



Pemberton Sports Club Inc

Club Road,

Pemberton WA 6260

Phone: (08) 9776 066 Email: admin@pembertonsports.com.au

FUNCTION/EVENT REQUEST FORM

Email completed forms to admin@pembertonsports.com.au

| | | |
|---|----------------------------|--------------|
| Proposed Function Date and time: | Member Event: Y/N (circle) | # attending: |
| Event Proposed By: | Phone: | |
| Contact: | email: | |
| I have read the terms and Conditions as outlined on page 5 and 6 Yes <input type="checkbox"/> date: | | |
| I accept all terms and conditions: (please sign) | | |
| I understand there is a non-refundable booking fee of \$10 for this application Yes <input type="checkbox"/> | | |

Please write down a detailed description of your proposed event:

Additional information:

If yes – complete details below:

| | | | |
|---|----|-----|---|
| Is catering required? | No | Yes | Caterer: |
| Is this a closed / private event? | No | Yes | Details: |
| Is the Sports Oval required for this event? | No | Yes | Shire booking form completed Yes <input type="checkbox"/> No <input type="checkbox"/> |

What will you require from the Pemberton Sports Club for this event?

Please indicate what you require on the Facility Hire Charges attached – tick box (number of hours)

| | |
|---------------|-------|
| Submitted By: | Date: |
| Received By: | Date: |

Office Use only:

| | |
|----------------------------|---|
| PSC Board Approved: | PSC Administration: |
| Signed: | Invoice #: |
| Date: | Calendar updated <input type="checkbox"/> Date: |



Facility Hire fees and conditions

Indoor Stadium Hire – 2 courts available

| | | | |
|------------------------|---|----------|--|
| Sport | Use of courts with Lights (per hour, per court) | \$37.90 | Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> |
| Seasonal Sports | Use of courts with light (per hour, per court) | \$21.70 | Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> |
| School Booking | Schools – Occasional bookings (per hour, per court) | \$28.70 | Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> |
| Non-Sport | Other than sports (per hour) Inc both courts | \$114.70 | <input type="checkbox"/> |
| | Other than sports (half day up to 4 hours) Inc both courts | \$434.40 | <input type="checkbox"/> |

Additional charges – Stadium Non-Sport Hire

| | | | |
|-------------|--|-------|--------------------------|
| Hire | Stadium floor protection required when chairs and tables used in stadium | \$50 | <input type="checkbox"/> |
| | Chairs | # | _____ |
| | Tables | # | _____ |
| | Setup/packup cost for chairs and tables | \$150 | <input type="checkbox"/> |

Community Centre Kitchen

| | | | | |
|-------------|--------------------------|-------------|---------|--------------------------|
| Hire | PCC Kitchen Hire | per booking | \$65.00 | <input type="checkbox"/> |
| | Cleaning Fee for kitchen | (per hour) | \$60.00 | <input type="checkbox"/> |

Squash Courts

| | | | |
|-------------|--|---------|--------------------------|
| Hire | Available to hire during sports club opening hours (per hour, per court) Minimum one hour | \$20.00 | <input type="checkbox"/> |
| | Schools – Occasional bookings (per hour, per court) Minimum one hour | \$15.00 | <input type="checkbox"/> |

Mezzanine Floor Level

| | | | |
|-------------|--|---------|--------------------------|
| Hire | Sport/Fitness – Seasonal bookings (per hour) Minimum one hour | \$20.00 | <input type="checkbox"/> |
| | Sports/Fitness – Occasional booking (per hour) Minimum one hour | \$40.00 | <input type="checkbox"/> |



Facility Hire fees and conditions

Karri & Jarrah Rooms

Pemberton based Sporting Group, Not for Profit/Charity

| | | | |
|------|----------------------|---------|--------------------------|
| Hire | per hour | \$30.00 | <input type="checkbox"/> |
| | Half Day (>4 hours) | \$60.00 | <input type="checkbox"/> |
| | Full Day (< 4 hours) | \$80.00 | <input type="checkbox"/> |

