



Morley Noranda Recreation Club Inc.
85 McGilvray Avenue
NORANDA WA 6062
ABN: 80 741 376 789
T: (08) 9276 8312
F: (08) 9276 8607
E: info@mnrc.com.au

HIRE OF FACILITIES

The facilities of the Club maybe hired for functions subject to their availability and certain conditions, which must be adhered to by the hirer. The cost of hiring facilities will be will be in accordance with the room hire rates schedule.

CONDITIONS OF HIRE

1. The governing body is the Morley Noranda Recreation Club (Inc.) the Club.
2. The deposit (equivalent amount of the bond) must be paid immediately a booking is confirmed by the Club Manager. The deposit will become the bond on the day of the function. The hire fee must be paid at least seven days before the function.
3. The time for the cessation of a function is to be negotiated with the Club Manager.
4. The bond will be refunded following an inspection of the facilities/items provided for the function. Deductions will be made if it is found that further cleaning is required and also for the replacement of items damaged or missing.
5. Should major damage occur the cost of which is in excess of the bond amount, the hirer will be liable for that damage and will be required to pay the club for the cost of damage and or replacement.
6. On completion of the4 function all chairs and table are to be replaced in their original position. Al decorations must be removed prior to leaving the premises and this must be done without damaging the paintwork etc.
7. A club member who has been a financial member for more than 12 months may hire a facility for a function relating to his/her immediate family for a lower fee if approved by the Club Manager.

CANCELLATION POLICY

Cancellations made:-

- (a) In excess of 30 days prior to the function – full refund of deposit.
- (b) Between 30 days and 7 days prior to the function half deposit will be retained by the club and the remainder of the deposit will be returned to the hirer.
- (c) Less than 7 days the whole of the deposit will be retained by the club unless the cancellation is due to special circumstances.



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LIQUOR ACT

The hirer agrees to assist the Club to comply with the requirements of the Liquor Act – including the responsible serving of alcohol, i.e. no service of alcohol to intoxicated persons or underage guests.

Drinks purchased outside the premises are not permitted to be consumed on the club premises without prior written approval of the Club.

SUPERVISION OF GUESTS

The hirer agrees to be responsible for their guests at all times.

The Club and staff reserve the right to exclude and if necessary remove from the premises any person not conforming with the Act or with Club rules.

The Bowling greens are not licenses areas and therefore alcohol must be made with the Manager. The guests are to be under supervision of a member of the Bowling Club at all times they are on the greens.

I agree to these terms and conditions:

SIGNATURE OF HIRER

NAME OF HIRER

DATE



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HIRE APPLICATION

APPLICANT NAME: _____

NAME OF ORGANISATION: _____

ADDRESS: _____

EMAIL: _____

CONTACT NUMBER: _____

FUNCTION TYPE: _____

DATE OF EVENT: _____

START/FINISH TIME: _____

FUNCTION SPACE: _____

SPECIAL INSTRUCTIONS: _____

SOCIAL BOWLS (YES OR NO): _____

INVOICE NUMBER: _____

NUMBER OF GUESTS: _____

BANK DETAILS FOR BOND RETURN

BSB: _____ ACCOUNT NUMBER: _____

DIRECT DEPOSITS CAN BE MADE INTO MORLEY NORANDA RECREATION CLUB, REMITTANCE ADVICES ARE TO BE EMAILED TO ADMIN@MNRC.COM.AU FOR CONFIRMATION, PLEASE USE THE INVOICE REFERENCE NUMBER IN THE REFERENCE FIELD.

BSB: 633-000

AC: 125 924 902

INVOICE:



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AS HIRER I AGREE TO THE CONDITIONS FOR THE HIRE OF THE HALL AS OUTLINED IN THE ATTACHMENTS

SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

HALL HIRE: _____

BOND: _____

AMOUNT PAID: _____

DATE PAID: _____

INSTRUCTIONS FOR BAR: _____

SOCIAL BOWLS (YES/NO): _____

BOWLING CLUB INFORMED: _____

BOND RETURN (DATE/AMOUNT): _____

DEDUCTIONS: _____