



Balmain Rowing Club

A community rowing club in the heart of Balmain

Balmain Rowing Club Inc.

ABN 49 114 044 362

White Street Balmain NSW

Correspondence

PO Box 15 Balmain NSW 2041

www.balmainrowingclub.com

info@balmainrowingclub.com

Ph 9810 3400

Contract and Conditions for the Hire of BRC Hall

The BRC Hall is available for hire on a selective basis to Balmain Rowing Club members. Non-members who wish to hire the hall may do so by becoming a Supporter Member of the Club for the year.

Please read the following steps as they will assist you in making your application for the hire of BRC Hall.

- Complete the BRC Hall Hire application on pages 2 – 5. Fees are listed on page 3.
- Email completed BRC Hall Hire application to hallhire@balmainrowingclub.com
- Email is faster but if you cannot email post to address above
- BRC Hall Hire coordinator will contact you regarding the availability of the hall for your event

If BRC Hall is available for hire

- You will be asked to confirm your booking by directly depositing the hall hire fee into Balmain Rowing Club's account. You do not have a booking until the hire amount is deposited into the Hire account
BSB: 082-125 Account Number: 178341224.
Note: the hire fee includes Supporter Membership fee of \$40 and GST
- On the day of hire, pay **in cash** \$500 security deposit and collect the key
- On the day after the hire, return the key and collect refunded security deposit.

Should you have any questions about hiring BRC Hall, please contact Polly Pickles by emailing hallhire@balmainrowingclub.com

Maximum capacity of the hall is 80 persons.

Duration of the hire may be up to 6 hours.

Equipment included in the hire fee:

Tables 13

Chairs 80

Bar Fridge 1

Refrigerators 2

Microwave Oven 2

Induction Stove with

oven

Electric Urn

Vacuum cleaner

Access:

The hirer may start setting up from 10am on the day of hire only, unless a setting up day before has been arranged and paid for.

The hirer must ensure the function stays within the confines of BRC's property. All evening functions must finish by **11pm** and the premises and surrounding area vacated by 11.30pm. It is the responsibility of the hirer to ensure their guests leave the premises and area quietly to ensure BRC's neighbours are not disturbed. Taxis collecting guests from your function must not announce their arrival by honking their horns. Please ask the taxi driver/company to telephone on approach.

Cleaning:

The hall, verandah, toilets and kitchen must be cleaned and all decorations and hired equipment removed before the end of the clean-up time **9.30 the next day**.

Application Form
Hire of Balmain Rowing Club Hall

Hirer Details

Surname: _____ First Name: _____

Address: _____ Phone: (h) _____

_____ (w) _____

_____ (m) _____

Email Address: _____

Person Responsible for function if different to the above

Surname _____ First Name: _____

Address: _____ Phone: (h) _____

_____ (w) _____

_____ (m) _____

Email Address: _____

Nature of Function: _____

Preferred Date: _____ Alternate Date: _____

Hours of Function (maximum 6 hours) From: _____ to: _____

Approximate Number of Guests (maximum 80) _____

Type of Entertainment /Music _____

Type of Catering: _____ Self: Yes / No Caterer: Yes / No

Name of Caterer: (if applicable) _____

Will you be providing extra furniture? Yes / No

Type/style of decorations: _____

Hire of BBQ requested (additional cost \$55) Yes / No

3 burner gas

Fees

Hall hire fee (Event to 7pm)	\$550	<input type="checkbox"/>
Hall hire fee (Event to 11pm)	\$750	<input type="checkbox"/>
Sunday Children's Party (10am to 2pm)	\$300	<input type="checkbox"/>
Set Up day before hire fee (from 10am) Date: _____	\$250	<input type="checkbox"/>
Security deposit (required for all hires refundable \$500 cash only upon receipt of key)		
BBQ hire fee	\$55	<input type="checkbox"/>
	TOTAL	_____

Declaration

I have read the 'Conditions of Hire for BRC Hall' on pages 4 and 5, accept each of these conditions and understand my obligations as a hirer.

I am fully aware that all music and noise must cease by 11pm and the premises vacated quietly.

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

Signature of the person responsible for the hire of BRC hall
(must be minimum 18 years of age)

Date:

Signature of Witness

Date:

Official Use Only

Application Approved/Rejected

Notified by Phone/Email

Reference Number _____

Date: _____

Contract – Conditions for Hire of BRC Club Hall Obligations of the Hirer and General Information

Initial each clause

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.

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.

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 defacing of Club Honour Boards will lead to automatic loss of deposit and cost to re-instate to original condition.

Decorum The hirer and his/her/their guests 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 of their guests who is intoxicated.

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 BRC Hall. Without exception the BRC Hall must be vacated by the end of the hire plus 30 minutes.

Clean up time on the following day will be allowed for BRC 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.

Equipment Tables and chairs sufficient for 80 persons, the bar, refrigerators, urns, induction stove and 2 small microwave ovens are available for use as part of the hire charge.

Extra Charge is made for the 3 burner plate Barbeque.

Please 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.

Extra equipment hired by the hirer must be removed at or before clean-up time. It is the responsibility of the hirer to arrange collection of any hired items within the allocated clean-up time. Items cannot be left at the venue after clean-up is completed.

Fire Safety An extinguisher and fire blankets are installed in the kitchen area. Barbeque is 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.

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.

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.
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.
Noise Pollution	<p>It is expressly agreed between Balmain Rowing 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.</p> <p>The hirer understands that all sound equipment must only face towards the water.</p> <p>It is clearly understood that all music, noise and activities must cease as the time listed. Failure to do so will result in forfeiture of the security deposit and may result in police action.</p>
No Smoking	Smoking is not permitted anywhere on the premises of Balmain Rowing Club.
Off-Limits	The lower floor boat storage bays, pontoon and ramp are not part of the hire and are off limits,
Payment	The BRC Hall hire fee must be paid prior to confirmation of the booking. The security deposit, plus extra hire fees must be paid at the time of collecting the access key.
Refunds	<p>The refund of the security deposit is subject to the approval of BRC Committee of Management. Refunds are available minus the booking fee of \$150.00 up until one month before the hall hire booking date.</p> <p>Refunds within the 30 day period are not available unless a case for hardship can be presented to the BRC Committee of Management at the first available regular monthly meeting date. As necessary a statement of account will be issued itemising any penalties imposed.</p>
Removal of Waste	<p>Foodstuffs, waste paper, glass, cans etc are all to be removed from the premises and its precinct. Any items left for BRC to dispose of will be charged at commercial disposable collection rates.</p> <p>Under no circumstances is waste, rubbish or other materials to be put into the harbour, placed upon its foreshores, in Elkington Park or any adjoining property.</p> <p>The cost of legal action as a result of any such act will be borne by the hirer of BRC Hall</p>
War Memorial	It is against the law in NSW to cover over or fix anything to a war memorial. Under no circumstances is the Balmain Rowing Club war memorial within the hall to be covered over or have decorations fixed to it.
Theft of Property	Renewal or replacement of property from BRC property whether it belongs to BRC or a member of BRC will be the sole responsibility of the hirer of BRC Hall. The committee of Management of Balmain Rowing Club will take legal action where deemed necessary.