



Hall Hire Policy

Policy Date	6 th April 2017
Document version	1.0
Document Owner	GSC executive Committee

Table of Content

1	Venue Hall	3
1.1	Inclusions.....	3
2	Venue Policies	3
3	Hall Hire Fees –.....	3
4	Security Bond –	4
5	Décor/Decorations –.....	4
6	Beveridges/ Bar -.....	4
7	Smoking Policy –.....	5
8	Provisions for Catering -.....	5
9	Post Function Cleaning -.....	5
10	Restrictions -.....	5
11	Security-.....	6
12	General Enquiries-.....	6

1 Venue Hall

1.1 Inclusions

The Following are standard in the fee for Venue Hire and Services:

- Up to 200 capacity seating Venue.
- Kitchen, Fridge, Cooking equipment
- Bar * (Refer to Bar/Beverages Section)
- Standard ten seater table with the option of 8 and 12 seaters also if necessary
- Chairs
- Microphone
- CD/USB player
- Televisions (for slide shows)
- Car parking
- Disabled bathroom
- Disabled Access via Ramp

2 Venue Policies

- Terms of booking for Geelong Soccer & Sports Club:
- Bookings are held for a 10 day period free of deposit. However, should another party enquire for the same day ready to book a function with a deposit, you will be notified and you will have 24 hours to confirm the function date, followed by a deposit to guarantee your booking.
- A deposit of the hall hire fee is required to secure your booking. Deposits are not refundable in the event of a cancellation unless we are able to reschedule the original date.
- Final arrangements are made two weeks prior to function. Final payments associated with Hall Hire including the Bond are settled 2 weeks prior to function date along with this signed agreement of terms and conditions.
- Payments accepted as cash, EFTPOS or credit card (excluding American Express). – price are current as per quote.

3 Hall Hire Fees –

Hall hire charge applies for the functions (inclusions mentioned in inclusions).

- Cost for Hire of Hall \$600* (\$200 Deposit at time of booking to secure date)
- Cleaning Fee \$150
- Bar Staff \$100*
- Bond \$600*

*NOTE: For GSC members and Sponsors, Price is POA. Contact Function Coordinator for further details.

4 Security Bond –

- The Bond payment for the Hall hire is required upon a function booking. The client can pay the amount via Eftpos / Cash at the time of booking or by no later than 2 weeks prior to function and payment of Hall Hire fee with this signed agreement of terms and conditions.
- The client is financially responsible for any damage caused to the venue of the function. The client accepts liability for its guests as well as their behaviour both during the function.
- The Bond will be refunded in full back to the client within a 2 week period.

5 Décor/Decorations –

- Prints/Pictures in frames on the wall may not be removed at any time and nothing may be hung from the ceiling or attached to the walls where any form of hardware fittings will damage either walls or ceilings.
- Balloons/ streamers and other forms of signs (Happy Birthday, etc) can be put up on the wall using blu-tac. Note that these items must be removed at the end of the function and the hall to be left in the same condition as first hired.
- Arrangement of decorations, place cards, bonbonniere, candelabras etc., for functions will need to be made in advanced with sufficient direction to guarantee satisfaction. These decorations can be supplied at an additional cost. Refer to Function Coordinator for pricing.
- Any hired items/decorations from other businesses such as chair covers and or ribbons, or additional items to centre pieces etc., will not be responsibility of the Geelong Soccer & Sports Clubs staff to arrange and display.
 - Arrangements can be made with our staff if you require assistance with displaying decorations but this must be notified to the coordinator in advance.
- Decoration items and wedding cakes can be left behind to keep for later pick up but the Club will not be responsible for any damage incurred to these.
- Under no circumstances may glitter or confetti be used, if this occurs, a portion of the bond will be used to cover the costs of the extensive cleaning.

6 Beveridge's / Bar -

- All beverages are to be supplied exclusively by the Geelong Soccer and Sports Club.
- The Geelong Soccer & Sports Club is a licensed premise and is a non B.Y.O (bring your own) venue. If you or your guests bring alcohol into the premises without permission from the Committee of the Geelong Soccer and Sports Club, Geelong Soccer and Sports Club reserves the right to confiscate this for the remainder of the function, dispose of this alcohol.

- Provision of Alcohol: The Geelong Soccer & Sports Club maintains strict guidelines for the responsible service of alcohol and can refuse service accordingly.
- Liquor license is valid till 12:00am.
- A Tab for the drinks consumed during the venue requires to be paid in full at the end of the function. A credit Card is to be supplied at the beginning of the function.

7 Smoking Policy –

Geelong Soccer & Sports Club is a Non-smoking Venue but we do have an appropriate smoking designated area.

8 Provisions for Catering -

- The kitchen is a functional kitchen and is included in the Hall Hire as a standard.
- Catering companies can utilise the equipment or bring their own to serve up guests using the kitchen area.
- Catering for smaller functions can be provided. Please discuss options with Function Coordinator.
- Cooking Equipment available but must be advised for induction purposes.

9 Post Function Cleaning -

- The Hirer shall leave the hall, including the hall kitchen and any other rooms, in a tidy condition and all fixtures in good order and condition, and shall immediately place all refuse, rubbish and waste matter, into the garbage bins.
- It is the Hirer's responsibility to make sure that any caterer's hired abide by the above.
- The cleaning fee covers the rubbish removal and cleaning of the floor, toilets etc.

10 Restrictions -

- Hall is not available for hire during any home games during the season.
- 18th Birthday parties and Bucks Parties are strictly prohibited.
- 21st Birthday parties require certain conditions to be met & require mandatory security staff.
50% of guests must be of parental age and in attendance for the duration of the function.

Under no circumstances is the Hirer to access the facility for purposes other than the approved use.

11 Security-

Security requirements for functions are to be discussed at the time of the booking. Should the Function Co-ordinator deem that security is required, then this will be discussed with the Hirer and arrangements to be made to fulfil the requirement.

21st Birthday Parties require the following security staffing requirements.

- Up to 50 guests, 1 security staff required.
- Up to 100 guests, 2 security staff required.
- For guests 100-200, an additional security guard is required.

12 General Enquiries-

The Function Co-ordinator is happy to discuss any concerns or further information you require to create your momentous occasion to a high degree of satisfaction.

For all enquiries, please contact the Function Co-ordinator on 0417 849 711 or 0418 542 059 or geelongsc@live.com.au



Function Hall Hire Agreement

Hirer's Full Name:	
Address:	
Contact Number:	
License Number:	
Function Type:	
Guest Numbers:	
Function Date & Time:	

Fee details:

Details of Fees:	Price	Total
Hall Hire Fee:	\$600	
Bar Staff Fee:	\$100	
Cleaning Fee:	\$150	
Bond:	\$600	
TOTAL \$		

Payment:

Hall Hire Deposit:	\$200	Date: ___ / ___ / ___	Cash/EFTPOS/Direct Deposit
Bond:	\$600	Date: ___ / ___ / ___	Cash/EFTPOS/Direct Deposit
Payment in full:	\$	Date: ___ / ___ / ___	Cash/EFTPOS/Direct Deposit

Bond

*NOTE: Bond will be refunded in full within 2 weeks as long the hirer meets the terms of the bond as outlined in the Venue policy and Conditions document. The club will hold responsible the hirer and pursue payment for any damages that exceed the bond.

Authority

Signed (Hirer): _____ Date: ___ / ___ / ___
Club Contact: _____ Date: ___ / ___ / ___