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VENUE HIRE PERMIT APPLICATION & CONDITIONS FOR FUNCTIONS AT RAVENDALE COMMUNITY SPORTING CENTRE

BOOKING DETAILS: Prior to completing this form please phone 8682 2547 or 0429 822 547 to check availability to make a tentative booking

Please do not send invitations or promote your event unless approval has been granted.

- Private Function
 Community Group
 Education
 Government
 Business
 Other

Name/Contact Person

Organisation Name (if applicable)

Postal Address

Phone:..... Fax:.....

Mobile:.....Email.....

Purpose of hire - brief description of function/event to be held.....

.....

Day and Date of function/event.....

Between the hours of

Approximate number of people attending the event

- Area/s to be hired**
 Main Hall
 Members Bar
 Downstairs Day Bar (outdoors)
 Boardroom

Main Hall - up to 200 people seated - Disabled lift & toilets, Public telephone, ATM, Eftpos, Full Bar & Kitchen/Chef

Members Bar Area - up to 100 people seated - as above

Downstairs Day Bar (outdoors) - up to 115 people - Catering available on request

Boardroom - up to 25 people - Conference facilities include whiteboard, projector screen

Bar Service Required..... Yes No

The Ravendale Community Sporting Centre supports the Responsible Service of Alcohol

Additional information/requirements:

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The premises can be inspected at anytime by phoning 8682 2547 or 0429 822 547 to make an appointment

I declare that I am 18 years of age or over and I have read and agree to comply with the “General Conditions of Permit”

Signature of Applicant.....Date

Fees and Charges

MAIN HALL

Function/Meeting without Bar service

- Full day use.....\$ 300.00
- Part day/evening use (*up to 3 hours – a cleaning fee may apply*).....\$ 200.00

Wedding Receptions, Large Functions and Parties (200 people max.)

- Bar staff and standard clean.....\$ 400.00
- Bond.....\$ 200.00

MEMBERS BAR

Function/Meeting without Bar service

- Full day use.....\$ 200.00
- Part day/evening use (*up to 3 hours – a cleaning fee may apply*).....\$ 100.00

Function/Meeting with Bar service

- Full day use.....by arrangement
- Part day/evening use (*up to 3 hours – a cleaning fee may apply*).....by arrangement

DOWNSTAIRS DAY BAR (outdoors)

Function/Event without Bar service

- Full day use.....\$ 100.00
- Part day/evening use (*up to 3 hours – a cleaning fee may apply*).....\$ 50.00

Function/Event with Bar service

- Full day use.....by arrangement
- Part day/evening use (*up to 3 hours – a cleaning fee may apply*).....by arrangement

BOARDROOM (includes whiteboard, projector screen)

Function/Meeting without Bar service

- Full day use.....\$ 100.00
- Part day/evening use (*up to 3 hours – a cleaning fee may apply*).....\$ 50.00
- Supply of morning or afternoon tea by negotiation.....\$ _____
- Supply of catered meals by negotiation.....\$ _____
- Addition Requirements.....by arrangement

TOTAL HIRE COST (includes GST).....\$ _____

CONDITIONS OF HIRE

***Please read these conditions carefully before signing the Hire Agreement.
Ravendale Community Sporting Centre Inc. will accept no responsibility for hirers
misunderstanding or not complying with these conditions.***

1. BOOKING PROCEDURE

A hire agreement can only be entered into by a person over the age of 18 years and is not transferable.

Tentative bookings will be held for fourteen days only unless prior arrangement has been made and will be cancelled if no confirmation has been received.

Full payment is due prior to, or on the event/function hire date.

Cancellations by hirer

Ample notice in the event of a cancellation would be greatly appreciated.

All monies paid will be reimbursed.

Cancellation by the Ravendale Community Sporting Centre Inc.

The Ravendale Community Sporting Centre Inc. may cancel the booking without notice in the event of an emergency or if the facility is deemed unsafe and will

- i. Refund any amounts paid by the hirer in relation to the booking if the hirer is without fault.
- ii. Not be liable for any loss or damage suffered as a consequence of exercising its right to cancel the booking.

A ***Bond*** is required for weddings and parties to make good any damage that may be caused to furnishings, equipment or building or to cover cleaning or security call out expenses should this be necessary. Payment of the bond will be as follows:-

- i. If paying by cash on the day when collecting the key.
- ii. If paying by cheque or EFT five working days prior to the day of hire.

The bond will be refunded two working days after the function, this is to allow enough time for a complete inspection of the facility to ensure there has been no damage or cleaning/security costs incurred.

