



MANLY YACHT CLUB

Venue Hire

East Esplanade, Manly NSW 2095

VENUE BOOKING FORM

Hirers Details

Name: _____ Phone (M) _____ (H) _____

(Work): _____ Email: _____

Address: _____

I am hiring the Hall on behalf of (company/self/other) _____

Details of venue hire Please complete ALL details on both sides of this form.

Day of the week _____ Date ____/____/____ Setup from _____ Guests arrive at _____ Finish at _____

Please describe your function _____ Number of guests _____

Hirers Declaration and Credit Card Payment

In making this application, I accept full responsibility for the conduct of those attending the function and for the security of the facility and its equipment. I agree to pay for any repairs or cleaning required as a result of the function. I have read the Conditions of Hire and fully understand, accept and undertake to ensure that they are observed.

I authorise payment for the items booked from my credit card. 50% of the fees will be deducted immediately. The outstanding balance (including Bond) will be withdrawn 30 days prior to the function. (Bookings will not be accepted without Credit Card details for bond.)

Name on Credit Card _____ Credit Card: Visa/MasterCard (not AMEX)

Credit Car Number _____ Expiry Date _____ CCV _____

Signature of Hirer _____ Date _____

Venue Use Only

Security Bond \$ 1000.00

Venue Hire Fee \$ _____

Cleaning Fee \$ _____

Security Guard Fee \$ _____

Sound System Hire \$ _____

TV Hire \$ _____

WIFI Fee \$ _____

Whiteboard /Flip Chart Hire \$ _____

Drape Hire \$ _____

Fairy Lights \$ _____

Other Fees \$ _____

<input type="checkbox"/> Cleaning booked
<input type="checkbox"/> Security booked
<input type="checkbox"/> Photo ID

<p>Place your photo ID here (such as drivers license)</p>

Please complete all questions

1. How did you hear about Manly Yacht Club: Member / Friend / Previous event at MYC / Website / Google Yellow Pages / White Pages / Manly Daily / Other – please specify: _____
2. Is this function for a birthday celebration for a person under 30 years of age? _____
3. Will alcohol be available at the function? _____
4. Who will supply the alcohol? _____
5. What type of music will you have (Moby Disc/DJ/our sound system/Live music etc)?

6. How many guests under 18 will attend? _____
7. What measures will be taken to ensure any person under 18 years of age is not in possession of, or consumes, alcohol at the function? _____

8. What measures will be taken to ensure there is adequate responsible adult supervision for the duration of the function to ensure there is no damage, misuse of property or unacceptable behaviour? This also includes guests entering and leaving the premises? _____

9. Is the function invitation only? _____
10. If not, please specify _____
11. What other security measures will you be taking to ensure a trouble free function? _____

12. Who is your caterer? _____
13. Did we recommend this caterer to you? Yes /No _____

In paying the deposit you agree to the Terms and Conditions of Hire. The Booking will only be confirmed when the Booking Form has been received by the Venue Manager with payment. The deposit can be paid by Cheque, Cash or Credit Card. **Cheques must be made payable to Manly Yacht Club.**

Prices are subject to change without noticed and will be confirmed upon booking.

Return completed form with payment and a copy of your photo ID to:

**Sorrell Lambie, MYC Venue Hire Manager
c/o 22/2 Cerretti Crescent, Manly 2095**

**Email: venuehire@myc.org.au
Tel: 0432-901-125**