**FACILITY HIRE INFORMATION, TERMS & CONDITIONS, BOOKING FORM**

 (Contact Robin Golding: 0412 884 499 OR robingolding44@gmail.com

**FACILITY HIRE INFORMATION**

The club facilities are for hire by interested parties. The Clubroom may be hired on a regular, recurring basis or for a single occasion. The club has inside **seating for a maximum of 120** people, excluding staff. We can accommodate **160 people** **using indoor and outdoor spaces**.

**Bar facilities**, at very competitive prices, can be included with Clubroom hire for social function. EFTPOS and cash transactions are both available.

BYO is **not** permitted, but requested drinks can be made available via discussion with our Bar Manager.

**HIRE OF CLUB FACILITIES**can be for such activities as Birthday Party,Team building, Christmas get-together, celebration, friendship group, school groups.

**NB** Club Members, small groups (12–15 people) and recurring-hire groups **please negotiate**

1. ***Croquet Parties*** *(4 hour maximum)*A charge of **$20** per person includes:
* full use of croquet equipment,
* courts hire (includes public liability insurance). **4** courts maximum (3 courts with lights)
* help from experienced players in playing the game, including beginner instruction (2 members / court)
* allow a maximum of 8 players/court
* play at least 2 games in a session of up to 3 hours
* use of clubroom for a total of 4 hours (including **preparation and clean-up** time)
* Bar available (to be negotiated)
* NO alcohol, glass, containers or food are to be taken onto the courts.
* Minors must be with a parent or other adult who knows the child
* **ONLY flat-soled, closed-in shoes are permitted on the lawns**
1. ***Functions – Clubroom hire (NOT including croquet play).***

|  |  |
| --- | --- |
| Large group (more than 30 people)* part day (up to 4 hours)
* All day (> 4 hours)
 | $200 (extra hours $60/hr)$350 |
| Small group (less than 30 people)* part day (up to 4 hours)
* All day (> 4 hours)
 | $100$150 |
| Cleaning charges | $50 |
| Bar available by negotiation |  |

1. ***Functions – Clubroom hire AND including croquet play for SOME of the attendees.***

|  |  |
| --- | --- |
| **Consult the** **above tables** AND nominate the number of croquet participants |  |
| Hire of courts, equipment and instruction | $10/player |
| Court lights (only **3** available) | $10/hour |

1. ***Other facilities***

|  |  |  |  |
| --- | --- | --- | --- |
| Kitchen facilities | $50 | Tea/coffee | $1/person (min $20) |
| BBQ | $25 |  |  |

1. ***Deposit:***

**$200** due at least 14 days prior to the event to secure your booking.

Extra costs will be charged if:

* the premises are not left in their original state or
* there are breakages or
* there is damage to property.

**TERMS AND CONDITIONS**

Organisations, community groups, or individuals (the Hirer) may hire the clubhouse and/or courts. Any damage inflicted during an event will be charged to the hirer to cover the damages.

1. You will have negotiated the day/date/time of your event following your enquiry.

To **confirm** your hire, we require

**A Booking Form,**

**B Agreement with the Terms and Conditions in writing**

**C Deposit**… $200 due immediately to confirm the booking.

The balance due must be paid before or on the day of the event. EFTPOS is available at the Clubroom.

