



## Application to Hire Maylands Yacht Club Venue

Please note this application to hire is not confirmed until the application to hire form has been received and approved by the Maylands Yacht Club Venue Hire Manager and a deposit of at least 50% of the hire cost has been received.

### **Hirer/s Details**

Organisation (if applicable): \_\_\_\_\_

Type of Organisation (e.g. community group): \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's licence #: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

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

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

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Bond Refund (payee): \_\_\_\_\_

BSB: \_\_\_\_\_ Account number: \_\_\_\_\_

### **Booking Details**

Type of function: \_\_\_\_\_ Date: \_\_\_\_\_

Do you intend to utilise any area outside of the clubroom? Yes • No •

If yes, please state the purpose: (e.g. ceremony) \_\_\_\_\_

Have you obtained permission from the City of Bayswater: Yes • No •

Function time:– Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Set up time and date: \_\_\_\_\_ Pack up time and date: \_\_\_\_\_

Type of invitation (formal, verbal etc.): \_\_\_\_\_

Has the function been advertised? Yes • No • Number of people attending: \_\_\_\_\_

Number of tables and chairs required? \_\_\_\_\_

Is there an entry fee? Yes • No • If so how much? \_\_\_\_\_

Will you be consuming alcohol? Yes • No • Will you be selling alcohol? Yes • No •

Will there be amplified music? Yes • No • Will there be a band? Yes • No •

Type of band \_\_\_\_\_ Will there be a DJ? Yes • No •



**Note:**

1. The MYC Management Committee reserves the right to refuse or cancel a booking.
2. The MYC Management Committee reserves the right to employ private security at the Hirer's cost if deemed necessary.
3. Local police may be notified of your booking.
4. **Please provide a copy of Driver's Licence with application.**

I/We name/s \_\_\_\_\_

agree that the information declared above is true and correct and I have read and understand that my rights are limited by this disclaimer.

Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT ARRANGEMENTS:**

***Please do not make any payments unless you with met with and/or spoken to the Hire Manager first and you have been given written approval.***

Payment can be made via cash, cheque, money order or EFT. Maylands Yacht Club Inc does not have the facility to accept credit card payments. If paying by cheque or money order please make out to "Maylands Yacht Club Inc". If paying by EFT please put your surname/s in capitals and invoice number against the deposit.

**Maylands Yacht Club Inc. bank account details are:**

**BSB:** 066 114 **Account Number:** 101 52 747 **Bank:** Commonwealth Bank

A deposit of 50% of the HIRE FEE must be made to **reserve (not confirm)** the booking upon approval of the application.

The balance of the HIRE FEE and BOND must be paid 28 days prior to the function date.

If the booking is cancelled within 28 days of the function date, 50% of the HIRE FEE will be forfeited.

The BOND will be refunded via EFT into hirer/s nominated bank account within 14 days after the function date; subject to approval by the MYC Venue Hire Manager.

**For all enquires and submission of application please contact:**

Narelle Little

Venue Hire Manager, Maylands Yacht Club Inc

East Street, Maylands

**Postal Address for applications:** PO Box 5, Maylands WA 6931

E: [maylandsyachtclubhire@gmail.com](mailto:maylandsyachtclubhire@gmail.com)

P: 0429 230 191

Website: [www.maylandsyachtclub.org.au](http://www.maylandsyachtclub.org.au)

**Office use only**

Date booking received: \_\_\_\_\_ Booking #: \_\_\_\_\_

Cost of hire: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_ Total cost: \$ \_\_\_\_\_

Date deposit paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Payment type: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Date balance due: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Payment type: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Bond reimbursed: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Payment type: \_\_\_\_\_

Bond received by (hirer's name and signature): \_\_\_\_\_

*Applies to cash reimbursements only*