|  |  |
| --- | --- |
| **Name of Person Hiring The River Room** |  |
| Address |  |
| Email Contact |  |
| Mobile / Contact Number |  |
| Invoice Billing Name |  |
| Invoice Billing Email Address |  |
| Bank Account Details (for bond refunds) | Account Name |  |
| Bank |  |
| Account No. |  |
| BSB |  |

|  |  |
| --- | --- |
| **Date of Hire** |  |
| Type of Event(No 18th / 21st birthdays & No Hen’s / Buck’s nights without President’s permission and only when security provided) |  |
| Number of Guests attending |  |
| Is catering required? |  |
| Is beverage service/bar required? |  |
| **Hours of Hire**Total Hours | Function Start |  |
| Function Finish |  |

|  |  |  |
| --- | --- | --- |
| **Hire Charges** |  |  |
| VENUE | **Saturday**$660 full day (0800-1700) or night hire (1800-2300)$440 ½ day up to total 4 hours (0800-1200 or 1300-1700)$165 per hour or part thereof**Sunday**$550 full day (0800-2200) (maximum 5 hours)Half day and per hour as for Saturday**Monday to Friday**$440 full day (0800-1700) or night hire (1800-2300)$165 per hour or part thereof |  |
| 50% Discount  | NRUFC financial members only |  |
| Bar Deposit | $500 (MIN bar charge if bar is to be opened) |  |
| Venue Bond | $300 (refunded if NO damage to clubhouse) |  |
| Venue Booking Fee | $100 (non-refundable & applies only if no catering) |  |
| BBQ Bond | $100 (only if BBQ to be used) |  |
| Outdoor Chairs (min 20) | $44 per 20 chairs (includes set-up and take-down outside) |  |
| Bollards | $22 (includes set-up and take-down) |  |
| Pop Shades | $85 per shade (includes set-up and take-down) |  |
| Red Carpet | $22 (if used) |  |
| Media/Sound system | Included in Venue Hire charges |  |
|  | **HIRE Charge Subtotal** | **$** |
|  | Applicable GST | **$** |
|  | **TOTAL HIRE CHARGE (incl of GST)** | **$** |

**Hire Confirmation Notes**

Venue hire includes normal set-up and take-down, cleaning, rubbish removal, beverage service, electricity, booking administration and use of venue. Hire does not include use of kitchen, cool room or caterer’s kitchen equipment.

**Minimum beverage consumption for all functions utilising the bar is $500 spend.**

All bar charges are payable in advance to the NRUFC Bar Manager by cash, credit or debit card. The deposit will be deducted from the amount payable. Any additions to the amount paid in advance must be made at the end of the Hirers event with the Bar Manager before Hirer leaves the premises.

**Payment:** Please return this form fully completed and signed to: Treasurer@nedlandsrugby.com.au

Hirer will then be invoiced by the club treasurer to the email address supplied above.

Only on Payment of TOTAL HIRE CHARGE will booking be confirmed. Venue booking will lapse after 14 days from issuing of invoice if no payment has been received.

**Bank Details**

All **Hire Charges & Bonds** are to be paid by direct bank transfer to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Name** | Nedlands RUFC | **Bank** | BankWest |
| **Account No.** | 0585579 | **BSB** | 302 162 |

**Office Only: Distribution List**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Catering  | Ian Brain | Event Catering & Room Set-up |
| 2. | Treasurer | Lisa Melvin | Invoicing & Payment Collection |
| 3. | Bar Manager | Vanessa Teimouri Toulabi | Drinks Invoicing & Collection + Room Take-down |
| 4. | Cleaner |  | Clubhouse Cleaning |
| 5. | Clubhouse Manager | Garry Ash | For Information |
| 6. | President | Bob Somerville | For Information |

**NRUFC Terms and Conditions of Hire**

**1. Confirmation of Booking**

Initial venue bookings will be held for a maximum of 14 days to allow completion and return of this form. **Upon return of a completed booking form and issuing of an invoice from Nedlands RUFC full payment must be made within 14 days otherwise the booking will be cancelled**. No booking will be confirmed until full payment of the invoice has been received.

