



# Frankston Life Saving Club Inc.

## APPLICATION & AGREEMENT FOR USE OF FUNCTION ROOM

Event No \_\_\_\_\_  
Please refer to this Event No. in all correspondence

\$200.00  
Deposit / booking fee.  
(Non refundable part  
of hire charge). Due  
immediately upon our  
acceptance of booking

Office Use Only. Date ...../...../.....

Received \$.....(deposit)

Balance of hire fee\$......Due...../...../.....

Bond due \$..... (Refundable)

### APPLICANT

Name: {\_\_\_\_\_}

Address: {\_\_\_\_\_} Phone: BH {\_\_\_\_\_} AH: {\_\_\_\_\_}

{\_\_\_\_\_} Mobile: {\_\_\_\_\_}

{\_\_\_\_\_} Fax: {\_\_\_\_\_}

Email: {\_\_\_\_\_}

As **AUTHORISED AGENT** for : Name: {\_\_\_\_\_}

Address: {\_\_\_\_\_} {\_\_\_\_\_}

Post Code {\_\_\_\_\_} ABN: {\_\_\_\_\_}

I, {\_\_\_\_\_} declare that I am authorised to act on behalf of {\_\_\_\_\_}  
for the purpose of applying for and agreeing to the conditions for use of the FLSC Function Room.

*(FLSC may require evidence of the authority of any person to act on behalf of an organisation)*

### APPLICATION AND AGREEMENT

- (a) Application is hereby made to use the FLSC Function Room.  
I hereby agree that the venue shall be solely used for the purpose of: (.give full description.)

{\_\_\_\_\_}

{\_\_\_\_\_}

Over or between the following days/dates: {\_\_\_\_\_}

Full time slot required on these dates.: {\_\_\_\_\_}

- (b) I acknowledge receipt of a copy of the Conditions of Use document, and agree that I, and the organisation I represent, shall be bound by the conditions as set out in these documents. All conditions referred to shall be deemed to be incorporated in and form part of this agreement.
- (c) I and the organisation I represent agree to promptly pay all monies which may now be payable, or which may become payable in respect of the use of the venue, or otherwise in respect of this Agreement and the said condition of use.
- (d) I agree now to pay the security bond pursuant to Clause (4) of the Conditions of Use document. (Amount to be determined by The Function Room Administrator once application has been assessed).
- (e) The FLSC gives no undertaking or warranty to any user of the Function Room or any part thereof, as to the suitability of the room for the purposes for which the client envisages.
- (f) The client must rely upon their own enquiries as to the compliance of the venue with any law, regulation of by-law of the Parliament or any authority for the purpose for which they wish to use the Function Room.

Signed .....

Date.....

*see over for more details required.*

## F.L.S.C. Function Application sheet – (page 2) – Booking Options & Hire Fees

Please complete all sections where applicable so that our function room administrator can assess your application and provide you with a booking quotation.

### Please Note:

Upon receipt of an application or enquiry, the Frankston Life Saving Club, Function Room Administrator will determine the suitability of the function, whether the date might be available, the amount of hire fee and bond to be paid and the (non refundable) booking deposit required to secure the date.

A booking will not be considered by the club until it has received the completed and signed application forms with the required deposit paid. Verbal arrangements are not considered as a booking and a date when indicated as available will only be held for (7) seven days from the initial enquiry. Bookings will only be **confirmed** by the Frankston LSC in writing.

The balance of all hire fees must be paid prior to the function as per clause 4 of the General Conditions of Use.

The rates below are the Base Room Hire Fee only.

A refundable BOND, as per clause 4 of the General Conditions of Use, is to be added to this hire fee.

### **(Hire Fees - Room Only)** incl. GST

**Note:** Room hire includes the use of tables and chairs for up to 100 people and drinking glasses.

### Functions

- Type 1: Evening** Function (with or without bar) \$150 per hour (\$500 minimum).  
**Type 2:** Day time function (no bar) \$100 per hour (\$200 minimum).  
**Type 3:** Day time function (bar open) \$150 per hour (*special licence required*) (\$450 minimum).

### Volunteer Community Groups : (Registered) : Price On Application

Meetings (Committee meetings / Seminars / Conferences) - (no bar) \$75 per hour (\$200 minimum).

- 4 hour (½ day) \$300
  - 8 hour day \$600
- (if bar required: extra \$50 per hour)

### Extras:

Bar or hospitality personnel where required: from \$22 per hour per person.

Hire of FLSC crockery or cutlery if not already supplied by caterer.

There is a \$100 cleaning charge, if FLSC requires a cleaner to clean up after your function.

