

The hall is located on Catalina Road, Marlow Lagoon. The Club is a licensed premise. Our licence allows the club to open until midnight.

Bookings will be made with the designated contact person (Functions Coordinator), who will have any necessary liaison with the Committee of the Club. The Club bar must be attended by a committee members or other approved persons holding a current Responsible Service of Alcohol (RSA) certificate.

Liquor licence laws limit the number of persons inside the building at any time to a maximum of 130 persons and 80 persons outside.

If numbers are expected or are invited exceed these maximums, the Hirer is responsible to arrange, erect marquees capable of catering for those additional persons. Additional toilets will also be required if more than 100 people are present for the function. Marquees & toilets facilities will be at the Hirers expense and their responsibility to dismantle.

Please note: if more than 130 persons will be present the Hirer cannot have 130 persons seated inside the hall as that will preclude persons located outside the entering the building to access the bar etc.

Rate of Hire

For social events, the cost to hire the clubrooms and facilities is as follow and include 5 hours total clubroom & bar staff hire:

- \$300.00 Clubroom hire (includes 5 hours only)*
- \$100.00 Cleaning fee (refunded post event, see **Refunds**)
- \$500.00 Bond (refunded post event, see **Refunds**)
- 50% deposit of total fees payable due minimum four weeks prior

Functions that fall outside of the 5 hours will include a \$100 per hour fee for every hour or part thereof. This does not include function set up.

Please note the venue is licenced until 12.00am (midnight) on any given evening. If your event requires access past midnight for the bar function, you must disclose at the time of the inquiry to ensure the Functions Coordinator. Application will need to be made to the Licencing Commission to accommodate an extended license for the evening. All charges associated with an extended licence and bar staff will be at the Hirer expense.

*Bar staff fees may apply if number of guests exceeds 50. (Extra bar staff to be charged at \$25 per hour, per bar staff.) Bar staff fees will apply in the event of an extended licence, hourly rate to be advised.

NB: Functions will not be considered confirmed and entered into the Club diary until the deposit is paid.

Catering for your function is through Lily Catering. Lily Catering are also available for cake requirements. For menus and pricing, please contact Lena San on 0449 989 861 or lilycatering2018@outlook.com direct. **The kitchen is not available for use by another caterer.**

Caretaker

The Palmerston Game Fishing Club grounds has a caretaker residence and the caretaker may be on site for the duration of the event. The Caretaker residence and surrounding gated area is strictly off limits.

Cleaning fee is applicable if you require the PGFC to arrange cleaners post event.

At your discretion you are able to arrange your own post event clean up however, this must be done within 24 hours of the event finishing and to the satisfaction of the Functions Coordinator and / or Club Committee.

Cleaning includes:

- vacuuming of clubroom floors* (a vacuum cleaner is in the men's toilet area);
- wiping down tables inside and outside of the clubrooms;
- cleaning toilets of any marks;
- emptying the bins in the clubrooms and toilet. There are wheelie bins at the rear of the clubrooms for rubbish to be placed.

*NB if the carpet requires professional cleaning this is an additional \$300.00.

18th or 21st Birthdays

These functions are by special arrangement only. The Hirer will be required to be the parent or legal guardian of the person for whom the party is being held. The Hirer will need to register the event with Palmerston Police and provide the Club with a reference number for the registration. The Hirer will also need to arrange for sufficient number of adults or private security personnel (as appropriate) to be present. These matters will need to be discussed with the club hire contact and Club President prior to the proposed event and hire will not be confirmed until the Club is satisfied regarding security arrangements.

Considered Events

Not for profit organisations, groups seeking a reduced or partial hire or a series of hiring's are entitled to a discount hire rate. This also applies to member functions. All members and not for profit organisations will need to show their current membership or not for profit status.

In the first instance, all communication should be sent to the PGFC Functions Coordinator via email: functions@palmerstongamefishing.com.au

All club room hire that precludes the use of the bar will be charged a \$200.00 fee irrespective of their status of member or not for profit organisation.

Bring Your Own Alcohol

As the Palmerston Game Fishing Club Inc. holds a liquor licence, under NO circumstances may alcoholic drinks be brought onto the premises. The Hirer is responsible for ensuring this is complied with and the Committee Members / Bar Service personnel on duty during the hire have the authority to ask persons to remove any alcohol brought into the venue.

Alcohol may only be consumed in the club rooms and fenced back area. Consumption of alcohol in the car park is prohibited. Taking alcohol from the club room and off the premises is prohibited. Banned Drinker Register and takeaway laws apply in the Northern Territory.

