

VENUE HIRE APPLICATION FORM

Section 1 - Applicant information

Name			
Company/Organisation Name			
ABN			
Address			
Suburb/state/postcode	Suburb	State	Postcode
Telephone			
Email			
Identification	Driver's License#	Office Use: Sighted <input type="checkbox"/>	Initials
Bank Details (deposit refund)	Name		
	BSB	Account #	

Section 2 - Event overview

Name of event			
Briefly describe event			
Proposed date(s)			
Proposed date/time setup	date:	time:	
Proposed date/time pack up	date:	time:	
Estimated number of attendees			
Special requirements			
Security arrangements			

Section 3 - Facilities requirements

Please select	<input type="checkbox"/> Large Function Room	<input type="checkbox"/> Bowling Green
	<input type="checkbox"/> Small Function Room**	<input type="checkbox"/> Memorial Garden
	<input type="checkbox"/> Bar access	<input type="checkbox"/> Kitchen Access
Bond Required (office use)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**For 2020 the Small Function room is not available for hire

Section 4 – Rates

The minimum hiring of any function space is three hours. All others services are costed separately to provide a comprehensive quote.

Discounts for eligible customers is calculated on the base rate

Bond must be paid to secure your date: A refundable security bond is required to secure your booking date and will be included on the invoice. Bonds range from \$200 to \$500 based on the scale/size of the event. And cleaning fees will be deducted from the security bond if venue spaces are not cleaned prior to the end of the event.

Venue Hire: all venue hire fees must be paid 14 days before your event. If not paid, event date will be cancelled and bond will be forfeit. Payment won't be accepted at RSL Bar, needs to be either direct deposit or credit card payment via links provided on invoice

<i>Option 2</i>	Capacity	Members	Non-Members	Community	Commercial
<i>Large Function Room</i>	170	\$50	\$85	\$85	\$ 150
<i>Small Function Room</i>	30	\$25	\$45	\$45	\$ 75
<i>Bowling Green</i>	100	\$50	\$85	\$85	\$ 125
<i>Memorial Garden</i>	40	\$25	\$55	\$55	\$ 75
<i>Kitchen</i>		\$25 per hour \$75 half day \$130 full day	\$35 per hour \$100 half day \$180 full day	\$35 per hour \$100 half day \$180 full day	\$50 per hour \$150 half day \$250 full day

- All rates per hour, no minimum
- Community hire rates are for community groups/not-for-profit organisations.
- Commercial rates are for-profit organisations or non-for-profit running for-profit events
- Member pricing is for RSL financial members of at least six months
- As we are a licensed venue all alcohol must be purchased through the RSL bar

Please select any additional services required:

- Bar services \$42/hr. Outside normal bar hours or where event size requires more than 1 bar staff, our venue manager will let you know what's required as part of quote
- Cleaning post event \$50/hr. No charge if left clean & tidy, will be taken from bond if not.
- External security minimum 5 hours @ \$60 per guard / per hour.
- Bar Tab. We can run a bar tab for your guests, please speak with Venue Manager to arrange

License hours

Sunday	10am to 11pm
Good Friday & Anzac Day	12noon to 11pm
On any other day	9am to 12 midnight

Normal Bar hours

Thursday	5pm to 9pm
Friday	4pm to 11pm
Saturday	2pm to 8pm

VENUE HIRE APPLICATION FORM

Section 5 – Public Liability Insurance

All groups and individuals that hire any room or outdoor area of the venue to run a program/activity must carry Public Liability Insurance or accept liability.

If you or your organisation already have Public Liability Insurance coverage, please forward a Certificate of Currency to accounts@skrsl.com.au

Groups and individuals that hire the venue for a party or function will only be covered by the RSL Sub Branch if an accident occurs which demonstrates the RSL Sub Branch was negligent in its responsibility to maintain the safe physical set up of the venue. The RSL Sub Branch Public Liability Insurance will not cover accidents that occur as a result of an individual's actions. Therefore, to ensure full cover, it is recommended that the hirer take out Public Liability Insurance.

