



*Logan Brothers Rugby League Club Inc.*  
**Logan Brothers Rugby League Club Inc.**  
**Venue/Field Hire Agreement**

**EVENT INFORMATION**

Event Name: \_\_\_\_\_  
 Event Description: \_\_\_\_\_  
 Approx number of Attendees: \_\_\_\_\_  
 Age Group of Attendees: \_\_\_\_\_  
 Please indicate the type of booking: \_\_\_\_\_  
 Required Area: \_\_\_\_\_

**CONTACT DETAILS**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Organisation: \_\_\_\_\_ Position: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Not for Profit Organisation?    Yes / No

**ALTERNATE CONTACT DETAILS**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**SCHEDULE**

Event Date: \_\_\_\_\_  
 Access required for set up: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 Finish Time: \_\_\_\_\_  
 Access required for pack down: \_\_\_\_\_





**Payment Information**

Following the completion of this form and confirmation of your booking you will receive a confirmation letter which will clearly outline the Deposit/Total amount due for your booking.

Holding Deposit (\$50) will need to be paid one (1) month prior to the booking date.

All Venue or Field hire fees will need to be paid one (1) week prior to the booking date.

Payment can be made at the Clubhouse to the Club Treasurer. Please retain all receipts received for evidence of payment.

**Schedule of Fees & Charges**

**Clubhouse**

|            | <b>TIMES</b>        | <b>TEAM FUNDRAISER**</b> | <b>REGISTERED MEMBER</b> | <b>COMMUNITY</b> |
|------------|---------------------|--------------------------|--------------------------|------------------|
| Day Time   | 6 am until 4 pm     | \$ 50.00                 | \$ 150.00                | \$ 200.00        |
| Night Time | 4 pm until Midnight | \$ 50.00                 | \$ 150.00                | \$ 200.00        |
|            | <b>BOND</b>         | \$ 300.00                | \$ 300.00                | \$ 300.00        |

**Field & Equipment**

|            | <b>TIMES</b>        | <b>TEAM FUNDRAISER**</b> | <b>REGISTERED MEMBER</b> | <b>COMMUNITY</b> |
|------------|---------------------|--------------------------|--------------------------|------------------|
| Day Time   | 6 am until 4 pm     | \$ 50.00                 | \$ 150.00                | \$ 200.00        |
| Night Time | 4 pm until Midnight | \$ 50.00                 | \$ 150.00                | \$ 200.00        |
|            | <b>BOND</b>         | \$ 300.00                | \$ 300.00                | \$ 300.00        |

**Condition of Hire**

**1. BOOKING PROCEDURE & PAYMENTS**

- 1.1 A 'Venue & Field Hire Agreement' must be completed prior to any events taking place.
- 1.2 Bond must be paid one (1) month prior to the booking date.
- 1.3 Fees must be paid one (1) week prior to the booking date.
- 1.4 At the end of your function if the venue is left in a clean and tidy condition to the satisfaction of the committee member from Logan Brothers RLFC Inc your bond will be refunded three (3) days after the event date.
- 1.5 Team Fundraiser \*\* rates are only available between April 1 and August 31 each year, must be booked by Team Manager.
- 1.6 Bank Account Details – Westpac Bank, Logan Central; Account Name:- Logan Brothers Rugby League Club Inc; Account Number:- 118877; BSB:- 034-139

**2. CLUBHOUSE ACCESS**

- 2.1 A committee member from the club will be on-site to open the Clubhouse. You will not require keys or security access.
- 2.2 The Clubhouse is to be secured by a committee member at the end of the function.

**3. DAMAGE**

- 3.1 Any damage sustained must be reported to the Committee immediately
- 3.2 The cost of damage to the Clubhouse, fields and equipment belonging to the Club will be taken out of the hirers Bond. In the event where the cost of damage or additional cleaning charges is more than the bond the Club will invoice the hirer outstanding cost to repair the damages which must be paid ASAP.





