



Curra Swans Australian Football Club
290 Mervyn Crossman Drive
Annandale
PO Box 87 Castletown 4812
Ph: (07) 4445 5052

Curra Swans Football Club Hall Hire Booking & Information

Hire Fees: \$500 per night + \$500 bond (bond is refunded when keys are returned and club and surrounds are deemed to be in same condition as when it was hired)

HIRER DETAILS		
Name		
Organisation		
Address		
Email		
Phone	Mobile:	Home/Work:

FUNCTION DETAILS	
Event	(e.g. age birthday party, meeting etc)
Date	
Time	
Number of Attendees	
Other Info	

OTHER DETAILS	YES	NO
Will you be supplying alcohol at the event? NB – no glass bottles whatsoever		
Will you be providing security? (see Terms & Conditions of Hire) If yes, please name the security company being used:		
If applicable, has the event been registered with QLD Police Party Safe? (see Terms & Conditions of Hire) If yes, please provide registration details:		

DECLARATION:

1. I declare that I am over 18 years of age and agree that all the information provided above is correct.
2. I agree to the terms and conditions outlined below for the hire of the Curra Swans Football Club venue.

Signature	
Print Name	
Date	

Payment Methods

Direct Deposit: \$1000 (hire + \$500 bond) to Bendigo Bank BSB: 633 108 ACCOUNT: 1325 24851. Please ensure deposit is made at least one week prior to hire date.

EFTPOS, Cash or Cheque: Pay via EFTPOS at the Curra Club rooms on Tuesday or Thursday between 4.30 – 6.30pm. Cheques must be presented at least one week prior to hire date.

Bond Refund: Bond will be returned via direct deposit when keys have been returned and Curra Swans Committee members are satisfied with the condition and cleanliness of the Club.

Facility Information

Capacity: 150 people

Toilets: Male & Female

Wheelchair Accessible: Yes

Tables: Yes (white plastic fold out tables)

Chairs: Yes (white plastic chairs)

Kitchen: Use of kitchen facilities and utensils

Fridge: 1 double fridge for use

Sound System: Yes (but limited capability at present)

BBQ: No

Air Conditioning: No (ceiling fans)

Type of Floor: Carpet in main room, non-slip vinyl in kitchen, bar, toilets.

Terms and Conditions of Club Hire

Birthday Parties 16yrs – 25yrs

Upon assessing your booking, the Club may require you to provide Security in your requirements for hire. All birthday parties for the ages 16-25 years inclusive, or any other occasions deemed appropriate by the Curra Swans Football Club, must have crowd control at their function by a registered security provider for the function times advised on the booking form. Details of Security arrangements must be provided on this booking form.

Birthday parties for the ages 16-25 must have the event registered with Queensland Police Party Safe and the registration information provided on this Hire Agreement. Registering your party provides local police with the opportunity to supply you with advice and resources to help organise a safe and lawful party. It also ensures that if things do go wrong on the night, police have the information necessary to quickly and effectively respond to any issues.

Register your party at your local police station using the  [Party Safe Registration Form](#) or via the [online party Safe Online Registration Form](#).

Crowd controllers/security from a registered security provider is required if any of the following occur:

- Alcohol is being consumed and/or
- 50 or more guests are attending and/or
- The function is deemed high-risk by the Curra Swans Football Club Committee

1. Applications/Bookings

- 1.1 All applications and Agreements must be on the official Club Hire form.
- 1.2 Applicants must be 18 years or over and able to produce a valid QLD driver's license, passport or proof of age card if requested.
- 1.3 Curra Swans Football Club reserves the right to cancel any booking for unforeseen Club business or other unforeseen circumstances.

2. Charges

- 2.1 Costs of hire and bonds are in accordance with the current Fees and Charges as determined by the Curra Swans Football Club Committee.
- 2.2 Cancellations made less than one week before the hire date will forfeit half the hire charge.
- 2.3 The hirer may make application for a transfer to another date without forfeit depending on circumstances and the availability of the facility on the requested alternate date.

3. Bonds

- 3.1 A bond of \$500 will be applicable to all bookings.
- 3.2 The bond will be held against the following;
 - 3.2.1 Damage to the building or equipment.
 - 3.2.2 Additional cleaning required to get the Club back to the condition it was in when hired.
 - 3.2.3 Any false or misleading information is given regarding the nature of the booking.
 - 3.2.4 Replacement of lost keys
- 3.3 The hirer will be liable for costs for damage etc. in excess of the bond deposited.
- 3.4 Hire fees and bonds being paid by cheque must be received by Curra Swans Football Club 7 days prior to the hire date. Cheques will not be accepted after this time.
- 3.5 Bond refunds will be made by direct deposit to your nominated bank account.
- 3.6 Any administration and/or emergency services costs incurred by the Club to address anti-social behaviour at functions or during general hire will incur a fee.
- 3.7 In the event carpets require a steam clean as a result of your hire, the hirer is to pay 75% of the full cleaning cost.
- 3.8 Hall hire bond will be forfeited in the event of any substantiated community complaints being received, in respect of anti-social behaviour/activity attributed to patrons of the function conducted at the premises
- 3.9 Curra Swans' expectations regarding cleaning of the facility post function in order to have your bond refunded, is provided at Annex A

