

MYC Venue Hire
Sorrell Lambie
venuehire@myc.org.au
Tel: 0432-901-125

Return this form to:
22 The Coast, 2 Cerretti Cres,
Manly NSW 2095 NSW 2095

Manly Yacht Club

East Esplanade, Manly, NSW 2095



VENUE BOOKING FORM

Updated: 1 July 2011

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.

1.1 Day _____ Date _____ Setup from _____ Guests arrive at _____ Finish at _____

1.2 Please describe your function _____ Number of guests _____

1.3 I submit \$_____ as deposit/full payment for my function. 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, accept and undertake to ensure that they are observed.

Signature of Hirer _____ Date ____ / ____ / ____

Credit Card Details

I authorise payment for the items listed below from my credit card account. 50% of the fees will be deducted immediately. The outstanding balance will be withdrawn 30 days prior to the function. I authorise payments of the Bond to be processed from my credit card if I break the terms and conditions of hire. (Bookings will not be accepted without Credit Card details for bond.)

Name on Credit Card _____ Type of Credit Card: Visa/MasterCard

Credit Car Number _____ Expiry Date _____

Venue Use Only

2.1	Bond held on Credit Card	\$ 1000.00
2.2	Venue Hire Fee	\$ _____
2.3	Cleaning Fee	\$ _____
2.4	Security Guard Fee	\$ _____
2.5	Sound System Hire	\$ _____
2.6	Drape Hire	\$ _____
2.5	Other Fees	\$ _____
	Total	\$ _____

<input type="checkbox"/> Cleaning booked
<input type="checkbox"/> Security booked
<input type="checkbox"/> Deposit received
<input type="checkbox"/> Paid in full
<input type="checkbox"/> Key collection
<input type="checkbox"/> Key returned
<input type="checkbox"/> Mic required

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. Who will supply the alcohol? _____
4. What type of music will you have (Moby Disc/DJ/our sound system/Live music etc)?

5. How many guests under 18 will attend? _____
6. 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? _____

7. 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? _____

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

11. How did you hear about Manly Yacht Club: Member / Friend / Previous event at MYC / Website / Big Blue Yellow Pages / White Pages / Manly Daily / Other – please specify: _____
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:

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

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