

North Beach Soccer Club (NBSC) Clubroom Hiring Policy

Overview

The Committee will not actively seek bookings for the hire of the clubrooms. The hire of the clubrooms will only be approved to current financial members of the club. All applications to hire the clubrooms must be in writing and must be approved by the NBSC committee.

The committee to review:

- The hiring rates annually
- The hiring agreement annually.
- The hiring policy annually

Hire Rates

Hall Hire \$400
Bond \$500

HALL HIRE POLICY

NBSC Clubrooms

The hirer is required to be no less than 25 years of age and NBSC may request proof of age prior to accepting the booking, however NBSC reserves the right to refuse any booking if it is considered that such booking is not in the best interest in the preservation of its clubrooms.

Committee representation

All functions will require the attendance of two committee members or one Committee member and another person who is approved by the committee. One of these people will be licensed to operate the NBSC bar.

Bond

Payment of a bond is to cover possible cleaning and damage repair. A hire fee is required prior to use of the facility. No booking is confirmed until payment of the bond and hire fees is paid in full. Arrangements will be made for the refund of the bond on receipt of advice from the Cleaning Supervisor that the facility has been left in a clean and tidy condition. Additional cleaning costs and damage in excess of the bond amount may be invoiced to the user. Note that bond monies may take up to two weeks to be returned once bond forms have been submitted to booking manager by the hirer.

Law and Order

The hirer will comply with the provisions of Statutory Authority Acts including the Environmental Protection Act (noise) and will reduce the volume of sound level output if ordered by Council's Noise Abatement Officers. The hirer of the facility shall also comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code, or any other Act in force and Council's Local Laws. Failure to comply may result in forfeit of some or the entire bond.

Public Liability Insurance

Hirers are strongly advised to take out Public Liability Insurance cover of at least \$10,000,000 in respect to any one incident in relation to injury, death, loss, damage to property during the hire period. Without this insurance, hirers could be successfully personally sued.

Hired Area

The driving of tacks, nails, screws or affixing of adhesive materials, etc into or on any of the woodwork or walls or any part of the building, equipment or fixtures is not permitted, without prior permission of the Booking Officer

The hirer must ensure that:

- No lights or lighting fixture is interfered with in any way.
- The use of confetti or similar materials is strictly forbidden inside or outside the facility.
- All decorations, including flowers and all equipment used must be removed immediately the period of hire terminates.
- No damage is caused to the building or any property, chattels, equipment, fixtures or fittings contained in the building. No NBSC property, chattels, equipment, fixtures or fittings are to be removed from the facilities.
- No inconvenience is caused to the owners or occupiers of property in the vicinity of the facilities.

People attending functions are to remain within the area hired. Consideration of others is appreciated.

Cleaning

The hirers shall replace all equipment in places designated by NBSC Booking Manager. All decorations, rubbish, etc must be removed and all areas used are to be left in a clean and tidy condition by the time the period of hire terminates.

Should all equipment not be removed by the end of the function and the Booking manager is required to open the facility the next day to allow equipment to be collected a fee of \$22.00 per hour will be incurred and deducted from bond monies.

Articles and goods left during the hire of the hall are left at the hirer's/owner's risk. The NBSC accepts no responsibility for any items left on the premises after the completion of functions.

Any kitchen or food preparation area is left in a clean condition and that all rubbish is placed in bags or other receptacles provided and removed.

Set up Time

When requested, a maximum set up period of 2½ hours at no charge will be permitted directly prior to the function should other bookings permit. Any additional required set up time will be charged at an hourly rate.

Curfew

The curfew for clubrooms is 12pm so as not to inconvenience nearby residents. Music and refreshments must end at this time. No exceptions will be permitted to go later than this curfew. Please ensure that you have vacated the building at the agreed time. Failure to do so may result in additional charges.

Liquor

Liquor will be provided by NBSC via their licensed bar. If alcohol types are required that are not normally stocked by NBSC then the Bar Manager is to be advised 14 days prior to the function. It will be at the discretion of the Bar Manager as to whether these items will be stocked. If any of these items remain after the function NBSC may require the hirer to purchase the stock at cost price. NBSC will provide a Bar Manager on the night that will be responsible for the serving of alcohol.

BYO

No BYO alcohol is permitted.

HALL CLEANING REQUIREMENTS

PLEASE ENSURE THE FOLLOWING CLEANING CONDITIONS ARE COMPLETED AT THE END OF YOUR FUNCTION

Clubrooms

- Floor/s must be swept, mopped or vacuum as appropriate.
- All tables must be wiped down and tables and chairs put away in allocated areas.
- All rubbish to be removed and placed in the large bin provided.
- All appliances to be turned off after use.

Kitchen/Bar Area

- All rubbish to be removed and placed in bins provided.
- Benches to be wiped down.
- Should fridge/s be used, all foodstuffs etc. are to be removed and fridge/s wiped out at the end of each use. No foodstuffs are to be left in the kitchens provided.
- Floor to be swept and mopped.
- Hot Plate and/or microwave to be left clean.

Toilets

All rubbish to be removed and placed in large bin provided.
Benches to be left clean and tidy.
Toilet floor to be swept and mopped.
Accidents mopped up and wet dirty marks to be removed.

Cleaning equipment will be provided at the booking access time.
Should hirers have any queries regarding the above requirements, please liaise directly with Booking Manager,

REFUND OF HALL HIRE BOND

A refund can only be processed by NBSC once it has been confirmed that the facility has been left in a satisfactory condition and there is no damage or additional cleaning required. It may take up to two weeks for the refund to be processed. For further details on refunds, please contact NBSC Booking Manager on 0423 783 479.