

BALMAIN ROWING CLUB (Inc.)

Established 1882

Clubhouse:
White Street
Balmain, NSW 2041
Phone: 98103400

Correspondence:
PO Box 15
Balmain, NSW 2041
**(DO NOT MAIL
APPLICATIONS TO
THIS ADDRESS)**

CONTRACT - CONDITIONS FOR HIRE OF CLUB HALL

YOU MUST BE A MEMBER TO HIRE THE HALL - SEE BELOW

The hall is available for hire on a selective basis to Club members. Should you not be a member, an application for Social Membership should be completed. Please download the Social Membership application form from the Club website, sign and forward it with your Hall Hire Application. Hire is subject to the approval of the Committee of Management of Balmain Rowing Club.

Written application must be lodged on the attached form prior to the consideration of a request.

CAREFULLY READ AND INITIAL EACH CLAUSE OF THE CONTRACT AND THE DUPLICATE COPY. SIGN AND HAVE WITNESSED BOTH THE ORIGINAL AND THE DUPLICATE.

RETURN THE SIGNED CONTRACT PLUS THE APPLICATION PLUS HIRE PAYMENT FOR APPROVAL.

PLEASE BE AWARE THAT NO BOOKING IS MADE OR HELD UNTIL THE APPLICATION IS RECEIVED AND ACCEPTED. HIRERS SHOULD MAKE NO FURTHER ARRANGEMENTS FOR THEIR FUNCTION UNTIL OFFICIAL CONFIRMATION OF THEIR BOOKING IS RECEIVED.

OBLIGATIONS OF THE HIRER AND GENERAL INFORMATION.

- Clause 1 *Equipment.* Tables and chairs sufficient for 80 persons, the bar, refrigerators, urns, stove and 2 small microwave ovens are available for use as part of the hire charge.
A hot plate barbecue and a giant kettle barbecue are available for hire. (Refer application form for additional hiring charges.)
NOTE: This is the sole equipment of this type permitted to be used by the hirer or their caterers unless formal permission is sought. An electricity fee may be applicable for extra items. *Initial*
- Clause 2 *Decorations.* Decorations may be used but must be easily removed. The use of pins, nails screws or staples to affix decorations is not permitted. Use of such items could cause the loss of deposit. Hirers are expressly advised that any defacing of Club Honour Boards will lead to automatic loss of deposit. *Initial*
- Clause 3 *Off Limits.* The lower floor boat storage bays, pontoon and ramp are not part of the hire and are off limits. *Initial*
- Clause 4 *No Smoking.* Smoking is not permitted anywhere on the premises of the Rowing Club. *Initial*
- Clause 5 *Duration of Hire.* All hire activity must finish at the time listed. Persons may only remain after that time for the purposes of cleaning the premises and precinct of the Club. Without exception the Club must be vacated by end of hire plus 30 minutes. Clean up time on the following day will be allowed for the hall to be returned to handover state by 9.30am or subject to hall hire commitments. Time limits will be listed on your hire notice. *Initial.*
- Clause 6 *Decorum.* The hirer and his/her/their party are expected to conduct themselves in a satisfactory manner and when leaving the area are expected to do so quietly so as not to inconvenience residents.
The hirer is responsible for the control of the quantity of alcohol consumed and is expected to exercise their discretion in refusing to supply any member of their party who is intoxicated.

- Initial*
- Clause 7 *Noise Pollution.* It is expressly agreed between the Club and the hirer that the hirer will bear all responsibility for the control and abatement of any noise within the clubhouse and the surroundings during the period of hire. It is clearly understood that all music, noise and activities must cease at the time listed. Failure to do so will result in forfeiture of the security deposit and may result in police action.
- Initial*
- Clause 8 *Cleaning.* It is the responsibility of the hirer to clean the hall, kitchen, toilets and verandah floors and equipment to the order in which they were found or a cleaning fee will apply. (A vacuum cleaner is provided)
- Initial*
- Clause 9 *Removal of Waste.* Foodstuffs, waste paper, glass cans etc. are all to be removed from the premises and its precinct. Any items left for the club to dispose of will be charged at commercial disposable collection rates. Under no circumstances are any waste rubbish or other materials to be put into the harbour, placed upon its foreshores, in the park or any adjoining property. Any or the cost of legal action as a result of any such act will be borne by the hirer.
- Initial*
- Clause 10 *Limit of liability.* Should the building become unusable to the hirer due to fire, tempest, vandalism or any other reason beyond the control of the club then the club is only liable for the refund of the hire fee
- Initial*
- Clause 11 *Fire Safety.* An extinguisher and fire blankets are installed in the kitchen area. Barbecues are only to be used on the verandah area. Fireworks and sparklers of any type are not to be used under any circumstances. Candle usage approval must be sought and will only be given subject to compliance with special conditions.
- Initial*
- Clause 12 *Damage.* Any damages rendered to the building, fixtures, fittings, floor coverings, electrical equipment, furniture, windows, fire fighting and safety items, interior decorations etc. will be borne by the hirer.
- Initial*
- Clause 13 *Injury.* The Balmain Rowing Club accepts no responsibility for any injury suffered by person/persons hiring the clubhouse or any person in attendance during the period of hire whether the injury is received in the clubhouse or its precinct.
- Initial*
- Clause 14 *Theft of Property.* Renewal or replacement of property from the clubhouse whether it belongs to the Club or club members will be the sole responsibility of the hirer. The Committee of Management of Balmain Rowing Club will take legal action where deemed necessary.
- Initial*
- Clause 15 *Matters not Provided.* for Any matter not covered by the “Conditions of Hire” will be adjudicated by the Committee of Management of the Balmain Rowing Club or its duly elected office bearers.
- Initial*
- Clause 16 *Payment.* The Hall Hire Fee must be lodged with the Hire Application. The security deposit, plus any extra hire fees must be paid at the time of collecting the access key.
- Initial.*
- Clause 17 *Refunds.* The refund of the surety is subject to the approval of Club Committee. Refunds are available minus the booking fee of \$150.00 up till one month before the hall hire booking date. Refunds within the 30 day period are not available unless a case for hardship can be presented to the committee at the first available regular monthly meeting date. As necessary a statement of account will be issued itemising any penalties imposed.

