



Moree Race Club Inc.

## Agreement for Casual Venue Hire

<b>Name of Hirer:</b>			
<b>Contact Number:</b>			
<b>Contact Email:</b>			
<b>Address:</b>			
<b>Nominated Other Responsible Person:</b>			
<b>Reason For Hire:</b>		<b>No of Guests</b>	
<b>Dates of Hire:</b>			
<b>Hours Of Hire:</b>			
<b>Kitchen Required:</b>	Y/N- Please provide caterers details		
<b>Bar Required:</b>	Y/N- If no please provide details of your plans for beverage service		
<b>Designated Key Person:</b>			
<b>Contact Number:</b>			
<b>Fees:</b> All fees are to be paid prior to your event. A refundable Security Bond of \$500 in cash is required. Hire Fee is dependent on the area/s intended for hire. This agreement permits the use of MRC facilities from 11am to 12 midnight.			

The User/Hirer shall indemnify and keep indemnified Moree Race Club, its servants and agents and each of them from, and against, all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made or claimed against it by any of them arising out of, or in any way related to, the granting of this agreement and/or the use of the premises. The User's/Hirer's/Lessee's liability to indemnify Moree Race Club will be reduced proportionally to the extent that any act or omission of Moree Race Club, its servants or agents, contributed to the loss of liability. I have obtained all permits/licenses and/or consents required for the conduct of the intended function/room use and I agree with all of the conditions outlined in the Moree Race Club – Conditions of Use. Note: Public Liability Insurance is the responsibility of the organization/person hiring the venue and is NOT covered by Moree Race Club: The personal information requested on this form is being collected by MRC for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

## SPECIAL CONDITIONS OF USE

- No confetti / glitter to be used on premises
- Noise levels such as music etc.: It is agreed that noise levels will not be able to be heard from outside, the race course grounds. If noise is too loud hirers will be requested to lower the volume immediately otherwise function will need to be cancelled and bond may be forfeited.
- Any children to be supervised and not wander in the building or outside
- All Stable areas strictly off limits
- Entry onto the race track is STRICTLY prohibited

## GENERAL CONDITIONS OF USE

### **ROOM HIRE CHARGES**

Room hire charges will consist of a specified rate for each area hired. The booking fee is \$500 per area or \$900 for two areas. Room Hire rates will commence from time of setting up until and including cleaning up time. Variations to rates can be negotiated only with the Club Secretary. **NO ADDITIONAL SET UP OR CLEAN UP TIMES ARE ALLOCATED ON TOP OF THE HIRE TIMES.** If any variations are agreed upon they will be attached in writing to the Conditions of Use and signed by both parties.

### **BOND**

All casual hirers are required to pay a bond for the hire of MRC rooms. Bond money will be returned when the MRC management is satisfied that the hirer has met the requirements stated in the Conditions of Use. If any of the conditions are not met, either the whole or part of the bond will be withheld at MRC Committee's discretion. Bonds must be paid in cash. Cheques, EFTPOS and credit cards will not be accepted if there is insufficient time for them to be processed by the bank prior to the event. A bond of \$500 is required for hire of MRC.

### **SECURITY:**

All casual hirers may be required to hire professional security staff on a guest to security ratio of 1 guard per 40 guests at the discretion of the MRC Committee. If this is a condition of use imposed by the Committee you will be notified and provided with the contact details of our security provider. Evidence of this condition being met must be shown to MRC prior to key/alarm codes are given. Failure to abide by this will result in the cancellation of your use of the MRC and a forfeit of any deposits paid.

### **APPLICATIONS FOR ROOM HIRE**

All requests for hire must be made in writing to the Moree Race Club Committee at least 2 calendar months prior to date of hire. The Hirer, having signed the form, undertakes to comply with the Conditions of Use. All enquiries and 'day to day' matters concerning MRC are to be done by contacting the Club Secretary during business hours on 02 67523284 or email: [raceclubmoree@bigpond.com](mailto:raceclubmoree@bigpond.com). A booking will not be confirmed until discussed at the next committee meeting, after which the Club Secretary will notify hirer of decision.

### **BUILDING ACCESS**

MRC staff will either arrange a staff member to provide access to the building or will issue a key and alarm code to the hirer and/or nominated other responsible person approximately 1 to 2 days prior to the booking unless another function is booked the day prior to your function. MRC staff will walk the hirer through the building access and alarm procedure when the key is picked up. MRC staff will advise the hirer of the location of the light switches and heating/cooling controls.

