



**FRANKSTON LIFE SAVING CLUB INC. (THE CLUB)
VENUE HIRE APPLICATION AND HIRE COSTS**

Office use only

Event No:		Date:
Non refundable \$200.00 deposit / booking fee due immediately upon our acceptance of this booking.	Application received: / /
	Deposit \$200.00 received: / /
	Balance due: / /

CONTACT DETAILS

Name:	Address:		
Phone:	BH:		
	AH:		
	Mob:		
	Fax:		
Email:			

APPLICANT

Tick one

	As above OR
	For the purpose of applying for and agreeing to the conditions for use of the Frankston Life Saving Club function room, I declare that I am authorised to act on behalf of:
Organisation name:	ABN:
Address for invoices:	

APPLICATION AND AGREEMENT

Application is hereby made to use the FLSC Function Room for the purpose of *(give full description)*

:	
Date: / /	During the hours of:
Number of Guests:	Average age of Guests:

- 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.
- 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.
- The Club 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.
- The client must rely upon their own enquiries as to the compliance of the venue with any law, regulation or by-law of the Parliament or any authority for the purpose for which they wish to use the Function Room.



Signed

Date/...../.....

BOOKING OPTIONS & HIRE FEES

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

- Upon receipt of an application or enquiry, the Club committee will determine the suitability of the function, whether the date might be available and the amount of hire fee to be paid.
- 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 Club in writing.
- The balance of all hire fees must be paid no less than fourteen (14) days prior to the function.

BASE ROOM HIRE

Note: Unless stated otherwise, all amounts quoted are **inclusive of GST**.

GENERAL PUBLIC / CORPORATE

- No Bar: \$100 per hour (\$200 minimum)
- Bar Open: \$150 per hour (\$300 minimum)
 - Additional costs for a special license may be incurred and are payable by the Hirer.

COMMUNITY GROUPS (IE VOLUNTEER / REGISTERED)

- Committee meetings / seminars etc.
 - No bar: \$50 per hour (\$100 minimum)

OTHER

- Any other event: Price On Application

CATERING

The Club can assist with catering for your event by arrangement with a variety of local catering services. Menus can be supplied on request. All prices are on application and are subject to change due to seasonal availability.

A range of catering options is available to suit every type of event and budget, including:

- Option A: Assorted hot & cold finger food
- Option B: Spit Roast with Salads Buffet
- Option C: 3 Course Dinner
- Option D: Lunch (for meetings etc), sandwiches, quiches or party pies, fruit and juice etc.
- Option E: As arranged to suit your requirements
- Option F: Tea or coffee and biscuits
- Option G: Hirer makes own arrangements - \$100 fee applies

Insert chosen catering type:

Special catering instructions:



TYPES OF BAR BILLING:

- A. Run bar tab
- B. Nominate bar tab amount prior
- C. Guests to purchase own drinks @ bar prices
- D. A combination of type B and type C.

Special Bar Requirements:	
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ROOM SET UP (FURNITURE):

FEES

- I. Customer or other to set up: Access fee - \$25.00 per hour. Times to be pre booked with the Club
 - a. Requires a minimum of 2 people to lift and move furniture
- II. Set up by the Club may incur an additional charge of \$80
- III. The Club to supply white table cloths @ \$12 ea

CONFIGURATION

- 1. Round tables and chairs: Seat 8, 9, or 10(tight)
- 2. Rectangular tables and chairs: Customer selected formations to suit booking type
- 3. Chairs in theatre formation to suit presentations etc.
- 4. Glasses, crockery, cutlery, salt/pepper shakers to be supplied by the Club if not already included in catering arrangements.

Room set up option:	
Special arrangements:	

DECORATING OPTIONS:

- I. Customer to organize own decorating
 - a. Approval required from the Club
 - b. Access fee: \$25.00 per hour - Access times to be pre booked with the Club
- II. Customer hiring outside company to decorate.
 - a. Approval required from the Club
 - b. Access fee: \$25.00 per hour - Access times to be pre booked with the Club

Contact details of company:	
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ENTERTAINMENT

Planned entertainment arrangements:	



SECURITY

A security person is required on the door when the bar is in operation. Alcohol (sealed or unsealed) may not be taken from or brought onto the premises. The Club can arrange a security person. All costs are to be met by the Hirer. Fee is approximately \$33 per hour. (Minimum charge may apply).

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

Officer #:		Employer:	
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CLEANING

- If the Hirer requires access cleaning, other than immediately after the event – Access Fee \$25 per hour
- The Club can arrange cleaning - \$100

Please do not hesitate to contact the Club on 0400 223 682 to discuss any of the above.

Fully completed applications are to be signed and sent to:

The Booking Officer
Frankston Life Saving Club Inc.
PO Box 1041
Frankston Vic 3199
Email: functionroom@frankstonlsc.org.au