



Parkdale Yacht Club Hall Hire Terms and Conditions

parkdalesailing.org.au

Application

The Hirer on the form annexed must sign applications for hire and the Hirer undertakes to comply with and use their best endeavours to ensure compliance with these conditions.

The Parkdale Yacht Club (PYC) may at its discretion refuse to accept any application for hire of PYC Hall.

At the time of acceptance of the application, the initial deposit must be paid and forwarded with the signed application form reserving a future date booked.

Security Bond

The Security Bond shall be held as security against complaints from PYC neighbours or Victoria Police, damage and cleanliness to the building, furniture or accessories, and as a guarantee for the fulfilment of the conditions herein contained.

If the PYC Hall is left in an unclean condition or damage is caused by the Hirer, the PYC retains the right to withhold part or all of the Security Bond towards any costs and if required the Hirer will be charged for any amount in excess of the Security Bond.

If the PYC receives a complaint from a neighbour or Victoria Police due to the conduct caused by the Hirer or guests, the PYC retains the right to withhold part or all of the Security Bond.

In addition, the Security Bond may also be forfeited to the PYC should the Hirer not comply with all the other conditions hereof, but without prejudice to any right of action by the PYC against the Hirer for any breach hereof.

The Security Bond is held in PYC's Bank Account and will be refunded to the Hirer by Cheque within 10 days of approval being granted by the PYC Committee.

Rental Payment / Hire Charges

The remaining rental amount (bank transfer or other means) and Security Bond (bank transfer or cash only) must be paid on or before the date of hiring. PYC reserving the right to cancel the booking forthwith should this condition not be observed.

Liquor Licence

Prior to handover of keys proof of hirer having obtained a Temporary Limited Liquor Licence is also required if the hirer intends serving alcohol.

Insurance

Hirers are required to provide their own insurance for goods/products intended for sale, display or use.

Indemnity

PYC shall not be liable for any injury suffered at any function, nor for any loss or damage sustained by the Hirer or any person, firm or corporation entrusting to or supplying any article or thing to the Hirer by reason of such article or thing being lost, damaged or stolen. The Hirer hereby indemnifies the PYC against any claim by any such person, firm or corporation in respect of any such claim.



Parkdale Yacht Club Hall Hire Terms and Conditions

parkdalesailing.org.au

Hall Usage

Under no circumstances is the hirer to access the PYC Hall for purposes other than the approved use.

Time Limits

The hall is available for hire:

- Sunday to Thursday from 9:00am to 9:00pm
- Friday and Saturday from 9:00am to 12:00 midnight.
- These times are strictly non-negotiable and a vital part of maintaining good relations with our neighbours & our local council.

At 9:00pm Sunday to Thursday and midnight on Friday & Saturday, all music must cease and all guests must quietly leave the hall, associated car parks and streets within 30 minutes of this time. The facilities are to be cleaned and vacated by 9:00am on the following day. At 9:00am the Hirer will walk the hall with a PYC representative and both will review the halls condition as per the PYC Hall Handover Checklist. Keys are to be handed back at this time also.

Cancellations

1. If a booking is cancelled less than 12 weeks prior to the event or function, 100% of the Deposit Fee will be forfeited.
2. The PYC may, for a justifiable reason, cancel any letting already agreed and direct the return of the deposit and rent paid and the Hirer hereby agrees in that case to accept the same and to be held to have consented to such cancellation, and to abandon any claim (if any) at law in equity for any loss or damage in consequence thereof
3. ALL CANCELLATIONS OR CHANGES TO BOOKINGS MUST BE IN WRITING OR NOTIFIED BY EMAIL

Key Collection and Return

Arrangements for the collection and return of keys will be agreed to in the week preceding the function. A PYC Hall Hire representative will contact the applicant during this week for that purpose.

Under no circumstances will the key be handed out prior to receipt of the full security bond and hiring fees.

Please note if the key is lost or not returned to PYC the replacement costs will be deducted from the security bond.

Hall Equipment

The PYC provides the following items, which are available for the use of the Hirer at no additional cost.