Refunds

The bond will be refunded back to the Hirer within two (2) weeks after the function date, subject to the clubrooms having been inspected by the Functions Coordinator and / or Club Committee.

The Functions Coordinator / Committee Member will inspect the premises, and approve the refund or part thereof.

The cleaning fee will be refunded to the Hirer within two (2) weeks after the function date subject to the clubrooms having been inspected by the Functions Coordinator and / or Club Committee.

Breakages

Breakages will be deducted from the bond and charged at the Club invoice price plus 10%.

Access to the Clubrooms

Access to the clubrooms to set up and on the evening will need to be made with a club member. Contact functions@palmerstongamefishing.com.au to arrange access. Please note all roles within the PGFC are volunteer and while we do our very best to accommodate your desired access times, there may be times when flexibility is required. We appreciate your patience and understanding on these rare occasions.

The PGFC reserves the right to enter the premises during the function to ensure conditions are adhered to.

Condition of Facilities

The clubhouse and toilets are to be left clean and tidy.

Wet rubbish must be removed by the Hirer and dry rubbish is to be placed in bags before placing into the large mobile bins at the rear of the clubrooms. Recyclable cans, bottles and plastic containers that are applicable to the 10c refund are to be separated from dry rubbish and placed in the bins at the clubrooms.

Decorations are not to be stuck to the walls or ceilings of the premises. No items are to be nailed, screwed or stapled or adhered to any surfaces in the venue other than nominated pin boards.

No confetti or similar material is to be used within the premises.

Loss or Damage to Goods

The Palmerston Game Fishing Club does not accept responsibility for damage or loss of any goods left at the venue prior to and after the function. Goods left at the club will need to be collected within 7 days of the end of function.

Any damages incurred to Palmerston Game Fishing Club property such as trophy or chattel or property damage during the function will be invoiced to the hirer or taken from the deposit paid by the hirer the cost of the damage.

Liability

In the event the venue cannot be made available to the Hirer on the date(s) for which the it has been booked for reasons of fire, flood, damage or other reason, the PGFC shall not be liable for any loss, damage or injury whatsoever suffered by the Hirer as a result of the unavailability of the clubrooms.

The Hirer must ensure passage ways and exit doors are kept clear at all times.

The PGFC accepts no liability for any accident, damage or injury to persons arising from the Hirer's activity or use of the clubrooms.

Children must be supervised at all times.

Security

The hirer is responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to the function and behave accordingly. The Palmerston Game Fishing Club does not accept responsibility for the behaviour of any guests at a private function.

Insurance

Hirers are not to permit or permit to be committed any act that would prejudice or invalidate any insurance policy or contract pertaining to the premises or any part of the hired property. The Hirer will be responsible for these acts.

Smoking

Smoking is strictly prohibited in the clubrooms. There are designated outside areas for smoking, it is expected adhere to outside smoking areas apply.

Cancellation

Written notice is required for cancellation of functions. If the function is cancelled within 30 days of the event taking place, 10% of the hire rental fee will be charged, 7 days of the event, 25% and within 48 hours, 50% of the hire rental fee will be charged.

The hire rental fee is the total cost including Bar Staff and clubroom hire.

Non-compliance of with any of the above conditions will result in forfeiture of bond or part thereof.

For bookings, please email: functions@palmerstongamefishing.com.au

**HIRE REQUEST
ACKNOWLEDGEMENT OF RESPONSIBILITY**

I / We

Of (address)

Would like to hire the Palmerston Game Fishing Club rooms on
.....

Proposed Start time..... Finish time

When would you like to set up for your event?

For the purpose of (function)

Number of guests

And, accept full responsibility for the behaviour of all persons in attendance at this function.

Please tick to acknowledge:

Clubroom hire

I / We agree to obey the instructions given by attending Committee Member / Bar Manager with regard to the behaviour etc. of all persons attending the function. This will include closing time and vacating the premises.

Contact details:

Name:

Organisation (*if applicable*):

Address of Hirer:.....

Police event registration reference (*if applicable*):.....

Mobile:

Email:

Signed:

Date:

The Palmerston Game Fishing Club would like to ensure that you have the most successful event possible. There are a number of additional facilities available to users, please tick which facilities you require for your event:

- The event is catered (please contact Lily Catering directly)
- I/we require the Bar
- I/we do not require the Bar but would like soft drinks available
- Tea & Coffee facilities
- Projector
- Microphone & sound system

Cleaning

- We will attend to the cleaning post event
- PGFC to arrange for a cleaner

BANK ACCOUNT DETAILS FOR REFUNDS

- Account Name:
- BSB:
- Account Number:
- Reference (if required):