

# Application For Club Hire

Applicants Name (in full):

\_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date/s Requested: \_\_\_\_\_

Time Required: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(Including setting up and cleaning time)

Purpose for Hire: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Bar Required:                      Yes              No

Kitchen Required:                Yes              No

Kitchen Utensils Required:    Yes              No

Member:                            Yes              No

**I have read and understand the terms and conditions of Merimbula Big Game & Lakes Angling Club hire policies, procedures, and hirer responsibilities.**

Name (in full): \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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**This application form is to be submitted to the Secretary of MBG&LAC Inc via email <mailto:admin@mbglac.com.au>, or by post to PO Box 76 Merimbula 2548.**

## TERMS AND CONDITIONS

### Merimbula Big Game and Lakes Angling Club (MBGLAC)

#### Clubroom Hire Policies and Procedures

1. MBGLAC Inc Club facility, located at Spencer Park Merimbula is available for hire to club members and the public.
2. All MBGLAC club events, competitions, tournaments, festivals, meetings, and activities have priority over the hiring of the club to members and the public for social / corporate events.
3. The club president / club organiser will be responsible for approving the application and shall be the point of contact for matters arising to booking and hire of the club's facilities.
4. Persons wishing to hire the facility must complete an "Application for Club Hire" form, followed by a pre-hire inspection and discussion at the club after which a quote will be provided.
5. The application form for the hiring of the club must be submitted for approval at least 30 days prior to the event for which the club is requested, and no deposit is required.
6. The committee has the right to cancel any reservation/booking for the club and is to notify the hirer within 28 days of the date required.
7. All visitors/non-members entering the Club are to sign the visitors book by law of the Liquor Act.
8. The Club is a licenced premises and can be hired with or without the use of the Bar facility.
9. If the Bar is required, a member/s of the club who holds a "Responsible Service of Alcohol", "RSA" certificate will attend to allow access to the building and operate the bar for the function.
10. If the Bar is not required, a member of the club shall be available to allow access to the building and will remain at the Club during the function.
11. As the Club is a Licenced Premises, no "Bring Your Own" or "BYO" alcohol is permitted for functions.
12. If there are specific alcohol requirements this must be discussed and acknowledged at the pre hire meeting. The club will provide what is required or a suitable substitute will be provided.
13. If there are alcoholic dietary requirements, then this must be discussed and decided at the pre hire meeting at the premises.
14. Alcohol purchased at the Bar must not be taken from the premises. This means it cannot be taken beyond the door of the building as we do not have an "off licence".

15. The hirer acknowledges that Club Members assisting in the function are required to immediately contact emergency services if they suspect any illicit substances or dangerous activities that may or have placed a guest at risk.
16. Minors must have adult supervision and, because the club is licenced, may not approach the bar area.
17. A further charge may be invoked for refurbishment and cleaning of the Club facility if required.
18. If a band or music is required, the noise levels must be kept at a reasonable level and ceased no later than 10pm out of respect for the neighbours.
19. No smoking is allowed on the premises.
20. The hirer WILL NOT be issued Club keys under any circumstances/conditions.

### Hirer's Responsibilities

1. The hirer is required to be present during the entire event, including welcoming their guests to the premises and escorting them off the premises at the end of the event.
2. The hirer must be the last person to leave the building and acknowledges that they are responsible for the behaviour of their guests and will comply with any direction from the supervising MBGLAC club member. This includes imposing any restrictions on further service of alcohol to guests.
3. As the Clubrooms are a non-smoking premises, guests are asked to smoke well clear of the facility. Smokers are required to dispose of their ash and butts appropriately. No drinks are to leave the building.
4. Tables and chairs are to be left in the configuration in which they were found.
5. Floors are to be vacuumed and non-carpeted areas cleaned and mopped.
6. All crockery, cutlery and glassware used for the function is to be cleaned and placed back into their respective cupboards/draws.
7. All food, condiments, serviettes, and ice must be provided by the hirer. Bin liners will be provided and reside under the sink.
8. Recyclables should be kept separate from the rubbish in the bins provided.
9. Toilets are to be cleaned and toilet rolls topped up from under the vanity.
10. All rubbish is to be placed in the bins located outside of the club.