80 Chairs	5 Large Tables (Seats 10)	3 Medium Tables (Seats 8)
3 Trestle Tables	Two Plasma TV ,amplifier and iPod jack	1 Refrigerator
2 Pie Warmers	Full Commercial Kitchen	1 Microwave Oven

Please note glassware, cutlery or crockery is not provided.

All equipment must be returned to its rightful place. Please stack chairs at the city end of the hall and tables as directed by the PYC Hall Hire representative.



Parkdale Yacht Club Hall Hire Terms and Conditions

parkdalesailing.org.au

Signage

The use of any portable, freestanding signs on or above any roadway, footpath or public place without prior approval from the PYC Committee and City of Kingston (if required) is prohibited. Please ensure that the display of approved signage does not cause damage to the inside and/or outside of the building by nails, screws, adhesive fasteners or other attachments. Any repairs or cleaning to the building will be deducted from the Security Bond and or billed to the hirer.

CCT Cameras

Be aware that there are a number of CCT cameras located in the public areas of the club. Recordings may be made at any time. These recordings will be only be viewed by committee in the event of a suspected security issue. Footage will remain on a secure hard drive for a limited time and then be deleted. By signing this document you are acknowledging & agreeing to this condition.

Obligations of Hirer

1. All types of confetti are banned on premises.
2. Slushie or Granita machines are not permitted.
3. No smoking is permitted within the PYC Facilities; if the smoke alarm goes off and the Fire Authorities come to the premises the hirer is liable for any fine and/or all costs that may be imposed.
4. The use of smoke machines within the Facilities is prohibited.
5. Alcohol is not permitted to be consumed within the PYC Hall without the prior consent of the PYC and with compliance of the requirements of the Liquor Licence Commission regulations. To consume alcohol within PYC Hall, the Hirer must obtain a Temporary Limited Liquor Licence for the hire date. Any alcohol permitted on the premises must be consumed within the confines of the building. Alcohol is not to be sold in the venue.
Licence applications can be arranged by calling 1300 650 367 or details are available through the Victorian Commission for Gambling and Liquor Regulation website <http://www.vcglr.vic.gov.au> and select Apply for Liquor Licence.
The Hirers shall follow the Responsible Alcohol Victoria (RAV) guidelines on the 'Responsible Serving of Alcohol'.
6. For functions involving young adults, such as 21st Birthdays, the PYC Committee encourage Hirers to:
 - a. Engagement license security professionals as outline on the Victorian Police Web Site – Crowd Control (http://www.police.vic.gov.au/content.asp?Document_ID=37751); and
 - b. Register your function with the Victorian Police Party Safe Program (http://www.police.vic.gov.au/content.asp?Document_ID=9566).
7. The Hirer must make every endeavour to ensure guests park vehicles in the off- street car parking areas that are available at PYC Hall. All parking of vehicles must be in accordance with the displayed parking signs.
8. All music must cease by the time limit (refer Time Limit section). All guests must quietly leave the hall, associated car parks and side streets no later than 30 minutes after the functions time limit. The PYC Hall is to be cleaned, vacated and ready for use by no later than 9:00am on the following day.
Please note cleaning the next day beyond 9:00am needs to be mutually agreed to in advance of the function date.
9. The PYC Committee Member or any person appointed by the PYC Committee for that purpose must be given free access to any or every part of the building at any time during the hire period.
10. The permissible noise levels during the time of hire shall comply with the relevant requirements of the Environment Protection Policy. In particular, Subwoofer speakers or a complete loudspeaker dedicated to the reproduction of bass audio frequencies, from 150 Hz or lower, cannot be used in PYC Hall at any time. The Hirer is to ensure that their use does not cause any disturbance to the peace and quiet of the neighbourhood and shall request guests to leave the premises in a quiet and orderly manner.
For details on the State Environment Protection Policy (Control of Music Noise from Public Premises) (http://www.epa.vic.gov.au/about_us/legislation/noise.asp#sepp_noise_public) click here or go to www.epa.vic.gov.au and search for "Control of Music from Public Premises"



Parkdale Yacht Club Hall Hire Terms and Conditions

parkdalesailing.org.au

In the case of a justifiable complaint from a neighbour or Victoria Police, part or the entire security bond will be withheld.
Please note –

