



PORT DISTRICT FOOTBALL CLUB INCORPORATED

AGREEMENT for HIRE OF CLUB FUNCTION FACILITIES

Section 1: Hirer’s Personal Details:

Hirer’s Name: \_\_\_\_\_
Postal Address: \_\_\_\_\_
Telephone. Private: \_\_\_\_\_ Mobile: \_\_\_\_\_
Email Address: \_\_\_\_\_

Section 2: Booking Requirements:

Purpose of Hire: \_\_\_\_\_
Date of Function: \_\_\_\_\_ Persons attending: \_\_\_\_\_ (Max=200) U18: \_\_\_\_\_
Starting Time: \_\_\_\_\_ AM / PM Finish Time: \_\_\_\_\_ AM / PM
Note: Licenced to 12pm Mon- Sat, to 8pm Sun.

Entertainment proposed: Jukebox, DJ, Band, Other: \_\_\_\_\_

HIRE OF HALL = \$400 plus GST (\$440 inc.) includes use of kitchen facilities and Licenced/qualified Bar Staff

DEPOSIT = \$200 Plus GST (\$220 inc.) is requested 7 days prior to the event

Section 3: Hirer’s Agreement:

I, (Name) \_\_\_\_\_, being the hirer / the agent for the hirer named above wish to book those facilities of the Port District Football Club indicated in Section 2. As the hirer, I confirm that I have read and understood the “Terms, Conditions & Charges for Hire of Function Facilities” and I agree to comply with and I will ensure that my guests abide by those terms and conditions. I agree to pay all hire fees and any other costs incurred for goods and services provided by the club before, during and after the function.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Booking accepted by:

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_

Table with 4 columns: DEPOSIT PAYMENT \$200, Date Paid, Cash Cheque or Credit Card Type, Cheque No, Bank Branch. Includes a row for Payment Received By with PDFC Representative and Signature fields.

Section 4: Payment of Hire Fees:

Table with 4 columns: HIRE FEE PAYMENT Total From Section 2, \$ Amount Paid, Cash Cheque or Credit Card Type, Cheque No. Bank & Branch. Includes a row for Payment Received with Date Paid, Received by (Full Name), and Signature fields.

Please give this completed Hire Agreement Form to the PDFC Secretary or mail to: The Secretary PDFC, PO Box 23, Semaphore 5019



## Full Terms, Conditions & Charges

(for Hire PDFC Clubrooms)

### 1. General Information

The Port District Football Club recommends that you read this document to be fully aware of the terms, conditions and charges, which apply for hire and use of the club facilities.

### 2. Available Days/Times

The Port District Football Club is available for hire on selected evenings or days depending on club sporting commitments. Please phone or email the club to check the availability of any given date and time. The club is licensed for sale of alcoholic beverages during some hours. The club is licensed to hold maximum 200 persons at one time for functions.

### 3. Provisional Bookings

For enquiries about facilities, dates or charges and to arrange to hire the club facilities:

Contact the Secretary Lisa Greig,  
Phone: 0407 979 902 or

Email your name and event details to the club:  
[pdfc@pdfc.com.au](mailto:pdfc@pdfc.com.au)

The club will accept provisional bookings made by phone or email; however this provisional booking will remain valid for 7 days only unless confirmed by the lodgement of a booking form and a deposit. When a booking is not confirmed after 7-days, the club may re-book that date and time.

### 4. Confirmation of Booking

A request to hire club facilities to conduct an event must be confirmed within seven (7) days. To confirm a booking, the club requires that the hirer forward to the club a completed "Booking Form" and pay a minimum deposit of \$200.00.

Payment may be forwarded by cheque or the hirer may pay in person at the club using a Visa Card or MasterCard or the hirer may pay by cash.

### 5. Cancellation and Amendment of Booking

Any request to cancel or amend a confirmed booking shall be advised by email or post not later than 14 days prior to the scheduled date of the event.

### 6. Catering for Functions

The club can provide a catering service, and will attract a further cost according to that established by resident cooks. This can be negotiated through the club.

### 7. Advice of Final Numbers Attending

The hirer shall advise the club of any change to the number of guests, no later than 1 week prior to event. This is to allow the club to employ additional staff, if required. The club will provide a minimum of one (1) bar staff for all events.

### 8. Hall Setup and Recovery Times

The club will allow the hirer time to set up the function room for their event. Two hours is allocated for setup and one hour for collection of the hirer's equipment after the event. The hirer shall contact the Secretary prior to the function, to arrange a mutually suitable time to set up and collect equipment.

### 9. Delivery and Pick up of Goods

It is generally expected that delivery and pick up of goods and equipment shall be done during the hall set up time and collection time, however exceptions can be made by negotiation with the club. The hirer shall contact the Secretary, at least 48 hours prior to the event, to arrange a time for any goods to be delivered to the club for the function. Arrangements for collection of goods following the function shall also be made with the Secretary.

#### 10. Bond for Damage and/or Emergency Services Calls

A bond of \$200.00 is required to be lodged prior to the event to cover any damage to club property or fees for call outs of emergency services, including Police, Fire and Ambulance Services.

The bond will be refunded in full within seven (7) days providing that there has been no damage to club property or emergency services alarm call outs.

#### 11. Kitchen Facilities

In the event that Kitchen Facilities are hired, the kitchen is to be left in the same state (clean & tidy) as it was presented.

Failure to do so may result in a loss of some or all of the bond amount.

#### 12. Payment of Account

The payment of all fees including bond is required fourteen (14) days prior to the function. A deposit in the form of cash or a credit card shall be lodged at the bar to cover any additional costs, which may be incurred for goods and services, including bar products must be paid at the end of the function. The club will accept a cash deposit or will hold a Visa Card or MasterCard to cover these additional charges.

On finalisation of the tab the credit card payment will be processed or excess cash will be refunded.

#### 13. Insurance

The club takes no responsibility for personal injury or damage to equipment during hire of clubroom premises or oval. The hirer takes all responsibility in the event of personal injury or damage to equipment brought onto the premises for and during the event and indemnifies the Port District Football Club Inc. from any such insurance claims.

#### 14. Price Variations

The club will make every endeavour to maintain prices as published at time of booking; however prices are subject to change without notice to cover unforeseen variations to club costs.

#### 15. For any enquiries please contact:

Secretary Lisa Greig, Phone: 0407 979 902 or

Port District Football Club Inc. (email): [pdfc@pdfc.com.au](mailto:pdfc@pdfc.com.au)

#### 16. Goods and Services Fees for Hire of Club Facilities

| Price Schedule (Facility Fee + Discounts for Hire of Club Facility) |                  |  |
|---|------------------|--|
| Hire  | Price (incl GST) | Description  |
| Function Hall Hire  | \$400.00         | Includes function hall, tables, chairs and 1 bar staff   |
| Bar Consumption Discount  | \$50.00          | Discount on hall hire when total bar sales > \$1,000     |
|   | \$100.00         | Discount on hall hire when total bar sales > \$1,500     |
|   | \$150.00         | Discount on hall hire when total bar sales > \$2,000     |
| Bond/Deposit  | \$200.00         | For property damage and emergency services call out fees |