

# LAKE DUNSTAN BOAT CLUB

P O Box 92, Cromwell

## Terms & Conditions of Hire for Clubrooms

Lake Dunstan Boat Club Incorporated grants to the Hirer the exclusive right to occupy and use the Clubrooms for the purposes and for the hire period specified in this hire agreement subject to the terms and conditions listed below.

“Clubrooms” means all of the premises known as the Lake Dunstan Boat Club including the parking areas and grounds but excluding the outside boat storage compound areas; the inside storage areas; and the designated excluded areas of parking.

“Building Custodian” means the person appointed to the role of Building Custodian by the committee members of the Lake Dunstan Boat Club Inc.

“Hirer” means the person(s) who has signed as Hirer on this Terms and Conditions document.

“Cleaning Duties” means the cleaning duties required by the Hirer which are listed on the document headed ‘Cleaning Duties’ accompanying these Terms and Conditions of Hire.

### Terms:

#### 1.HIRE FEES

Meetings, seminars, funerals, exams:

\$100 per half day

\$200 per full day

Social Functions, Funerals, etc

\$650 per 12pm noon to 12pm noon next day - extra setup/cleanup time charge at the meeting rate above

\$1500 for the Wedding or celebration weekend 9am Friday to 5pm Monday - gives you time to setup and take down and have a follow-on function like a BBQ lunch after the main event

Above to be paid at time of confirming booking.

#### 2.BOND

A bond of \$600 is required for all social functions or any other function that building Custodian may require it. The bond must be by direct credit into the Lake Dunstan Boat Club Bank Account to confirm your booking

The bond will be held and refunded less any expenses in cleaning or repairing damage to the building as determined by the Club’s Building Custodian.

### Payment by Direct Credit to: Lake Dunstan Boat Club

Account number: 02 0920 0058344 00

Please include your **name and booking date** with your deposit so that we can keep track

## Conditions:

### BOOKING AND CONFIRMATION

Applications of booking will be treated in order of receipt by the Building Custodian.

The Building Custodian reserves the right to decline any application of booking for any reason. Please note the committee has a strict policy to NOT accept hires for the purpose of 21st celebrations.

No application of booking shall be confirmed until this Terms and Conditions document is signed by both the Hirer and Building Custodian and full payment of the fees and bond have been received by the Building Custodian.

The Hirer is to include in their booking time any set-up and pack-up/cleaning time that may be required.

The Building Custodian has the discretion to alter or vary any of the Terms and Conditions in this document, which (if any) shall be recorded in writing and attached to this document.

### FEES AND BOND

Fees are those that are listed as hire fees under the Terms to this hire agreement.

Additional fees are those that are chargeable to the Hirer for reasons under this hire agreement over and above the hire fees.

Fees are payable by direct credit to Lake Dunstan Boat Club Account.

As stipulated under the Terms to this hire agreement a bond of \$600 shall be payable by direct credit at the same time as the fees are paid.

Refund of the bond shall only be made if all obligations listed in these Terms and Conditions are fulfilled; no extra cleaning is required; and no damage to the Clubrooms or its contents are sustained on inspection by the Building Custodian after the event. Any applicable costs shall be deducted from the bond.

The Hirer may be charged an additional fee if the Clubrooms are not left in the same condition as when it was made available to the Hirer whether by cleanliness or damage or by any other justifiable reason and the cost of rectification exceeds the bond.

### 5. DEPOSIT

Included in the full payment of the fees is a deposit.

## 6. OBLIGATIONS

The Hirer shall vacate the Clubrooms on the finishing date specified in this hire agreement. At the end of the hire period, the Hirer shall yield up possession of the Clubrooms and leave the Clubrooms in the same order, condition, repair and cleanliness as the Clubrooms were in at the commencement of the hire period.

The keys to the Clubrooms are to be obtained by arrangement with the Building Custodian. The keys must be returned by 11am the day following your hire to conclude the hire. If the keys are returned late an additional fee at the discretion of the Building Custodian may be charged.

The Hirer shall not affix or remove any material, signs, notices, fixtures or fittings or any other item(s) of any nature whatsoever to or from any part of the Clubrooms unless by prior arrangement with the Building Custodian.

The Clubrooms is a non-smoking venue. If any, all butts shall be removed from around the Clubrooms.

It is at the discretion of the Hirer whether to contact the building Custodian as soon as possible or at the Hirer's convenience on discovering any fault of any appliances of the Clubrooms.

## 7. CLEANING

The Building Custodian will provide the Hirer with the Clubrooms' Cleaning Duties. It is the responsibility of the Hirer to be aware of and perform the Cleaning Duties. However, if the Hirer does not perform any or all of the Cleaning Duties the Building Custodian shall deduct the cost of cleaning from the Bond.

The costs of cleaning will be calculated by the cost of cleaning required by the Clubrooms' professional cleaner to reach the standard of cleanliness set by the same professional cleaner before the booking date(s).

## 8. SECURITY

The Clubrooms must be left secure at all times.

On departure the Hirer shall check the following:

- (a) All lights are turned off;
- (b) Toilet windows are closed and latched;
- (c) Sliding windows in main room are closed and secured;
- (d) Kitchen windows are closed and secured;
- (e) Both sliding doors are locked and bolts in place; and
- (f) The main door is locked.

## 9. DAMAGE AND LOSS

The Lake Dunstan Boat Club Inc shall not be liable for any damage or loss to property or injury to persons caused by the fault of the Hirer or the Hirer's invited guests.

Any damage must be reported as soon as possible to the Building Custodian.

The cost of any repairs will be deducted from the remainder of the Bond after the Clubrooms have been cleaned. Any costs in excess of the remaining Bond will be charged to the Hirer.

