



Royal Port Pirie Yacht Club Hire Agreement

Bookings for Corporate Hire

Everyone is welcome to submit written requests for hire of the Royal Port Pirie Yacht Club Premises.

The contact persons for questions and information are:

Event Coordinator

Royal Port Pirie Yacht Club

PO Box 116

Port Pirie SA 5540

Primary Contact 0439437470

Secondary Contact 0438924916

Email info@royalportpirieyachtclub.org.au

Please read the Royal Port Pirie Yacht Club Conditions of Hire and the following Instructions Carefully.

The Hire Process.

- Download the hire agreement conditions form and the Hire Agreement Form from the RPPYC web page,
- Read the terms and conditions,
- The applicant is to fill out and sign the first section of the application form and the form to be submitted to the RPPYC by email.
- Approval or rejection of applications will normally be completed within 24 hours
- The RPPYC will notify the applicant of the outcome of the committee meeting.
- A tax invoice will be issued and a receipt can be provided on request.
- The hire fee or the Bond may need to be paid to secure the booking after the RPPYC hire has been agreed. This will be decided at time of hire.
- A tax invoice will be sent to the hirer once the Hire has been approved by the Royal Port Pirie Yacht Club and must be paid at least 4 weeks prior to the event unless agreed. All payments and refunds will be completed online.
- The Royal Port Pirie Yacht Club must receive or have a copy of the Companies Public Liability Insurance
- The normal hire period is the day of the hire.

The application form must be filled out and emailed to the RPPYC.



Royal Port Pirie Yacht Club Hire Agreement

Venue Hire Details

Normal Costs

- 1day seminar hire \$150.00
- Refundable Bond \$250.00

Other types of hire can be negotiated by filling out the **Royal Port Pirie Yacht Club Hire Application Form** and submitting to the RPPYC for consideration.

The bond may be waived for corporate and special hires by the RPPYC general committee.

An Invoice shall be sent for corporate hires once the Hire has been approved by the Royal Port Pirie Yacht Club and must be paid at least 4 weeks prior to the event unless negotiated.

The Royal Port Pirie must have of a copy of the Public Liability Insurance Certificate for Corporate hires.

Additional Costs.

The RPPYC will charge additional cost for Corporate hires if the RPPYC is required to:

Set up the venue. \$25.00 minimum

Clean up at the end of the hire. \$50.00 minimum

Catering -To be negotiated.

Use of Kitchen to be negotiated at time of hire.

Alcohol

Supply of drinks from the Licenced Bar to be negotiated at the time of hire.

If you want to serve alcohol on the premises, then you must first get approval from the RPPYC General Committee and if relevant the Port Pirie Regional Council. You must obtain any Liquor Licence permits that are necessary. Copies of the relevant licences obtained must be submitted to the club prior to the use of the premises.

No Alcohol can be consumed outside the venue.

Term of Hire

The RPPYC normal hire is for the 24-hour period on the hire day.

Booking Confirmation

The hire fee or the bond may need to be paid to secure the booking after the RPPYC hire has been agreed. This will be decided at time of hire.



Royal Port Pirie Yacht Club Hire Agreement

This shall be paid into the Royal Port Pirie Yacht Club Bank Account WESTPAC Account No: 197189
BSB: 035-071 Account Name: ROYAL PORT PIRIE YACHT CLUB INC

The Royal Port Pirie Yacht Club and must be paid all moneys at least 4 weeks prior to the event unless negotiated. This must be completed online.

Cancellation

A cancellation fee of \$50 will be charged if the cancellation is within 4 weeks of the hire.

Use of Facility

You will be allowed to use the venue floor space and toilets during the normal hire period. Chairs must not be stacked.

You must keep the premises clean and tidy and in good condition and leave the premises that way at the end of the hiring, Cleaning will be dependent on the negotiated hire arrangement.

You must not allow anything to be done which might be nuisance to or damage the premises or the equipment of the club or the owners or occupiers of any other property in the neighbourhood, or which might adversely affect the insurance of the club.

You must cover and reimburse the club for any losses they incur as a result of you using the premises, including any claim made against the club by you, anyone connected with you, or anyone who attends the premises as a result of your use of it.

Access/Keys

Keys will be supplied prior to the hiring and must be returned the day of the hire or the day immediately following the hire.

Safety and Security orientation will be discussed when the key is passed on.

Loss of the key will incur a cost of \$50.00

Responsibility

Conduct

Conducting of any illegal activity on RPPYC premises is prohibited.

Any activity likely to damage RPPYC property is not permitted.

The hirer is responsible for the conduct of ALL people on the premises during the hire period.

Security

The hirer is responsible for the premise's general security during the hire period and must remain in attendance whilst the premises are in use.



Royal Port Pirie Yacht Club Hire Agreement

All doors and windows (including bar security) are to be secured and all lights, air conditions, heaters are to be turned off on vacating the premises.

Damage to RPPYC Property

All damage to the RPPYC club property must be reported to a committee member within 24 hours. This is the responsibility of the hirer.

Any damage will forfeit the bond and damage costs will be charged to the hirer.

Please note: Chairs must not be stacked.

Clean Up

All clean-up is to be undertaken by the hirer unless agreed by RPPYC

A minimum \$100 fee will be charged to the hirer for any further clean up activity required following the hire of the premises if not cleaned correctly.

Non-Smoking Venue

The hirer is responsible to ensure there is no smoking on the premises as the RPPYC is a non-smoking venue.

Food Scraps and Left Overs

All general rubbish, food and drink supplied by the hirer are to be removed and taken off the premises unless negotiated in the hire agreement.

Bin liners will be supplied initially and must be removed when bins are empty.

You must abide these terms and conditions of The Royal Port Pirie Yacht Club Hire Agreement.



Royal Port Pirie Yacht Club Hire Agreement

Royal Port Pirie Yacht Club Venue Hire Application Form

Name of Applicant.....

Corporate Hire (CompanyName)

Reason for hire.....

Purchase order number..... (if applicable)

Duration and Date of hire.....

Phone Number.....

Email.....

Special Conditions Required (Cleaning, set up, Catering, e.c.t.)

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Hirer Bank Account Details for Refund of the Bond where applicable

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Phone Number.....

By signing the Royal Port Pirie Yacht Club Venue Hire Application Form, you become the responsible person to ensure that all conditions of hire are met.

I hereby have read and will abide by "Royal Port Pirie Yacht Club Hire Agreement " document

Name (print).....

Date.....

Royal Port Pirie Bank Account Details

Royal Port Pirie Yacht Club Bank Account

WESTPAC Account No: 197189 BSB: 035-071 Account Name: ROYAL PORT PIRIE YACHT CLUB INC

This page is to be Emailed to :info@royalportpirieyachtclub.org.au



Royal Port Pirie Yacht Club Hire Agreement

Office Use Only

Hire No

Hire For:.....

Date:.....

Approved by RPPYC byon.....

Cost Quote:.....

Bond Required:.....

Special Conditions Agreed

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Hirer notified on

Hirer agreed to continue with hire.....on.....

Bond Paidon.....

Hire Fee Paid - \$..... on

Invoice sent on

Payment Received on

Receipt sent on

Key given to Hirer on by

Key returned on to

Premises inspected on by

Comments

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Bond Returned by on by