



Albert Sailing Club Inc.

HALL HIRE RULES/ CONDITIONS OF USE

The following Rules/Conditions of use are to be adhered to when hiring the hall

- The premises are not hired at all on Saturdays before 6pm including for set-up of hall.
- Only club members or organisations associated with Albert Sailing Club may apply to hire, as agreed by the committee. This includes : Parks Victoria, Australian Sailing, sailing class associations and other organisations that use Albert Park Lake and surrounding facilities.
- The member hiring must be financial, have been a member for more than one year, and be present during the hire of the hall. This does not include Social, Temporary, Winter or other types of Associates
- Requests for hire are to be in writing well in advance of the hire and considered by the committee for approval.
- Members hiring the hall for personal or family functions shall pay a bond of \$300, or \$500 for conferences, seminars, workshops and the like prior to hire. Higher bonds may be required for some events.
- Fees for hall hire will depend on the event planned and whether it is a personal event or a corporate event such as a conference, seminar, workshop or the like. Fees may vary by the numbers attending.
- Access to the clubrooms during a hire shall be the responsibility of the hiring member. A key and card for access to the clubroom will be provided to the hiring member if the member does not already have an access key and card. These will give access to the galley and main clubroom and toilets, but not to the bar, tower or committee room. The boat yard is to be kept closed."
- Hall hire will not normally be permitted for teenager's birthday functions.
- There is no smoking permitted on the premises, including the balcony.
- ASC being a *Good Sports Club*, practices *responsible serving of alcohol*, and as a condition of hiring the principal hirer/member and guests should follow Good Sport guidelines as per website link (goodsports.com.au). Also drinking of alcoholic drinks must only be on clubs premises.
- The maximum number of patrons, including any catering staff must not exceed 200. Seating arrangements at tables will normally restrict numbers below this figure.
- As a condition of our liquor licence all guests must be signed into the club guest book or the member should provide the Club Secretary with a full listing of guests, including addresses, prior to the hire date, which will be maintained on file.
- The galley is to be left as found, in a clean and tidy state, including the oven, cooktop, microwave and dishwasher.
- All decorations are to be removed.
- All windows and doors are to be secured.
- The premises are to be left in a clean and tidy state by 8.30 am the following morning. All furniture is to be returned to the positions as normally used on race days.
- All rubbish is to be removed from the premises. ***Note that Parks Victoria prohibit the use of their bins in the park for this purpose.***

ANY BREACH OF THESE RULES/CONDITIONS WILL RESULT IN THE FORFEIT OF YOUR BOND.

Hall Hire Contract

In consideration of the hire of the club rooms at Albert Sailing Club. I acknowledge receipt of the hall hire rules/conditions and confirm that I am a financial senior*/family*/corporate* member and have been a member for more than one year.

(*delete two as required).

The purpose of the hire is.....

And the date of hire is.....

The fee for the hire is \$_____ and a bond of \$_____

I will be attending this function and will abide by the rules/conditions and will ensure that all persons attending the club rooms will also abide by the rules/conditions. I acknowledge that breach of any of the rules/conditions may result in the forfeit of the bond.

Signature of club member.....

Print name

Address.....

Email.....

Phone.....

Signed by Authorised Club Officer

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Print name.....

Date of Committee Approval.....