Initial

This application should be mailed to
Mr Joseph Grech
Level 5
71 York Street
Sydney 2000

You will be notified by return mail regarding the result of your application.

Should you have any questions regarding hire, please contact Joseph Grech Monday to Friday between 9.00am and 5.00pm on 8297 3550 or by fax on 8297 3510 or by email on brc.hall@gmail.com

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APPLICATION FORM HIRE OF CLUB HALL

NAME AND ADDRESS OF HIRER:

.....

NAME AND ADDRESS OF PERSON RESPONSIBLE FOR FUNCTION IF DIFFERENT TO ABOVE:

.....

.....

Current Member of Balmain Rowing Club(tick): () Application for Social Membership attached (tick): ()

Contact: Mobile Phone:.....

Email:.....

Nature of function:.....

Preferred date:..... Alternate date:.....

Hours of Function: From:..... To:.....(maximum 6 hours)

Approximate number attending (Note maximum 80 people)

Type of entertainment

.....

(NB Music volume must be set at a reasonable level)

Type of music.....

Type of catering (tick) SELF () CATERER ()

Name of caterer (if applicable)

Will you be providing extra furniture (tick) YES () NO ()

Type of decorations envisaged:.....

HIRE OF BARBECUE: Gas barbecue (3 burner) @ \$55 (tick) Yes () No ()

Giant Webber Barbecue @ \$55 (tick) Yes () No ()

HALL HIRE FEE \$595 to 11.00pm or \$485 to 7.00pm

SURETY (KEY DEPOSIT) \$500 (Cash)

AMOUNT DUE WITH APPLICATION

AMOUNT PAYABLE ON COLLECTING
KEY

DECLARATION:- I have read the "Conditions of Hire of Club Hall" for Balmain Rowing Club and understand my obligations as hirer. I am fully aware that all music and noise must cease by 11.00pm and the premises vacated quietly.

I am solely responsible for the good order and conduct of the function and agree to comply with the conditions and abide by any decision made by the Committee of Management of Balmain Rowing Club or its officers .

Signature of person responsible for the hire Date

Signature of witness Date

Application Approved/Rejected Notified by telephone/fax/mail/email

Receipt No. Date

NB. Please ensure you include the initialled two pages of "Conditions of Hire" when forwarding your application.

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HALL HIRE DETAILS

Maximum Number is 80 persons

Duration of Hire is 6 hours

FEES:-

Hire	finish at 7pm	\$485 (incl GST)
Hire	finish at 11pm	\$595 (incl GST)
Day Before Reserve (for setting up)		\$185 (incl GST)
Barbecue (3 burner plate)		\$55 (incl GST)
Barbecue - Giant Webber type		\$55 (incl GST)
Security Deposit		\$500 (GST n/a)

EQUIPMENT INCLUDED IN HIRE FEE

Tables	13
Chairs	80
Microwave Ovens	2
Bar Fridges	1 - (double door, located in bar area)
Refrigerators	2
Stove 4 elements plus oven	1
Electric Urns	1
Zip Constant Boil Water Heater	1
Vacuum Cleaner	1

EXTRA EQUIPMENT hired by the hirer must be removed by clean-up time.

It is the responsibility of the hirer to arrange collection of any hired items within the clean up period. No items can be left at the venue after clean-up.

Sound Equipment Must Only Face Towards the water.

CLEANING

Hall, verandah, toilets and kitchen plus removal of all decorations is to be completed by stated time.

ACCESS

The hirer can start setting up from 10.00am on the day of the hire unless a setting up day has been arranged and paid for.

The Hirer must ensure the function stays within the Rowing Club property.

Please remember that all evening function finish at 11.00pm

The hall and the surrounds Must Be Vacated by 11.30pm.

It is the responsibility of the hirer to ensure their guests:-

leave both the premises and the area quietly with minimum disturbance to the neighbors

Taxis collecting from your function **MUST NOT ANNOUNCE THEIR ARRIVAL BY BLOWING THEIR HORNS.** Please ask them to phone the club on approach.