**Agreement 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 (Supporter membership fee is included in the hall hire fee).

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 if you have read the rate card with the hall fee prices and are ready to go ahead and book your event.
* Email the completed form to [hallhire@balmainrowingclub.com](mailto:hallhire@balmainrowingclub.com)

If the BRC Hall is available to you to hire the BRC Hall Hire Co-ordinator will ask you to confirm your booking by directly depositing the hall hire fee and bond into Balmain Rowing Club’s account

**BSB: 082-125 Account Number: 178341224**

* You do not have a booking until the hire fee is deposited into the Hire account
* On the morning of the hire meet the Hall Hire Co-ordinator at the hall to collect the electronic key fob, at the end of the hire return the key fob
* The refund of the bond is subject to approval of the Hall Hire Co-ordinator, if there is no damage and you return the hall to the way you received it the bond will be refunded to you normally within about one week of your hire

Should you have any questions, please email the BRC Hall Hire Co-ordinator [hallhire@balmainrowingclub.com](mailto: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 17 (180cm x 75cm) | Bar Fridge 1 | Microwave Oven 2 |
| Chairs 80 | Refrigerators 2 | 900mm Stove with Oven 2 |
| Electric Urn |  |  |

|  |  |
| --- | --- |
| **Access:** | The hirer may start setting up from **10:00am 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:** | All decorations and hired equipment must be removed before **8:30am the next day to allow time for the BRC cleaner to come in and finish by 9:30am-10:00am**. |

**Application Form**

**Hire of Balmain Rowing Club Hall**

**Hirer’s Details**

|  |
| --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Hirer’s Bank Details (for refund of the bond, as applicable)**

|  |
| --- |
| Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| BSB Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Function Details**

|  |
| --- |
| Nature of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Preferred Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Hours of Function (maximum 6 hours) From: \_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_ |
| *(Key collection and access from 10am day of hire)* |
| 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 |
|  |
| If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Type/style of decorations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
|  | |

How did you hear about Balmain Rowing Club Hall? (Please circle):

Internet / Attended function at BRC / Previously hired / Friend / Member / Other – please specify: \_\_\_\_\_\_\_\_\_\_\_

**Declaration**

* I have read the ‘Conditions of Hire for BRC Hall’ on pages 4 and 5, accept each of these conditions, understand my obligations as a hirer and will abide by any decision made by the BRC Committee of Management or its officers
* I am 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 for the quantity of alcohol consumed
* I understand that two general rubbish (wheelie) bins will be allocated for my use; I will take away all rubbish which cannot fit into the bins provided
* I understand that electronic fob key collection and access is from **10:00am** on day of hire unless prior arrangements have been made with the Hall Hire Co-ordinator
* I understand that the hall is to be returned to handover state and any hired equipment removed from the premises by **8:30am the next day** unless prior arrangements have been made with the Hall Hire Co-ordinator

Signature of the person responsible for the hire of BRC hall Date:

(must be minimum 23 years of age)

|  |
| --- |
|  |

|  |
| --- |
| ***Official Use Only***  *Approved / Rejected Ref Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Hall & Cleaning fees paid*  *Bond paid*  *Calendar*  *Confirmed* |

**Agreement – Conditions for Hire of BRC Club Hall**

Initial each clause

**Obligations of the Hirer and General Information**

|  |  |  |
| --- | --- | --- |
| **1. Cleaning** | The hirer must remove all food and food scraps, drinks, empty bottles/cans, flowers and decorations. Any cigarette butts and litter that is dropped outside the entrance and the club’s surrounds must be picked up and placed in the bins provided. The club’s cleaner will vacuum and mop all floors, clean/wipe kitchen benches and toilet/bathrooms. Balcony sliding doors will also be freshly cleaned and front porch entrance swept. |  |
| **2. 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. |  |
| **3. 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. |  |
| **4. Decorum and Service of Alcohol** | The hirer and 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. Taxis collecting guests must not announce their arrival by honking their horns. Please ask the taxi driver/company to telephone on approach.  A responsible service of alcohol policy applies at all times. 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. No alcohol is to be consumed outside BRC Hall. |  |
| **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 BRC Hall. Without exception the BRC Hall must be vacated by the end of the hire plus 30 minutes.  BRC Hall to be returned to handover state by 8.30am the following morning. |  |
| **6. Equipment** | Tables and chairs sufficient for 80 persons, the bar, refrigerators, urn, ovens/stoves and two small microwave ovens are available for use as part of the hire charge.  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.** |  |
| **7. Fire Safety** | An extinguisher and fire blankets are installed in the kitchen area. **Candles, fireworks and sparklers of any type are not to be used under any circumstances.** |  |
| **8. Injury** | 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. |  |

|  |  |  |
| --- | --- | --- |
| **9. 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. |  |
| **10. Matters Not Provided For** | Any matter not covered by the 'Conditions of Hire' will be adjudicated by the BRC Committee of Management or its duly elected office bearers. |  |
| **11. Noise Pollution** | Music and noise are to be restricted to a reasonable level. All music and noise must cease by 11.00pm (or earlier as agreed). Failure to do so will result in forfeiture of the bond and may result in police action. The noise restriction is the agreement the club has with its neighbours. |  |
| **12. No Smoking** | Smoking is **not permitted** anywhere on the premises of Balmain Rowing Club including the balcony. Under no circumstances are cigarette butts to be thrown onto the pontoon or decking. Breaches will result in forfeiture of the bond. Smoking is permitted outside on the front path and a tray is provided for the butts (Elkington Park). Butts or rubbish are not to be discarded outside the club’s premises, a minimum $100 charge will be deducted from the bond for any clean-up required after a hire. |  |
| **13. Off-Limits** | The lower floor boat storage bays, pontoon, deck and ramp are not part of the hire and are off limits. Breaches will result in loss of the bond. |  |
| **14. Payment** | The BRC Hall hire fee and bond must be paid prior to confirmation of the booking. |  |
| **15. Refund of the bond** | The bond or part thereof will be returned to the Hirer when the BRC Committee of Management ascertains that the hall and equipment have been returned to handover state and the key returned to the Hall Hire Co-ordinator at the end of the hire. Any costs or damages incurred by the hirer will be deducted from the bond. A statement of account will be issued itemising any penalties imposed as required. |  |
| **16. Cancellation of booking** | Refunds are available minus a booking fee of $500 up until 30 days 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 BRC Committee of Management at the first available regular monthly meeting date. |  |
| **17. Removal of Waste** | Foodstuffs, waste-paper, glass, cans, bottles, decorations etc are all to be removed from the premises and its precinct. Wheelie bins are located outside the club entrance, the hirer must take away all waste which cannot fit into the two wheelie bins provided. Any items left for BRC to dispose of will result in forfeiture of the bond. Under no circumstances is waste, rubbish, cigarette butts or other materials to be put into the harbour, placed upon its foreshores, in Elkington Park or any adjoining property. The cost of legal action as a result of any such act will be borne by the hirer of BRC Hall |  |
| **18. 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 Honour Board within the hall to be covered over or have decorations fixed to it. |  |
| **19. 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 BRC Committee of Management will take legal action where deemed necessary. |  |