

INNALOO SPORTSMEN'S CLUB (INC)
FUNCTION & EVENT ENQUIRY / BOOKING FORM

Full Name: _____

Company Name: _____

Contact Number: _____

Email Address: _____

Member / Non-Member (circle)

Member Type: _____ Member Number: _____

Length of Membership: _____

Function Type: _____

Expected No. of Guests: _____ Function Date: _____

Set Up Start Time: _____ Set Up Finish Time: _____

Function Start Time: _____ Function Finish Time: _____

Is the booking for commercial purposes? Yes / No (circle)

<u>VENUE HIRE</u>	SPACE	REQUIRED? Y/N
	Main Hall	
	Jackie Malone Lounge	
	Meeting Room	
	Yabuka Beer Garden	
<u>CATERING</u>	CATERING OPTION	REQUIRED? Y/N
	BBQ hire	
	Kitchen hire	
	The Club Kitchen	
	BYO food	
	Bar snacks	
	Tea & Coffee Facilities	
<u>OTHER</u>	OPTION	REQUIRED? Y/N
	Lawn Bowls	
	Tablecloth Hire	
	Bar tab / wristbands	
	Crowd Controllers	

OFFICE USE ONLY

BOOKED AREA / ITEMS	QUOTED AMOUNT
TOTAL AMOUNT:	\$

Hirer Name: _____ Date: _____

Hirer Signature: _____

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CONDITIONS OF HIRE

1. The Hirer shall pay the amount specified for hire of the space, facilities and any fees and charges arising from the hire by the agreed dates.
2. The Innaloo Sportsmen's Club (Inc) expressly reserves the right to revise its fees and charges. However, once a deposit is paid against an invoice no revision to fees will occur unless the conditions of hire are altered.
3. The Hirer shall be responsible for making good any damage or loss caused to objects, buildings, furniture, fittings and equipment arising out of and/or in the course of the Hirer's function.
4. The Hirer shall vacate the premises by the agreed time. Specific arrangements to extend must be confirmed by the Bar & Functions Manager. Any extension of time or failure to vacate the premises at the agreed time shall incur an additional fee.
5. The Hirer must leave the premises in clean condition. Failure to do so will incur additional cleaning charges.
6. Any goods, properties or materials brought in by or on behalf of the Hirer, are the responsibility of the client. The Innaloo Sportsmen's Club (Inc) accepts no responsibility for damage or loss of goods or materials left at the venue prior to, during or after the event. All deliveries or collections for events must be arranged with and approved by the Bar & Functions Manager prior to delivery or collection.
7. Functions held at the Innaloo Sportsmen's Club (Inc) must uphold the values held by the Club and may not include inappropriate or discriminatory entertainment / behaviour or any activities that may cause damage to Club property.
8. The Innaloo Sportsmen's Club (Inc) reserves the right to cancel a confirmed booking due to unforeseen circumstances that may render the premises unsuitable (eg. Fire, power outage, damage). Under these circumstances, the Hirer will receive 100% of all monies paid in relation to the venue hire for that event. The Club will not be liable for any further compensation.
9. Any liquor purchased at the Innaloo Sportsmen's Club (Inc) must be consumed on the premises. The sale of liquor to non-members for consumption off the licensed premises is prohibited under Liquor Licensing laws and will attract sizable penalties. The Hirer and/or responsible person are accountable for ensuring guests do not take alcohol outside of the designated licensed area.
10. The Innaloo Sportsmen's Club (Inc) maintains a strict responsible service of alcohol approach, adhering to all laws relating to the Liquor Act. The Approved Manager on site during your event reserves the right to refuse service of alcohol or have guests removed from the premises should they deem this appropriate to comply with Responsible Service of Alcohol (RSA) guidelines.
11. No liquor shall be sold or supplied to any person under 18 years of age. Children must at all times be under control or a parent or responsible adult.
12. The Innaloo Sportsmen's Club (Inc) does not usually host bucks parties, 18th or 21st birthdays however may approve requests to do so if appropriate crowd control has been secured for the event. Crowd control services are to be engaged by the Innaloo Sportsmen's Club (Inc) and must report to the Approved Manager on site during the event. An additional charge will be applied for crowd control services.
13. In order to hold a function at the Innaloo Sportsmen's Club (Inc), at least one person from the group must be a social member. One complimentary social membership is included in the price of venue hire.
14. All function guests must abide by Club rules and dress code. Members and guests must be dressed so as to not offend the dignity of the Club. Singlets or similar tops are not considered reasonable attire.
15. The Hirer shall be held responsible for the conduct of Guests they introduce to the Club.

Hirer Name: _____ Date: _____

Hirer Signature: _____