

# APPLICATION TO HIRE

Manly Yacht Club  
East Esplanade, Manly, NSW 2095



## Hirers Details

Name: \_\_\_\_\_ Phone (M) \_\_\_\_\_ (H) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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

## Details of venue hire

Please complete ALL details on front and reverse of this form.

1.1 Day/Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Total hours \_\_\_\_\_

1.2 Please describe your function \_\_\_\_\_ Number of guests \_\_\_\_\_

1.3 I submit \$ \_\_\_\_\_ as full payment for my requested date. Payment can be made by cheque or Credit Card.

## Hirers Declaration

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 and undertake to ensure that they are observed.

Signature of Hirer \_\_\_\_\_ Witness \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Witnesses Phone Number \_\_\_\_\_

Please return signed Agreement to Forte with full payment within 10 days.

## Credit Card Details – 3% credit card fee will be added if paying by credit card

I authorise payment for the items listed below to be withdrawn from my credit card account. The full amount of your fee will be deducted immediately upon receipt of booking form.

Card Holder \_\_\_\_\_ Type of Credit Card: Visa/ MasterCard

Account Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

## Venue Use Only

2.1	Credit card number as security .....	Exp date .....
	Card type .....	4 digit no .....
	Or Security Bond	\$ 500.00 (Received / / )
2.2	Hall Hire cost	\$ _____ (Received / / )
2.3	Cleaning of Hall	\$ _____ (Received / / )
2.4	Security	\$ _____ (Received / / )
	Total	\$ _____

**Please complete all questions**

1. Is this function for a birthday celebration for a person under 30 years of age? \_\_\_\_\_
2. Will alcohol be available at the function? \_\_\_\_\_
3. If so, will it be supplied BYO? \_\_\_\_\_
4. What type of music will be used (Moby Disc/DJ etc)? **AMPLIFIED LIVE MUSIC IS NOT PERMITTED AS PART OF REGULATIONS IMPOSED BY COUNCIL.**  
\_\_\_\_\_
5. Will these be guests under 18 attending? \_\_\_\_\_
6. If so, how many? \_\_\_\_\_
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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having read and agreed to the Conditions of Hire and completed this questionnaire and the Application to Hire, please sign overleaf under the heading of Hirers Declaration and return to The Big Blue with full payment. The booking can only be accepted once this form has been completed and full payment received. Please note corporate clients must indemnify Manly Yacht Club of any liability on their public liability insurance policy.

Please read our Conditions of Hire carefully.

**Return completed form with payment to:  
The Big Blue Sailing School, c/o Manly Yacht Club  
East Esplanade, Manly NSW 2095.  
Tel: 9977 8065 Fax: 9977 3573**