITTED.

**Smoking**

* We are a “non-smoking” venue for all interior areas and “non-smoking” around the clubrooms.
* It is the hirers responsibility to ensure this rule isn’t breached
* The hirer will forfeit the entire bond if this rule is not abided by.

**Cancellation**

* All hiring fees will be returned in full if at least 72 hours’ notice of cancellation is given. If less than 24 hours’ notice is given, a $100 inconvenience fee will be charged.
* Other arrangement can be made if Covid is the reason for cancellation.

Playford Athletics Centre reserves the right to review fees, policy and fees at any time.

This document represents a Legally Binding Contract Between the Hirer and Playford Athletics Centre, effective from 1 January 2022.

Playford Athletics Centre Hire Team