**2. Cancellation of Confirmed Booking**

Hirer may cancel a confirmed booking **by written notice to NRUFC** on the following terms:

90 days plus 10% of estimated total fee payable (includes beverage)

30 – 90 days 25% of estimated total fee payable (includes beverage)

14 – 30 days 50% of estimated total fee payable (includes beverage)

Within 14 days 80% of estimated total fee payable (includes beverage)

**3. Price Adjustments**

NRUFC reserve the right to increase quoted room hire rates and food and beverage prices annually at the first of July each year or immediately should the official Goods and Services Tax (GST) increase. NRUFC also reserve the right to substitute any food or beverage requested due to lack of availability at time of the event and to increase prices due to substitution of such items if necessary. Should this occur Hirer will be advised in advance of the substitution and of the revised amount payable under this agreement if applicable.

**4. Bond, River Room Ceilings, Walls, Damage and Additional Cleaning**

Hirer is responsible for the full cost of repairs or replacement for any and all damage to NRUFC premises or club equipment by Hirer’s invited guests, associates, agents or sub contracted labour, and Hirer is financially responsible for any loss of merchandise or equipment in The River Room. The NRUFC reserves the right to charge a bond to hire its venue and to deduct from the bond the costs for repair or replacement of NRUFC premises and equipment and/or any additional cleaning charges if required. Any Bond paid will be held and returned, subject to any damage claim as per this Clause 4 or Clause 5 below, within 14 days after the hire event. Items may only be fixed to the ceiling from the existing ceiling hooks in place. No candelabras, confetti or glitter are permitted inside the venue or on the veranda area. Candles, fresh flower petals and other decorations are allowed on tables only.

**5. Bar, Noise Levels and Conduct of Patrons**

Hirer, must conduct the event in an orderly manner, in full compliance with these Terms and Conditions of Hire, and all relevant State and Federal Government legislation, regulations and by laws. NRUFC premises is a licensed venue - NO alcoholic liquor is permitted to be brought onto or taken off the premises. Specific purchases of alcoholic or other beverages can be organised through NRUFC or the caterer but will be subject to conditions. Due to liquor licensing requirements and NRUFC policy the Hirer must remain on the premises for the entire duration of the function. NRUFC liquor license conditions will be strictly enforced at all times, and any person that is intoxicated will be refused service. NRUFC also reserves the right to control noise levels to prevent undue disturbance to surrounding neighbours.

NRUFC reserves the right to instruct Hirer to employ licensed security staff at Hirer’s cost to be in attendance for the entire duration of the function as a condition of hire to ensure all Liquor Licensing conditions are complied with. Hirer will be advised at time of booking if this is a requirement of hire.

**6. Catering**

All catering is provided by our caterer who is the sole contracted caterer to NRUFC and provides all catering to The River Room. Access to the kitchen, its equipment or fridges for food storage is not included in the hire fee.

Hirer may use the external BBQ and sink area if Hirer wishes. If the Hirer elects to use this outside area only without any catering Hirer will need to provide all own cooking utensils, disposable plates, cutlery, etc. A bond will be charged if this option is chosen to ensure the BBQs and surrounding area is left clean, and that all food and scraps are disposed of in the bins provided.

**7. Public Holidays Surcharge**

A 10% surcharge for events held on a public holiday will be applicable to the food and beverage portion of the account.

**8. Access to the Venue to Set up Prior to the Event**

Access to the venue for function setup, DJs and decorations must be made in advance by discussion with the catering manager or the NRUFC Bar Manager. Hirer is wholly responsible for any equipment or personal belongings left at The River Room, and Hirer agrees to accept full responsibility for any loss or damage to any equipment or personal belongings left at The River Room and or injury to persons or property. All Hirer’s equipment or personal belongings left at The River Room must be removed from the venue immediately after the event unless prior arrangements have been made.

**9. Payment Terms**

* Full payment of the Total Hire Charge including any Bonds is required as detailed on your Confirmation of Hire form to confirm your booking. Full payment must be made within 14 days of issuing of the NRUFC invoice otherwise the booking will be cancelled.
* Full payment for catering is required 14 days prior to you event.
* Payment for bar charges will be made in advance on the day or night of the event to the NRUFC Bar Manager unless prior arrangements have been made and credit approved by NRUFC. If approved all accounts are strictly 14 days and interest will be charged at 2% per month for overdue accounts.
* In the event of default the Hirer agrees to pay full costs incurred in the recovery process of the outstanding funds owed.

**Questions:**

Please contact: NRUFC Catering Manager, Ian Brain on 0408 837 810 or email President@nedlandsrugby.com.au

**I have read the “Nedlands RUFC Terms and Conditions of Hire” and these conditions are duly noted and fully accepted by me the authorised Hirer:**

|  |  |
| --- | --- |
| **Hirer’s Name** |  |
| **Hirer’s Signature** |  |
| **Date** |  |