

**Function Hire Contract 2023-2024 V1****CONTACT DETAILS**

Name ..... Business Name: .....  
Phone ..... Mobile .....  
Residential Address.....  
Email .....  
Date of Event ..... Purpose of Hire .....  
(ie wedding, engagement, birthday, meeting)  
Are you a Club Member or Sponsor? YES / NO ..... Discount may apply – see page 2

**FUNCTION ROOM - UPSTAIRS****Seminars/Meetings without Bar Service****Tick**

- Full day Use ..... \$270.00 ☐
- Half day (up to 4 hours) ..... \$150.00 ☐

**Wedding Receptions, Large functions and Parties with Bar Service  
(300 people max)**

- Function Room Hire Fee, Bar Staff and a standard clean ..... \$550.00 ☐
- Use of Kitchen (when PLYC caterer is not used – Excludes cleaning) ..... \$120.00 ☐

Clean up time is at the discretion of the Function Hire Coordinator.

HIRE TIME FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm      BAR OPENING TIME FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

TOTAL NUMBER OF GUESTS: \_\_\_\_\_

**MEMBERS BAR - DOWNSTAIRS****Function/Meeting without Bar Service**

- Full day use ..... \$180.00 ☐
- Half day (Up to 4 hours) ..... \$100.00 ☐

**Parties, Receptions with Bar Service  
(70 people max)**

- Function Room Hire Fee, Bar Staff and a standard clean ..... \$330.00 ☐

Clean up time is at the discretion of the Function Hire Coordinator.

HIRE TIME FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm      BAR OPENING TIME FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

TOTAL NUMBER OF GUESTS: \_\_\_\_\_

**OTHER OPTIONS**

Equipment Hire - Data Projector and Screen ..... \$55.00 ☐

**TOTAL HIRE COST** (includes GST): \$ \_\_\_\_\_

An invoice for the full amount will be forwarded upon confirmation of booking.

# TERMS & CONDITIONS OF HIRE

Tentative bookings are held for 1 week only. To confirm your booking the Function Hire Contract must be completed and lodged along with a signed copy of the Terms and Conditions to the PLYC. An invoice for the full amount will be forwarded for payment.

***If the booking is cancelled at least 30 days prior to the hire date the amount paid will be refunded.***

**Payment:** Immediate 50% payment on receipt of invoice is required to secure the booking. The balance is payable within 90 days. Full payment must be received prior to use of facilities. All beverage accounts must be finalised on the night. We accept Bank Deposit, Cash or MasterCard/Visa. All payment details and terms are noted on your invoice.

**Security Bond:** Credit card details are required prior to use as pre-authorisation. This will be used to cover any breakage or damage which occurs during your function or event, and excess cleaning charges where the property requires a higher than usual level of cleaning as a result of your hire, along with any outstanding payments not received after your hire. You will be notified of these charges before your credit card is charged. A credit card form will be emailed to you which needs to be returned to PLYC before your event.

**Key hire:** It is the hirers responsibility to collect their own hire key to the facilities from another local business with a "cash only" deposit of \$50. When you return the key you will receive your \$50 cash back. Location and entry information to access PLYC will be advised after your hire is secured. You will be advised what time the hirer is allowed to access the hired premises. It is also the hirer's responsibility to have the premises securely locked when you leave, all lights turned off along with any appliances.

**Setup of Functions:** The setup for functions - tables, crockery, cutlery and decorations etc is the hirer's responsibility and is not included in any of the hire charges. The hire of any PLYC white table cloths will be charged to you after your event once dry cleaned.

**18<sup>th</sup> and 21<sup>st</sup> Birthday Functions:** 18<sup>th</sup> birthday functions are **NOT** permitted. 21<sup>st</sup> birthday functions are permitted in the upstairs function room only. Licensed security is compulsory for 21<sup>st</sup> birthday functions at the cost of the hirer and the hirer must give notice to the Club of the name of the security business hired for that particular function.

**Alcohol policy:** Alcohol is not to be brought into the Club.

**Catering:** Organisation of catering is the responsibility of the hirer. Our Function Hire Coordinator can offer suggestions of providers. Supply of morning or afternoon tea may be available by negotiation.

**Cleaning:** While a % of the hire fee includes a standard clean, excess cleaning will be charged at \$50.00 per hour, at the discretion of the Function Hire Coordinator. The kitchen hire fee excludes any cleaning fees. The hirer is also responsible for the cleaning of the kitchen area as this is not included in your hire fee. No food scraps are to be left in the kitchen overnight with all rubbish placed in the rubbish bins outside. The kitchen area is to be left clean after your hire.

**Kitchen & Security:** You will be supplied a key and access code to the building. The alarm to the kitchen must be deactivated before entering by entering a 4 digit access code and pressing "Away" on the panel to the left of the kitchen door. A \$50.00 false alarm fee will apply if the alarm is activated.

**Damage to PLYC property:** Damage above wear and tear to PLYC property will be charged. This includes excess glass breakages.

- Please do not remove Club fixtures eg trophies, photos or speakers.
- Do not use sticky tape on windows as the windows have a protective coating that may be damaged.
- Confetti, petals, table sprinkles and glitter are not permitted. A cleaning fee will apply if used.
- No sticky tape or blue tac are permitted on ceiling panels. Ceiling panels have special clips which are to be used when decorating.
- Candles may only be used if a barrier is used to protect tables and carpet.
- A utensil list will be supplied for the kitchen. After a function please check to make sure items have not been removed from the Club. Replacement charges will apply.

*I/We hereby accept the Port Lincoln Yacht Club's terms and conditions for hire and confirm our booking.*

*I/We agree to pay the hire fees as invoiced and agree to pay charges for any damage and extra cleaning however caused while hiring and occupying the Club as set out in the "Conditions of Hire".*

SIGNATURE OF HIRER/S: .....

Dated ...../...../.....

PLYC Comments:

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Current financial PLYC Members and Sponsors receive a 20% discount on Hire Fees  
GOLD SPONSORS = 1 free function room hire