**Souths Sunnybank Rugby League Football Club Application to Hire Club Facilities & Equipment**

**(Completion of this application does not confirm your use of club facilities or equipment, application must be confirmed via Secretary or events co-ordinator)**

**I/We** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **from** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Club/Organisation).

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Subject to the approval of the Club and their committee and conditions, request to hire the following facilities or equipment:**

|  |  |  |
| --- | --- | --- |
| □ Jim Murdoch Oval (Field 1) | □ Jonathan Thurston Field (Field 2) | □ SSRLFC Clubhouse/Function Room |
| □ Canteen | □ BBQ & Equipment |  |
| □ Ground/Field Lighting (only tick this if you’re requesting field use at night) | □ Toilet access (only tick this if you’re requesting field use – not clubhouse use) | □ Other (please specify): |

**Number of those attending/players:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of hiring facilities or equipment:**

□ Competition □ Training □ Social Game □ Special Event/Function □ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates and Times from/to**:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* If you require more dates, please just notify us of the start date to end date (with the frequency of the hires needed).*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How do I submit this application?**

Applications are to be forwarded to the Club Secretary via email (secretary@southssunnybank.com.au) or in person to be considered and approved.

**How is my application approved and confirmed?**

1. Complete details above, read the ‘Conditions of Hire’ and sign the form below.
2. Once considered, you will receive a response to Application of Hire by the Secretary of Souths Sunnybank Rugby League Football Club.
3. If your application is approved, you will be required to pay any hire fees and related bonds and deposits as listed on the final pages of this application to confirm the booking.
4. Once these payments are made you will receive a confirmation letter or email signed by the Secretary to confirm your booking (this may be sent via secretary or events coordinator).
5. Ensure you keep any receipts or letters with you prior to your booking as it may be required by other club representatives at any time. You may use the time between now and your event to liaise with the events coordinator or secretary with any questions or requests you may have about your hire.

**How do I make payment of hire fees and bond charges?**

Payments can be made in the form of Electronic Funds Transfer:

Account Name: Souths Sunnybank Rugby League

BSB: 084-435

Account No.: 767587839

Reference: ‘Facilities Hire’ and your name/organisation as stated on application to hire (email details or receipt to treasurer@southssunnybank.com.au to confirm payment)

Invoices may be raised in certain arrangements at the discretion of the Treasurer of Souths Sunnybank Rugby League Football Club.

**I have read, understood and will abide by the conditions for hiring the club facilities and equipment at Souths Sunnybank Rugby League Football Club for the above booking/s and any other bookings made thereafter for future hire.**

The Applicant hereby acknowledges that he/she understands, and will comply with, all rules pertaining to the use of Souths Sunnybank Rugby League Football Club and their fields and facilities. Applicant hereby assumes all responsibility to leave fields and facilities in a neat and clean condition as found. There is to be no alcohol consumed outside of the designated areas of the premises. All payments are due, when agreed.

Applicant agrees to hold harmless and indemnify the Souths Sunnybank RLFC for any and all liability, except for the liability resulting from the sole negligence of the club, for the injury to persons or property occurring as a result of this activity and agrees to be liable to said club for any and all damages to any room, equipment and/or furniture owned or controlled by the club which results from the activity of the renter, or is caused by a participate in said activity.

Signature of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Souths Sunnybank Rugby League Football Club collects, stores and uses personal information only for the purposes of administering Club operations. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.*

**OFFICE USE ONLY**

|  |
| --- |
| Dates checked & approved by Secretary and Events Co-ordinator □ Yes □ No Date: |
| Response to Application of Hire sent by: Date: |
| Club representative signature: Position: |
| □ Bond Fee Paid ($\_\_\_\_\_\_\_\_\_\_)  |
| □ Hire Fee/s Paid Hire Fee Total: Receipt No.: |
| □ Facility checked, approved & bond returned □ Damages, bond kept |

**Souths Sunnybank Rugby League Football Club**

**Conditions of Hire for Club Facilities & Equipment**

This agreement is issued subject to the provisions of Souths Sunnybank RLFC’s club Rules and Resolutions made hereunder.

The following should act as a guide to the users of the facilities and equipment at Souths Sunnybank Rugby League Football Club.

* **Use of Facilities & Equipment:**

The Hirer agrees to use the facilities and equipment for the purpose in which they were hired for and not to create or contribute to any nuisance. Music and loud noise must cease at 11pm. Hirers must vacate the premises by midnight at the latest.

* **Weather Conditions/Closure:**

SSRLFC reserves the right to close facilities at any time due to weather conditions if deemed dangerous to persons or damaging to facilities and equipment. Where possible, the Hirer will be notified of closure via phone or email as early as possible. Hirers will be notified as soon as possible if unforeseen maintenance is required. If unsure of closure, please contact the Secretary or President for further information.

* **Responsibility for Damage to Club Property:**

The premises and facilities must be left in a clean and tidy condition by the hirer prior to vacating the premises. For fields: nothing is to be left behind, all rubbish must be collected and placed in the external industrial bins. For clubhouse: Tables and chairs must be replaced in the areas provided, floors shall be swept and if confetti/decorations are used every effort should be made to remove as such. All rubbish should be removed from the function area and placed in the external industrial bin or appropriate recycling bins.

