



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 11.30pm with bar facilities;
- Heating including gas and wood slow combustion fire;
- Covered verandah overlooking the golf course with outdoor seating;
- Separate men's and women's change rooms and bathrooms.

HIRE FEES

Venue Hire

- **\$330 inc GST** Use of function room only with bar
- Venue Hire with Catering by HSGC by negotiation – see separate menu options
- **\$55 inc GST** meeting space (max 2 hours) with no access to bar or kitchen except for tea & coffee making facilities. For each additional hour **\$42 inc GST**
- **\$150.00 inc GST** – use of PA/Sound System

Optional fees

- **\$40 inc GST** per hour cleaning fee if required;
- **\$150.00 inc. GST etc.** Use of PA/Sound System

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 members' use of the clubhouse 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** (Use of room and bar only)
- Catering by negotiation

BOND/DEPOSIT

- A refundable bond of **\$200** must be made at the time of booking; a credit card imprint is also required.
- The bond 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 bond.

- A deposit of 10% of the total cost must be paid when booking is confirmed. This amount will be deducted from the final account.
- Full payment must be received 14 days prior to the event.
- If the booking is cancelled within 14 days of the event a cancellation fee of \$100 will be levied.

BAR FACILITIES

- The Hepburn Springs Golf Club is a **fully licensed venue** with a licence available until 11.30pm;
- **No BYO** facilities are available under the licence;
- 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/CATERING FACILITIES

- The Golf Club provides excellent catering – finger food, buffet, a la carte, etc. at competitive prices and welcomes all enquiries.
- The venue has a fully equipped commercial kitchen. Due to Food Handling and Licensing restrictions and quality assurance, catering can only be provided by the Golf Club catering team. The HSGC does not allow self catering.
- The outdoor area has a 4 burner gas BBQ. The fee for use of the BBQ is \$20.00. Social groups using the BBQ must ensure that the BBQ and surrounding area are left in a clean condition and all rubbish and food waste is removed. This area is for daytime use only for social golf playing groups.

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.
- Clean up must be completed within 24 hours of the function.

If there is any damage to the venue or if cleaning is required then this will be deducted from the refundable bond.

- If any damage caused exceeds the amount of the refundable bond 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/hr** inc GST 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.

NON SMOKING VENUE

- The venue is a non smoking venue.
- The hirer is responsible for ensuring that guests do not smoke in the venue.

BOOKING ENQUIRIES

- All booking enquiries should be directed to *Phillipa Wooller* 0407 759 223 or to: info@hepburngolf.com.au
- Hirers will be required to complete an application form and provide a refundable bond 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
- The Golf Club is 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.