

VENUE HIRE APPLICATION

VENUE HIRE CHECKLIST

(tick which are required)

Main Hall with Stage	
Main Hall Without Stage	
Hall Bar	
Foyer	
Members including Bar Area	
Members Lounge (no bar)	
Kitchen	

If **Kitchen** is required, the Hirer must nominate which SWIC Kitchen Equipment they may require and gain approval for use.

Kitchen Hire Equipment	What do you intend to use this equipment for? Please provide a brief example.
Cool Room	
Warmer Oven	
Stoves – please nominate how many	
Ovens – please nominate how many	
Utensils (specify how many of which utensils you require).	
Crockery/Cutlery (specify how many of which utensils you require)	
Other – please use additional sheet if you run out of room	

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VENUE HIRE CHECKLIST

This Venue Hire Check List is to be completed *PRIOR* to the venue Hire. Boxes are to be ticked as each item is **DISCUSSED, EXPLAINED and AGREED** between the SWIC Management and Hirer.

Item:	Before Event	After Event
Any appointment booked must be attended at the time arranged, unless advised otherwise	<input type="checkbox"/>	
Arrangements for SWIC management to provide access	<input type="checkbox"/>	
Key collected by Hirers and details noted by SWIC management	<input type="checkbox"/>	
Code received & alarm procedure demonstrated	<input type="checkbox"/>	
Key collection/return process discussed	<input type="checkbox"/>	<input type="checkbox"/>
Location of light switches advised	<input type="checkbox"/>	
Heating/Cooling appliances demonstrated	<input type="checkbox"/>	
Emergency Procedures and contacts explained and agreed	<input type="checkbox"/>	
Location of cleaning equipment advised	<input type="checkbox"/>	
Cancellations, refunds, non-refundable admin fee	<input type="checkbox"/>	
Rubbush Removal		
Noise levels discussed	<input type="checkbox"/>	
Condition of room		
Floors	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/> Reason:
Walls	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>
Foyer	<input type="checkbox"/>	<input type="checkbox"/>
Comments		



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DETAILS OF OTHER SERVICES INVOLVED IN THE FUNCTION

Please provide date of access required names and contact details of anyone who will require access to the venue to set up and break down the event.

Services not on this list may not be able to gain access when they need it.

All access is by appointment with SWIC management only.

Decorator	Name
	Contact
	Date Access required
Lighting/Sound	Name
	Contact
	Date Access required
Caterers	Name
	Contact
	Date Access required
Entertainment	Name
	Contact
	Date Access required
Security	Name
	Contact
	Date Access required
Other	Name
	Contact
	Date Access required
	Name
	Contact
	Date Access required
	Name
	Contact
	Date Access required
	Name
	Contact
	Date Access required

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APPENDIX A: TERMS AND CONDITIONS

- All requests for hall Hire must be made in writing using the **VENUE HIRE APPLICATION** form. The Hirer, having signed the form, undertakes to comply with the Conditions of Use.
- All enquiries and 'day to day' matters concerning the Premises are to be conducted with SWIC Management during business hours, preferably by email wherever possible.
- A booking will not be considered confirmed unless a signed completed **VENUE HIRE APPLICATION** has been received by SWIC, with the booking fee and Bond. As copy of the fully signed agreement will be provided to the Hirer.

BUILDING ACCESS

- SWIC management will arrange access to the building with the Hirers' responsible contact at the time of the walk through and payment of the bond. At that time, the Hirer will receive details of access routes, fire drill routines, light/power switches and heating/cooling controls, and alarm codes and key swap procedures.

PERMITS AND LICENCES

- The Hirer is responsible for obtaining all permits licenses and/or consents required for the conduct of the intended function/room use and the Hirer agrees with all of the conditions outlined in this Venue Hire Application Appendix A Terms and Conditions, and any additional Appendices pertinent to this function.
- Groups wishing to gamble on the premises must apply to the relevant Local Government or State Government Authority/Department for the appropriate permits and approvals.

INSURANCE

Public Liability Insurance is the responsibility of the Hirer of the the venue and is NOT covered by SWIC. The Hirer's Certificate of Currency for its Public Liability Insurance must be provided with this Application. Adolf to check this with Insurance people

PRIVACY STATEMENT

The personal information requested on this form is being collected by SWIC for internal reference and identification purposes only. To ensure confidentiality of the information requested we undertake to only use personal information provided by you for the purposes of providing a range of access to facilities and equipment. In accordance with our Privacy Policy, we will not disclose your personal information to a third party, institution or authority without consent except where required by law or other regulation.

MARKETING

If marketing material for an event is to be distributed in advance, SWIC requests the Hirer to provide a copy of the final draft of the marketing for review before public distribution, including

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details of how the function will be promoted to the public. SWIC may request the Hirer to add details of SWIC on the marketing materials.

BOND

- All Hirers are required to pay a bond as part of the Hire Fee for the SWIC premises. Bond money will be returned only when SWIC management is satisfied that the Hirer has met the requirements of the Conditions of Use. If any of the conditions are not met, either the whole or part of the bond will be withheld at SWIC Management's discretion.
- All breakage and damage must be reported promptly to SWIC Management so that repairs and/or replacements can be organised. Compensation for any damage will be required from the Hirer and the Bond may be forfeited.
- Bonds must be paid by Cash, EFTPOS or Direct Credit to our Bank no later than 2 weeks before the Start date of the event. Failure to pay the required bond, as set out in the Venue Hire Application, may result in the cancellation of the event.
- In the case of any portion of the bond being retained for breach of the Conditions of Use a GST of 10% will be charged.

