



Function Hire Contract

CONTACT DETAILS

BOOKING DATE: ...../...../.....

Name: .....

Phone: ..... Mobile: .....

Postal Address: .....

Email: .....

FUNCTION ROOM - UPSTAIRS

No Bar Service - Seminars/Meetings

- Full day Use..... Hire 3 ..... \$220.00
• Half day (Up to 4 hours)..... Hire 8 ..... \$110.00

Tea/Coffee & biscuits..... Hire 5 ..... \$60.00
(up to 25 people, then a negotiated fee)

Supply of other morning or afternoon tea/s or Lunches by negotiation

Equipment Hire

Data Projector, Over Head Projector, Screen ..... Hire 9 ..... \$55.00
Linen Hire per table No of Tables ..... Hire 14 ..... \$11.00

Bar Service - Large functions, Parties and Receptions (300 people max)

- Bar Staff and standard clean..... Hire 1 ..... \$420.00
• License ..... Hire 7 ..... \$38.00

Kitchen for food service incl Cutlery & Crockery ..... Hire 13 ..... \$135.00

Weddings

Includes use of Kitchen, function room, with access after 1.00pm day before (if club not hired night prior - Otherwise available on morning of hire). Excludes Linen Hire

Clean up the following morning by 10.00am ..... Hire 10 ..... \$600.00

NOTE: SETUP FOR FUNCTIONS - TABLES, CROCKERY, CUTLERY ETC IS HIRERS RESPONSIBILITY - NOT INCLUDING IN ANY OF HIRE CHARGES

MEMBERS BAR - DOWNSTAIRS

No Bar Service

- Full day use ..... Hire 11 ..... \$110.00
• Half day (Up to 4 hours)..... Hire 12 ..... \$55.00

Bar Service - Bar Parties, Receptions (70 people Max)

- Bar Staff and standard cleaning ..... Hire 2 ..... \$250.00
• License ..... Hire 7 ..... \$38.00

BBQ facilities (Downstairs) ..... Hire 6 ..... \$55.00

TOTAL HIRE COST includes GST..... \$ \_\_\_\_\_

Deposit to be invoiced ..... \$ \_\_\_\_\_

OR Deposit Received (date and cash or cheque)..... \$ \_\_\_\_\_

Office Use : Circle applicable hire code..... Fax to Treasurer 8683 0142 [ ]

Bar Staff Rostered [ ] Liquor Licence applied for [ ] Received [ ]

Other Comments. ....

Port Lincoln Yacht Club – Hire Contract

Tasman Terrace
PO Box 628
PORT LINCOLN SA 5606
www.plyc.com.au

Phone 08 8682 3442
Fax 08 8682 6900
Email info@plyc.com.au

CONDITIONS OF HIRE

Deposit – to be paid on confirmation of booking

Booking with bar service .....\$150.00
Booking no bar service ..... \$50.00

If the booking is cancelled 1 month before the booking date the deposit will not be refunded.

Payment

Functions will be invoiced with payment due 14 days after your event. Direct payments to bank preferred - please include invoice number and your name as reference. Cheques payable to Port Lincoln Yacht Club Inc.

Alcohol policy

Alcohol is not to be bought to the club. The only exception is when the PLYC does not stock the item you require, in this case a limit of one glass per person on arrival or two bottles of wine on each table. The wine must be opened by PLYC staff and a corkage fee of \$7.00 per bottle will apply.

The PLYC are happy to purchase particular wines for your function on negotiation.

Catering

Organisation of Catering is the responsibility of the hirer. Our Bar and Functions Coordinator can offer suggestions of providers.

SOME SUGGESTIONS TO KEEP YOUR COSTS DOWN.

Cleaning

While a % of the hire fee includes a standard clean, excess cleaning will be charged at \$50.00 per hour, at the discretion of the Bar and Function Hire Coordinator.

Kitchen Security

You will be supplied a key and access code to the building. The alarm to the kitchen must be de activated before entering by entering a 4 digit access code and pressing "Away" on the panel to the left of the kitchen door. A \$50.00 false alarm fee will apply if the alarm is activated.

Damage to PLYC property

Damage above wear and tear to PLYC property will be charged. This includes excess glass breakages.

- Please do not remove club fixtures eg. Trophies, photos or speakers.
Do not use Sticky tape on windows as the windows have a protective coating that may be damaged.
No sticky tape on ceiling panels. Paper clips may be used inserted at the side of the panels by lifting the panels and hanging the clips from the supports.
Candles may only be used if a barrier is used to protect tables and carpet.
A utensil list will be supplied for the kitchen. After a function please check to make sure items have not been removed from the club. Replacement charges will apply.

I/We hereby accept the Port Lincoln Yacht Clubs terms and conditions for hire and confirm our booking.

I/We agree to pay the hire fees as invoiced and within 14 days the function and agree to pay charges for any damage and extra cleaning however caused while hiring and occupying the club as set out in the "Conditions of Hire".

SIGNATURE OF HIRER/S

Dated ...../...../.....

PLYC Comments:

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Current financial PLYC Members and Sponsors receive a 20% discount on Hire Fees