



Venue Hire Terms and Conditions

General Conditions

SCC is positioned adjacent to the Swan River and Town of Mosman Park recreational areas. Respectful consideration of the SCC Clubhouse facilities, the natural environment and our neighbours is a requirement of hire.

The hirer is solely responsible for the conduct of all persons and any event or happening at the facility for the duration of the hire period, and shall maintain good order and behaviour within the property and be solely responsible for compliance with these conditions and for meeting the costs of any damages or loss of equipment. Noise should be kept to a minimum with no excessive noise after 10pm. Smoking and pets are not permitted on the premises.

The SCC Clubhouse is not a serviced venue and as such, the set-up of rooms, catering requirements and cleaning must be undertaken by the hirer.

Ample parking is available at Jade Dobb Park adjacent to SCC.

All applications must be made in writing and the applicant must be over 21 years old. Submitting an application does not guarantee a booking and the SCC Committee has full right to approve or deny an application. Parties to celebrate 18th and 21st birthdays are subject to Committee approval.

Capacity

The building has a maximum capacity of 120 people (up to 90 people on balcony).

Times, Access and Cleaning

Rental times are noted on the schedule of Venue Hire rates with all set-up and clean-up to be completed within these times. If additional cleaning is required, this will be deducted from the bond.

Payment

All payments including applicable bond must be received at least 1 week prior to the booking. Where applications are required to the Town of Mosman Park (refer Venue Hire Application), all such applications must be completed, and payments received at least 2 weeks prior to the booking. Bond will be returned within 14 days following the hire subject to the venue, fixtures, fittings and equipment being in good condition.

Cancellation

Cancellations fees apply if less than 14 days' notice (25%) or less than 7 days' notice (50%).



Venue Hire Application

Applicant Details

Organisation	
Contact Person	
Contact Number	
Email	
Address	
Referring Member	

Booking Details

Date of Booking	
Time of Booking	
Purpose of Booking / Description	
Number of Attendees	
Will alcohol be Consumed?	
No alcohol is to be sold. In some instances, permission may be required from Town of Mosman Park – eg if alcohol is to be consumed on the Green.	
Is use of the Green required and if so in what capacity?	
If yes, a Town of Mosman Park application is required. SCC will source these forms.	
Is vehicle access required and at what time?	
If yes, a Town of Mosman Park application is required. SCC will source these forms.	

Declaration

1. All information provided is true and correct.
2. I have read and understood and agree to abide by the "SCC Venue Hire Terms and Conditions" and any relevant Town of Mosman Park applications.
3. I indemnify Swan Canoe Club against all claims resulting from damage, theft, death or injury in connection with the application and use of the SCC Clubrooms except where such indemnity is not legal.

Name _____ Signature _____ Date _____

Office Use

Booking confirmed by Committee _____
Payment Received including Bond (amount & date) _____
Bond Returned (amount & date) _____



Venue Hire Rates

The Upstairs area of the SCC Clubhouse may be hired for **exclusive use**, when available, at the following GST inclusive rates:

	Time	Monday - Thursday	Friday - Sunday	Refundable Bond
Full day	8am – 5pm	\$220	\$330	\$60
Half day	8am – 12pm 1pm – 5pm	\$145	\$220	\$60
Regular short hire	Up to 1.5 hours weekly	\$45	\$66	\$60
Evening < 50 people	6pm – 12 midnight	\$330	\$440	\$100
Evening 50 > 100 people	6pm – 12 midnight	\$660	\$660	\$200
Special Event (incl set-up and clean-up time)	8am – midnight & 8am – 12pm	\$1,100	\$1,100	\$500

Member discounts are available as follows:

- Member social event 50% discount and bond waived
- Member business event 30% discount and bond waived
- Member referral 30% discount (conditions apply, refer below)

Member discounts are intended to support members to utilise the Club facilities. Member use is a benefit of Club membership, adds to the Club vibrancy, introduces prospective members and offers an additional revenue stream to support Club activities.

A discount for member referral is available in the following situations:

- The member will be attending the event for the full duration
- The member will be responsible for providing access to the Club, providing a Club orientation and locking up on completion
- The member will be named on the venue hire application and will take ultimate responsibility for the hire as if the event was in their own name

Club events always take precedence over private venue hire and the SCC Committee has the right to alter the above rates and time periods at their discretion.