

## PORT ADELAIDE ROWING CLUBROOM HIRE INFORMATION GENERAL PUBLIC

### Hire Fees

Hirer	Fee	Booking Deposit	Security Bond
Non Club Members	\$200	\$100	\$100
'Mates Rates' (friends of club members, club members nearby Port River aquatic clubs)	\$150	Nil	\$100

### Facilities

- Full Bar Facilities
- Air conditioning/Heating
- Seating and tables for 100 people
- Food warmer
- Commercial Oven
- Microwave
- Hot Plate

### Guest Numbers

The Clubroom is able to accommodate a maximum of 100 people per event.

### Catering

You are able to make your own catering arrangements regarding food. Soft drinks and alcohol must be provided through the clubroom bar unless a corkage fee of \$8.00 per bottle is paid. Any particular drink preferences can be discussed with the Club's bar manager.

### Liquor Licensing

The Rowing Club is licensed to sell alcohol under a Limited Club License. As a hirer we ask you to apply for this Limited Liquor License (\$35.75) 14 days before the function, and then send us a copy of the completed application form. The license can be found via the following link –

[http://www.olgc.sa.gov.au/general/Applications/Application\\_Forms/Liquor\\_Forms/AF\\_Limited\\_licence.pdf](http://www.olgc.sa.gov.au/general/Applications/Application_Forms/Liquor_Forms/AF_Limited_licence.pdf)

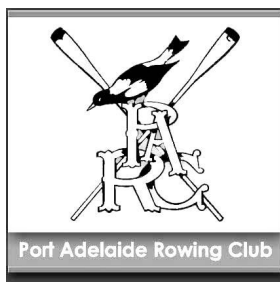
All functions must be completed by 1.00am as the Liquor License only allows functions up to this time.

### Booking and Hiring

If you are interested in hiring the Venue please email [hire@portadelaiderowingclub.com](mailto:hire@portadelaiderowingclub.com) or contact the Maggie on 0413 456 058 for more information.

**\*Please note-** We regret we are unable to accept bookings for 18<sup>th</sup> or 21<sup>st</sup> Birthday Parties

To inspect the Clubroom please contact Maggie on 0413 456 058



## How to go about Booking and Hiring

### Booking

1. Complete the Clubroom Hire Application Form and email to PARC Secretary
2. Pay required deposit
3. Confirm payment by email or telephone

### Hiring

1. The balance of the hire fee and the Security Bond fee sent 7 days before your function to the Port Adelaide Rowing Club (see payment details below)
2. A copy of the Limited Liquor License application and approval for this license forwarded within 7 days of your function to the PARC Secretary
3. Terms and Conditions of Hire Agreement completed and forwarded to the PARC Secretary
4. Confirm payments by emailing the PARC Secretary or through telephoning the PARC contact person you have been dealing with.

### Payment and Contact Information

*Please ensure you include your reference details (name/address) so the payment can be identified.*

- Cheques mailed to: **P.O. Box 70 Pt Adelaide SA 5015.**
- Phone or Internet payment to bank account: **BSB 105-018 Account Number 097281040**
- Confirmation of payment to: [treasurer@portadelaiderowingclub.com](mailto:treasurer@portadelaiderowingclub.com)

## TERMS AND CONDITIONS OF HIRE

### Hiring

The Clubroom will be considered hired when:

- The Hire Application form and the Terms and Conditions Acknowledgement have been completed and forwarded to the Port Adelaide Rowing Club
- The Port Adelaide Rowing Club receives the balance of the hiring fee (cheque, credit card or electronic funds transfer) within 7 days of the proposed Function.
- The Security Bond is paid as required (cheque, credit card or electronic funds transfer) 7 days before the proposed Function.
- A copy of the Limited Liquor License application and approval is forwarded 7 days prior to function.

Failure to lodge a Security Bond as required or outstanding balances of hire will unfortunately lead to cancellation of the booking.

### Cleaning the premises after Hiring

As a hirer you will need to ensure the Clubroom is clean and tidy at the end of the Function. This means-

- Decorations taken down
- Rubbish taken away from the premises and from the vicinity of the Rowing Club.
- The kitchen cleaned and tidied
- The Club Room and kitchen floors swept and any food or drink spills cleaned

In the event these conditions are not met satisfactorily cleaning costs will be deducted from the Security Bond.

### Liability for Damage

The Port Adelaide Rowing Club will not be responsible for any loss or damage sustained by you the hirer or your guests, and will not be liable for any items or property left at the Clubroom.

As the hirer you agree to be liable for any damage or loss caused to the Port Adelaide Rowing Clubroom fittings or equipment for the period of hire. This includes damage caused by you, your guests or any contractor engaged by you.

**Self-Catering Liability**

As the hirer you acknowledge that damage to equipment, or injury to you, your guests or assistants arising from the use of the clubroom, as well as use of the kitchen, is your responsibility. The Port Adelaide Rowing Club will not bear any liability or responsibility for such damage or injury.

As the hirer you acknowledge that any damage to the Clubroom kitchen or its appliances arising from your function will be your responsibility. Repair and replacement costs (beyond expected wear and tear) will be billed to you or deducted from the security bond.

The Port Adelaide Rowing Club provides a number of fire safety items of equipment both in the kitchen and the Club Room. As the hirer you agree to familiarise yourself with the use and location of these before your function, and to ensure that anyone involved in catering or assisting you are also aware of the location and use of these items.

**Acknowledgement of Terms and Conditions of Hire**

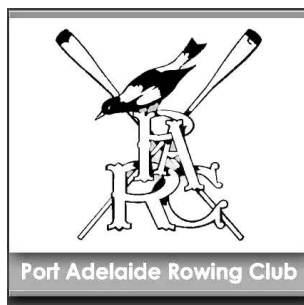
I have read and agreed to the attached Terms and Conditions of the hiring of The Port Adelaide Rowing Club Room.

Signed: .....

Printed Name: .....

Organisation (if applicable): .....

Date: .....



### CLUBROOM HIRE APPLICATION FORM

Name: .....

Postal Address: .....

Email address: .....

Contact Details: Tel (day) .....Tel (after hours) .....

Email..... Fax.....

P.A.R.C.member Yes No How did you find out about the Clubrooms? .....

Function Type: .....

Date and time of event: .....

Number of guests: .....

Any other information: .....

Bar facilities required for event Yes No

#### Payment Type (Please indicate)

Cheque mailed to: **P.O. Box 70 Pt Adelaide SA 5015.**

Phone or Internet payment to bank account: **BSB 105-018 Account Number 097281040**

**Please ensure you include your reference details (name/address) so the payment can be identified.**

Confirmation of payment can be emailed to: [treasurer@portadelaiderowingclub.com](mailto:treasurer@portadelaiderowingclub.com)

#### Entry to venue:

To arrange opening of the venue for setting up, please contact: Maggie on 0413 456 058.