

GLENELG LACROSSE AIRPORT COMMUNITY CLUB (GLACC)
BARRATT RESERVE, MILITARY ROAD, WEST BEACH, SA
CURRENT 15.10.2020

CONDITIONS OF FACILITY HIRE

BOOKINGS & BOOKING CONFIRMATION

- > Upon application by the client for facility hire a quote shall be provided by GLACC.
- > Any booking shall remain provisional and shall only be confirmed upon receipt of the completed Booking Form and payment of the Bond.
- > Management reserves the right to cancel any provisional booking that is not confirmed by the client within a reasonable timeframe. (Note: GLACC management will make a reasonable effort to give the client an opportunity to confirm the booking prior to cancelling a provisional booking)
- > Where a booking is cancelled by the client less than 4 weeks prior to the date of the booking the Bond shall be non-refundable.
- > Full payment for facility hire shall be made at least one week prior to the booking. In the event that the booking is cancelled after payment has been made the hire fee shall be non-refundable. In this instance the bond shall be refunded.
- > All bookings require approval of GLACC management prior to confirmation.

USERS ARE REQUIRED TO:

- > Conduct the event in an orderly manner and in full compliance with this agreement, any instruction issued by the GLACC function supervisor and with all particulars of Liquor Licensing Laws.
- > Adhere to all safety notices and comply with all instructions from the function supervisor.
- > Observe all the regulations within the facility and surrounding areas.
- > Respect all fittings, fixtures and equipment within the facility and surrounding areas.
- > Place rubbish (including decorations) into the rubbish bins provided.
- > Ensure that bookings finish at the stated time. All guests must have departed the premises within 15 minutes of the booking finish time.
- > Report any damage and/or broken fittings, fixtures and equipment.
- > Wear appropriate clothing and footwear within the facility at all times.

INSURANCE

- > While all care shall be taken by GLACC management and the event supervisor to protect property belonging to clients and their guests, no responsibility shall be taken for the damage or loss of property left in the facility prior to, during or after the event. Contents insurance held by GLACC will not cover your personal property.
- > Any items left in the facility will be deemed to have been abandoned unless prior arrangement for later collection has been arranged.

DAMAGES / CLEANING

- > Hire Fees do not include cleaning costs - Following the event the client shall leave the facility and its surrounds in a clean and orderly state as found - this includes (but is not limited to):
 - All empty beverage containers shall be gathered and placed neatly in a location indicated by the Event Supervisor.
 - All loose rubbish and food scraps shall be collected and placed in the bins provided.
 - All bottle caps and cigarette butts discarded around the outside of the facility shall be collected and placed in the bins provided.
 - Any fittings, fixtures, utensils, glasses, crockery or appliances that are used by the client shall be cleaned and left ready for use by subsequent USERS
- > In the event that the facility is not left in an appropriate state the cost of additional cleaning undertaken by GLACC shall be deducted from the bond.
- > The client assumes full responsibility for payment of rectification costs for any and all damage to the facility caused by them or any of their guests.
- > No items shall be adhered, nailed, screwed or stapled to walls, doors or any other part of the facility.

LIQUOR LICENSING

- > The facility holds a full club liquor license. The client shall comply with all directions from GLACC Management and/or the Event Supervisor regarding compliance with the terms of this license.
- > The venue is licensed for up to 300 occupants:
- > The venue is licensed for the following hours of operation:
 - Monday to Wednesday - 5:00am to 11:00pm.
 - Thursday to Saturday - 5:00am to 11:30pm
 - Sunday – 8:00am to 11:00pm
- > No event may finish later than the end of licensed hours of operation. No alcohol may be served or consumed outside of licensed hours. All occupants shall vacate the premises within 15 minutes of the event finishing time.
- > In the event that the client elects to have the bar facility run by GLACC (and purchase alcohol from GLACC) no additional alcohol may be brought into the facility by either the client or their guests as this

will place GLACC in breach of its liquor license. If, during the event, alcohol is found to have been brought in the client shall be given one opportunity to have all alcohol removed from the venue and prevent any additional alcohol being brought in. After this first warning, if outside alcohol is found on the premises, the bar shall be immediately closed for the remainder of the event. No refunds will be entertained if this causes disruption to the event.

- > In the event that the client elects to supply and serve their own alcohol the following shall apply:
 - If the client intends to charge guests for alcohol, the client shall apply for a limited liquor license covering the duration of the event and pay all associated fees. In the event that a limited license is not obtained by the client then no alcohol may be sold to guests. NOTE: a temporary license must be applied for a minimum of 14 days before the event. The GLACC Club Manager can offer you advice regarding this process. For additional details of how to apply for a limited liquor license go to <http://www.cbs.sa.gov.au/wcm/licensing-and-registration/liquor/limited-licence/>
 - Alcohol shall be served from the kitchen via the servery.
 - The bar area shall be closed and locked and may not be accessed.

