

Southern Umpires Association Hall Hire Guidelines



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Function/Event Schedule

Day	Times Available	Liquor Licence
Monday	9am – 5pm	
Monday Evenings	Not Available during football season	
Tuesday	9am – 5pm	
Tuesday Evenings	Not Available during football season	
Wednesday	9am – 5pm	
Wednesday Evenings	Not Available during football season	
Thursday	9am – 5pm	
Thursday Evening	6pm – 12am	7pm – 11.30pm
Friday	9am – 5pm	
Friday Evenings	6pm – 12am	7pm – 11.30pm
Saturday	9am – 5pm	
	6pm – 12am	5pm – 11.30pm
Sunday	Not Available	

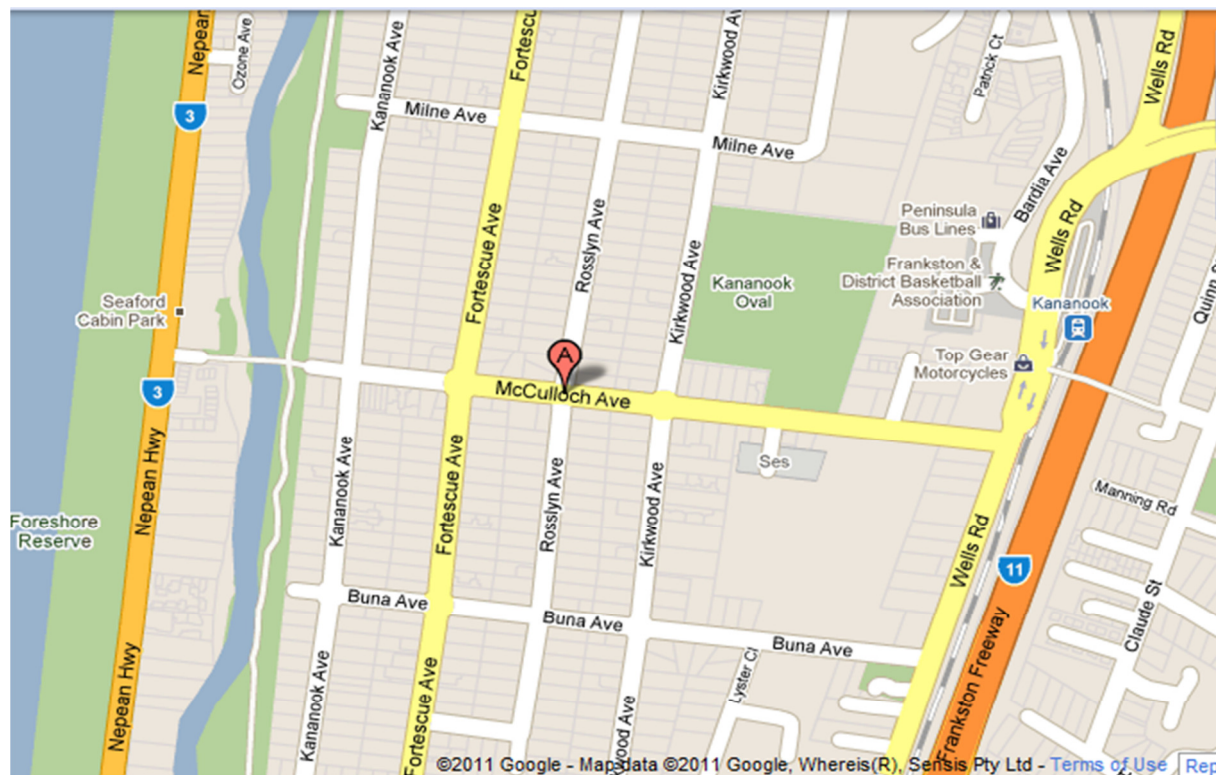
Directions to the Southern Umpires Association

The Southern Umpires Association is located:

Kananook Oval Reserve Seaford

Melways Reference 99 F8

Entry door located at the back of the building



1. Venue Hire

1.1 Facilities are available to any user as deemed appropriate by the Management of the Southern Umpires Association (SUA). Priority will be given to SUA usage, related sporting-community organisations and SUA sponsors.