### **CANCELLATIONS**

The amount of notice required for cancellations is 50% of the period that the booking is held. For example, if a booking is made 6 weeks in advance, 3 weeks' notice is required for cancellation. This is in order that the MRC Committee treats everyone fairly and is not refusing bookings for people or organizations booking well in advance and then cancelling.

### **HIRE REFUNDS**

Refunds will only take place if the appropriate notice is given. In the appropriate notice is not given then the deposit will not be refunded. For all cancellations, regardless of notice time, an administration fee of \$20 will apply.

### **NOISE LEVELS & FINISHING TIMES**

MRC is situated in a residential area and therefore MRC request that all hirers respect our neighbors. It is the responsibility of the hirer to ensure that the noise emanating from the function does not cause a public annoyance and that all noise pollution regulations are complied with.

All amplified noise (music/microphones), must be ceased by:	The premises must be vacated by
Sunday to Thursday – 10.00pm	Sunday to Thursday – 11.45pm
Friday to Saturday – 11.30pm	Friday to Saturday – 11.45pm

These times are NOT negotiable.

The applicant and nominated other responsible person will remain on site throughout the function and be responsible for function behavior.

### **CLEANING & RUBBISH**

Cleaning checklist to be completed before and after the function by the hirer and a MRC representative. The hiring party is responsible for leaving the building in a clean and tidy condition. All rubbish to be removed by hirer including glass and function rubbish and placed into appropriate skip bins or bond will not be returned. The hirer is to provide their own plastic garbage bags and cleaning products. All surfaces, including tables, chairs, stove and sinks to be wiped clean. All floors to be swept mopped and vacuumed if dirty. All brooms and cleaning equipment/materials to be returned to kitchen or respective storage area. All chairs are to be stacked in the storage area or respective rooms after wiping.

No sticky tape is to be used on the decking rails. No drawing pins or other materials which will puncture walls, floor or other surfaces, are to be used. (Blu-Tac is recommended). All decorations are to be removed; including all balloons, sticky tape and pieces of string (Blu-Tac is recommended). No decorations are to be placed on ceiling fans or light fixtures. Confetti and chewing gum are not permitted (see Special Conditions of Use). NOTE: If cleaning instructions are not adhered to, the bond money will not be returned.

### **ALCOHOL & DRUGS**

The serving of alcohol at a function is the responsibility of the hirer. MRC does not condone the serving of alcohol to minors and insists liquor laws are adhered to. Any groups hiring the venue are to notify the MRC or Secretary of their intended beverage service. Failure to do so may result in cancellation of your event. If the hirer intends to use MRC Bar Service, contact details for the MRC licensee will be provided.

No drugs or illegal substances are to be consumed or brought into the premises. Anyone found to be using or conducting illicit activities will be removed from the facility and reported to the police.

**SMOKING** MRC is a Non- Smoking environment inside all buildings. Should the hirer's guest's smoke outside the building it is the responsibility of the hirer to ensure that butts are disposed of in bins. The Deck outside the Members Bar is a NO SMOKING area.

### **KITCHEN & FOOD SAFETY**

MRC is not responsible for the food handling practices of the hirer. It is the responsibility of the hirers to comply with all safe food handling regulations and acts. Should the hirer engage the services of a catering company, the catering company is responsible for complying with all safe food handling regulations and acts.

## **OTHER CONDITIONS**

- Centre Management is not liable for damage to or loss of equipment or food belonging to hirers.
- All hirers are to respect the rights of others including equipment and belongings.
- Hirers are required to set-up and stack away furniture as required.
- All breakage and damage must be reported promptly to MRC staff so that repairs and/or replacements can be organised. Compensation for damage will be required and Bond may be forfeited.
- The hirer is responsible for removing any spillage throughout the hire

- Children are welcome but must be fully supervised by an adult at all times whilst in the Moree Race Course grounds. This includes the grandstand and toilets.
- All emergency exit doorways and passageways should be left clear at all times.
- If fire alarms are set off during function hire, the hirer may be responsible for the call out fee of the Moree Fire Brigade.
- Any hired equipment (i.e. tables, chairs, juke boxes, etc.) to be removed immediately after the hire has concluded. If the facilities are not to be used the following day, equipment can be left for collection the next day.
- A copy of any stipulations placed on the hire of MRC are required to be provided to the Club Secretary prior to the function.

**For more information contact Michelle Gobbert on 02 67523284 or email:  
raceclubmoree@bigpond.com**