4. Restrictions

- 4.1 **NO GLASS CONTAINERS ARE PERMITTED UNDER ANY CIRCUMSTANCES INSIDE OR OUTSIDE OF THE CLUBHOUSE**
- 4.2 All excess alcohol must be removed from the facility at the completion of each hire. Any leftover alcohol will be considered a donation to Curra Swans Football Club.
- 4.3 Decorations such as balloons or streamers are permitted provided they are removed at the end of the function, including the tape/string/bluetac used to attach them to walls, ceiling etc.
- 4.4 Helium balloons are permitted provided they are anchored. If balloons are left in the venue a fee will be charged for the removal. There will be a charge for any balloons activating the alarms due to them deflating.
- 4.5 Vehicles must only use the parking area provided outside the fence. No parking within the grounds and/or next to Clubhouse.
- 4.6 All deliveries and collections to the hall are to be included in the agreed time.
- 4.7 It is imperative that the hirer must not enter the facility before or after times booked and paid for, unless in attendance with a member of Curra Swans Football Club Committee.
- 4.8 Noise levels must comply with the Environmental Protection (Noise) Regulations 1997 and as per Queensland Office of Liquor and Gaming Regulations. Further advice may be obtained from Townsville City Council Environmental Services. Please contact TCC for further information.
- 4.9 Under no circumstances can an event to be held in the Curra Swans Football Club be advertised on the internet and/or publicly on social media beyond invited guests. Any evidence of this and the entire bond will be forfeited.
- 4.10 Function setup and clean-up time can be negotiated with Curra Swans but should be within the time booked and paid for

5. Curra Swans Football Club Responsibilities

- 5.1 Curra Swans Football Club will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibilities for breakdowns beyond their control.
- 5.2 The Curra Swans Football Club will make every effort to provide the hirer with a clean and tidy facility.
- 5.3 The Curra Swans Football Club is not responsible for any damage, theft or loss of items belonging to, or the responsibility of, the hirer.

6. Hirer's Responsibilities

- 6.1 Hirers must show respect and common courtesy for other organisations and persons in nearby premises.
- 6.2 The hirer is responsible for the behaviour of all persons attending the function or activity.
- 6.3 Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- 6.4 Hirers are responsible for any public liability in respect to their activity. The Curra Swans Football Club's public liability will only cover injury, loss or damage as a result of any proven neglect or default of the Club.
- 6.5 Should any accident and/or injury occur in the hired venue as a result of the hirer's function and/or activity, the Curra Swans Football Club cannot be held liable under any circumstance.
- 6.6 Ensure windows and doors are locked and lights and fans turned off at the conclusion of your function.
- 6.7 Ensure all kitchen equipment (e.g. ovens, stoves, warmers etc.) are turned off at the conclusion of your function.
- 6.8 Hirers are not to turn off or unplug any appliance belonging to Curra Swans Football Club (eg in Canteen or bar areas). Any lost stock due to hirer turning off Club appliances will forfeit bond.
- 6.9 It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking.

7. Cleaning

- 7.1 At the conclusion of the function/session the hirer shall:
 - 7.1.1 Leave the entire building in a clean and tidy condition. All cleaning equipment is provided by the club
 - 7.1.2 All external surrounding areas, including car park are to be left clean, tidy and void of litter.
 - 7.1.3 Make sure all fans, lighting, kitchen appliances (e.g. warmers) are switched off.
 - 7.1.4 All floors are to be vacuumed
 - 7.1.5 All hard floors (bar, kitchen, doorway entrances, toilets) are to be mopped
 - 7.1.6 Wipe and stack tables and chairs before returning to designated storage area.
 - 7.1.7 Empty rubbish bins in toilets, kitchen, main function area, bar. You will need to provide your own rubbish bags/bin liners
 - 7.1.8 Rubbish bags can be placed in industrial bins outside the building
- 7.2 All unused food, drinks & ice from freezer must be removed from the premises unless otherwise arranged with booking officer.
- 7.3 Streamers, balloons etc. must be removed from premises, including any tape, string, bluetac used to hold them to wall, ceiling etc.

8. Keys/Security

- 8.1 Keys can be collected from Curra Swans Football club on Tuesday and Thursday evenings as committee members are in attendance on those (training) nights. Collection of keys outside of these times is by negotiation with the club booking officer or another club representative.
- 8.2 Keys must be returned to the Club no later than Tuesday afternoon following your function. Keys can be returned earlier by negotiation with Club booking officer or another Club representative.
- 8.3 Bond will be held until the Committee is satisfied with the state of the Club rooms and keys are returned. Should key not be returned, a replacement key will be cut and bond money used to cover this cost.

9. Disputes

Any disputes concerning bond refunds must be made in writing and marked: Attention President, Curra Swans Football Club, PO Box 87, Hyde Park, QLD, 4812

Curra Swans Use	YES	NO
Is security/crowd control required for this booking?		
Is this event required to be registered with QLD Police Party Safe?		
Has bond been paid? Date paid:		
Has venue hire fee been paid? Date paid:		
Has bond been returned? Date returned:		