1.2 The venue hire fee is inclusive of Standard tables and chairs, lighting, air conditioning, heating, normal cleaning (dusting and vacuuming) and ample free parking. If the building is left in an unclean State and extraordinary cleaning is required, all costs incurred will be included in the invoice or a cleaning surcharge of \$110 (Incl. \$10 GST) will be applied. (Additional charges may apply for furniture, crockery & cutlery).

2. Booking Venues

2.1 The venue will be held for 10 days from any enquiries received prior to event.

2.2 A Bond Deposit amount of \$500.00 will be requested along with a signed copy of the Confirmation Letter to fully secure the premises.

2.3 Community discount rates apply to those groups who send a copy of their certificate of Incorporation. The certificate must be produced at the time of booking.

2.4 Bookings must be made using this booking form. Bookings for periods of 3 or more days can be made up to 12 months in advance or for periods of less than 3 days can be made up to 6 months in advance.

2.5 Day hire includes use of the Hall from 9.00 am until 5pm.

2.6 A minimum hire period of 4 hours applies to all day bookings. Hire period must include all set up and take down periods required by the hirer.

2.7 A 25% deposit or the bond deposit of \$500 (community \$220) is required to be paid to confirm the booking. Until the deposit is paid the booking cannot be confirmed and other bookings will take precedence.

2.8 Final payment representing the total cost less the deposit is due 3 full working days prior to the event unless alternative arrangements have been made with SUA by ways of credit card guarantee or credit facilities

2.9 Should the client wish to pay by cheque the client also agrees to pay the full amount 6 working days prior to the event. In the event where the function is less than 5 working days the client agrees to supply a credit card as a guarantee. Direct Debits are to be made payable:

Southern Umpires Association
Bank: Commonwealth Bank
BSB: 063-118
A/C no: 1010-1628

3. Rates & Charges

Day	Daily Rate	Community	Hourly Rate	Community
Monday	\$200.00		\$30.00	
Monday Evening	\$150.00		\$30.00	
Tuesday Evening	\$200.00		\$30.00	
Wednesday	\$150.00		\$30.00	
Wednesday Evening	\$200.00		\$40.00	
Thursday	\$200.00		\$30.00	
Thursday Evening	\$200.00		\$40.00	
Friday	\$200.00		\$30.00	
Friday Evening	\$200.00		\$40.00	
Saturday	\$200.00		\$30.00	
Saturday Evening	\$300.00		\$75.00	

4. Public Holidays

4.1 25% labour surcharge applies on public holidays.

5. Cancellation Policy

5.1 Notice of 60 - 30 Days

100% of the full deposit will be reimbursed

5.2 Notice of 30 Days or Less

50% of the full deposit will be reimbursed

5.3 Notice of 10 Days or Less

Due to cost incurred, unfortunately no refund can be made.

5.4 Notice of 3 Working Days or Less

In the event of the cancellation made as late as 48 hours prior to the function the organizer will be charged the total quoted price of the function

6. Catering

6.1 Final numbers must be confirmed at least 5 working days prior to the function/event date. This number may be increased up to 24 hours prior to function, but cannot be decreased when catering has been ordered, once final confirmation has occurred

6.2 Service Staff is required for functions where catering is ordered. Service Staff will be charged at \$36.00 per hour

6.3 Should catering numbers be confirmed under 10 persons a surcharge of \$100.00 will apply.

6.4 Please Note: Due to Health Regulations any Catering ordered through the Southern Umpires Association is not permitted to be taken away at the completion of your Function

Gay Whiteley
Ambience Events & Catering
Phone: 0413 651 964
Email: gaywhiteley@optusnet.com.au

7. Self-Catering

7.1 Self-catering is available. A fee of \$100.00 will apply for bookings requiring the use of the kitchen area to provide private catering (price includes use of kitchen, crockery, cutlery and glass wear).