\* \* \* \* \*

**NAME:** \_\_\_\_\_

**Room hire:** "{Insert Chosen Room Hire Fee type}" \_\_\_\_\_

**Date:** "{Insert function day/s, date/s}" \_\_\_\_\_

**Actual Function Time:** FROM \_\_\_\_\_ am / pm. To \_\_\_\_\_ am / pm

**Set up access:** FROM \_\_\_\_\_ to \_\_\_\_\_ **Pack up access:** FROM \_\_\_\_\_ to \_\_\_\_\_

**Number of guests:** Insert total number of people: \_\_\_\_\_ Insert Average Age \_\_\_\_\_

**Catering:**

*(See individual menu descriptions (catering company) – supplied separately, with this document).*

- Menu A:** Assorted hot & cold **finger food** @ \$20.00pp
- Menu B:** Spit Roast with Salads **Buffet** starts @ \$25.50pp
- Menu C:** Sit down menu 1, **3 Course Dinner** @ \$35.50pp
- Menu D:** Sit down menu 2, **3 Course Dinner** @ \$39.50pp
- Option E:** Lunch (*for meetings etc*), sandwiches, quiches or party pies, fruit and juice @ \$20 pp.
- Option F:** As arranged to suit your requirements POA
- Option G:** Tea or coffee and biscuits (basic) @ \$5 per head. (To be supplied by FLSC where not already included in caterers menu).

If using another catering company a \$100 fee will be charged, to cover their use of our kitchen, our electricity and to cover the wear and tear costs of our equipment. See 'Conditions of Use' booklet for kitchen use.

Note\*\* Our kitchen is not designed to cater for high power demands and drawing very heavy loads will blow fuses.

**Catering:** "{Insert Chosen Menu type, or request of changes \_\_\_\_\_}"

{\_\_\_\_\_}

{\_\_\_\_\_}

**Bar Options:**

- (1)** 5 hour drinks package @ \$25.00pp (includes only: beer, wine, champagne, soft drink & coffee/tea)
- (2)** Run bar tab or nominate bar tab amount prior.
- (3)** Guests to purchase own drinks @ bar prices.

**Bar requirements:** "{Insert Chosen Bar Option, or request of changes \_\_\_\_\_}"

{\_\_\_\_\_}

{\_\_\_\_\_}

**Room Set Up Options (Furniture):** Note: (Requires a minimum of 2 people to lift and move furniture).

- 1.** Customer or other to set up: (Room Access fee: \$25.00 per hour. Times are to be booked with application.)
- 2.** FLSC to set up furniture: (fee: \$80.00)
- 3.** Round tables and chairs : Seat 8, 9, or (10 tight).
- 4.** Rectangular tables and chairs.: Customer selected formations to suit booking type.
- 5.** Chairs in theatre formation to suit presentations etc.
- 6.** FLSC to supply white linen table cloths @ \$12ea
- 7.** FLSC to supply projector, laptop computer, or flipchart whiteboard stand (fee : \$100 per 4 hours or less)

**Room set up:** "{Insert Room set up style and preferred options requested \_\_\_\_\_}"

{\_\_\_\_\_}

{\_\_\_\_\_}

{\_\_\_\_\_}

{\_\_\_\_\_}

Please note if you require FLSC to supply Crockery, cutlery, salt/pepper shakers. (fee: \$2 per guest). These may already be included with your catering.

**Decorating Options:**

1. Customer to organize own decorating. (Approval required from FLSC. Access fee: \$25.00 per hour. Access times to be pre booked with FLSC).
2. Customer hiring outside company to decorate. (Approval required from FLSC. Access fee: \$25.00 per hour. Access times to be pre booked with FLSC. Contact details of company required).

**Decorating:**     "{Insert decorating intentions and preferred options requested\_\_\_\_\_}"  
 {\_\_\_\_\_  
 {\_\_\_\_\_  
 {\_\_\_\_\_}

Note\*\* Any electrical equipment brought in must have been checked and tagged by an electrician within the last 12 months.

**Entertainment:**     "{Insert planned entertainment arrangements i.e. customer arranging DJ or Juke Box}"

"{please insert access required by entertainment supplier to install & remove equipment}" Access fee: \$25.00 per hour.

Contact details of entertainment installer will be required by FLSC prior to access date.

{\_\_\_\_\_  
 {\_\_\_\_\_}

**Personnel Requirements:** "{Insert requests for extra services if required. Costs to be determined.}"

{\_\_\_\_\_}

**Security:** Security personnel are required on the door when the bar is in operation.

- minimum of 1 security person for up to 50 guests.
- minimum of 2 security persons for 50 to 100 guests.

*(The FLSC can arrange to engage security staff, the hirer will be charged to cover those costs.)  
 (\$30 per guard per hour – minimum 4 hours)*

"{Insert planned security arrangements i.e. customer arranging security company etc}"

{\_\_\_\_\_}

*If using security guard/s, please supply their numbers and the details of the currently registered company they work for.*

**Any Insurance Held / Proposed? :**

{\_\_\_\_\_}

Please do not hesitate to contact me personally on 0400 223 682 if you would care to discuss any of the above information or if you require a personalized catering package to be created to suit your own taste and budget.

Kind Regards,

Karina Stroot  
 Function Room Administrator FLSC.

Applications: (above 4 pages) should be completed, signed and mailed to:  
 The Function Room Administrator, Frankston Life Saving Club, PO Box 1041, Frankston Vic 3199.