



Brisbane Sailing Squadron Inc. (BSS)
Hall Booking Request Form

Type of Function:

Preferred Date/s:

Start & Finish Time:

Expected Number of Guests:

Name of Person Making Booking:

Phone Number (Mobile Preferred):

Email Address:

By completing and returning this form you are agreeing to the below Hall Hire terms and conditions.

Terms & Conditions

Deposit & Bond:

A deposit of **\$250.00** will be required to confirm the booking. The deposit will only be refunded where a booking is cancelled greater than 30 days before the booked date. The deposit will also be held as a bond. The deposit/bond will usually be refunded within 7 days of the function, provided there is no damage to property of BSS; terms, conditions and responsibilities have been met; and no complaints are received from local residents or the police. BSS reserves the right to deduct a fair amount from the bond refund for any property repairs deemed to be the fault of the hirer or for any additional cleaning required.

Hall Hire Fees:

Standard evening function - **\$650.00**

Wedding - **\$1,000.00**

We also have a range of additional hire items to assist you to stage your function, without the hassle of organising pick-up or delivery. Any additional hire items your request will be waiting for you when you arrive at the hall. *Please refer to page 3 for the list of additional items available and the respective hire prices.*

The hall hire fee, plus fees for any additional hire items you request, is payable 7 days prior to your function.

Responsible Person:

BSS requires that at least one member of the hiring party, and who will be attending the function, takes on the role of 'Responsible Person'. In addition to the terms and conditions included in this form, this person is responsible for managing compliance with our noise, fire and emergency evacuation, alcohol and security requirements. Full details of these requirements and the responsibilities of this role are listed in the 'Responsible Person Form' available on the BSS website (www.bss.org.au).

Email: hallbookings@bss.org.au **Post:** PO Box 47, Bulimba, QLD 4171

General Noise:

Hall hirers must meet all noise regulations imposed on functions at the BSS hall by the Brisbane City Council through our Entertainment Venue License. Full details of the noise regulations are outlined in the 'Responsible Person Form'.

The responsible person will monitor and ensure the following occurs:

- No live music on the deck – must be contained inside the hall
- No music of any type on the deck after 10pm
- All music (live or recorded) to cease at 11:30pm
- Function to cease by 12am
- Departing guests to be monitored and reminded to keep noise to a level which does not disturb neighbours

Cleaning:

Hall Hirers are required to leave the club in a clean and tidy state. This includes, but is not limited to the following:

- Chairs and tables wiped, stacked and packed away in the storage area.
- Hall floor swept (NOT mopped).
- Kitchen and bar surfaces wiped.
- Kitchen and bar floors swept and mopped.
- Food preparation/storage devices cleaned appropriately.
- Deck swept, if required.
- Any spillages on the deck mopped.
- All rubbish placed in the industrial bin provided.
- Toilets cleaned as necessary.

This must be completed by 9:30 am the following day. We arrange for our cleaner to come in prior to your function, so everything will be clean and tidy ready for your set up.

Decorations:

Decorations may be used, but must be affixed in a way that does not damage timber or paintwork and must be fully removed after the function. Additional lighting must comply with electrical safety standards.

Other Restrictions:

There will be a designated smoking area, which must be used. No drinks or glassware are to be taken downstairs.

I agree with the above terms and conditions, and wish to request a hall booking: YES / NO

BSS Office Use Only

Booking Accepted (date): **Deposit Received & Booking Confirmed (date):**

Deposit/Bond Refunded (date):

Additional Hire Items

| Item | Price inc. GST | Units/price | Number Hired | Total Cost |
|--|----------------|-------------|--|------------|
| Glasses | | | | |
| Wine Glasses (per 10 glasses, max. available 120) | \$ 5.50 | 10 | 0 | \$ - |
| Champagne Glasses (per 10 glasses, max. available 120) | \$ 5.50 | 10 | 0 | \$ - |
| Water Glasses 7oz (per 10 glasses, max. available 120) | \$ 5.50 | 10 | 0 | \$ - |
| Beer Glasses 10oz (per 10 glasses, max. available 120) | \$ 5.50 | 10 | 0 | \$ - |
| Crockery | | | | |
| Dinner Plates (per 10 plates, max. available 120) | \$ 5.50 | 10 | 0 | \$ - |
| Bread Plates (per 10 plates, max. available 120) | \$ 4.40 | 10 | 0 | \$ - |
| Dessert Bowls (per 10 plates, max. available 120) | \$ 4.40 | 10 | 0 | \$ - |
| Tea Cups & Saucers (per set of 10, max. available 50) | \$ 6.60 | 10 | 0 | \$ - |
| Salt & Pepper shakers (per pair, max. available 14) | \$ 2.20 | 2 | 0 | \$ - |
| Cutlery | | | | |
| Entree (or bread) knife (per 10 placings) | \$ 4.40 | 10 | 0 | \$ - |
| Entree (or dessert) fork (per 10 placings) | \$ 4.40 | 10 | 0 | \$ - |
| Dinner knife & fork (per 10 placings) | \$ 8.80 | 10 | 0 | \$ - |
| Soup spoon (per 10 placings) | \$ 4.40 | 10 | 0 | \$ - |
| Dessert spoon (per 10 placings) | \$ 4.40 | 10 | 0 | \$ - |
| Beer System | | | | |
| System hire – includes Beer Glasses 10oz (max. available 120) | \$ 200.00 | 1 | 0 | \$ - |
| Available Beer – Hahn Premium Light (per litre) 2.6% | \$ 7.00 | 1 litre | Hirer's will be invoiced for beer consumed on a per litre basis following the event. | |
| Available Beer – Carlton Mid (per litre) 3.5% | \$ 7.00 | 1 litre | | |
| Available Beer – Gold (per litre) 3.5% | \$ 7.00 | 1 litre | | |
| Available Beer – Rogers (per litre) 3.8% | \$ 7.00 | 1 litre | | |
| Note: If you would prefer to purchase your own kegs they will need at least 5 days to chill in our refridgerator. We will also connect and test the lines prior to your function. | | | | |
| Other | | | | |
| Ice Buckets – Stainless Steel single wine bottle buckets (each) | \$ 4.40 | 1 | 0 | \$ - |
| PA System – Amplifier, Speakers, Microphone, Microphone Stand | \$ 165.00 | 1 | 0 | \$ - |
| Projector & Fixed Screen (with laptop connections) | \$ 66.00 | 1 | 0 | \$ - |
| Gas Outdoor Heaters – 2 available and includes gas (each) | \$ 66.00 | 1 | 0 | \$ - |
| BBQ – 4 burner, including gas | \$ 66.00 | 1 | 0 | \$ - |
| Large Drinks Eskies – 2 available, 1 x 130 litre & 1 x 90 litre | \$ 33.00 | 1 | 0 | \$ - |
| Cloth Drapes to cover BSS photoframes – excluding wall over the kitchen and bar area (hirer to put up & take down) | \$ 50.00 | 1 | 0 | \$ - |
| Wedding Ceremony in club grounds | \$ 150.00 | 1 | 0 | \$ - |
| | | | | \$ - |

*The Additional Hire Items list is available in Excel format to input 'Number Hired' and automatically calculate the 'Total Cost'.