Should the client require the SUA to hire in extra of any of the above, all costs involved will be paid for by the client.

7.2 Clients who chose this option will need to provide their own Tea and Coffee supplies including milk and sugar.

8. Decorations and Signage

8.1 All decorations, signage, exhibits, equipment and displays for the Event / Function (the "Material") must be approved by SUA Management before being installed into the facility. All Material brought into the Facility by the Client or the Client's Associates shall be at their sole risk and must only be brought into and taken from the Facility and the Function Room at entry and exit points.

9. Beverage Arrangements

9.1 As alcohol will be consumed under the provisions of the Liquor License that is attached to the Southern Umpires Association and under our management, all liquor and other beverages can only be purchased through the Southern Umpires Association. A comprehensive range of beer, wine, soft drinks and juices are on offer and management will make every endeavour to cater for individual requirements.

9.2 Service staff is required for bar service. Number of beverage Staff depends on type of service required. Service Staff will be charged at \$40.00 per hour

10. Responsible Service of Alcohol

10.1 No person under the age of 18, is permitted to consume alcohol on the premises

10.2 The Client acknowledges that the Southern Umpires Association (SUA) practises the responsible serving of alcohol in accordance with its obligations under its restricted club liquor license. The Client agrees to comply with and procure the compliance of its guests and invitees with the conditions of such liquor license and any request from SUA Management limiting the serving and/or consumption of alcohol.

10.3 The Client also agrees to comply with and procure the compliance of its guests and invitees with the SUA guidelines and protocols for the responsible use of alcohol, including those contained in the SUA RSA Mission Statement and Protocol for private functions.

11. Responsibility for Persons Attending Event

11.1 The Client uses and occupies the Southern Umpires Room at its sole risk and assumes full responsibility for conduct of the all persons attending the Event and shall ensure that the event is conducted in an orderly manner. The client shall ensure that the persons attending or associated with the Event will:-

(a) comply with all applicable laws and all lawful directions given by SUA Management (including compliance with non-smoking requirements)

(b) strictly comply with the Agreement (where applicable)

12. Indemnities and Insurance

12.1 The Client releases and indemnifies the Southern Umpires Association, its employees, officers, contractors and agents from and against any loss, claim, demand, liability or damage whatever however arising (including liability or damage caused by any negligent act or omission) in connection with the Event (including, without limitation, in connection with the Theming and the Theming Equipment), except to the extent that such loss, claim, demand, liability or damage is caused by the SUA.

12.2 If, in the opinion of the Southern Umpires Association, the Client's proposed use of the Function area or any activity or matter in connection with the Event poses any particular, special, unusual or increased risk, SUA Management may require the Client to take out and maintain public liability insurance (for a minimum amount as determined by the SUA Management). In any case, SUA Management strongly recommends the Client take out public liability insurance in connection with the Event.

13. Security and Charges

13.1 For functions that continue after 6.00pm and involve the consumption of alcohol, there may be a Security Surcharge of \$46.00/hour for every 30 persons for the duration of the function (at the discretion of SUA Management).

13.2 If an event is booked and confirmed at 100 persons or more and alcohol is to be consumed then Security will be required, requirements are as follows

First 100 persons – 2 x Security, 1 x Security for every 100 per after.

Please note that Security is required to be in attendance 30 minutes prior to commencement of function and 30 minutes after completion of function.

13.3 All charges for security will be charged to the client.

14. Equipment Hire

14.1 The Southern Umpires Association has a range of audio-visual equipment and conference aids for hire.

14.2 The hirer is responsible for any damage of equipment (including all hire equipment) and property of the Southern Umpires Association.