General Public/ Government Agency/ Commercial Entity

| | | | |
|------|----------------------|----------|--------------------------|
| Hire | per hour | \$60.00 | <input type="checkbox"/> |
| | Half Day (>4 hours) | \$120.00 | <input type="checkbox"/> |
| | Full Day (< 4 hours) | \$200.00 | <input type="checkbox"/> |

Marri Room

Pemberton based Sporting Group, Not for Profit/Charity

| | | | |
|------|----------------------|---------|--------------------------|
| Hire | per hour | \$25.00 | <input type="checkbox"/> |
| | Half Day (>4 hours) | \$50.00 | <input type="checkbox"/> |
| | Full Day (< 4 hours) | \$75.00 | <input type="checkbox"/> |

General Public/ Government Agency/ Commercial Entity

| | | | |
|--|----------------------|---------|--------------------------|
| | per hour | \$30.00 | <input type="checkbox"/> |
| | Half Day (>4 hours) | \$60.00 | <input type="checkbox"/> |
| | Full Day (< 4 hours) | \$80.00 | <input type="checkbox"/> |

Additional Charges – with room hire only

| | | | |
|--|--|---|--------------------------|
| Liquor Permit | When alcohol consumed as part of booking | On Application \$60.00 per hour | <input type="checkbox"/> |
| Cleaning Fee | when food consumed as part of booking | | <input type="checkbox"/> |
| Tea/Coffee station | Includes urn, cups, tea/coffee/milk/sugar, water and small fridge | \$30 | <input type="checkbox"/> |
| Projector hire* | Projector screen available on request, otherwise blank wall screen | \$30 | <input type="checkbox"/> |
| Portable speaker and microphone** | **\$100 Bond required | \$30 | <input type="checkbox"/> |

| | | | |
|------------------|---|----------|--------------------------|
| Equipment | Chairs | \$2 each | _____ |
| | Tables | \$5 each | _____ |
| | Setup cost for chairs and tables | \$50 | <input type="checkbox"/> |

Number needed



Facility Hire fees and conditions

Pemberton Sports Club Licensed Areas

You will need to be a Pemberton Sports Club Member to be able to hire any of the licensed areas.

* All bookings will be subject to Kitchen Lessee approval

** Non-members permits may be needed for some events

Function Room (Bar and Restaurant area)

Within Sports Club normal trading day hours (Tues–Sat 4pm – closing)

| | | |
|--|------------------|--------------------------|
| Function Room only | \$150.00 | <input type="checkbox"/> |
| Function Room with Tea & Coffee supplied | \$200.00 | <input type="checkbox"/> |
| Function Room with basic canteen use | \$250.00 | <input type="checkbox"/> |
| One off Cleaning Fee | \$60.00 per hour | <input type="checkbox"/> |

Additional charges - For functions held outside Sports Club normal trading day/hours

| | | |
|--|------------------|--------------------------|
| Out of hours opening/closing Fee | \$100 | <input type="checkbox"/> |
| For each staff member when licensed bar required | \$60.00 per hour | <input type="checkbox"/> |
| One off Cleaning Fee | \$60.00 per hour | <input type="checkbox"/> |

Function Room (Boardroom)

| | | |
|--|------------------|--------------------------|
| Boardroom only (per hour) | \$50.00 | <input type="checkbox"/> |
| Function Room with Tea & Coffee supplied | \$60.00 | <input type="checkbox"/> |
| One off Cleaning Fee | \$60.00 per hour | <input type="checkbox"/> |

Canteen – Priority sporting use

| | | | |
|-------------------------------|----------------------|------------------|--------------------------|
| Not for Profit/Charity | Season Rate per Day | \$50.00 | <input type="checkbox"/> |
| General Members | Half Day (<4 hours) | \$80.00 | <input type="checkbox"/> |
| | Full Day (< 4 hours) | \$100.00 | <input type="checkbox"/> |
| | One off Cleaning Fee | \$60.00 per hour | <input type="checkbox"/> |
| Outside toilets | One-off cleaning fee | \$60.00 per day | <input type="checkbox"/> |

The above hire fees have been set by the Pemberton Sports Club Committee and may be altered at their discretion in extenuating circumstances.



