

MCLAREN FLAT RECREATION GROUND INCORPORATED

FACILITY HIRE APPLICATION

Email applications to: bookings@mclarenflatrecreationground.com.au

APPLICANT			
Hirer Name			
Postal Address			
Responsible Person			
Email			
Day telephone		Event mobile phone	

EVENT			
Nature of function			
Start date		End date	
Start time		End time	
Maximum number of attendees			

FACILITIES	Private hire	Social hire	Affiliate hire	Fee Payable
Soldiers Memorial Hall	\$200/day	\$180/day	No fee	
Trophy Room (2 hour block)	\$50.00	\$20.00	No fee	
Kitchen (4 hour block, including self clean)	\$50.00	\$30.00	No fee	
Club room only (Unlicensed/dry hire, self-clean)	\$220.00	\$180.00	No fee	
Club room & bar (Staffed with own approved volunteer, self-clean)	N/A	\$200.00	No fee	
Bar service* – First hour (includes prep & pack)	\$135.00			
Bar service* – Each additional hour	\$35.00			
Additional bar service*- Each hour (bookings > 70 patrons)	\$35.00			
Hire fee discount (Sales > \$800)	\$120.00	\$80.00	NA	
Bar service discount (Sales > \$400)	50%	50%	50%	
Other fees (e.g. Public holiday add \$200 for penalty rates)				
Insurance (Fee applies unless hirer provides evidence of suitable PL coverage)	\$15.00	\$15.00	NA	
TOTAL				\$

DECLARATION

I / We hereby make application for the hire of the McLaren Flat Recreation Ground (MFRG) facilities as indicated above. If approved I / We agree to comply with to the “Facility Hire Terms and Conditions” and any reasonable instructions issued by the McLaren Flat Recreation Ground representative. I /We agree to pay the following fees and charges:

FEES AND CHARGES		
All fees must be paid and cleared as received 7 days prior to the event. Access to the facilities will not be granted until there is confirmation that all fees have been received. Management reserves the right to cancel the Hire Agreement at any time prior to the commencement of hire. Subject to satisfactory inspection report, the Security Bond Fee (or balance of) will be refunded by electronic funds transfer within 14 days after the event.		
Part A: Hire & service fees	\$.00 (Total amount from page 1)
Part B: Security bond	\$	400.00 (Not required for affiliate members)
Part C: Booking deposit	\$	100.00 (Payable immediately to confirm booking)
Balance due 7 days prior	\$.00 (Part A + Part B - Part C)
METHODS OF PAYMENT		
Payment can be received by cash or card during business hours at the Community Club, or by EFT Banking details can be obtained by contacting accounts@mclarenflatrecreationground.com.au		
DETAILS FOR RECEIPT OF DEPOSIT OR BOND REFUND		
Your banking details are required for payment of refund or credits		
Name	BSB	Number

ACCEPTANCE			
Signature of hirer		Date	
Booking officer		Date	

Booking officer to refer & complete checklist .../3

BOOKING CHECKLIST

For MFRG Officer Use Only

Contacted applicant to confirm nature of the hire/function & its suitability	
MFRG Bookings calendar checked for availability	
Confirm with membership officer if discount applicable (membership@mclarenflatrecreationground.com.au)	
Obtain approval from Management Committee if alternate charge rates are sought. (Note: Meetings held first week/month)	
Tentative booking date entered (include agreed hold period in case deposit not received)	
Deposit received (cash via Bar or EFT. Contact MFRG Accounts for confirmation of EFT receipt)	
Refer application to MFRG (or representative). Forward copy of application to Bar Manager	
Update calendar and advise applicant of booking approval	
Full payment received (accounts@mclarenflatrecreationground.com.au)	
Arrangements for access finalised (payment in full MUST be confirmed before any providing access)	
Additional MFRG resources organised	
Arrangements for closing and securing of the facilities	
Inspection report received from Bar Manager (can be verbal)	
Refer to MFRG if unsatisfactory	
Follow up with hirer re report & bond	
Notify Accounts/Treasurer to release bond if required.	
Forward completed form and checklist to the Secretary of MFRG Management Committee for record keeping	