

• **SECTION 9 HIRING OUT OF CLUB BUILDINGS**

Hiring out your club's buildings is a good way of generating extra income. However, as the clubrooms are the main physical asset of any club, care needs to be taken to ensure this asset is protected and any public liability issues are covered off.

Following are examples of hire agreements that you could use as a template to develop a specific hire agreement for your club.

*Visit www.nzrugby.net.co.nz for more information.
Download and tailor documents and templates for your club.*

Club Buildings Hireage Agreement

[Club Name]

[Contact person details]

Agreement to hire clubrooms at [club address]

Date of hireage

Name of hirer

Address

Phone no. Home Mobile

Clubrooms Hireage Policy

Hireage fee: Non-financial member \$150.00 (payable before use)
\$250.00 for weddings

(This payment includes a membership fee of \$40.00 so the person then becomes a member of the club.)

Existing financial member \$.....

(The function must be for the financial member, not for a non-member friend or family member.)

Refundable bond:

This bond money will be fully refunded within 7 days after the hireage date providing no damage to the clubrooms or chattels is caused or any item belonging to the club is missing.

Visible damage noted before hireage

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Kitchen: The kitchen and equipment is available for own catering. The club caterer may be available if required. All dishes, equipment etc must be cleaned and left in same place as found.

Bar: Wine may be supplied by the hirer for weddings only, but beer, RTD, spirit and non-alcoholic drink purchases must be over the bar at normal bar prices.

Bar staff will be provided by the club at no extra cost.

No persons shall be permitted to bring their own beer or spirits into the clubrooms for functions or private use.

All bar purchases must be fully paid by the end of the hireage day. Eftpos is available.

Cleaning: The club will provide a cleaner at no extra charge for normal expected cleaning. If excess cleaning is required, the cost may be deducted from the bond refund. No streamers, confetti, party poppers etc are to be thrown or used inside the premises.

Damage or loss noted after hireage

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I accept terms and conditions as listed. Signed Date

RECEIPT

Clubrooms Hireage charge \$ Date paid Signed

Bond \$ Date paid Signed

Bar Charges \$ Date paid Signed

HIRING OF THE [CLUB NAME] CLUBROOMS

REQUIREMENTS:

<input type="checkbox"/> Tap Beer	<input type="checkbox"/> Tea / Coffee	<input type="checkbox"/> Kitchen for preparation
<input type="checkbox"/> Bottle Beer	<input type="checkbox"/> Morning Tea	<input type="checkbox"/> Kitchen for cooking
<input type="checkbox"/> Cask Wine	<input type="checkbox"/> Lunch	<input type="checkbox"/> Cutlery
<input type="checkbox"/> Bottle Wine	<input type="checkbox"/> Afternoon Tea	<input type="checkbox"/> Crockery
<input type="checkbox"/> Sparkling Wine	<input type="checkbox"/> Dinner	
<input type="checkbox"/> R.T.D.	<input type="checkbox"/> Supper	
<input type="checkbox"/> Spirits	<input type="checkbox"/> Other – specify	
<input type="checkbox"/> Soft Drinks	_____	

Hirer's Name: _____ No. of Bar Staff Required: _____
Date of Hire: _____ Approximate Hours: From: _____ To: _____
Type of Function: _____

Hirer _____ [Club name] Rugby Football Club

Signed:	Signed:
Print Name:	Print Name:
Contact Phone:	Contact Phone:
Date:	Date:

CONDITIONS:

1. No food to be left in the kitchen, stoves and benches must be wiped clean.
2. Clean all floors, toilets, etc. Vacuum the hall.
3. Take all rubbish away.
4. Wipe and stack away tables and chairs.
5. All breakage's to be paid for. (glasses, etc)
6. All damages to be paid for.
7. Blu-tack is the only adhesive to be used to secure any decorations. (No cellotape, pins or staples, etc)
8. Stipulated time to be out the next day is 10am (unless prior arrangements are made).
9. If required, lock up the premises. Check all doors, windows and set alarm.
10. A bond of \$_____ is to be paid at the time of booking the clubrooms
11. As the hirer of the clubrooms the behaviour and treatment of the club, staff and surrounds by your guests is your responsibility. Unruly behaviour / vandalism, etc must be dealt with by you with behaviour being of a socially accepted standard. You will supply food and non-alcoholic drinks to your guests.
12. Bar closing times is approximately 1.00am–1.30am and everyone must be out of the club by 2.30am.
13. Hall hire to be \$_____.
14. The [club name] Rugby Clubrooms is a non-smoking venue. Please ensure that there is no smoking in the clubrooms.

Thank you for choosing the clubrooms for your event and we hope your function runs smoothly. Please contact [contact details] for all queries.