Facility Hire fees and conditions

Terms & Conditions of Pemberton Sports Club facility hire.

Alcohol

- Hirers of the Pemberton Community Centre (Indoor Courts) or Jarrah & Karri Rooms proposing that liquor be sold either at a bar or by way of inclusion in catering costs associated with the use of the facility, require an extended trading permit liquor license from the Department of Racing, Gaming & Liquor. The permit will be applied for by the Pemberton Sports Club and the cost (set by Racing, Gaming & Liquor WA) will be additional to the Hire charges.
- The Committee and the Bar Manager reserve the right to refuse entry and/or service to any person unsuitably attired, intoxicated or misbehaved.
- Strictly no alcohol is to be brought onto the licensed premises by the hirer or his/her guests.
- Specialty wines or beers may be ordered well in advance (at least 1 month) by arrangement with the Bar Manager.

Decorations

- Decorations and the timing of set up and removal must be arranged with the Club receptionist or Bar Manager prior to event.
- Trophies, Honour boards, photos or club notices are not to be removed from walls or shelves.
- The Pool tables are not to be moved without prior permission.
- Any extra equipment or furniture required must be arranged by the hirer and at their expense.
- The club has its own sound system and large television if required.

Smoking

- All Pemberton Sports Club facilities are strictly non smoking venues and the hirer shall undertake responsibility to enforce this prohibition.

Period of Hire

- All functions are to be finished by your booked time and cleaned and vacated (including equipment) within the agreed time, unless otherwise arranged.

Seasonal Hirers

- Seasonal Hirers must notify the Pemberton Sports Club of any additional or special events planned throughout the season.
- Seasonal Hirers must supply fixtures and updates for all grades when compiled and/or amended.
- Seasonal Hirers are responsible for the cleaning of the outside public amenities if utilised by their players/supporters or a cleaning fee will be charged.
- Veranda area to be left clean & tidy, all rubbish to be put into bins provided.



Facility Hire fees and conditions

Care of Premises

- The hirer must leave the premises in a tidy condition and all goods, properties or materials brought in by the hirer must be removed from the premises. Tables and chairs should be returned to where they were found, and chairs stacked.
- Kitchen: washing up of dishes, utensils, bench surfaces, floor etc. Is to be done before departure on the night.

Bond/Licensed area

- When Restaurant/Function space plus full kitchen and bar facilities are being hired, an additional bond of \$200.00 is required. This amount will be refunded or deducted from the amount owing (less any costs incurred such as breakage, damage, use of supplies, removal of stains on carpets) within 7 days after the event, at which time any remaining payment is due.
- At the conclusion of a booking, the facility must be left in the same state as when the booking commenced.

Pemberton Community Centre Courts

- The court surface must be protected from damage, scratches, and dents. Carpet or similar floor protection products must be used in all instances where items placed on the floor may cause damage. Under no circumstances are high heels or similar shoes that may cause damage to the court surface permitted to be worn in facility.
- At the conclusion of a booking, the facility must be left in the same state as when the booking commenced. For example, if the netball posts are in place at the beginning of a booking and the hirer uses the basketball rings, the basketball rings should be wound up and the netball posts placed back on the courts.

Guest Behaviour & Noise Control

- It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner or causes a nuisance or annoyance. The hire must ensure order of guests and that decent behaviour is maintained both inside and outside of the facility (in car park and surrounding areas) before, during and after the function.
- Prompt departure from the venue is expected by the specified time and in a quiet manner.

COVID-19 Compliance

Hirers agree to comply with COVID-19 directions as required by the State and/or Federal governments and as directed by the Pemberton Sports Club, including but not limited to;

- Abiding by an up-to-date COVID Safety Plan
- Maintaining a contact register
- Abiding by social distancing requirements, and
- Implementing hygiene protocols in accordance with COVID Safety Plan