



Fortitude Valley Rugby League Football Club Junior Division Inc

FUNCTION ROOM HIRE Terms and Conditions

CONDITIONS OF HIRE

- Exclusive hire of the clubhouse is available for 50 guests or more. For smaller functions please contact us for details.
- Hall hire rate is \$400 for up to five hours and \$50 per hour thereafter (price is inclusive of bar staff throughout function).
- No BYO alcohol allowed - Liquor Licensing laws do not allow alcohol be brought onto premises. Anyone caught breaching this rule will be asked to leave and at the discretion of the club the function may be closed down. No refunds will be provided under this circumstance.
- Kitchen hire rate is \$100 (only available with hall hire rate).
- Photo ID is to be provided. Any excess charges including cleaning fees will be charged to the card if excessive mess or damage is left at the club.
- Parking is available in the lower carpark only. The top carpark is for committee only. Exception to this is for the loading and unloading of vehicles which may park in the loading zone.
- Hirer is responsible for the setup of furniture if they require a different arrangement. If extensive time is required for set up/access prior to the event this may incur an additional fee.
- Club tables and chairs are available for use. Additional furniture/equipment required is the responsibility of the hirer.
- Food tables are to be set up on the concreted floors only, no food tables are to be placed on the carpeted area.
- Hire of equipment/entertainment such as jumping castles, rides, electrical or sound equipment is at your own risk. Valleys is not liable for any third party suppliers.
- **NO sticky tape or blue tack is to be used on any walls or ceiling.**

BOOKINGS

- Functions can be booked by emailing diehards@valleysrugbyleague.com.
- A tentative booking is deemed to be confirmed only once the hall hire deposit is paid (minimum of \$100).
- Final confirmation of booking is on payment of the full hall hire rate and (if applicable) kitchen hire rate which must be paid in full no less than two weeks prior to function date.
- Payments and Deposits can be made via direct debit, cash or Eftpos directly to the Bar.
- If booking is cancelled with more than 14 days' notice, deposit will be refunded in full. If booking is cancelled with less than 14 days' notice, \$100 will be forfeited from your deposit.
- Standard stocked products will be sold through the bar. At time of booking please contact the bar manager if there are specific products you wish to stock on the night. You will be advised by the bar manager if requested products can be stocked. There may be a minimum purchase required for some items.
- Bookings will be accepted at Valleys discretion. Please note: Valleys have a strict rule that 18th birthday parties are not to be held on the premises under any circumstances.

CATERING/KITCHEN HIRE

- When purchasing hall hire, you can have use of the kitchen facilities for an additional \$100. Our kitchen has full cooking facilities including refrigeration, oven, stove top and microwave. No food is included in this cost. Additional cost applies for deep fryers and BBQ. POA
- Intended use of specific kitchen appliances must be outlined on booking form to ensure they are ready for use on the day.
- Kitchen must be left tidy after use. Excessive mess will result in additional fees being charged.

EXTERNAL CATERING: You are welcome to use external catering companies if desired. Fees still apply for use of kitchen if needed.



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ADDITIONAL ITEMS FOR HIRE

For an additional fee, the following items are available for hire/purchase on request. Please ask for prices at the time of booking.

- Table Cloths
- Staging
- Hot Water Urn (Tea/Coffee packages also available on request)
- High Tea stands/platters/plates

LICENSING

- Our Liquor License allows trading to 11:00pm on Friday and Saturday evenings. Last drinks will be served no later than 15 minutes prior to this time. For functions held from Sunday to Thursday, please contact us for information about licensed times.
- Upon request all guests are required to provide acceptable photo identification, that being Government issued Driver's License, 18+ card or current passport.
- Service of alcohol will be refused to any person who cannot produce appropriate proof of age.
- In accordance with the current Liquor Licensing Laws, minors (individuals under 18 years of age) must be accompanied by a parent or guardian at all times and must remain within the function area. We require notification at the time of booking if minors are expected to attend your event.
- **ADULT LICENSED EVENTS:** In accordance with our leasing arrangements, Valleys will not permit its venue to be hired for events that include Adult entertainment i.e. exotic dancing, etc.

BEHAVIOUR

- All breakages must be paid for. The Hirer is responsible for the action of all people in the club, and surrounding areas and will be held liable for all costs associated to the repair of any damage that may occur to property as a result of the function.
- Guests leaving by cab must book them before 11pm as the premises will be locked by midnight.
- Please ensure all guests leave the area quietly and respect our neighbors. (No loitering in the car park or excessive noise outside of the clubhouse)
- The clubhouse and surrounding areas are to be left tidy. Excessive mess will incur an additional fee. Cleaning equipment is provided and an industrial bin is located at the back of the building for general rubbish.
- Strictly NO smoking in the clubhouse. There are designated smoking areas outside the clubhouse.
- Whilst we endeavor to ensure all property and belongings are safe, Valleys does not take responsibility for lost, stolen or damaged property left on the premises during or after functions. Any property found can be collected by contacting the club to arrange pick up.

For Further information please contact clubhouse on telephone 3356 7257. If clubhouse attended please leave a message and a committee member will contact you as soon as possible.

ENJOY YOUR FUNCTION

Remember, profits from your booking will help provide facilities and services for children and young adults to enjoy sport.

I acknowledge having read a copy of the terms & conditions. I further comply with all respects of such conditions on acceptance of this application.

Signed:.....

Date:.....



**Fortitude Valley Rugby League Football Club
Junior Division Inc**

Function Booking Form

CONTACT DETAILS:

Name:

Mobile:

Email:

Address:

Copy of photo ID attached:

FUNCTION DETAILS:

Date:

Type:

Start time:

Finish time:

Approx number of guests attending:

Underage guests:

Beverage requests:

Catering requirements:

FINANCIAL DETAILS:

Deposit paid: \$

Date Paid:

\$100 kitchen hire required: No

Date Paid: N/A

Date balance due: / / 2019

Date balance paid: / / 2019

Bank details for Deposit:

Acct name: Fortitude Valley Rugby League Football Club

BSB: 124-001

Account No: 10527704

Credit Card Details (please note that additional fees may be charged in instances where excessive mess or damage occurs as a result of the function).

Card number:

Expiry:

CCV:

Have you read and agreed to all terms and conditions relating to venue hire? Yes/No

Signed Bar Manager/Committee:

Signed Customer:

Additional information/requirements:
