



# **NARACOORTE P&A SOCIETY INC**

ABN 83 067 253 542

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www.naracoorteshowgrounds.com.au

## **APPLICATION FOR HIRE OF MEMBERS' CLUBROOMS**

*Applications must be completed by an authorised representative*

**Responsible person name:** \_\_\_\_\_ **Official position:** \_\_\_\_\_

**Business/Organisation/Club name:** \_\_\_\_\_

**Tax invoice address:** \_\_\_\_\_

\_\_\_\_\_ **Post code:** \_\_\_\_\_

**Responsible person phone no:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Public Liability Insurance Company:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

### **CREDIT CARD BOND**

**Name on Card:** \_\_\_\_\_

**Card number:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

*This card will only be charged in the event of damage or the hired area requiring professional cleaning services following this hire.*

I/we acknowledge that:

The insurance for merchandise/vehicles/machinery/animals/persons/public is our responsibility.

We agree to abide by the terms of hire of the Naracoorte Showgrounds, including the use of Incident Report forms.

If we are responsible for an event where camping and/or stabling is used it is our responsibility to collect all monies necessary from those persons using such facilities and pay these in full to the Naracoorte P&A Society Inc. Failure to collect monies from such persons is our responsibility and we agree to cover any costs that we may not have sufficiently recovered from the use of these facilities for our event.

COVID – All current Government regulations regarding Covid will be adhered to when hiring/using the Naracoorte Showgrounds facilities.

By signing this form, I declare that I am authorised to sign on behalf of the organisation/club/business/group/individual that will be responsible for insurance and fees associated with hiring the Naracoorte Showgrounds facilities and agree to be bound by the terms and conditions of hire.

**Authorised signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*See over page for hire rates*



## NARACOORTE SHOWGROUNDS

### APPLICATION TO HIRE THE MEMBERS' CLUBROOMS

#### HIRE RATES (From 1/4/2024)

25% discount for registered and approved not-for-profit & community groups

**Hire Start Date:** \_\_\_\_\_

**Hire Finish Date:** \_\_\_\_\_

**Hire start time:** \_\_\_\_\_

**Hire finish time:** \_\_\_\_\_

#### ALL RATES ARE PER DAY & GST INCLUSIVE

<u>FACILITY (please tick)</u>	<u>COMMERCIAL RATE</u>	<u>DISCOUNT RATE (by prior approval)</u>
<input type="checkbox"/> <b>Hall</b> (Includes kitchen, toilets & multimedia)	\$285	\$213.75
<input type="checkbox"/> <b>Boardroom</b> (Includes kitchen, toilets & multimedia)	\$185	\$138.75
<input type="checkbox"/> <b>Hall and Boardroom</b> (Includes kitchen, toilets & multimedia)	\$350	\$262.50
<input type="checkbox"/> <b>Professional clean</b> (to be paid if you choose to have a professional clean following your booking, rather than cleaning yourself)	\$(quote)	

<u>EXTRAS (please tick and complete if required)</u>	<u>FLAT RATE</u>	
<input type="checkbox"/> <b>Trestle tables</b> (rectangular 1.8m plastic trestles)	\$8 each	<u>No. required</u>
<input type="checkbox"/> <b>Tablecloths</b> (black fitted poly cloth for trestle tables)	\$6 each	<u>No. required</u>
<input type="checkbox"/> <b>Round banquet tables</b> (1.8m diameter)	\$10 each	<u>No. required</u>
<input type="checkbox"/> <b>Tablecloths</b> (black poly cloth, ½ drop for banquet tables)	\$8 each	<u>No. required</u>
<input type="checkbox"/> <b>Chair hire</b> (black vinyl banquet chair – indoor only)	\$1 each	<u>No. required</u>
<input type="checkbox"/> <b>Chair hire</b> (white plastic garden chair)	\$1 each	<u>No. required</u>
<input type="checkbox"/> <b>Lectern</b>	\$no fee	
<input type="checkbox"/> <b>Bain Marie</b>	\$65	
<input type="checkbox"/> <b>Urn</b> (2 available)	\$no fee	<u>No. required</u>
<input type="checkbox"/> <b>I will require cutlery/plates/cups &amp; saucers/water jugs</b>	\$no fee	Please state requirements below

**An invoice will be issued to the contact details provided when your booking is confirmed.**



## **NARACOORTE SHOWGROUNDS - TERMS & CONDITIONS OF HIRE**

### **Members Clubrooms**

- Bookings will not be accepted until an official Booking Form has been submitted and confirmation given by the Society
- The Members Clubrooms and surrounds must be left in the same state as when they were hired. Please review the attached cleaning checklist to ensure you are not charged additional cleaning fees.
- All hirers must provide a credit card bond at the time of hire. These details will be kept confidential. They will only be used if the hired facility is damaged during the period of hire, or the facility requires the services of a professional cleaner when the hirer has failed to leave the facility clean.
- Any damage must be reported to the Society as soon as possible.
- The Society does not have a rubbish collection, so the hirer is responsible for rubbish removal. It is your responsibility to take your rubbish with you at the completion of your hire. Alternatively, you can arrange with the Society prior to your event for rubbish to be collected at your cost.
- The toilets will be cleaned and stocked before your hire booking. If large numbers are expected, then the cleaning and restocking of paper etc. during the event is the hirer's responsibility.
- Hirers are required to follow all current SA Health Covid guidelines and comply with current government regulations.
- It is the responsibility of the hirer to ensure that the maximum capacity of any hired area is not exceeded with persons attending your event, as per SA Health guidelines.
- All hire fees must be paid within 30 days of hire, on invoice from the Society.
- Liquor licensing is the responsibility of the hirer.
- Noise must be kept within the Naracoorte Lucindale Council limits and Environmental Protection authority guidelines.
- Smoking is prohibited inside all buildings.
- No fires/campfires are to be lit on the Showgrounds.
- Access to the Members Clubrooms will be from 30mins prior to your booked time of hire, unless arranged otherwise prior to your event.
- Insurance for all equipment/goods/personnel/public liability relating to your event is the responsibility of the hirer