2. DAMAGES

Hirers are to respect the property of the centre and the rights and belongings of other patrons of the centre. Under no circumstances is furniture or equipment to be taken outside of the building. All damage, breakages and losses must be reported to the centre administration as soon as possible. If damage occurs to the Centre's equipment or property by any of the hirer's guests, attendees or personnel associated with the hirer before, during and after the event/function, the hirer will be held financially responsible. Confetti, petals, table sprinkles and glitter are not permitted under any circumstances. A cleaning fee will apply if used.

If they circumstances affect the security of the centre and its patrons, the hirer must advise the centre supervisor immediately.

The Ravendale Community Sporting Centre Inc. accepts no responsibility for loss or damage to the hirer's goods or equipment.

3. LIQUOR LICENCE

Full bar facilities are available on request however; Ravendale Community Sports Centre is obliged to abide by the State Government laws, ordinances and regulations in regards to the responsible service of alcohol. Alcohol will be refused to patrons under the age of 18, those who supply alcohol to under age people, or those who in the opinion of the manager or supervisor on duty at the time, are deemed to be intoxicated.

4. PARKING

Parking is only allowed in designated areas and no vehicle is to be parked on the lawn area. Emergency exits are not to be blocked by any vehicle.

5. SMOKING

The centre is a non-smoking environment and is prohibited anywhere on the premises.

6. NOISE/MUSIC

The facility consists of separate areas for hire and noise levels may impact on your group. Consideration should be given to other hirers. Please advise your guests accordingly. Hirers are to respect the rights of nearby residents at all times. This includes but not limited to access to the carpark and oval areas after dark. Not using or doing anything that is noisy, offensive or dangerous so as to cause a disturbance. Not doing anything that causes annoyance, nuisance, or damage to any occupier or owner of nearby property. Not doing anything that may become an offence against any Act of Law. Hirers are asked to ensure guests leave the premises promptly and with a minimum of noise. Any attendance by the SA Police department may result in penalty fees.

7. OPERATING PROCEDURES

The hire fee **does not** include the setting up of seating, tables, equipment or the extra cleaning of the facility. A cleaning surcharge will be incurred for any function where the facility has not been left in a satisfactory condition. Hirers must ensure all guests leave the premises by 2.30am, hirers must vacate by 3.00am. When hiring equipment, hirers must liaise with Ravendale Community Sporting Centre Inc. Centre Management for authorisation regarding compatibility of equipment, delivery and collection times. Under no circumstances are wedding guests to throw confetti or other like material, anywhere inside or outside the premises. Failure to comply will result in a cleaning surcharge. No decorations are to be attached to any surface, blu-tac may be used on suitable surfaces only **no** staples, pins or adhesive tape is to be used. If using candelabra ensure that drip mats are provided to prevent hot wax from staining any floor surface. Please be aware of fire sensors if using candles. Any cooking oil used **must** be disposed of away from the centre and **not** poured down the sink. **Smoke machines** are banned from the centre. Use of one by a hirer will result in a penalty fee and additional costs may apply for a call-out fee from the MFS - Fire Department. If using B.B.Q's / Spits you will need to ensure that they are not in close proximity to the building as they will cause the smoke alarm to activate. All cooking must be done in the kitchen. **No** cooking is to be done in the hall or passageways. **All** children are to be supervised at all times. Ravendale Community Sporting Centre Inc. Centre Management reserves the right to review the hiring fees and to set any other conditions that are deemed necessary in the best interest of the operation of the centre, the security and safety of its occupants.

8. OPENING AND CLOSING PROCEDURES

The hired area (including immediate outside area) **must** be cleaned and tidied before vacating the building, with all furniture stacked or restored to its original position unless otherwise indicated. It is the hirers responsibility to ensure that soiled floors are swept, mopped or vacuumed accordingly. All personal belongings and equipment must be removed from the hired area. Equipment from a function may be stored or left on the premises only by prior arrangement with Ravendale Community Sporting Centre Inc. Centre Management. **All** rubbish must be placed in plastic garbage bags then deposited in bins provided outside. **All** cardboard boxes must be broken down and placed in the recycling bin. Any rubbish left by a group will result in a penalty fee. Prior to vacating the premises, ensure that all electrical appliances, gas appliances, lighting and air conditioning is switched off. The hirer is responsible for securing the premises before leaving the centre. Hirers will be required to comply with any other security procedures as specified by Ravendale Community Sporting Centre Inc. Centre Management and as agreed upon by both parties.

Please note this venue operates as a community facility. This means that it is accessed by a broad range of groups and individuals for a variety of needs and functions. Your cooperation in accommodating the needs of others is much appreciated. I will also ensure your group is able to hire the venue again. Failure to comply with the conditions will result in penalty fee.