

# Spring Creek Pavilion

## Casual Hire Application Form

Organisation Details	
Name of Organisation or Casual Hirer, reason for hiring facility and approximate numbers	

Organisation Contact or Casual Hirers Details			
Name		Position	
Contact No		Email	
Postal Address			

Facilities Required			
<input type="checkbox"/> Main Function Room (Roger Boak Room)	<input type="checkbox"/> Meeting Room East	<input type="checkbox"/> Meeting Room West (Presidents Room)	<input type="checkbox"/> Kitchen

Schedule	Dates and times of use		

Liquor Licensing			
For alcohol to be consumed the hirer must engage Torquay Cricket & Football Club for which there will be a charge for bar staff. Drinks at bar prices.			

Declaration			
I hereby confirm that the above information is correct and that I have read and agree to abide by the conditions of hire below.			
Name		Position	
Signature		Date	

Club Use Only			
Agreement approved		Cost of Hire	€\$
Booking number		Date payment due	
Key Issued		Payment made	
Invoice Issued	/ /	Key returned	/ /

Club Use Only			
I hereby confirm that the above user has been granted access for the period and purpose indicated above			
Name		Position	
Signature		Date	

# Spring Creek Pavilion - Conditions of Hire

**Fees** – Payment of all fees must be made to TC&FC at least seven (7) days prior to the date of hiring where applicable. The bond shall be paid on the day of hire via a swipe of hirer's credit card. This will be refunded if after inspection by the Hirer and a representative of the TC&FC agreement is reached if any damages or excess cleaning costs are incurred.

**Cancellation** – Where a booking is cancelled with less than seven (7) days notice, the hirer will forfeit half the total hire fee unless the facility is re-hired.

**Keys** – Can be collected from the TC&FC the day prior to hire. Keys must be returned **no later than** the next business day after the hire. Any lost keys must be reported to TC&FC next business day, a fee will be charged for replacement.

**Lock up procedure –**

1. The climate control system and all lights must be turned off.
2. Tables are to be wiped clean, chairs, tables and operable walls **must be returned** to their original position or into storage areas. Indoor tables and chairs are not allowed on deck areas.
3. All rubbish to be removed and placed in bags and then deposited in waste bins at the rear of the building.
4. Kitchen is to be left in a clean state with benches wiped down, stove, fridge and sinks cleaned. All appliances and exhaust fans must be turned off. Any unused food and drinks must be removed from fridge and cool room after use.
5. All external and internal doors upstairs and downstairs are to be LOCKED.

**Elevator** - must only be used for its intended purpose, any unnecessary calls to emergency number will be charged to hirer if a call out is activated.

**Times** – All functions must cease by 12 midnight on the night of hire. All persons must be off premises by 1am unless negotiated with TC&FC or Surf Coast Shire.

**Smoking** – Is prohibited in all parts of the facility.

**Sub-letting** – Is not permitted under any circumstances. All use must be booked through the TC&FC office.

**Obstruction** – The hirer shall comply in every respect with Regulations under the Health Act with regard to public buildings for the prevention of overcrowding, obstruction of gangways, passages, corridors, stairs or any other part of the building. Any person causing an offence against such Regulations, using insulting language or disorderly behaviour shall be removed from the building.

**Gambling** – No game of chance or raffles shall take place in any portion of the building without a permit or license in accordance with the Lotteries, Gaming and Betting Act.

**Food Handling** – Use of kitchen and food handling must be in accordance with the Food Act 1984. Any selling of food must be registered with the Surf Coast Shire Environmental Health Department.

**Alcohol** – No alcohol shall be brought into or consumed on the premises except in accordance with TC&FC Management.

**Use of facility and grounds** – shall only be used for the purposes agreed to by TC&FC or Surf Coast Shire.

**Damage to floors, walls or any other part of the building or any fitting or furniture, must be reported by the hirer within 24 hours and the cost of the repairs will be borne by the hirer. The cost of additional cleaning will be deducted from the bond.**

**Refusal to let** – It shall be at the discretion of Management to refuse to let the facility or grounds in any case; notwithstanding that the facility or grounds may have been let or that these conditions may have been accepted and signed and the hiring fee and bond paid; TC&FC Management shall have the power, if seen fit, to cancel such letting and direct the return of any fees paid and the hirer hereby agree in such cases to accept the same and to be held to have consented to such cancellation, and to have no claim at law or inequity for any loss or damage in consequence thereof.

**Claims** – The hirer shall be responsible for any accident, damage or injury sustained by any person or persons using any part of the facilities during the conduct of hiring. Notwithstanding that such injury may arise from or by reason of any defect in the furniture, fittings, accessories of any kind, or building or otherwise however and the hirer agrees to indemnify the TC&FC and its Officers against all claims and demands made or cost or expenses incurred in connection there with. The TC&FC and its Officers shall not be liable for any thefts or losses incurred by the hirer, his agents or staff during occupancy or for any equipment remaining on the premises after occupancy.