RIGHT OF REFUSAL

- > GLACC is committed to the responsible serving of Alcohol. Management reserves the right to refuse entry, or have removed from the premises, any or all people (including the client and any of his/her guests) who behave in a manner that management deems unfit. In the event that the GLACC function supervisor is forced by the behaviour of occupants (including the client and any of his/her guests) to close the bar no refund shall apply.

COVID RULES

- > During the COVID aware times, the client will receive a copy of the GLACC facility COVID-Safe plan. This plan outlines the reduced maximum capacity for the facility (and each rooms capacity) and other obligations.
- > For a hire using the bar, GLACC will provide the COVID Marshal.
- > For a hire not using the bar, the client has the choice to pay for a marshal to be provided at \$20 per hour, or have at least one participant complete the free online COVID Marshal course, (<https://marshal.clickontraining.com.au/>) provide the certificate of proof to GLACC management, and then that person(s) will maintain a visible role as COVID Marshal for the duration of the event.

BANK DETAILS: Bendigo Bank

BSB: 633-000 Account number: 155011257

TYPES OF FACILITY HIRE

- > The hire of the facility will generally be under the following terms:
- >

TYPE	DESCRIPTION	BOND	HIRE FEE
	Full facility hire.		
A	Bar facility run by GLACC and alcohol purchased by client or guests. If more than \$750.00 is taken over the bar we will reduce the hire fee by \$100.00	\$ 350.00	\$ 350.00
	Part facility hire		
B	Client supplies and serves free alcohol to their guests (no license req'd). Client charges guests for alcohol. Client obtains limited liquor license and pays associated costs.	\$ 350.00	\$ 500.00
C	Repeating facility hire.	\$ neg.	\$ neg.

- > GLACC understand that all events have different requirements and as such we will try to accommodate your specific needs. Please consult with the GLACC Club Manager about your event.
- > Current financial Airport Club and Glenelg Lacrosse Club members are entitled to reduced hire fees. Please contact GLACC for details.

FACILITY HIRE BOOKING FORM – CLIENT COPY

Type of Event: _____

Client Name: _____

Client Address: _____

Client Email: _____

Client Telephone: _____ Client Drivers License No: _____

Event Date: _____ Number Attending: _____

Event Start Time _____ Event Finish Time: _____

Hire Type Requested (circle one): A B C OTHER

Kitchen Facilities Required (circle one): YES NO

Facility Hire Cost _____ Bond Amount _____

In signing this form I acknowledge that I have read and accepted the 'Conditions of Facility Hire' attached to this application form and that the information provided in the booking form is true.

Signed (Client): _____ Date: _____

Signed (GLACC): _____ Date: _____

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C	Repeating facility hire.	\$ neg.	\$ neg.

- > GLACC understand that all events have different requirements and as such we will try to accommodate your specific needs. Please consult with the Club Manager about your event.
- > Current financial Airport Club and Glenelg Lacrosse Club members are entitled to reduced hire fees. Please contact GLACC for details.

FACILITY HIRE BOOKING FORM – GLACC COPY

Type of Event: _____

Client Name: _____

Client Address: _____

Client Email: _____

Client Telephone: _____ Client Drivers License No: _____

Event Date: _____ Number Attending: _____

Event Start Time _____ Event Finish Time: _____

Hire Type Requested (circle one): A B C OTHER

Kitchen Facilities Required (circle one): YES NO

Facility Hire Cost _____ Bond Amount _____

In signing this form I acknowledge that I have read and accepted the 'Conditions of Facility Hire' attached to this application form and that the information provided in the booking form is true.

Signed (Client): _____ Date: _____

Signed (GLACC): _____ Date: _____

REDUCED HIRE FEES FOR EXISTING FINANCIAL AIRPORT CLUB AND GLENELG LACROSSE CLUB MEMBERS

TYPES OF FACILITY HIRE

- > Current Airport Club and Glenelg Lacrosse Club members in good standing are not required to pay the bond in advance; however, they are still subject to all of the Conditions of Facility Hire Listed herein, including payment of rectification costs where required.
- > Club members must complete and sign the Facility Hire Booking Form.
- > The hire of the facility by Airport Club and Glenelg Lacrosse Club members will generally be under the following terms:

TYPE	DESCRIPTION	BOND	HIRE FEE
	Full facility hire.		
A	Bar facility run by GLACC and alcohol purchased by client or guests. If more than \$750.00 is taken over the bar we will reduce the hire fee by \$100.00	\$ 350.00	\$ 200.00
	Part facility hire		
B	Client supplies and serves free alcohol to their guests (no license req'd). Client charges guests for alcohol. Client obtains limited liquor license and pays associated costs.	\$ 350.00	\$ 300.00
C	Repeating facility hire.	\$ neg.	\$ neg.