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

(Contact Robin Golding: 0412884499 OR [robinadsl@internode.on.net](mailto:robinadsl@internode.on.net) )

**FACILITY HIRE INFORMATION**

The club facilities are for hire by interested parties. The room may be hired on a regular, recurring basis or for a single occasion. The club has inside **seating for approx. 100** people, excluding staff. We can accommodate **140 people** **using indoor and outdoor spaces**. It is recommended to adhere to social distancing, hand sanitization, absence if unwell.

Clubroom hire for social functions can include catering by negotiation and use of bar facilities at very competitive prices. EFTPOS and cash facilities available.

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

***Hire of Club***

* Large functions (maximum seating for 100 people)
* Club Members and small groups ( 12 – 15 people) and recurring groups **please negotiate**

***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
* help from experienced players in playing the game, including beginner instruction (2 members / 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)
* Any additional hours’ hall hire is at $60 per hour.
* Use of court lights has additional cost of $10 / hour (Maximum 3 courts)
* Bar available (to be negotiated)
* Children 12yo or under must be with a parent or other adult who knows the child
* ONLY flat-soled, closed-in shoes are permitted on the lawns

***Club hire rates***

|  |  |
| --- | --- |
| Main Club House (100 people)   * All day (> 4 hours) * ½ day (up to 4 hours) | $350  $200 |
| Small Meeting (<30 people)   * part day (> 4 hours) * up to 4 hours | $150  $100 |
| Hire of Courts (includes Public Liability Insurance) | $50 |
| Cleaning charges | $50 |

***Bond:*** A bond of $200 is payable 14 days prior to the event.

Costs will be deducted from the bond if:

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

***Add-on charges***

|  |  |  |  |
| --- | --- | --- | --- |
| Kitchen facilities | $50 | Number of Courts available | 4 |
| Barbecue | $25 | Club mallets | included |
| Bar | n/a | Court lights (only 3 available) | $10/hour |
| Tea/coffee facilities | $20 | Wifi / PA / TV | $10 |

**TERMS AND CONDITIONS**

Organisations, community groups, or individuals (the Hirer) may hire the clubhouse and courts. Any damage inflicted during an event will have costs deducted from the bond.

1. To confirm your hire we require

**A Booking Form,**

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

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

The balance due must be paid at least two weeks prior to the event.

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. Any charges for breakages or damage will be deducted from the bond and the balance will be refunded to the hirer within 14 days of the inspection at the end of the period of hire.
2. The designated representative of the hirer is also responsible for the following:
   * 1. Equipment; decorations; and rubbish must be removed from the Club prior to departing (unless organized with the Club representative prior to the event).
     2. All rubbish must be correctly sealed and placed in the appropriate rubbish bins provided outside the building.
     3. 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, unless negotiated prior to the event. No alcohol may be brought on to the premises unless written prior arrangement has been made. 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 is 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 behaviour 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 is NOT permitted in the clubroom, on the courts or any other area inside the boundary fences.
11. Shoes with heels or platforms are NOT to be worn on the courts. 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 child under 12 years old 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 (0412884499) 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 [robinadsl@internode.on.net](mailto:robinadsl@internode.on.net) 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 |  | | |
| Day & Date of event |  | | | |
| Company / Organisation |  | | | |
| Address |  | | |  |
| Type of function | Croquet party / Club House Function / Recurring group / Club Member / Other …………… | | |  |
| Recurring frequency | One-off / weekly / monthly / other … | | |  |
| Contact Person |  | Email Address |  | Costs |
| Phone Number |  |  |  |  |
| Proposed Start Time  (include set up) |  | Proposed Finish Time  (Include clean up) |  |  |
| Total number of people |  | Number of children under 12 years old |  | \* |
| Club Room Hire | Included for croquet party. Yes / No  (Seats approx. 100) | NACC member helpers?  What time? | Yes / No Number……………………  ……… to …………. | \* |
| Use of Courts  How many? | Yes / No  Number …………………. | Use of lights on Courts | Yes / No | \* |
| Use of kitchen facilities | Yes / No | Use of Club Mallets | Yes / No | \* |
| Bar (cash or EFTPOS)..Bar tab must be settled at end of day. | Yes / No | Tea / coffee | Yes / No | \* |
| Barbecue  (must have a NACC member) | Yes / No | Catering | n/a / external / NACC catering (by negotiation) | \* |
| Cleaning to leave things as you found them. Covid 19 standard | Clearly understood  (To be completed by hirer) |  |  |  |
| Do you require an Invoice? | Yes / No | **Who is to receive the invoice?** | **NAME**  **Email:** |  |
| **Bond** | **$200 Due 14 days prior to function. Hirer’s bank details needed for return (less damages costs)**  **Name: BSB: A/C# Message:** | | | **$200** |
| Type of Facilities | Wifi / PA / TV / white-board | | |  |
| Liaison Person for access on the day. | Will be arranged after booking is confirmed | | |  |
| Other information / question |  | | |  |

*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* |  |