1. A designated representative of the Hirer must be appointed to liaise with the Club representative - their contact information is to be displayed on the booking form. That person is also responsible for reporting, to a club member ASAP, any breakages or damage. Breakages and other damage must be reported within 24 hours by the Hirer’s Representative. Hirer will be charged for breakages or damage.
2. The designated representative of the hirer is also responsible for the following:
	* + Equipment; decorations; and rubbish must be removed from the Club prior to departing (unless organized with the Club representative prior to the event).
		+ All rubbish must be correctly sealed and placed in the appropriate rubbish bins provided outside the building.
		+ The clubroom furniture is to be returned to its original position and left in a clean state.
3. The North Adelaide Croquet Club has a limited bar licensed. All alcohol consumed on the premises must be served and supplied by the Club. No alcohol may be brought on to the premises. Staff reserve the right to refuse service to intoxicated persons or people behaving inappropriately.
4. The club bar accepts EFTPOS transactions with both credit and debit cards as well as cash.
5. NO alcohol, glass, containers or food are to be taken onto the courts.
6. Damage or loss of any piece of croquet equipment will incur the cost of repair / replacement. Any damage / breakage is to be reported to a Club member ASAP.
7. Loud noises and irresponsible behavior will not be tolerated.
8. Functions are to cease by 10pm and the premises vacated by 10.30pm.
9. Controlled and illicit substances will NOT be tolerated in any form.
10. Smoking and/or vaping are NOT permitted in the clubroom, on the courts or any other area inside the boundary fences.
11. **Guests are to wear flat-soled, closed shoes to prevent damage to lawns and protect their feet. Bare feet are not acceptable**.
12. Our hot weather policy will not permit our club members to play on the lawns before 7 pm if the advertised temperature is over 36 degrees. We suggest that you consider this temperature guideline for your guests.
13. The Hirer indemnifies the North Adelaide Croquet Club Inc. and their officers, members, guests, for any claim, loss, damage, or expense (including but not limited to any injury to or death of any person, or damage to any property) suffered or occurred because of the hire and use of the facilities or a breach of any law or these regulations by the Hirer or any other person using the facilities with the Hirer’s permission.
14. The Hirer shall ensure that users of the facility comply with all laws which apply to the Facilities including but not limited to, the Health Act and Regulations (relating to handling and selling of food, the Environmental Protection Act and Regulations (relating to noise abatement), Liquor Licensing Act and Copyright Act (relating to the use of music).
15. Failure to adhere to these regulations may result in Hirer having their agreement terminated, or future applications to hire the facilities denied.
16. The North Adelaide Croquet Club reserves the right to terminate the contract at any time.
17. Charges and conditions are laid down by the North Adelaide Croquet Club Inc and may vary from time to time.
18. Any minor needs to be accompanied on the courts by a parent or other adult who knows the child.

**HOW TO PLAN AND MAKE APPLICATION FOR CROQUET PARTIES AND HIRE THE CLUBROOMS**

1. Contact Robin (0412 884 499) to establish availability.
2. Download and print this document, read the Hire Information and Terms & Conditions, fill in the Booking Form
3. Copy and email the booking form to robingolding44@gmail.com to confirm availability and provide details of your proposed booking
4. The booking officer will progress your booking, enabling your requests, establishing agreed costs and facilitating payments as per Hiring Regulations

**BOOKING FORM** (circle choice where applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event |  |  |  |
| Company/Organisation |  |  |  |
| Address |  |  |  |
| Contact Person |  | Phone Number |  |
| Email  |  |  |  |
| Day & Date of event |  | Start - Finish |  |
| Total number of people |  | No. of Children |  |
| Type of function. | * Croquet party
* Clubroom hire
 | * Recurring group
* Frequency …………….
 | * Club member
* Other
 |

Croquet Party

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. of participants |  | At $20pp | Assumes that clean-up & restored furniture arrangement by hirer |  |
| No. of courts(Max 8 / court) |  | No. of NACC helpers (2 / court) |  |  |
| Bar requested | Yes / No | Catering  | N/A / External |  |

Function (with or without croquet participants)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Clubroom hire:* Group – Large / Small
* Time - Part Day / All day
 | $ | Cleaning (assumes furniture arrangement is restored) | $50 |  |
| Kitchen facilities(must have a NACC member) | $50Yes / No | Catering | N/A / External |  |
| BBQ (must have a NACC member) | $25Yes / No | Tea/coffee |  $1 / person (Min $20) |  |
| Bar requested | Yes / No | Do you require an invoice? | Yes / No |  |
| Invoice sent to  | Name:Email: |  |  |  |
| No. of croquet participants.At $10/player |  |  Court Lights $10/hour(dusk to finish) |  |  |
| No. of courts (8 / court) |  | No. of NACC helpers (2 / court) |  |  |
|  |  |  | **TOTAL** |  |
|  |  |  |  |  |
| Other Information / question(s) |  |  |  |  |
| NACC Liaison person on the day |  |  |  |  |

*Payment to: Name:* **NACC**  *BSB* **105 068**  *A/C#* **41359040**  *Message* **your organization/contact person**

***Hirer’s Agreement***:

🔲 I agree with the Terms and Conditions.

|  |  |  |  |
| --- | --- | --- | --- |
| *Signature of Organiser* |  | *Date* |  |