15. No Smoking & Illicit Drugs Policy

15.1 The Southern Umpires Association building and grounds are a smoke free environment. Users of the facility are not permitted to smoke cigarettes or any form of tobacco product within 20 metres of the Facility.

15.2 The Southern Umpires Association building and grounds are an illicit drug free environment. Any person found using or in the possession of drugs the police will be notified and the function will cease immediately. No money will be refunded.

16. Rules and Regulations for use of the Southern Umpires Rooms

16.1 The Hall shall not be used for any other purpose than specified in this agreement.

16.2 If the hirer fails to vacate the Hall after the conclusion of the hiring, the hirer shall pay the Southern Umpires Association upon demand, additional charges at current rates.

16.3 The hirer is required to sweep floors, re-Stack any chairs and tables in the specified locations.

16.4 The Hirer shall be responsible for the collection of all rubbish (inside and outside). Rubbish is to be deposited in the waste hopper provided. Hirers are to empty litter bins into the hopper at the conclusion of the hire.

16.5 The Southern Umpires Association undertakes no responsibility for the property of any hirer or other person.

16.6 All hirers are to comply with the provisions of the Liquor Act, Public Health Regulations and all other regulations pertaining to the hirer's use of Hall.

16.7 No naked flames, fires or use of fireworks is permitted either in the Hall or its grounds.

16.8 No advertising or other signs or sticking material are to be attached to any part of Hall unless approval is obtained from the Southern Umpires Management.

16.9 Advertisements in any form shall not be erected on or outside the Hall or grounds without the permission of the Southern Umpires Management

16.10 Banners may be installed on the poles at front of the Hall.

16.11 Representatives of the Southern Umpires Association shall be permitted free access to the Hall for the purpose of performing their duties.

16.12 No fixture, fitting or furnishing may be altered, moved or removed without the consent of the Southern Umpires Association.

16.13 No animals except "guide dogs" may be admitted to the hall except with prior arrangement.

16.14 The hirer shall require all persons in Southern Umpires premises and grounds to behave in an orderly manner and otherwise in compliance with these conditions of hire, and the hirer will ensure that any person who fails to do so leaves the Hall and grounds.

16.5 Subletting of whole or part of the Hall is not permitted.

16.6 Fire extinguishers and other safety equipment are not to be moved or access to them obstructed. Emergency exits are to remain unobstructed at all times.

16.7 Failure to meet any of these rules and regulations, either before or during a booking, will result in immediate cancellation of any booking and forfeit of all bond moneys.

17. Equipment Hire Rates

The Southern Umpires Association has a wide range of quality audio visual equipment and conference aids to suit any style of function.

Whiteboard \$ 45.00
Compact Disc Player \$ 55.00
Roving Microphone –Handheld \$ 60.00
Video/Data Projector \$250.00

Internet Access (per day) \$ 50.00
Lectern & Microphone \$ 65.00

18. Contact Details

Name: Sam Villenger
Head of Operations Events and Social
Mobile: 0424 754 522
Email: events.sua@gmail.com

Function/Event Booking Sheet

Applicants Name/Organisation: _____

Contact Person(s): _____

Address: _____

Phone: Mobile: _____

Email: _____

Date(s) of Hire:

Times:

Monday: ___/___/___ _____ to _____

Tuesday: ___/___/___ _____ to _____

Wednesday: ___/___/___ _____ to _____

Thursday: ___/___/___ _____ to _____

Friday: ___/___/___ _____ to _____

Saturday: ___/___/___ _____ to _____

Type of Function: _____

Number of persons: _____

(Please confirm final numbers no later than 3 working days prior to function date)

(Please circle)

Catering Required: Yes/No

Equipment Required: Yes/No - Please specify: _____

AGREEMENT

I / we understand all conditions set forth under these Terms & Conditions

I / we accept all of such conditions as being the Terms & Conditions

NAME: (Please Print) SIGNATURE:

Office Use Only – Confirmation Number