



# Event Booking Agreement

November 2017

The agreement shall only be binding once both parties have completed and signed the agreement form.

|                      |     |      |             |
|----------------------|-----|------|-------------|
| Business Name & ABN  |     |      |             |
| Name of Contact      |     |      |             |
| Address              |     |      |             |
| Phone No.            | Hm: | Bus: | Mob:        |
| Driver's Licence No. |     |      | Expiry Date |
| email                |     |      |             |

| Section of Club Being Hired (circle) | Upstairs  |     | Main Hall |     |     | Kitchen |     |
|--------------------------------------|---|-----|-----------|-----|-----|---------|-----|
| Hiring Day(s)                        | MON   | TUE | WED       | THU | FRI | Sat     | Sun |
| Starting Time                        |   |     |           |     |     |         |     |
| Finishing Time                       |   |     |           |     |     |         |     |
| No of People at venue                |   |     |           |     |     |         |     |
| Booking Rate                         | \$220 for first two hours and \$55 per hour thereafter. |     |           |     |     |         |     |

Details of Club  
Equipment/Apparatus' to be used:

|  |          |                                  |  |
|--|----------|----------------------------------|--|
| Signature of Club Representative approving equipment |          |                                  |  |
| Type of Event  |          |                                  |  |
| Event Date   |          |                                  |  |
| Booking Deposit (Refundable)                         |          |                                  |  |
| Total fee for event/s                                |          | Booking & Cleaning fee           |  |
| Public Liability Sighted                             | YES / NO | Signature of Club Representative |  |
| Insurance Co., Policy No & Expiry                    |          |                                  |  |

Hirer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Club Representative:

Date

**Hire Conditions (Must be signed)**

1. The hirer must have their own public liability insurance, which must be sighted by the club's representative before use of the club's premises can begin.
2. The hirer will only occupy the premises for the time period shown above.
3. If a key is provided, it is NOT to be given to any other individual at any time and must be returned at the conclusion of the Hire period.
4. The hirer will provide their own First Aid Kit and treatment in the event of any injury to persons who are associated with the hirer's activity.
- 5. The hall must be left in the same state of cleanliness as found at the beginning of the session, unless alternative cleaning has been paid for.**
6. Club equipment is not to be used unless specifically stated above. Usage of equipment will only be allowed, subject to confirmation of accreditation and insurance for usage.
7. The hirer must ensure no footwear and/or inappropriate equipment are used on the sprung floor.
8. The hirer must pay for any damage to club property occurring during the hirer's session.
9. NO SMOKING AND/OR ALCOHOL IS ALLOWED ON THE PREMISES OR ANYWHERE ON THE GROUNDS.
10. On vacating the premise when required to lock up, all lights must be switched off, emergency doors securely locked, all windows closed and locked, the front door locked and all gates shut and padlocked.
- 11. The Hirer must adhere to the policies and codes of conduct as advertised on the club's website [www.sbagc.com.au](http://www.sbagc.com.au)**

Contractual Agreement

I the undersigned hirer, as named above agree that I will abide by the conditions of hire, which are set out above and overleaf. I agree that failure to comply with any of the conditions will lead to the cancellation of this agreement, additional charges and/or that the security deposit may not be refunded. I agree that the club may give me two weeks notice that this agreement is to be terminated and that I will give the club two weeks notice that I wish to cancel the agreement. I understand that the club may need to change my allotted time to another time for the purpose of special functions and that I will be given notice of at least twice my hiring period as set out above. I agree to pay the hiring fee either in advance or by instalments at each session.

Signature of Hirer \_\_\_\_\_

Date \_\_\_\_\_