The RSL Sub Branch's Public Liability Insurance covers programs managed by the RSL Sub Branch.

Commercial and not for profit organisations hirers must provide a certificate of currency.

Please nominate your public liability cover option:

- Provided details of own policy – please email a copy to accounts@skrsl.com.au
- Waive Public Liability & accept all liability

Section 6 – Signature

Thank you for completing this Application to stage an event at the Spotswood & Kingsville RSL Sub Branch

Declaration:

I, the undersigned have read and agree to comply with the Spotswood & Kingsville RSL Venue Hire Policy and agree with the hire rates outlined in this form. I confirm that the information provided is true.

Print your full name: _____

Signature: _____

Date: _____

Member number _____ Date joined _____

BOOKING PROCEDURES

1. Bookings for any of the function areas at the Spotswood Kingsville RSL can be made by completing the application form available from the venue, on the [Facebook page](#) or by request by phone: (03) 9391 4556 or email: accounts@skrsl.com.au
2. An Application Form must be completed and signed. It acknowledges acceptance of the Conditions of Hire.
3. Payment by EFT - Direct transfer or payment by MasterCard, VISA, or American Express is via our invoice system. All credit card transaction will incur a 1.75% surcharge
4. A deposit/security bond is REQUIRED to hold the booking and is refundable if cancelled within 14 days of the event otherwise the deposit/security bond is forfeit.
5. Cancellation within 7 days of the event will forfeit venue hire and deposit fees paid.
6. Discounts may apply on request for not-for profit-organizations, to a program of events, and to members of Spotswood Kingsville RSL Sub Branch subject to conditions. If the event is a revenue raising event for your NFP commercial rates apply unless negotiated with the RSL

FACILITIES AVAILABLE

7. The facility or specific areas can be hired to individuals or organisations for purposes compatible with the RSL constitution.
8. Any part of the facilities except the bar can be hired for set days or periods of time or for one off events.
9. Our venue has a number of function rooms and outdoor recreation areas. There is: foyer area, meeting room, large function room with access to food preparation area, and PA system. There is an outside BBQ area and substantial grassed area for outside games such as bocce, etc. The overall maximum capacity of the facility is 298 (HBCC plan)
10. Suitable function types include performances, music, meetings, conferences, children's birthday parties, art and craft groups, health and wellbeing activities and classes, education classes, training workshops, support and social groups, playgroups and counselling/consultation appointments.
11. Disability access and facilities available including external ramp, disabled parking spaces, and accessible toilets.
12. The venue is fitted with a security alarm system and CCTV. Access arrangements will be made on confirmation of the booking.
13. A RL Member or security officer will be in the building during all hiring unless other arrangements are made.

PARKING

14. Two parking areas are available for unrestricted parking during events.

CATERING

15. The facility has a BBQ and a commercial kitchen that is not currently licensed for food preparation. Pre-prepared food can be served from the kitchen but not cooked on site. External caterers can bring in prepared food and reheat.
16. Streatrader registration for BBQ. Conditions apply
17. The Committee discourages the use of non-reusable disposable plates and cutlery. Plates and cutlery are available and use of dishwasher available on application.
18. ALL Drinks must be purchased from the RSL Bar

CONDITIONS OF HIRE - ALCOHOL

19. All beverages including any alcoholic beverages and soft drinks to be consumed on the property must be purchased through the RSL liquor license. Drinks must be consumed in the prescribed areas and served according to the responsible service of alcohol standards by qualified personnel and in compliance with liquor licenses held by the club. The prescribed area is inside the building and the bricked area outside. Functions held under our Limited Liquor License may be consumed in red line area including outside areas. Prices are set by the Committee and reviewed periodically.

BOND

20. All venue hirers will pay a maximum \$500 bond per event with the amount scaled to type or the size event.
21. Other arrangements may be negotiated for permanent or regular events.
22. Bond is payable by bank transfer or Credit Card. This payment must be separate from the venue hire fee
23. Money will be deducted from the bond refund to cover the cost of additional cleaning, repairs, damages, extraordinary costs (i.e. security), or if the venue is not vacated by the agreed time.
24. Your legal responsibility is not limited to the Bond amount, that is, any additional expense of cleaning or damage repair in excess of the bond will be billed to the user.