If the keys to the Clubrooms are lost, the Hirer shall be charged an additional fee for the replacement of the keys and locks as required.

The Hirer shall be liable for all legal and/or collection costs incurred by Lake Dunstan Boat Club Inc in recovering any costs for repairs or replacements.

## 10. CANCELLATION

All or any cancellations to the booking of the Clubrooms must be notified to the Building Custodian.

If cancellation is received more than 31 days prior to the booking date(s), all payments made, including the deposit and bond, will be returned to the Hirer.

If cancellation is received less than 31 days but more than 5 days prior to the booking dates(s), the hire fee and bond will be returned less 20% of the hire fee to be retained by Lake Dunstan Boat Club

If the cancellation is received less than 5 days prior to the booking date(s), only the bond will be returned. The hire fee will be retained by Lake Dunstan Boat Club.

## 11. SALE OF LIQUOR

If the Hirer intends to sell liquor at the Clubrooms, it is the Hirer's responsibility to obtain the necessary and appropriate licence under the Sale of Liquor Act 1989 for the function.

The Hirer shall take all responsibility and liability for all matters concerned with the sale of liquor.

## 12. PARKING

Vehicles may appropriately park anyway in the Clubrooms' parking area except in areas stated under this provision.

Vehicles shall not be parked in front of the boat storage compound gates; the Clubrooms' garage doors; the boat ramp; or in any other areas that may prevent or cause a nuisance to Clubroom members when transporting boats to and from the water.

Failure to adhere to the designated parking areas may result in the tow-away of the offending vehicle at the owners cost.

Vehicles are parked at the owners risk.

## 13. GENERAL CONDITIONS OF USE

The Hirer shall allow members and users of the Lake Dunstan Boat Club to enter and use the inside storage area; outside storage compound area; and general parking area during the time of hire for purposes relating to boat use.

If, during the time a member(s) or user(s) of the Lake Dunstan Boat Club is using the designated areas as listed above, that member(s) or user(s) may contact the Building Custodian where the behaviour of any individual at the Clubrooms could result in damage to any part of the Lake Dunstan Boat Club or its property. The Hirer and its guests must comply with any instructions from that member(s) or user(s) or the Building Custodian.

# LAKE DUNSTAN BOAT CLUB P O Box 92, Cromwell

## Terms & Conditions of Hire for Clubrooms

I, of

(PRINT FULL NAME) (TOWN OF RESIDENCE)

**Agree to the above Terms and Conditions of Hire**

**The Clubrooms will be required from**

.....to.....

(HIRE DATES)

**The Clubrooms will be used for the following function(s) Please note the committee has a strict policy to NOT accept hires for the purpose of 21st celebrations**

.....

(TYPE OF FUNCTION i.e. Wedding Reception, please describe accurately and with sufficient detail to reflect the intention of the hire – a celebration of a 21<sup>st</sup> is not accurately described as a family gathering. )

Signature: .....

[Please show photo ID of yourself if requested.]

### Contact details

**Address:** .....

**Home Phone:** .....

**Mobile:** .....

**Email:** .....

### Payment of Deposit and Hire Fees

The easiest way to pay is by DIRECT CREDIT to following account.

Lake Dunstan Boat Club a/c **020920 0058344 00**. Please include your name and booking date with your deposit so that we can keep track.

Return of Bond – please provide bank details for the return of your bond.

Bank: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Account number: \_\_\_\_\_

## **CLEANING DUTIES FOR CLUBROOMS**

1. The below cleaning duties form part of the Terms and Conditions of Hire.
2. At the conclusion of the function the Hirer is expected to ensure the premises are left clean and tidy to the same standard as it was before the booking dates.
3. Cleaning materials and equipment are provided. Vacuum cleaner, broom, bucket and mop are located in the storeroom behind the bar area. Additional toilet supplies are stored here also, as well as in the toilet cabinets.
4. There is no rubbish collection from the Clubrooms. The Hirer will be responsible for the removal of all rubbish associated with their function.

### **A. TOILETS**

- ~Toilets must be cleaned;
- ~Urinal wiped down;
- ~Toilet floors mopped out;
- ~Handbasins cleaned; and
- ~Toilets restocked with toilet paper.

### **B. BAR**

- ~Bar area should be cleared of all glass(es) and bottles;
- ~Bar fridges should be:
  - (a) emptied;
  - (b) wiped out;
  - (c) turned off; and
  - (d) left with doors ajar.
- ~Any ice in the freezer must be removed prior to fridge being turned off;
- ~Bar benches and shelves should be wiped down;
- ~Floor vacuumed and mopped out; and
- ~Bar sink left clear and clean.

### **C. KITCHEN**

- ~Kitchen must be left empty;
- ~All benches must be thoroughly wiped down;
- ~Microwave, ovens and pie warmer should be wiped out;
- ~The fridge must be emptied and left on;
- ~The floor is to be vacuumed and washed out;
- ~Teatowels should be washed and returned as soon as possible; and
- ~No rubbish to be left in the kitchen.

### **D. GENERAL**

- ~The main room must be thoroughly vacuumed and the dance floor area washed;
- ~Window sills to be wiped down;
- ~All table surfaces to be left clean;
- ~Chairs should be stacked in piles of three only;
- ~Any spills on the carpet should be spot cleaned as soon as possible;
- ~Walls to be checked for marks and wiped down if necessary;
- ~Rubbish bins should be emptied; and
- ~The verandah should be swept down and the outside area checked for bottles and other rubbish

Please note that any property or equipment or any other item of the like will be deemed abandoned if notice has not been given to the Building Custodian or it has not been collected within the week after the last booking date.