



## HIRE OF PALMERSTON GAME FISHING CLUB INC. CLUBROOMS Private Function Agreement

The PGFC Clubroom is located at 28 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 PGFC contact person (Functions Coordinator), who will liaise as required with the Club Committee. The Club bar must be attended by a PGFC committee member or other approved person/s 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 invited or expected numbers exceed these maximums, the Hirer is required to arrange for additional marquees to cater for the additional persons. Hire of the marquees will be at the Hirers expense. Delivery and removal of these items will be the responsibility of the Hirer with club access coordinated with the Functions Coordinator.

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 then entering the building to access the bar etc.

### **Licensed Premises**

As the Palmerston Game Fishing Club Inc. holds a liquor licence. **Under NO circumstances can 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 and ask persons to leave the premises if they do not comply and/or cause any disturbance.

Alcohol may only be consumed in the club rooms and fenced back area. Consumption of alcohol in the car park is prohibited. The PGFC can sell takeaway alcohol to be consumed away from the clubhouse premises using the Banned Drinker Register and in compliance with takeaway laws applicable to the Northern Territory.

### **Hire Rates**

The minimum cost to hire the clubrooms and facilities is as follows and includes 5 hours total clubroom hire & two (2) bar staff

Charges	Public Function	Club members, Affiliated clubs and Not For Profit Organisations (NFP)
Clubroom Hire	\$400.00	\$250.00 *
Bond	\$500.00	\$250.00
Cleaning Fee (if applicable)	\$200.00	\$200.00

*\* To qualify for club member reduced charges, hirer must have been a PGFC club member for a minimum of 3 months at time of signing this function agreement.*

The clubroom hire fee is the total cost including clubroom hire and bar staff.  
50% deposit of the total fees is payable a minimum of four weeks prior to the event.

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.

\*Bar staff fees may apply if the number of guests exceeds 50. (Extra bar staff are to be charged at \$60 per hour, per bar staff.) Bar staff fees will apply in the event of an extended licence, hourly rate to be advised.

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 this at the time of the inquiry. 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.

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

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

### **Cleaning**

A 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 will be provided);
- wiping down tables inside and outside of the clubrooms;
- cleaning toilets of any marks, floor to be swept for dirt and rubbish;
- emptying the bins in the clubrooms and toilet. There are general waste and recycle wheelie bins at the rear of the clubrooms. All rubbish must be placed in bags prior to being placed in the bins. Recyclable cans, bottles and plastic containers that are eligible for the 10c refund are to be separated from all rubbish and placed into the appropriate bins.

If the cleaning is not considered satisfactory, the PGFC will retain \$150.00 out of the bond.

\*NB if the carpet requires professional cleaning this is an additional \$400.00.

### **18<sup>th</sup> or 21<sup>st</sup> 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 the Functions Coordinator prior to the proposed event and hire will not be confirmed until the Club is satisfied regarding security arrangements.

### **Club Members, Affiliated Clubs and Not for Profit organisations Events**

Club members, affiliated clubs and NFPs seeking a reduced or partial hire can apply for the discounted hire rate. All members, affiliated clubs and NFP organisations will be required to show their not for profit status or current membership prior to the booking being confirmed. The PGFC reserves the right to charge full hire rates.

### **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. Requests for refunds in exceptional circumstances will be considered by the Committee.

### **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 and considered satisfactory 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%.

### **Catering**

We have an onsite caterer who has exclusive use of the kitchen facilities and you will need to liaise directly with them for catering your function. Contact details of caterer will be provided to you

### **Access to the Clubrooms**

Access to the clubroom and at the time of the event, will be arranged with the Functions Coordinator. 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 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.

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 retained 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 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.

### **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.

**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 being catered .....

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 .....

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**PGFC BANK ACCOUNT DETAILS FOR PAYMENTS**

Account Name: Palmerston Game Fishing Club

BSB: 633-000

Account Number: 154 291 512

Reference Hirer's Name

**HIRER BANK ACCOUNT DETAILS FOR REFUNDS**

Account Name: .....

BSB: .....

Account Number: .....

Reference (if required): .....