REFUNDS

Refunds will be available if the appropriate amount of notice is given in the correct format (ie in writing by email). Unless negotiated otherwise and written up in the Venue Hire Agreement, one months' notice is the minimum allowance where a full refund of any monies paid can be expected.

ALCOHOL & DRUGS

- The serving of alcohol at a function is the responsibility of the Hirer. SWIC does not condone the serving of alcohol to minors and insists liquor laws are adhered to.
- Any group planning to sell alcohol must apply to relevant State Government Authority or department and provide the SWIC with evidence of approval.
- No drugs or illegal substances are to be consumed or brought into the premises.
- Alcohol consumption outside the buildings is not permitted.
- Anyone found to be using or conducting illicit activities will be removed from the facility and reported to the police.

SMOKING

- SWIC is a Non-Smoking venue and environment. Should the Hirer permit its guests to smoke outside the building it is the responsibility of the Hirer to provide adequate disposal units for cigarette butts.
- Failure to clear up cigarette butts and/or paraphernalia may result in a reduction in the

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amount of Bond returned to the Hirer.

ENTERTAINMENT

SWIC Management must be advised in the Venue Hire Application if the Hirer intends to use external entertainment, and a copy of their public liability insurance must be supplied with the Venue Hire Application form.

NOISE LEVELS & FINISHING TIMES

- The Premises is situated in a residential area and SWIC request that all hirers respect our neighbours.
- It is the responsibility of the Hirer to ensure that the noise emanating from the function does not cause a public annoyance and that all noise pollution regulations are complied with.
- **The Hirer's nominated representative will remain at the Premises throughout the function and be responsible for the Hire and function behaviour including clean up.**

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APPENDIX A:

END OF FUNCTION CLEANING & RUBBISH DISPOSAL

- The hiring party is responsible for leaving the Premises in a clean and tidy condition at the end of the event. If this is not achieved in the time permitted, as described in the Venue Hire Application, the Bond, or appropriate portion thereof, will be forfeited by the Hirer.
- Cleaning **checklist** is to be completed before and after the function by the Hirer and a SWIC representative.
- Cleaning includes, but is not limited to:
 - All decorations, materials, equipment brought in by the Hirer, **must** be removed by the Hirer from the venue, unless otherwise approved by the SWIC Manager.
 - All rubbish must be moved to the appropriate rubbish containment area unless otherwise approved by the SWIC Manager.
 - All surfaces, including tables, chairs, stove and sinks to be wiped clean.
 - All floors to be swept and mopped. Vacuuming only on carpeted areas.
 - All brooms and cleaning equipment/materials to be returned to kitchen or respective storage area.
 - All chairs and tables are to be stacked in the storage area or respective rooms.
 - No drawing pins or other materials which will puncture walls, floor or other surfaces, are to be used. (Blu-Tac is recommended).
 - All decorations are to be removed; including all balloons, sticky tape and pieces of string (Blu-Tac is recommended).
 - **No decorations are to be placed on ceiling fans or light fixtures.**

APPENDIX B:

KITCHEN & FOOD SAFETY

- It is the responsibility of the Hirers to comply with all safe food handling regulations and acts. SWIC is not responsible for the food handling practices of the Hirer.
- Should the Hirer engage the services of a third-party catering company, the catering company is responsible for complying with all safe food handling regulations and acts. Should the Hirer plan to sell food to either their members or the public they must apply to the relevant Local and/or State Government Authority or Department for the appropriate permit(s) and approvals.

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APPENDIX C:

SAFETY CONDITIONS DURING HIRE PERIOD

- All emergency exit doorways and passageways must always be clear.
- If fire alarms are set off during function Hire, the Hirer may be responsible for any charges incurred by SWIC for emergency authorities attending the Premises.
- SWIC is not liable for damage to or loss of any equipment or food which might belong to Hirers. **Adolf to ask whether we must have fire alarms**
- The Hirer is to respect the rights of others who may be in the venue, including respecting the ownership of equipment and belongings. **Please advise your team not to remove any items they did not themselves bring to the venue.**
- All breakages and damage must be reported promptly to SWIC Management so that repairs and/or replacements can be organised. Compensation for the damage will be required from the Hirer and any Bond paid may be forfeited.
- The Hirer is responsible for removing any spillage throughout the Hire
- **Children are welcome at most events but must always be supervised by an adult whilst in all areas of the facility, including hallways and toilets.**
- **Children must not be on the stage or under the stage, unless they are supervised performers.**

SWIC CONTACT DETAILS

SWIC Website www.switalianclub.com

SWIC Email admin@switalianclub.com

Phone numbers

Club Premises:08 9791 2286

President

Treasurer 0419 955 968

Please sign attached page and retain fully signed copy for your records

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DECLARATION BY HIRER:

I/We have read, understood and accepted all General and Special Conditions stated in this Agreement.

Where the person is acting on behalf of an organisation:

I confirm that I am an official signatory of the organisation and/or, am authorised representative to sign this Agreement on behalf of that organisation.

Name of Hirer or Authorised Representative of the Hirer:			
<i>Signature</i>	<i>Date</i>	/	/
SWIC Representative:			
<i>Signature</i>	<i>Date</i>	/	/
Note:			
<ul style="list-style-type: none"> Bookings are not confirmed until the deposit is received. Payment in full must be made at least 10 working days prior to the date of the event Hire. Failure to adhere to this condition will result in the booking being cancelled and any payments already made forfeited SWIC reserves the right to review fees for room Hire, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives and Policies of SWIC. 			