#### 4. FACILITIES

- 4.1 Include Clubhouse, Kitchen, Toilet Amenities, Foyer, and Outdoor Area.
- 4.2 Fields, sin bin dugout, change rooms, visitor or home team dugouts, first aid dugout and scoreboard shed.
- 4.3 The bar will be supervised by a Committee Member from the Club who holds a valid RSA licence and has the right to refuse to serve any patron/s.
- 4.4 The Club is a Licenced Premises – NO ALCOHOL CAN BE BROUGHT INTO THE CLUBHOUSE OR FIELDS.
- 4.5 Car park must be left in a clean and tidy condition.
- 4.6 All facilities (i.e. Clubhouse, kitchen, fields etc) must be left in a clean and tidy condition to the Committee's satisfaction. Any additional cleaning charges will be taken out of the bond or charged to the hirer.
- 4.7 The hirer accepts full responsibility for all damage sustained to the clubs premises, fittings and/or furniture, whether or not the damage is caused by the hirer, the hirer's invitees or patrons, regardless of whether the damage is sustained without the hirer's knowledge.

#### 5. GARBAGE

- 5.1 ALL garbage is to be emptied into the Club industrial bin located outside in the front of the Clubhouse.

#### 6. EQUIPMENT/UTENSILS

- 6.1 Under no circumstances is any of the Club's equipment or utensils to be removed from the Clubhouse or Fields.

#### 7. DOORS AND WINDOWS

- 7.1 ALL Doors and Windows must be left in clean condition and must be locked before vacating the Clubhouse.

#### 8. PERSONAL PROPERTY

- 8.1 Any loss or damage to personal property shall be deemed not payable by the Club, this is the hirer's responsibility.

#### 9. FIRE SAFETY PROCEDURES

- 9.1 All users/groups are responsible for familiarising themselves with the fire safety procedure relevant to the Club – details and escape routes on noticeboard in Clubhouse.

#### 10. TABLES & CHAIRS

- 10.1 Must NOT be dragged across the floor.
- 10.2 Must be returned to storage areas or stacked along the walls.
- 10.3 Any damage to the floor, walls, tables or chairs the hirer incur the chargers to repair.

#### 11. TIME

- 11.1 All tenants must be out of the Clubhouse/Fields by the set time, this includes cleaning etc.

#### 12. DECORATIONS

- 12.1 The hirer will ensure that no decorations, nails, pins, screws, adhesive tape etc are attached in or in any way affixed to the walls, floor or ceilings of the hire premises.
- 12.2 Every care is taken to preserve the existing conditions of the premises.

#### 13. NO SMOKING

- This is a "No Smoking" facility.
- 13.1 There is an outdoor area where you may smoke however, must be four (4) metres from the Clubhouse.

#### 14. BEHAVIOUR

- 14.1 The hirer responsible for the conduct of the hirer, its invitees or patrons in use of the Clubhouse, Fields and rooms.

#### 15. FOOD

- 15.1 Due to the premises being licensed it is part of an RSA to have food available during functions. The hirer of the clubhouse is responsible for supplying food for their guests.





**Late Cancellation Fee**

Hirers are required to advise Logan Brothers RLFC Inc in writing if they wish to cancel a booking and pay associated late cancellation fee:-

1. Greater than 2 months notice of cancellation prior to booking  
Full Refund of Security Bond
2. 1 to 2 months notice of cancellation to booking  
Half of Hire Fees deducted from Security Bond
3. Less than 1 months notice of cancellation prior to booking  
Full Hire Fees deducted from Security Bond

Unless it is unforeseen circumstances, which is to be discussed with Logan Brothers RLFC Inc Executive Committee.

**Emergency Contact Information**

First Point of Contact                      Christine Blackwell – 0417 755 655

Second Point of Contact                    Duane Antcliff – 0438 754 368

Postal Address                                PO Box 163, LOGAN CENTRAL QLD 4114

**Refund of Bond**

If the venue is left in a clean and tidy condition to the satisfaction of the Committee Member from the Logan Brothers RLFC Inc your bond will be refunded two (2) days after the date of your event to the Hirer whose name is on the Venue and Field Hire Agreement.

In the situation where there is damage or additional cleaning charges are required your bond will be retained to cover these expenses. If the total amount of damages and cleaning charges exceeds the Bond amount the hirer will be invoiced. Should the Hirer not make payment Logan Brothers RLC Inc will resort to Legal Actions against the hirer.

**Consent**

I hereby acknowledge that I have read and agree to the conditions above relation to the hire of the Logan Brothers Rugby League Football Club Inc. Clubhouse or Field hire. I understand that any breach of these conditions may result in the forfeiture of bond, and hereby agree to the payment of any additional costs over and above the bond for any damage or additional cleaning charges. Any breaches may result in denial of any future use of the Club's Clubhouse or Field/s.

Name of Hirer: \_\_\_\_\_ Date of Function: \_\_\_\_\_

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

Club Witness: \_\_\_\_\_ Club Position: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

