

## PORT ADELAIDE ROWING CLUBROOM HIRE INFORMATION CLUB MEMBERS

### Hire Fees

**\*Please note-** Sorry- we are can't accept bookings for 18<sup>th</sup> or 21<sup>st</sup> Birthday Parties

Hirer	Fee	Booking Deposit	Security Bond
Club Members	\$100	Nil	Nil
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. If the majority of your guests are also Port Adelaide Club members you won't need to apply for a special limited Liquor License - each Port Adelaide Rowing Club member can have 5 guests purchasing alcohol. If you're not sure please talk with the Bar Manager or Club Room hire team about possible licensing requirements.

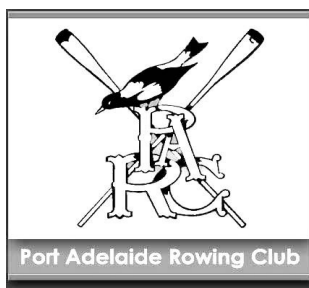
To apply for a Limited Liquor License (\$35.75) contact via the following link 14 days before the function, and then send us a copy of the completed application form.

[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 email [hire@portadelairowingclub.com](mailto:hire@portadelairowingclub.com) or speak to Ann, Kathy, Chrissy or contact the following numbers after hours- **08 84494919; 08 4496913** or **08 84312616**- for more information.
- Complete the Club Room Hire Application form & Terms and Conditions of Hire



## 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: Ann (08) 84494919 or Kathy (08) 4496913

## **TERMS AND CONDITIONS OF HIRE**

### **Cleaning the Club Rooms**

As a hirer you will need to ensure the Clubroom is clean and tidy at the end of your 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 may be requested from you.

### **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 a 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: .....

Date: .....