

McLAREN FLAT RECREATION GROUND INCORPORATED

FACILITY HIRE APPLICATION

Email applications to: bookings@mclarenflatrecreationground.com.au

APPLICANT			
Hirer Name			
Postal Address			
Responsible Person			
Email			
Day telephone		Event mobile phone	

EVENT			
Nature of function			
Start date		End date	
Start time		End time	
Maximum number of attendees			

FACILITIES	Private hire	Social member	Affiliate member	Fee POA
Soldiers Memorial Hall				
Trophy Room (2 hour block)				
Club room only (unlicensed/dry hire, self-clean)				
Club room & bar (with approved volunteer, self-clean)	N/A			
Bar service for up to 40 patrons				
Bar service for up to 70 patrons				
Bar service for more than 70 patrons				
Kitchens (as part of club room hire)				
Kitchens only (3 hour block, self clean)				
Other				
Insurance				
TOTAL				\$

DECLARATION

I / We hereby make application for the hire of the McLaren Flat Recreation Ground (MFRG) facilities as indicated above. If approved I / We agree to comply with to the "Facility Hire Terms and Conditions" and any reasonable instructions issued by the McLaren Flat Recreation Ground representative. I /We agree to pay the following fees and charges:

FEES AND CHARGES

All fees must be paid and cleared as received 7 days prior to the event. Access to the facilities will not be granted until there is confirmation that all fees have been paid in full. Management reserves the right to cancel the Hire Agreement at any time prior to the commencement of hire. Subject to satisfactory inspection report, the Security Bond Fee (or balance of) will be refunded by electronic funds transfer within 14 days after event.

Part A: Hire & service fees	\$.00 (Total amount from page 1)
Part B: Security bond	\$ 400.00 (Not required for affiliate members)
Part C: Booking deposit	\$ 100.00 (Payable immediately to confirm booking)
Balance due 7 days prior	\$.00 (Part A + Part B - Part C)

METHODS OF PAYMENT

Payment can be received by cash or card during business hours at the Community Club, or by EFT to:

Account Name	BSB	Account number
<i>McLaren Flat Recreation Ground</i>	105-071	71-280104540

DETAILS FOR RECEIPT OF DEPOSIT OR BOND REFUND

Bank details are required for payment of refund or credits

Account Name	BSB	Account number

ACCEPTANCE

Signature of hirer		Date	
Booking officer		Date	

Booking officer to refer & complete checklist .../3

For MFRG Officer Use

Contacted applicant to confirm nature of the hire/function & its suitability	
MFRG Bookings calendar checked for availability	
Confirm with membership officer if discount applicable (membership@mclarenflatrecreationground.com.au)	
Tentative booking date entered (include agreed hold period in case deposit not received)	
Deposit received (cash via Bar or EFT. Contact MFRG Accounts for confirmation of EFT receipt)	
Refer application to MFRG (or representative). Forward copy of application to Bar Manager	
Update calendar and advise applicant of booking approval	
Full payment received (accounts@mclarenflatrecreationground.com.au)	
Arrangements for access finalised (payment in full MUST be confirmed before any providing access)	
Additional MFRG resources organised	
Arrangements for closing and securing of the facilities	
Inspection report received from Bar Manager (can be verbal)	
Refer to MFRG if unsatisfactory	
Follow up with hirer re report & bond	
Notify Accounts/Treasurer to release bond if required.	
Forward completed form and checklist to the Secretary of MFRG Management Committee for record keeping	