



CLUB TRANMERE

Venue Hire Application and Agreement Form

The organization or person, whose name appears below, hereby applies for a booking for the hire and use of the Club Tranmere clubroom and facilities as indicated on the day and at the times specified and agrees to comply with all of the Conditions of Venue Hire.

NAME OF HIRER.....

ADDRESS OF HIRER.....

CONTACT NAME.....

TELEPHONE..... EMAIL.....

DATE OF HIRE..... TIME REQUIRED FROM.....TO.....

EVENT DESCRIPTION

ESTIMATED NUMBER OF PEOPLE ATTENDING.....

HIRE REQUEST – PLEASE TICK THE APPROPRIATE BOX BELOW

BOND	\$200	
FULL VENUE HIRE (6 hours) includes bar service and kitchen facilities.	\$400 incl GST	<input type="checkbox"/>
VENUE ONLY HIRE (6 hours).	\$350 incl GST	<input type="checkbox"/>
MEETING ROOM ONLY per day (up to 10 people).	\$90 incl GST	<input type="checkbox"/>
BOWLS ACTIVITIES and EQUIPMENT HIRE (min. 35 people - includes venue hire)	\$11 pp incl GST	<input type="checkbox"/>
BOWLS CATERING (as agreed) – price calculated per person	\$ pp (no GST)	<input type="checkbox"/>
TENNIS COURT HIRE (per day) PER COURT	\$55 incl GST	<input type="checkbox"/>
CLUB CLEAN	\$110 incl GST	<input type="checkbox"/>
VENUE HIRE TO CLUB FULL MEMBER	\$250 incl GST	<input type="checkbox"/>

STRICTLY NO BYO ALCOHOL ALLOWED

BOND and PAYMENTS can be made by EFT to BSB – 325 185 A/C 03620605 or cheque payment

This Application is subject to the approval of the General Committee of the Club. The Hirer will be notified of such approval by the provision of a signed copy of this Form which, together with the Conditions of Venue Hire, then constitute a binding Agreement.

Signature of Hirer Signature of Club Tranmere Official

Date Print Official Name:

CONDITIONS FOR HIRE AND USE OF CLUB TRANMERE VENUE

1. The hiring of the Clubhouse and/or its Facilities to approved persons or organizations (“the Hirer”) for any purpose shall be at the sole discretion of the General Committee.
2. Approved organizations are those that can be identified as a charity, community orientated group, school or school associated body or such other group which may be approved by the General Committee for the purpose.
3. Applications for hire must be completed on the “Club Tranmere Venue Hire Application Form”.
4. Payment of a bond of \$ 200 is required and is to be paid within 7 days of confirmation of booking. The Bond will be refunded, subject to the venue (including any facilities used) being left in a clean, tidy, undamaged and otherwise satisfactory condition. Refer clause 11 below.
5. Subject to Clause 6, any hire of the Club facilities or venue that include the Bar facilities, the Club shall provide its own bar staff and retain the proceeds of all sales. No unauthorized persons will be permitted in, or behind the Bar at any time.
6. Requests for functions with a Short-Term License (in accordance with the provisions of the Liquor Licensing Act) will be considered on a case-by-case basis and the Hiring fee set accordingly.
7. BYO alcohol is STRICTLY not permitted.
8. The Hirer must not affix any decorations or other materials to the venue in any manner that may cause damage to the venue and must remove and take away any such decorations or materials.
9. Any broken or damaged property will be charged to the Hirer and the cost deducted from the Bond.
10. Any bar/catering/ bowling /tennis requirements will be referred to the relevant Club Officer for his or her decision on availability of staff etc. before confirmation of any hire decision will be advised.
11. * The Hirer is responsible for the cleaning of the kitchen before closing. All other cleaning (e. g. tables, carpets, floors must be completed by the following day by the time notified by the General Committee.
* Rubbish may NOT be placed in the Club’s bins and must be removed from the premises.
* If cleaning is NOT to the satisfaction of the Club, the Hirer will be liable for any further cleaning costs incurred, and those costs will be deducted from the Bond paid by the Hirer.
* All necessary Clubroom and kitchen cleaning equipment and materials are located in the cupboard, adjacent to the Tennis Section Notice Board, and will be available for use by the Hirer.
12. If the Hire involves the use of any of the Club’s playing surfaces, the Hirer must ensure that all participants observe and comply with all and any reasonable directions given by any authorized representative of the Club with respect to such use.
13. The Hirer will ensure that noise level will be controlled at a level acceptable to the Club. The Hirer will not use amplified sound or music at a volume that will or may disturb or cause annoyance or offence to our close neighbouring residents.
14. **The Hirer must observe all the terms and conditions of the Covid Safe Plan (a copy of which will be provided) applying to the Club premises including (but without limiting the generality thereof) the maximum number of persons allowed in the Clubrooms, social distancing, the use of the QR CODE check in, hygiene requirements and the provision of a qualified, identified Covid Marshal.**
15. **The club has an absolute, NO SMOKING policy throughout the entire property. This policy must be announced at the commencement of the function and strictly observed.**
16. The Hirer indemnifies Club Tranmere and its members from any liability and claim arising directly or indirectly from any accident, injury, loss or damage from any activity undertaken by the Hirer and its participants at the venue.
17. These Terms and Conditions are binding on the Hirer upon being notified by the Hire Co-Ordinator that its booking Application has been approved and accepted.

ENQUIRIES AND BOOKINGS ONLY THROUGH THE VENUE HIRE CO-ORDINATOR