



**VENUE HIRE APPLICATION
HEPBURN SPRINGS GOLF CLUB INC
(TO BE COMPLETED BY HIRER)**

This application 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.

DETAILS OF HIRER:

NAME OF HIRER OR NAME OF BUSINESS/ GROUP	
CONTACT DETAILS OF HIRER ADDRESS: TELEPHONE: MOBILE: EMAIL:	
PURPOSE/ TYPE OF FUNCTION	
DATE & TIME OF FUNCTION	
DATE & TIME NEEDED FOR SET UP	
ESTIMATED NO. OF GUESTS	

PLEASE COMPLETE NEXT PAGE

HIRER REQUIREMENTS:

(PLEASE TICK)

- SELF CATERING *Details of caterer required prior to event and **fee applies***
- CATERED BY CLUB *Catering is only provided by prior agreement*
- ALCOHOL SERVED *Please note if alcohol served a bar attendant is supplied (no BYO)*
- TABLE & CHAIR SEATING
- TABLES REMOVED
- CHAIRS ALONG WALL
- EXTENDED SET UP *If more than 2 hours set up time is required this must be negotiated*
- CLEAN UP BY CLUB *To provide full cleanup services after the event - **a fee applies***
- WAITING STAFF *Waiting and cleaning staff required at event supplied by club- **fee applies***

OTHER REQUIREMENTS PLEASE SPECIFY.....

DECLARATION BY HIRER

I have read the Hepburn Springs Golf Club Venue Hire Agreement (Agreement) and understand the conditions. I agree to comply with the conditions set out in the Agreement.

Signature of hirer/on behalf of hiring group:

Please print full name:

Dated: / /

HIRE FEES:

- **FULL USE OF FACILITIES** **\$330 inc GST**
- **NO ALCOHOL EVENT** **\$275 inc GST**
- **NOT FOR PROFIT & MEMBERS RATES** **\$175 inc GST**
- **EXTERNAL CATERING FEE** **\$55 inc GST**
- **MEETING FACILITIES** **\$55 inc GST** (max 2 hours)
 - Additional hour **\$42 inc GST** (per hour)
- **DEPOSIT \$200** must be made at the time of booking or at least 14 days prior to the function & refundable if venue agreement conditions complied with.

TOTAL HIRE FEES: \$ **DATE OF PAYMENT**

DEPOSIT \$ **DATE OF PAYMENT**

Return to Hepburn Springs Golf Club PO Box 46, Hepburn Springs, Vic 3461