The Hirer agrees to return all equipment to the Club at the end of each booking. The Hirer acknowledges that non-compliance will result in an official warning, if a second non-compliance occurs, the Hirer will be refused any future bookings of SSRLFC facilities and/or equipment furthermore.

Any damage to SSRLFC property, which in the opinion of the committee, arises from abuse or negligence shall be the responsibility of the Hirer. Any additional cleaning of facilities, repairs or replacement of equipment needed will be charged to the Hirer.

* **Indemnity:**

You must indemnify SSRLFC from and against all actions, claims and losses which the Club may incur arising from:

1. Loss, damage or injury from any cause whatsoever to property or persons within the facility caused or contributed to by your neglect of default;
2. Your negligent use or misuse of any water, gas or electricity or other services to the facility or the grounds;
3. Loss, damage or injury from any cause whatsoever to property or person caused or contributed to by your use of the facility;
4. Any personal injury sustained by any person in or about the facility caused other than through the wilful or negligent act of the Club, it’s servants or agents.

In this clause, ‘you’ and ‘your’ includes any employee, agent, contractor or other person claiming through you. This indemnity does not apply to any act, matter or thing if it arises out of negligence or default of SSRLFC or its agents.

* **Risk:**

You occupy and use the Facilities and equipment of SSRLFC at your own risk.

* Provision of First Aid:

It is the responsibility of the Hirer to arrange First Aid care as necessary for persons who come onto the site for the purpose of the Hirer. If you require assistance with obtaining First Aid, please contact the Secretary of SSRLFC.

* **Payment:**

All monies for “one-off” bookings must be paid at least 48 hours prior to the use of the facility or equipment. Payment for ongoing bookings must be made at least 2 weeks in advance to the first scheduled booking. If payment is not made within required timeframes, SSRLFC reserves the right to cancel bookings. Please contact us immediately if you believe that payment will not be arranged on time to organise this and lower the risk of cancelation.

* **Cancellations and Refunds:**

Bookings cancelled less than 24 hours prior to the scheduled date will be charged the 50% of the booking fee. Unused bookings that were not cancelled will be charged to the full booking fee. SSRLFC reserves the right to cancel this agreement at any time prior to the date of hire.

* **Priority Use:**

Priority of bookings is as follows: SSRLFC, SSRLFC teams, SEQ competition and clubs, education, other clubs/organisations/community groups and social sport, and other. Facilities at SSRLFC are primarily used for training purposes and competitive games. If a booking conflict arises, you will be informed immediately, and the booking ranked higher will take priority.

* **Access of the Facilities:**

The Hirer shall ensure that vehicles are not driven or parked on ovals, gardens, lawns or pedestrian parks. Future bookings by the Hirer will be refused if vehicles parked in contravention to this condition. Please note there is some illegal parks as deemed by council and they have the right to ticket you if they attend the facilities.

* Consumption of Alcohol:

Souths Sunnybank RLFC operates within the responsible service of alcohol guidelines. These laws dictate that no alcohol is to be served to anyone under the age of 18 or anyone who is unduly intoxicated. Souths Sunnybank Rugby League Football Club policy states that any guest that looks under the age of 25 may be asked to provide an acceptable form of photographic identification (drivers licences, proof of age card, passport, etc.) and in failing to do this will not be served any alcohol whilst on premises.

Last drinks will be called at 11pm and no drinks will be served after 11:30pm.

Future bookings will be refused if this condition is contravened or the committee deems that inappropriate actions were taken because of this ruling.

* **Smoking:**

SSRLFC is a junior sporting organisation. Due to this, smoking is not permitted within or within 5 metres of club facilities.

*Souths Sunnybank Rugby League reserves the right to ban and/or have any person or group removed from the premises where that person has or is likely to cause injury/damage to the venue or other persons and their property. It is the Hirers responsibility to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the venue. Any damages to the club or it’s property, as well as loss or damages to items before, during of after the function are the responsibility of the Hirer.*

*The Hirer and all persons involved in its purpose, while on the premises, abide by the directives of Souths Sunnybank Rugby League Football Club.*

**Souths Sunnybank Rugby League Football Club**

**Hire Fees for Club Facilities & Equipment\***

|  |  |  |
| --- | --- | --- |
| **Facility/Equipment** | **Hire Fee** | **Features** |
| Field 1 or 2 | $150 per field (extra may be charged for night functions due to lighting) | Field 1: International sized Rugby League field.Field 2: Smaller field, able to fit 2 x mini/modified games fields or touch football fields or slightly smaller international games. |
| Clubhouse/Function Room | $200 per function | Staffed bar service for up to 5 hours – e.g. 6:30-11:30pm ($40 for every extra hour), projector & screen, chairs and tables available. |
| Canteen | $20-$50 dependent on function (this may be included in clubhouse function hire if required)You will be required to provide your own cutlery, plates, etc.  | Fridges, microwave, stove, oven, fryer, etc.  |

*\*SSRLFC reserves the right to negotiate prices where required and prices are subject to change regularly. Always confirm hire fees when booking your function.*