CANCELLATION OF BOOKING

25. A full refund of monies paid will be made for cancellations made at least 14 working days prior to the booking. If cancelled less than 14 working days' notice is given for a cancellation, the bond be retained.
26. If event is cancelled and less than 7 working days notice is given, all payments will be retained.

SMOKING

27. Drugs, smoking cigarettes and e-cigarettes are not permitted in any part of the venue.
28. Smoking is permitted in signed outside areas.
29. The hirer will be responsible for ensuring that smokers clean up after themselves and dispose of cigarette waste in the proper place. Failure to do so may result in additional charges and or loss of bond.

VENUE HIRE POLICY

CHILDREN

30. Children must be supervised at all times and are not permitted to use venue equipment.
31. For children's functions the RSL requires the names of responsible adults. One adult for every 10 children so they can be identified by RSL staff and security.
32. The nearby playground is outside the authority of the RSL and it is recommended that children playing in the area while attending a function be supervised.

CLEANING

33. The areas you hire must be restored to the way you found them unless specific arrangements about cleaning are made in advance. Removal of all food scraps, rubbish, and returning furniture to its original location. Floors must be vacuumed, and mopped if necessary. Cleaning equipment will be made available. Please return after use.
34. All rubbish including glass and bottles are to be removed at the completion of the function. Rubbish is to be taken away from the venue or arrangements to be placed in RSL skip when making the booking. Failure to do so will result in automatic loss of bond.

CONDUCT

35. It is important that all groups and individuals be aware that we all have responsibilities to each other and should behave harmoniously inside the facility and in the facility's grounds. Please consider neighbours and keep noise to a minimum. Bar staff will monitor effects of alcohol guest and may refuse service or request the guest to leave.

DAMAGES

36. Please report damages, faulty equipment or any other problems to staff as soon as possible. Any deliberate damage or damage caused by carelessness of users will result in loss of bond and further action may be taken where required to compensate for loss.

DECORATIONS

37. Decorations can be used as long as they don't damage the walls and are not left behind. Use "blu-tak" and never sticky tape, remove signs and balloons before you leave or you may lose your bond.
38. The use of confetti, sparkles, fairy dust and smoke machines are banned throughout the building.

ORDERLY DEPARTURE

39. Vacate time is 12.00am (Friday and Saturday nights). Ensure departure by specified time on application. Overtime will be charged against your Bond. Security will be called if there are major disturbances, this will also be charged against your Bond. Please leave the area as soon as possible in a quiet and considerate manner.

PUBLIC LIABILITY INSURANCE

40. All groups and individuals that hire any room or outdoor area of the venue to run a program /activity must carry Public Liability Insurance or accept liability.
41. If you or your organisation already has Public Liability Insurance coverage, please forward a Certificate of Currency to accounts@skrsl.com.au
42. Groups and individuals that hire the venue for a party or function will only be covered by the RSL Sub Branch if an accident occurs which demonstrates the RSL Sub Branch was negligent in its responsibility to maintain the safe physical set up of the venue. The RSL Sub Branch Public Liability Insurance will not cover accidents that occur as a result of an individual's actions. Therefore, to ensure full cover, it is recommended that the hirer take out Public Liability Insurance.
43. The RSL Sub Branch's Public Liability Insurance covers programs managed by the RSL Sub Branch.

PUBLIC LIABILITY WAIVER

44. Should the Hirer decide not to take out Public Liability Insurance, the Public Liability Waiver must be signed prior to the booking. This waiver acknowledges that the occupier uses the venue at their own risk and releases the RSL Sub Branch from all claims.

OTHER

45. The RSL Sub Branch reserves the right to review fees for venue hire, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives of the RSL.
46. Spotswood Kingsville RSL Sub Branch shall not be liable for damage to and or loss of equipment belonging to Users whilst in storage at the venue.