



# Vikings FC.

ABN: 55 240 334 934

P.O. Box 48 Sebastopol Vic 3356

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## Facilities Hire Agreement – Non Member Hire

### Hirer Details

Name of Hirer					
Contact Person					
Contact Numbers		Mob	Home	alt	
Email address		Preferred contact		email <input type="checkbox"/>	Phone <input type="checkbox"/>
Address of Hirer					
Type of Function					
Hire Date		start time		End time	
Deposit Due Date		Hire Fee and Bond Due Date			
Deposit Pd		Date	Amount pd	\$	VKINGS USE ONLY Refund given.. date
Bond Pd		Date	Amount pd	\$	
Hire Fee Pd		Date	Amount pd	\$	
# of Adults attending				# Minors attending	

## Vikings FC - Conditions of Facilities Hire

### USE OF FACILITY

- The hall must only be used for the purpose stated on the application form.
- Vikings FC must have access to the Facilities at all times.
- The Hirer is responsible for the conduct and behaviour of all persons attending their function. This includes both inside and outside of the hall.
- All persons entering The Facility do so at their own risk.
- The Hirer is responsible for familiarising themselves with the location of emergency exit doors, before commencing any activities.
- Emergency exits must remain clear at all times.
- The Hirer must only use the hall within the nominated times of your booking or additional costs will apply.
- If extra time is required for preparation purposes, you must notify Vikings FC in writing several days before the event.
- Special conditions may be imposed for some types of events including, but not limited to additional security requirements or event safety plans.
- Prior to using the hall please note any damage or required maintenance e.g. a broken chair or table, inadequate cleaning, missing or broken equipment (including cleaning items) on the Facility Assessment form provided in your pack.
- The Hirer should count the number of tables and chairs at the start of the function, note on the Facility Assessment Form and confirm at the end of the function.
- No fire, including fire performances and ceremonies, with the exception of birthday candles are permitted within the hall or surrounding grounds at any time.
- Barbeques, spits, pizza ovens and cooking appliances such as deep fryers and /or naked flame appliances are not permitted inside the hall under any circumstances.
- No smoke machines or any other equipment that may cause the smoke alarm to activate, are to be used inside the hall. Fire Brigade call out fees will be payable by the Hirer.
- No graffiti art or spray painting is to be conducted within the hall or surrounding grounds.
- Animals are not permitted in the hall with the exception of registered assistant animals.
- To avoid permanent damage to the hall we ask that decorations are limited to the tables and not attached to walls, ceilings or windows. If you do have wall decorations they must not be fixed to the wall with anything that will mark, scratch or damage the surface in any way.
- Insurance does not cover any goods or equipment that is brought into the hall or left in the hall by the Hirer or their invitees. Vikings FC will not compensate the Hirer for any losses of any goods or equipment or consequential losses arising out of the damage or loss of the equipment. Hirers are advised that they should obtain insurance for their own equipment and goods.
- Abuse of the conditions of hire will lead to cancellation of rights to book Vikings FC hall in the future.

Hirer's signature: \_\_\_\_\_

## Vikings FC - Conditions of Facilities Hire

### NOISE

- The level of noise must not inconvenience surrounding residents.

### SMOKING

- Smoking is not permitted inside the building nor within 4 metres of any doorway / window.

### PLAYING SURFACES – GROUNDS

- Hire of the facilities does not include access to the playing surfaces. Guests are not permitted to enter playing areas.

### ALCOHOL

- Persons under the age of 18 cannot consume any alcohol on these premises at any time – No exceptions.
  - Any person or persons supplying alcohol to minors will be required to leave the venue.
- Intoxicated and/or offensive behaviour will not be tolerated. Club officials reserve the right to refuse service to those individuals, or potentially close the bar until such individuals are removed.
- No alcohol purchased outside the premises is to be consumed on the premises. Offenders will be asked to leave the vicinity.

### CLEANING

- Please consider time required to set up, tidy and clean the hall when choosing your hire period as Hirers will not be permitted to remain in the facilities after the finish time specified in the Agreement.
- The Facilities have a mop, a bucket and a broom but you will need to provide your own surface spray cleaner along with sponges/paper towels to clean any of those unavoidable spills on table tops and chairs.
- All the tables and chairs must be cleaned before you pack them away neatly.
- All kitchen equipment must be wiped clean and any crumbs and leftover food is to be removed.
- The floor needs to be swept and spills mopped up.
- The Hirer is advised to bring extra garbage bags as all rubbish must be removed by the hirer.
- Failure to clean the hall will result in a fee of \$50 for basic cleaning – for excessive mess (such as food ground into the carpet) and rubbish left behind, a further \$50 per hour will be charged to have the facilities professionally cleaned on your behalf.

### EVENT ADVERTISING

- In the interests of the safety of both yourselves and the facility, the event must not be openly advertised without prior, written consent from Vikings FC. This includes advertising via the internet including social media and forums

Hirer's signature: \_\_\_\_\_

## Vikings FC - Conditions of Facilities Hire

### FEES AND CHARGES

#### MINIMUM SPEND

- For Night time events where bar staff are required, Vikings FC requires a minimum spend of \$800 including hall hire (\$150 hire + \$650 in bar sales)

#### Schedule of fees payable

- Deposit - \$50
- Hire - \$150 (includes deposit)
- Bond - \$200 (refundable if all conditions are met)

#### What is payable:

- Within seven days of making the booking a deposit of \$50.00 is required.
- If the \$50.00 deposit has not been received within seven days of making the booking your booking will be automatically cancelled.
- The balance of hall hire fees must be paid at least 21 days before the function.
- The bond is to be paid 21 days prior to the function and will only be returned in full if all conditions are met: ie, Hall is cleaned and returned to pre-hire state, no damage has occurred, and all items are accounted for.
- Bond will be returned via bank transfer (preferred) or cash within 14 days of post event inspection.
- Fee reductions and requests to waive fees will not be granted.
- Normal fees will apply from the time the Hirer gains access to the facility until the time that the alarm is set at the conclusion of the function.
- Vikings FC has the right, if necessary, to refuse to accept a booking for our facilities, or to cancel a booking that has already been made and refund the hiring fees.

### SECURITY GUARDS

- Security guards should be considered for all functions where alcohol is present.
- Security guards should be present from 1hr prior to the commencement of the function up until the end of the hire period.

### CANCELLATIONS

- Once the deposit has been paid to secure your booking, any cancellation requests must be forwarded to Vikings FC in writing from the Hirer, at least 14 days prior to the proposed date of the function.
- If less than 14 days' notice is given, the Hirer will forfeit all hire fees paid.

Hirer's signature: \_\_\_\_\_

**Vikings FC Facilities Pre-Hire Assessment Form (2017)**

Count # of chairs

Count # Tables

- 12 Plastic (long)
- 2 round
- 1 wooden
- 1 small plastic

Notes on hall condition (Eg... Small hole at bottom on rear (North facing) wall.)

Notes on Toilets condition

Any other notes

Hirer's signature: \_\_\_\_\_