



Paremata Plimmerton Rugby Football Club (PPRFC) Facility Hire Agreement

This is an agreement to hire out the PPRFC facility at Pascoe Ave, Mana, Porirua

Name of Hirer:	
Address:	
Contact Phone:	
Contact Email:	
Date & Time of Hire:	
Purpose:	
Time Bar Required (if applicable):	
If bar required, what food will be provided:	
Estimated Number of Guests:	

Fees:

\$100 refundable deposit (payable to confirm booking)

Bank account details required for refund: _____

Rate	Bar	No Bar
Half Day (1-4 hours)	\$400 <input type="checkbox"/>	\$200 <input type="checkbox"/>
Full Day (4+ hours)	\$550 <input type="checkbox"/>	\$300 <input type="checkbox"/>
Club member discount - 20%		

Included – facility hire inc kitchen, sound system & projector, cleaning & bar staff if applicable.

NOTE: additional costs

- **Security: refer condition 12 on page 2; \$100 per security staff**
- **special licence fee to be advised on confirmation of conditions**

Fees are exclusive of GST

I have read and accept the terms and conditions for hiring the PPRFC facility.

Print Name

Signature

____/____/____
Date

PPRFC Use Only

- ☐ Operations Manager advised and confirmed bar manager & staff available (if applicable)
- ☐ BWOFF & Bar License current
- ☐ Security staff arranged if required
- ☐ Deposit received
- ☐ Cleaner booked for pre and post hire
- ☐ Access to club arranged
- ☐ Total booking fee invoiced & paid prior to hire
- ☐ Treasurer advised to refund deposit (post hire)



Terms & Conditions for the Hire of the PPRFC Facility

1. The hire is to the named person or organization for the stated purpose and the stated dates and times. The facility is not to be used by any other party for any other purpose or for any other dates and times.
2. A deposit of \$100 must be paid before the booking can be confirmed.
3. You will receive an email confirming the booking.
4. Full payment must be paid prior to the hire date.
5. Payment can be made direct to Parematā Plimmerton Rugby Football Club account Westpac 03-1533-0015621-00
6. Half day is up to 4 hours; full day hire is 4+ hours.
7. Any extra time required before or after function time i.e set up, will need to be organized with the Operations Manager.
8. Any bar tabs will require a credit card to be swiped when the tab is opened and must be paid in full at the end of the function.
9. All cancellations with 7 or more days' notice of requested hire dates will receive a full refund of the deposit and the full hireage paid to date. All cancellations with less than 7 days' notice will receive a refund of all hireage paid to date, however PPRFC reserves the right to forfeit the refund of the deposit at the discretion of the Operations Manager.
10. Any refunds or deposit returns will be paid on the 20th of the following month.
11. The facility can hold a maximum of **290** people.
12. All events that require the bar to be open at the Club must have a licensed security staff on the premises for the duration of your function. It is your responsibility to provide this and if you cannot, the Club can provide one at an extra cost of \$100 per security staff. 1 bouncer: 50 patrons. If you provide your own, you must supply the name and contact details of security staff to the Club.
13. The premises must be left in a tidy and safe state as found at the beginning of hire and with no damage (other than normal wear and tear). If the premises are not left in a tidy and safe state and/or there is damage, the deposit will be forfeited.
14. You are not responsible for insuring the premises against catastrophic loss/damage. However, the Club reserves the right to seek compensation, including any costs for recovery, for any loss or damage caused by your use of the facility.
15. You must, at your own cost, promptly repair any damage caused to the facility, fittings and equipment. If you fail to do so, the Club may repair any damage and recover the costs from you.
16. You must comply with all relevant legislation, regulations and bylaws affecting the facility and your use of the facility. In particular, this includes Health & Safety legislation and Liquor Licensing legislation.
17. **This is not a BYO premises** and no alcohol is to be brought on or consumed on the premises or its surroundings i.e fields and carpark
18. You will not bring or store within the facility any goods or things that are offensive, noxious, illegal or of a dangerous nature which could cause damage to the facility or affect the health and safety of any person in the facility.
19. You agree to use the facility at your own risk and release the Committee and Club from any claim for any loss or damage you may suffer or incur.
20. You indemnify the Committee and Club against any loss, claim, damage, expense, fine, penalty, liability or proceeding suffered or incurred at any time by the Committee and Club as a direct or indirect result of any breach of your obligations, undertakings or warranties contained or implied in this Agreement or as a direct or indirect result of your activities at the facility.
21. PPRFC reserve the right to use images from the hireage for marketing and advertising purposes.
22. PPRFC Committee members and/or delegated officials reserves the right to attend functions to ensure hirers requests are being met and to assist where appropriate.
23. For evening functions where the bar is required, last drinks can be ordered at the bar before 11:30pm, the function must end at midnight and all patrons off the premises by 12:30am
24. PPRFC Committee members and Operations Manager reserve the right to change the terms and conditions without prior notice