



BALCATTACRICKET CLUB INC.

ABN 14868720040

Jones Paskin Reserve

225 Jones Street

Balcatta WA 6021

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[balcattacricket@gmail.com](mailto:balcattacricket@gmail.com)

[www.balcattacc.com](http://www.balcattacc.com)

## VENUE HIRE AGREEMENT FORM

Purpose of Venue Hire: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time Venue is required: Start: \_\_\_\_\_ End: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Anticipated Numbers: Adults \_\_\_\_\_ Children: \_\_\_\_\_  
(Venue is licenced to hold 90 persons)

Club Member: YES  NO

### PAYMENT OPTIONS:

Balcatta Cricket Club

BSB 036-215

Account: 116363

Ref: Surname/function date

Please complete the details below to pay by credit card:

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: MM/YY Security Verification Number: \_\_\_\_\_

## **BALCATTIA CRICKET CLUB - Venue Hire Agreement Form - TERMS & CONDITIONS**

All terms and conditions must be ticked and acknowledged at time of booking for agreement to be confirmed

- Payment** - To confirm your booking, a deposit (if applicable) and a completed, signed form are required. Full pre-payment of the total function cost must be made at least 48 hours before the event. Please note that all deposits are non-refundable.
- Security Bond** - Depending on the nature of the function, a security bond may be required. If applicable, the bond will be refunded within 48 hours after the event, pending a satisfactory inspection of the venue
- Entertainment** - All entertainment played must be no louder than 80dBa, with no external speakers used.
- Cancellations** - All cancellations must be confirmed with the function's coordinator. Refunds will be considered for exceptional circumstances.
- Confirmation of Final Numbers** - Final numbers are to be confirmed no later than 48 hours prior to your function. Additional charges will apply for increased numbers.
- Consumption** - The consumption of alcohol outdoors of the premises is prohibited by law between the hours of 11pm and 11am.
- Cleaning** - General cleaning must be completed at the conclusion of the function. The hall is expected to be left in the same condition as it was prior to the event. Additional charges may apply if extra cleaning is required beyond standard expectations. All hired equipment must be packed away neatly. Cleaning supplies, including a broom, vacuum, and mop, are provided.
- Damage and Responsibility** - The client is financially responsible for any damage caused to the venue or any property owned by, or in the care of, the Balcatta Cricket Club Inc., by themselves or their guests. The Club accepts no responsibility for any goods, gifts, equipment, or personal items left on the premises. The Balcatta Cricket Club Inc. reserves the right to charge the client's credit card for any repair costs resulting from damage to the venue.
- Liability** - If the Balcatta Cricket Club Inc. has reason to believe that a function may negatively impact the Club, its members, operations, security, or reputation, it reserves the right to cancel the event and terminate any agreements with the client without liability. In the case of fire, flood, industrial action, or any other unforeseen circumstances that prevent the event from proceeding, the Balcatta Cricket Club Inc. and its management will not be held liable.
- Children** - You are responsible for all persons under the age of 18 years attending the function.
- Decorations** - All signs, banners, and decorations must be approved by the event coordinator prior to the function. The use of nails, screws, adhesives, or any other fastenings is not permitted without prior approval. A \$50 cleaning fee will apply for the use of confetti, rice, or metallic sprinkles. Tea light candles are permitted only if they are placed in appropriate holders.
- Security** – Depending on the nature of the event, Balcatta Cricket Club Inc. reserves the right to require security to be present. The client is responsible for arranging and covering the cost of any required security.

I have read, understood and agree to all the terms and conditions outlined in the venues booking agreement.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## GENERAL FEES

Hire Purposes	Cost
<b>Non Profit Community Organisations</b>	
Activities – e.g. playgroups	\$25.00 per hour
Meetings	\$75.00 per meeting
Deposit	N/A
<b>Commercial Operations</b>	
Activities – e.g. aerobics, fitness classes	\$30.00 per hour
Meetings	\$90.00 per meeting
Deposit	N/A
<b>Functions</b>	
No Alcohol – e.g. kids birthday parties	\$100.00 - \$250.00 per function
With Alcohol	\$500.00 per function
Function Deposit	\$100.00
<b>Bonds **</b>	
Key Bond	\$100 per function
Hall Bond	\$500 per function

\*\* Depending on the nature of the function, a security bond may be required

### Office use only

BOND REQUIRED    YES  NO  AMOUNT \$ \_\_\_\_\_    DATE PAID: \_\_\_\_\_  
 DEPOSIT PAID    YES  NO  AMOUNT \$ \_\_\_\_\_    DATE PAID: \_\_\_\_\_