



# Te Awamutu Association Football Club

## CLUB VENUE HIRE POLICY

May 2021

### 1. Booking Form

All bookings must be made in writing using the booking form ([Click on his link to fill out the form](#)). Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking must be agreed and confirmed by both parties in writing. This can be done by email to The Te Awamutu Association Football Club - [teawamutua.f.c@gmail.com](mailto:teawamutua.f.c@gmail.com). The booking is finally confirmed when the Club receives these terms and conditions signed by the client.

### 2. Provisional Bookings

A pencilled or provisional booking will only be held for a period of two weeks. If not confirmed by a booking form at the end of this period, the date will be released without further contact

### 3. Bar Facilities

The bar can be available as part of the venue hire subject to ensuring the appropriate licensing and health and safety requirements can be met.

#### ***Bar facilities – Financial Members of TAAFC***

Our license allows us to operate the bar for our members and their guests. If you are a financial member of TAAFC, we can host your event using our existing license (opening to 11:00pm).

### ***Bar Facilities - Non-financial members***

For non-members of TAAFC, the bar facilities may be available if a “Special License” application is approved. This requires a minimum of 6 weeks notice and will incur additional costs for hire age. Special Licences can be obtained for extended bar opening hours (until 12:00 midnight).

### ***All Bar Facilities Requests***

Our aim is to ensure any event is safe and enjoyable for our members and our guests. Our Duty Managers are all qualified and hold the appropriate duty manager certificates. Our Duty Managers and our club must adhere to the requirements of the Sale and Supply of Alcohol Act 2012. Any operation of the bar for events is subject to the following:

- Securing the appropriate licence for your event. (Member/non-member)
- You must be onsite for the duration of the event (for 18 th or 21 st Birthday both a financial member of TAAFC and a parent or legal guardian must be on site for the duration of the event).
- At all times the Duty Manager determines if the bar can operate safely and in line with the Act. The Duty Manager can refuse service to individuals, slow, or terminate the sale of alcohol or require the event to end if there are any safety concerns. By signing this agreement you accept this is the role of the Duty Manager and you will work with them to support the safe and responsible sale and consumption of alcohol for your event and you agree to comply with any instruction the Duty Manager may make during the event.
- The maximum number of attendees for your event must not exceed 100 people.
- Host responsibility requires substantial food must be available whilst alcohol is being served – this cannot be chips/crisps/etc. Food must be available for your guests.
- Security may be required to ensure the event runs safely – this can be discussed and agreed in advance with the Duty Manager.
- No drinking games will be permitted (Yardies, Beer Pong, Shots etc.). No “BYO” alcohol is permitted on the premises when alcohol is being sold.
- The Duty Manager rostered for the event will contact you both on confirmation of your booking and ahead of your event to introduce themselves and answer any questions or queries on how the bar can operate during the event.

#### **4. Booking Invoicing**

Upon receipt of the booking form, the details will be passed to our Treasurer / Secretary who will invoice the Hirer directly.

## **5. Discounted Prices**

Discounted prices may be available to registered charities, “not for profit” organisations, multiple bookings and for the Cycling and Athletics Clubs. This is approached on a case by case scenario.

## **6. Booking Fee**

For all events under \$200 - 100% of the booking fee will be payable on confirmation of the booking.

For all events over \$200 - 50% of the booking fee will be payable on confirmation of all bookings with the remaining 50% payable 14 days prior to the event taking place.

Major variations to the booking such as date change will attract a \$20 administration fee.

A \$150 (including GST) payment as a private venue hire fee for a standard function for financial members of the Te Awamutu Association Football Club.

For non-members this room hire fee is \$250 (including GST).

A further \$200 refundable bond is required to cover any damages or excess cleaning. This will be refunded in full subject to there being no damage to the Club’s property or equipment.

Cancellation charges prior to the event booking will be applied as detailed below:

- Up to 28 days No charge
- 28 to 14 days 50% of the total cost will be charged
- 14 days or less 100% of the total cost will be charged

## **7. Notice of Cancellation**

Notice of cancellation must be made in writing and will become effective on the date received by The Te Awamutu Association Football Club. The Te Awamutu Association Football Club reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of the Club. The Te Awamutu Association Football Club will refund any monies paid.

## **8. Hired Equipment**

Any hired equipment, decoration, hire equipment, lighting, sound system, band, staging brought in by the Hirer must be cleared away following the function and removed from the premises.

## 9. Cleaning Fee

A standard cleaning fee is included in the pre-paid venue hire charge however excessive soiling and/or commercial cleaning costs will be debited from the bond. Note there is an automatic \$150.00 additional charge for cleaning soiled club property i.e vomit in toilets, damage to Club property. If not required, the refundable bond will be direct credited to your bank account on the Monday following the event unless it is deducted from the final account on the instructions of the Client.

Please be aware of our cancellation fees which can be up to the full venue hire plus any other charges should the event have taken place. When you confirm you would like to proceed with your booking by means such as email, you are then acknowledging acceptance of our terms and conditions.

I have read and agree to all terms and conditions as set out by the Te Awamutu Association Football Club for my function. Date of Function:

Signed: \_\_\_\_\_

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

Date these terms and conditions signed: \_\_\_\_\_