- a. Most complaints from neighbours arise when guests are leaving functions, so please advise your guests accordingly.
 - b. The double doors at the north east end that open to Beach rd should only be open for emergency reasons, loading / unloading large items or special entrances such as a bridal party.
11. The provisions of the Licensing Acts, the Gaming Laws and all other Acts and Regulations of the State of Victoria must be strictly observed by the Hirer and by all persons using the Hall or other rooms, and the Hirer shall be responsible, to see that this condition is observed and will be held liable by the PYC for any infringement thereof.
Please note the new laws that came into force on 22nd May 2008, as part of the Victorian Government's commitment to tackle alcohol related violence.
12. Should the PYC Committee Member or its representative be of the opinion that these conditions or any of them are not being observed during the period of any hiring and such breach is continued after verbal notice has been given to the Hirer, such Officer shall be entitled to order and, if necessary, enforce the clearing and closing of the Hall. All moneys paid to the PYC by the Hirer either as hire or as a guarantee hereunder shall be forfeited and retained by the PYC and no claim by reason of the said clearing and closing of the Hall.
13. Cleaning and Maintenance

Good order shall be preserved at all times, and throughout the premises hired.

The floor, walls, or any part of the building shall not be damaged by nails, screws, adhesive fasteners or other attachments. The PYC Hall shall be left in a clean and orderly state and in accordance with the following cleaning requirements:

1. Sweeping and mopping of all floors, including the balcony, entrance, kitchen and toilets;
2. Cleaning of all kitchen appliances, equipment and tables must be done;
3. All rubbish, including bottles, decorations, food, cigarette butts etc. generated by the Hirer (internal and external) should be placed external rubbish & recycling bins or removed from the premises;
4. It is the hirers responsibility to make sure that the caterer and or cleaner hired abide by the above
5. The surrounding area including car park and beach shall be cleaned of all rubbish that are associated with the function.

For further details refer to the cleaning checklist.

In the event that the PYC Hall or surrounds is damaged or left in an untidy or unclean condition, then the repair, cleaning or removal of rubbish fee will be deducted from the Security Bond and the Hirer billed for any additional cleaning fee or repairs required.



Parkdale Yacht Club

Website www.parkdaleyc.com

Email hallhire@parkdaleyc.com

Hall Hire Fees

Hire

Period	Times	Rate
Monday to Thursday and Sunday	9:00am – 9:00 pm	\$750
Fridays & Saturdays	9:00am – 12:00 midnight	\$850

Other

Type	Rate
Security Bond	\$800
Cleaning per hour	\$60



Parkdale Yacht Club

Hall Hirer's Checklist

Website www.parkdaleyc.com

Email hallhire@parkdaleyc.com

The following list contains guidelines to ensure the Hirer has a successful function; PYC Hall is fit for use the next day and peace and quiet of the neighbourhood is maintained.

- The PYC hall must be left in a clean condition at the conclusion of all functions. Suitable cleaning equipment is available in the hall broom cupboard;
- All rubbish must be securely stored in the rubbish bins in the car park. Rubbish, not able to be accommodated in the external bins (at the top of the ramp) must be removed by the Hirer;
- Clean kitchen and store;
- Sweep floor and mop up any spilled food or drinks;
- Sweep balcony, checking for cigarette butts, rubbish or glass;
- Ensure windows are left clean, checking for spilled food and drink;
- Check for toilets blockages, water on the toilet floors, rubbish etc. and clean if necessary;
- Remove decorations;
- Check the area surrounding the PYC Hall for rubbish and in particular broken glass, i.e. car park, ramps, path and beach below the balcony, cigarette butts etc.;
- Clean tables;
- Clean and stack chairs;
- Put new plastic bags in the internal bins;
- Lock doors, i.e. balcony, emergency exit (if used) and entrance;
- Turn off lights;
- Activate the alarm and
- Returns keys as agreed with PYC Hall Hire representative.

Please note that PYC Hall often has a function or club activities the next day and may not be available at this time for cleaning. If the Hirer requires clean the next day then arrangements with the PYC Hall Hire representative should be made prior to the function.