



Function Hire Contract 2019-2020 V1

CONTACT DETAILS

Name Phone Mobile Postal Address Email Date of Event Purpose of Hire (ie wedding, engagement, birthday) Are you a Club Member or Sponsor? YES / NO Discount may apply - see page 2

FUNCTION ROOM - UPSTAIRS

- Seminars/Meetings without Bar Service: Full day Use \$240.00, Half day (up to 4 hours) \$120.00
Wedding Receptions, Large functions and Parties with Bar Service (300 people max): Function Room Hire Fee, Bar Staff and a standard clean \$500.00, Use of Kitchen (when PLYC caterer is not used) \$100.00

Clean up is required the following morning by 10.00am.

HIRE TIME FROM: am/pm TO: am/pm BAR OPENING TIME FROM: am/pm TO: am/pm
TOTAL NUMBER OF GUESTS:

MEMBERS BAR - DOWNSTAIRS

- Function/Meeting without Bar Service: Full day use \$160.00, Half day (Up to 4 hours) \$80.00
Parties, Receptions with Bar Service (70 people max): Function Room Hire Fee, Bar Staff and a standard clean \$300.00

Clean up is required the following morning by 10.00am.

HIRE TIME FROM: am/pm TO: am/pm BAR OPENING TIME FROM: am/pm TO: am/pm
TOTAL NUMBER OF GUESTS:

OTHER OPTIONS

- Hire of BBQ facilities (downstairs) \$55.00
Equipment Hire - Data Projector and Screen \$55.00

TOTAL HIRE COST (includes GST): \$

An invoice for the full amount will be forwarded upon confirmation of booking.

TERMS & CONDITIONS OF HIRE

Tentative bookings are held for 2 weeks only. To confirm your booking the Function Hire Contract must be completed and lodged along with a signed copy of the Terms and Conditions to the PLYC. An invoice for the full amount will be forwarded for payment.

If the booking is cancelled at least 30 days prior to the hire date the amount paid will be refunded.

Payment

Immediate 50% payment on receipt of invoice is required to secure the booking. The balance is payable within 90 days. Full payment must be received prior to use of facilities. All beverage accounts must be finalised on the night. We accept Bank Deposit, Cash or MasterCard/Visa. Bank deposit details are as follows:

Bendigo Bank
Port Lincoln Yacht Club Inc
BSB: 633 000

Account No: 50202505

Ref: Invoice number or full name

Security Bond: Credit card details are required prior to use as pre-authorisation. This will be used to cover any breakage or damage which occurs during your function or event, and excess cleaning charges where the property requires a higher than usual level of cleaning as a result of your hire, along with any outstanding payments not received after your hire. You will be notified of these charges before your credit card is charged.

Setup of Functions

The setup for functions - tables, crockery, cutlery and decorations etc is the hirer's responsibility and is not included in any of the hire charges.

18th and 21st Birthday Functions

18th birthday functions are **NOT** permitted. 21st birthday functions are permitted in the upstairs function room only. Licensed security is compulsory for 21st birthday functions at the cost of the hirer and the hirer must give notice to the Club of the name of the security business hired for that particular function.

Alcohol policy

Alcohol is not to be brought into the Club.

Catering

Organisation of catering is the responsibility of the hirer. Our Function Hire Coordinator can offer suggestions of providers. Supply of morning or afternoon tea may be available by negotiation.

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 Function Hire Coordinator.

Kitchen Security

You will be supplied a key and access code to the building. The alarm to the kitchen must be deactivated 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.
- Confetti, petals, table sprinkles and glitter are not permitted. A cleaning fee will apply if used.
- No sticky tape or blue tac are permitted on ceiling panels. Ceiling panels have special clips which are to be used when decorating.
- 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 Club's terms and conditions for hire and confirm our booking.

I/We agree to pay the hire fees as invoiced 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:

.....
.....

Current financial PLYC Members and Sponsors receive a 20% discount on Hire Fees
GOLD SPONSORS = 1 free function room hire