



VENUE HIRE AGREEMENT HEPBURN SPRINGS GOLF CLUB INC

This agreement applies to the hire of the Hepburn Springs Clubhouse facilities. The hire of the clubhouse venue does not entitle the hirer to access the golf course. Should golf course access be required an additional fee arrangement must be negotiated.

CLUBHOUSE FACILITIES INCLUDE:

- Open glassed area with round table and chair seating for 90;
- Fully licensed venue until 12 midnight with bar facilities; (No BYO)
- Heating including gas and wood slow combustion fire;
- Covered verandah overlooking the golf course with outdoor seating;
- Kitchen facilities;
- Separate men's and women's change rooms and bathrooms;
- Self catering or catering by the club can be arranged.

HIRE FEES

Venue Hire

- **\$330 inc GST** full use of clubhouse facilities including kitchen and bar facilities; with use of outside caterers;
- **Functions fully catered by Golf Club** price by negotiation;
- **\$275 inc GST no alcohol event** full use of clubhouse but no bar facilities provided (no BYO);
- **\$55 inc GST** meeting space (max 3 hours) with no access to bar or kitchen except for tea & coffee making facilities. For each additional hour **\$42 inc GST**;

Optional service fees

- **\$40 inc GST** per hour cleaning fee if required;
- **\$35 inc GST** per hour waiting and cleaning staff if required at event (this only applies to outside catering)

NOT FOR PROFIT GROUPS & MEMBERS HIRE FEES

The Hepburn Springs Golf Club supports the use of its venue for non profit community organisations and welcomes its member's use of the club house facilities for private functions. The hire fees are discounted for these groups where there is no corporate or profit making function being conducted. Community fundraising events are permitted at the discounted rate.

- **\$175 inc GST** full use of clubhouse facilities including kitchen and bar facilities.
- Catering by negotiation

BOND/DEPOSIT

- A refundable deposit of **\$200** must be made at the time of booking; a credit card imprint is also required.
- The deposit is refundable if the venue is left in the same condition as prior to the function. Any cost for repairs or cleaning will be deducted from the deposit;
- Full payment must be received 14 days prior to the event or the booking will be cancelled and \$50 deposit retained as a cancellation fee;

BAR FACILITIES

- The Hepburn Springs Golf Club is a **fully licensed venue** with a license available until 12 midnight;
- **No BYO** facilities are available under the license;
- The bar prices are very reasonable and a variety of alcoholic and non alcoholic beverages are stocked. Purchase of specific alcoholic beverages at the request of the hirer can be arranged by negotiation with the golf club;
- At any non alcoholic function the non alcoholic drinks must be purchased from the club.

KITCHEN FACILITIES

- The venue has a fully equipped kitchen including oven, 5 burner gas cook top, microwaves, fridge, freezer, pie warmer, double sink, large urn, utensils, crockery and cutlery (up to 100 settings). The use of this equipment is included in the hire fee; (not available for meeting room hire)
- The outdoor area has a 4 burner gas BBQ;

CATERING REQUIRMENTS

- External catering services can be used but a **\$55 fee** applies in addition to the hiring fee;
- If external catering, the hirer must comply with all relevant by laws, local laws and regulations which relate to the preparation and handling of food, including being in possession of current food handling certificates;
- External caterers are responsible for ensuring that the kitchen is left in a sound and clean condition; any additional cleaning costs will be deducted from bond/deposit.
- External caterers **must** provide their own staff for serving food, clearing of tables and washing up. The golf club can provide waiting and cleaning staff at a fee of **\$35 per hour** per person if required;
- The golf club can provide excellent in house catering at competitive prices and welcomes all enquiries.

SET UP FOR FUNCTION

- The hire fees include the reasonable set up preparation time (approx 2 - 3 hours) required for the function;
- If additional set up time is required this can be negotiated but will be dependent on golf club commitments and venue availability; Extended set up time may incur an additional fee;
- If decorations are required they must not be fixed to the walls and ceilings by nails, tacks, glue, drawing pins or sticky tape. Decorations must not be fixed to any light fittings.

CLEANING & REMOVAL OF RUBBISH

- The hirer must leave the venue in the same condition as prior to the function;
- The hirer is responsible for the removal of all decorations;
- The hirer is responsible for the removal of all rubbish from the venue and large bins are available in the car park area for depositing rubbish;
- Outside Caterers: The hirer is responsible for leaving the kitchen, seating and bathroom areas clean;
- Outside Caterers: All kitchen utensils and crockery must be washed, dried and returned to the correct storage area;
- If there is any damage to the venue or if cleaning is required then this will be deducted from the refundable deposit;
- If any damage caused exceeds the amount of the refundable deposit then the golf club will invoice the hirer for the full amount and this will be payable by the hirer within 14 days from the date of the function;
- The golf club can provide cleaning of the venue for an additional **fee of \$40** inc GST per hour if required. This service must be requested at the time of booking.

INSURANCE

- Hirers should note that liability insurance cover maintained by the golf club provides a level of cover appropriate for venue hire functions.
- All external caterers must produce evidence of public liability insurance cover.

NON SMOKING VENUE

- The venue is a non smoking venue;
- The hirer is responsible for ensuring that guests do not smoke in the venue;
- The removal of cigarette butts from the outdoor smoking area is the responsibility of the hirer.

BOOKING ENQUIRIES

- All booking enquiries should be directed to Denise Fitzpatrick – 0402 220 430 or Phillipa Wooller – 0407 759 223 or to info@hepburngolf.com.au
- Hirers will be required to complete an application form and provide a refundable deposit and credit card imprint at the time of booking.
- The golf club welcomes potential hirers to visit the club to view the facilities.
- Postal address for Hepburn Springs Golf Club PO Box 46 Hepburn Springs 3461
- Golf club situated at Golf Links Drive, Hepburn Springs ph 5348 2185
- The Hepburn Springs Golf Club reserves the right to hire the hall at its discretion.

The Hepburn Springs Golf Club Inc is a not for profit, community organisation and all fees received from venue hire are used to improve facilities at the golf club for our members and also for our local community who use this recreational facility. Our members volunteer their time to make the venue available for hire and we hope that your function is enjoyable and that you respect our facilities and hospitality.