



**Murdoch University Melville Football Club Inc**  
ABN: 54 117 877 164

## Booking Form for Hire of Club Rooms At Len Shearer Reserve, Marcus Ave, Booragoon

### ORGANISATION DETAILS

Organisation Name:	
Address:	
Contact person/Organiser:	
Email address:	
Daytime phone:	
Mobile phone:	

### HALL REQUIREMENTS

Type of Activity:	
Date(s) required:	
Duration of activity - Start am/pm:	
- Finish am/pm:	
Please specify facilities required:	

Maximum no of People: 60

### FEES AND CHARGES (inclusive of GST):

Hire of Hall per day (or part thereof)	\$260
Kitchen facilities	\$35
Bar Staff per hour (min 3 hours)	\$25
Cleaning per hour (min 3 hours)	\$25
Outdoor lighting (lights must be off by 9:30pm)	\$75
A bond may be required for evening events	\$500

**Payment in full** is due 14 days prior to booked event. Please transfer monies to:

**Account Name** Murdoch University Melville Football Club Inc  
**BSB** 016 267  
**Account No** 266 067 579

In making payment, I confirm I have read, understand and agree to the terms outlined in this document including the Public Liability waiver. I accept full responsibility of any action that may result from non-compliance of the hall hire conditions.

**Signature** \_\_\_\_\_ **Payment deposited \$** \_\_\_\_\_

**Received by** \_\_\_\_\_ **Date** \_\_\_\_\_

### Bookings Coordinator:

Ewald Ringer, 0408 138 870, [bar@mumfc.com.au](mailto:bar@mumfc.com.au)



## Terms and Conditions

1. If any function is found not to be that as stated in the Application Hire Form, all monies including the bond, will be forfeited immediately.
2. The Events Coordinator or Executive Committee of Murdoch University Melville FC Inc reserves the right to reject any application submitted.
3. The fees are to be paid in full 14 days prior to the function.
4. Notice of cancellation of the booking must be given no less than 2 weeks prior to the agreed hire date. In the absence of another booking for the same date, 75% of the hire fee will be refunded. All applications must be confirmed by the Events Coordinator.
5. The hirer must agree to a club appointed cleaner to restore the premises to a state that is acceptable by the club. The hirer accepts the responsibility for packing away the tables and chairs and bulk items from the main hall, bar and kitchen areas to allow the cleaner to clean all areas unobstructed.
6. The club premises, car park and garden areas are to be returned to the same condition prior to the function, specifically:
  - a. Tables and chairs stacked in the designated area.
  - b. All rubbish is to be cleared and bins emptied into the council collection bins situated outside the building.
7. All breakages and damages including lost keys must be reported. Repairs or replacement will be charged to the hirer. Repair costs in addition to bond, will remain the responsibility of the hall hirer.
8. All lights, air conditioners and fans are to be turned off at the conclusion of the function and other switches are not to be tampered with. The oven and other kitchen utilities except the kitchen fridge are to be turned off.
9. The kitchen is for the express purpose of food preparation and distribution and the serving of coffee, tea and soft drinks and is not to be used for any other purpose.
10. Liquor may only be purchased from the club bar and consumed under the club's Liquor Licence. Consumption is only permitted inside the building and on the concrete verandah on the building's east side.
11. Admission to the building to be coordinated with the Events Coordinator.
12. Entry to the hall is acceptable after 12 noon on the day of the function or by prior arrangement, however, it must be understood that the premises is primarily a Football Club and normal Football activity must not be impeded in any way. During the Football Season members may still be present until 6.30pm but will co-operate where possible.
13. The hirer is responsible for leaving the premises in good order, locking and making secure the premises and leaving the building in a clean and respectable condition.
14. Decorating of the hall is authorised but under no circumstances are nails etc. to be used or anything stuck to painted surfaces. All decorations must be removed at the completion of the function.
15. Club Honour Boards, displays, photos etc. must not be interfered with. The type of decoration intended must be made clear on application of the hall.
16. Members of the Executive Committee reserve the right to visit any function to ensure the building is being used in the correct manner and the conditions of hire are being adhered to.



17. The areas being hired consist of the main club room, kitchen, toilets, and verandah and under no circumstances will other areas be entered into nor club equipment interfered with.
18. Hire of the hall is subject to the provisions of the Local Government Act.
19. The Hirer must have the premises in a clean and tidy manner, as described in Item 5 by 8.00am of the morning following the function. A charge will be made after this time at the discretion of the Events Coordinator for late cleaning.
20. Smoking is **not** permitted in the building. Persons wishing to smoke may do so only on the verandah area or outside the building. The Club is a Heathway's sponsored venue.
21. Events at the venue must not be advertised on Facebook or other social media.
22. Car parks in the close vicinity of the clubrooms must be kept glass and rubbish free and this will also be the responsibility of the hirer.
23. The hall hirer will be responsible for the supply of dish washing detergent, Tea towels and wash cloths, cutlery, crockery, glasses, jugs, table cloths and food warmers if required - toilet paper and paper hand towels are provided.

### **Public Liability**

It is to be acknowledged that Murdoch University Melville FC has indemnified its members from any negligent act that may result in a claim against its members. It is however the responsibility of the hall hirer to indemnify themselves against any negligent act that may result in a claim against them during the period of the hall hire arrangement including any allowed time prior or after the scheduled event in which set up and clean up may occur.

Any personal injury to contractors either delivering or collecting goods or persons engaged in the set up or clean up of the function remains the responsibility of the hall hirer. Should the hall hirer be given prior instruction or have prior knowledge of a potential danger and then choose to ignore or pass on such given warnings or instruction then liability remains with the hirer.

The club accepts no responsibility for items that may be found to be broken or damaged and knowledge of such was not apparent prior to the use of the item or appliance and subsequent injury incurs – common-sense is to prevail and the matter brought to the attention of the club Events Coordinator at the earliest possible occasion.

I/we, acknowledge that I have read and understood the Hall Hire Conditions. I/we also take full responsibility of any action that may result in a claim for negligence that may have been prevented by my personal action.

### **More Details:**

[www.mumfc.com.au/downloads-information/hall-for-hire](http://www.mumfc.com.au/downloads-information/hall-for-hire)