



Application to hire - Please complete form and return to hello@byraweddings.com.au

Date of Application		Your Receipt #:	
Name/s:			
Address:			
Mobile Phone:			
Email/s:			
Coordinator:			
Nature of function:	<input type="checkbox"/> Wedding <input type="checkbox"/> Engagement <input type="checkbox"/> Family Reunion <input type="checkbox"/> Christening		
Event Date:		Guest # (Maximum 150 people)	
Special notes:			
Bank Account Details for Bond Refund	BSB: Acc:	Account Name	

How did you hear about us?
 Facebook
 Wedshed
 Polka Dot
 Friend
 Website
 Other

CONDITIONS OF USE OF PREMISES

Under the terms of the Club's lease of the premises from Pittwater Council, all users must comply with the following conditions. Bookings will not be considered until an Application to Use form has been completed and all fees and bond monies are received.

1. Deposit of \$500.00 is required when booking any premises of Bayview Yacht Racing Association (BYRA) which is located at 1842 Pittwater Road BAYVIEW NSW. Non-adherence to these Conditions will lead to bond forfeiture.
2. A fee of \$3000.00 (less \$500 deposit) and Security Bond of \$2500.00 for summer events (1 Sep-30 April) and \$2000.00 (less \$500 deposit) and Security Bond of \$2000.00 for Winter Hire. All bonds will be paid in full 4 weeks prior event.
3. The Security bond shall be returned to client 2 weeks after event date.
4. The payment in advance of the agreed **Using Fee and Bond** are determined by Application Clause 2.
5. The max. number of people permitted (hall and deck) is one hundred and fifty (150) people.
6. **No additional cooking devices** such as stoves, ovens, rotisseries, ring burners, or any open flame tool or equipment are to be brought onsite and used in the kitchen, main hall or deck area. Any such equipment can be used on the grassed area adjacent to the eastern side of the clubhouse. Non-adherence to these Conditions will lead to bond forfeiture.
7. The client will provide all furniture necessary for the event. BYRA will provide the use of their equipment at the hall, including the chairs, tables and AV System.
8. The venue hire terminates at **Midnight (ALL music to cease by 23:00hs sharp)** on the night of the function. The client is the sole responsibility for the behaviour of its guests and undertakes all consequences as a result of the disorderly or offensive behaviour of its guests. No excessive noise at any time.
9. The user must state the type of function that is to take place and shall not use the premises for any other purpose and shall use only that portion of the premises for which approval has been granted. In addition, the user must provide a listing of all vendors providing services at the function. See List attached.
10. The user is responsible for complying with the requirements of the Theatres and Public Halls Act, Noise Pollution Act, Dangerous Goods Act and the regulations thereunder.
11. The user is responsible for the behaviour of all attending and undertakes that in connection with the use of the premises will not permit or suffer anything to be done which is disorderly or offensive.
12. The client ensures that the premises are left in the same condition as it was initially presented by BYRA including cleanliness, state of repair and working order of all appliances. The client shall repair in a workmanlike manner any damage to the premises resulting from neglect or deliberate or careless act of the client or client's representative or client's guests. Use of nails, screws, hooks or any other fasteners on the walls, floors, furniture or fittings is strictly prohibited.
13. Please leave our Club in the state you found it. **All equipment not belonging to BYRA, including garbage and recyclables must be removed from the premises before 8:00 am following the date of the event.** Failure to comply may result in cleaning/repair/rubbish removal charges. NO confetti to be used. **Absolutely no naked flames inside the Clubhouse or on the deck area (tea light candles, deck torches, sparklers or any other open or enclosed lit candle or flame). Smoking inside or near the Clubhouse or on the deck area is totally banned.**
14. All music sound must not exceed the limit of **noise pollution allowed by Northern Beaches Council and must not exceed 65 decibels** at all time. For more information about residential noise pollution Northern Beaches Council .
15. The key must be returned as arranged within 24 hours of the period applied.
16. BYRA reserves its rights to decline any booking or cancel any reservation. In the event that BYRA cancels a reservation, BYRA will refund all deposit paid by the client. The client indemnifies BYRA of any damages incurred by the client. The client agrees that BYRA has no liability whatsoever to any financial or economic loss suffered by the client due to the decline of booking or cancellation of reservation.
17. The client may cancel its booking or reservation at least twelve (12) weeks before the date of use. Cancellation should be made in writing and presented to BYRA. Failure to inform BYRA at least twelve (12) weeks before the date of use may result in forfeiture of the deposit.
18. BYRA is not responsible for any loss or damage to the personal property of the client, client's representative or client's guests.

19. Client is solely responsible for any personal injury or death of client, client's representative or client's guests, as a result of an accident or neglect or a deliberate or careless act on the premises
20. The client deemed to acknowledge the terms and conditions set out in this form by signing this Agreement.
21. The client agrees and gives an unrestricted license, that any photographs published on any social media sites or platforms by the client can be republished by BYRA in any marketing material including social media platforms operated by BYRA.
22. The committee advises that the premises are only let on the prescribed conditions in these rules and the payment by any such person for such hire and the issue to any person or on behalf of the committee of any receipt, shall be deemed to be an acknowledgement of acceptance by such person of the conditions and stipulations contained in these terms and conditions.
Non-compliance will all the above will result in a charge up to \$2500.

Definitions

- Client - means the person/s, company or unincorporated association renting the premises as specified in any reservation form, invoice, email or SMS, and if there is more than one Client is a reference to each client jointly and severally.
- Date of use – actual date of event
- Reservation date – date of reservation of premises
- Security bond – it should be by way of bank guarantee or cash bond. Security bond shall be returned to Client/s 2 weeks after the event date.

Optional Services. Please tick. This service/s must be paid 4 weeks prior event.

- Cleaning Services \$350.00
- 600L Rubbish Bin \$100.00

I, _____ the undersigned have read and understood the above Conditions of Use and agree to abide by it.

Signed _____

Dated _____

Supplier List:

Caterer's Name:	Phone:
Photographer:	Phone:
Stylist:	Phone:
Florist:	Phone:
DJ:	Phone:
Hair & Makeup	Phone:
Celebrant:	Phone:
	Phone:
	Phone:

Venue Hire Rates

Function	✓	Rate	Conditions
Summer: 150 Max guests		\$3000	Security bond: \$2500 to return 2 weeks after the event.
Winter: 150 Max guests		\$2000	Security bond: \$2000 to return 2 weeks after the event.
Cleaners fee		\$350	This means the cleaners will wash floors, vacuum and clean windows. It does not include clearing the hall i.e.: removal of rubbish, packing away crockery, chairs or tables. If the cleaners need to clear the hall, an extra charge will be deducted from the Security bond.
Bin 600L		\$100	The location would be advised before function date.

Weekly Adult Classes or Seminar Training			
½ day weekday		\$50	3 hours – Friday no available
Full day weekday		\$100	8 hours - Friday no available
Weekly Hire ½ day		\$30	3 hours - Friday no available
Weekly hire Full day weekday		TBD	8 hours - Friday no available

*Please refer to contract conditions for booking cancellations - Clause 16. The venue hire terminates at **12:00 Midnight (ALL music to cease by 11:00 pm sharp)**. Access to Venue for set up is from 9 am the day before the event.

Absolutely no naked flames inside the Clubhouse or on the deck area (including, tea light candles, deck torches, or any other open or enclosed lit candle or flame.)

Payment details

Direct Electronic Funds Transfer (EFT) to:
Bayview Yacht Racing Association

BSB: 062 205 Account number: 10108075

Please include your surname and invoice number as a reference.

Payment with Credit card will incur a 1.5% merchant fee.