**APPLICATION FOR HIRE OF PROSPECT RSL HALL**

1 Menzies Crescent, Prospect SA 5082

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| PLEASE PRINT DETAILS ON THIS FORM. Please return all pages. |
| **Hirer - Name of Contact Person:**  **Contact Details:**  Telephone: (H.) (BUS.) (MOB)  Email:  **Postal Address:** |
| **Hirer Bank Account details for Refunds:**  **Account Name: Account Number: Account BSB:** |
| **Mark with “X “in front of hirer Category 1 or Category 2 below (see page 2 for hire fees):**   |  |  | | --- | --- | | ***Category 1:*** | ***Category 2*** | | Prospect RSL member  or Australian Defence Force member | Resident living outside City of Prospect area | | Prospect RSL activity | Not-for-Profit Group based outside City of Prospect area | | Resident living within City of Prospect area | Activity charging event fee for selling products. | | **X** Not-for-Profit Group based within City of Prospect area | Commercial activity engaged in business activities. | |
| **Date/s or Day/Night required for hire:** (e.g. every Monday night during school term or 1st Monday night in month) |
| **Time required (include set up and pack up time):**  Start Time: Finish Time: |
| **Purpose of hire/type of event:** |
| **Estimated Number of Guests/Participants (maximum no. 100):** |
| **Will you be selling/catering for food on site? Includes hiring food/drinks van**  Yes or  No |
| **If you are cooking food using our Kitchen on a commercial basis: Food Notification Number from local health authority:** |
| **Will there be alcohol at your event?**  **(Mark with “X”** in front of selection**):**  Yes or No |
| **Is your event open to the public** (that is, not registered attendees, not a private event): (**Mark with “X”** in front of selection)**:** Yes or No |
| **Do you have Public Liability Insurance** (minimum $10,000)? Applies to incorporated groups, companies, commercial bodies, organisations and users undertaking physical activities. **(Mark with “X”** in front of selection**):** Yes or No |
| **Facilities required (chairs & tables included in hall hire): Mark with “X “** in front of section:  Main hall & toilets Kitchen (Access Only-not catering) Full Kitchen use (catering)  Electric urn Microphone Lectern Whiteboard  Jukebox Wall mounted 70cm TV Glitterball |
| **Any** **other information:** |

This form is an application with the final hire agreement details to be confirmed with you by the Prospect RSL Hall Booking Manager (volunteer Kristina Barnett): Email: prospectrslhallhire@gmail.com Ph: 0408 822 923. Please read Page 2 first for definitions of hirers for Category 1 and Category 2.

**FEES for HIRE of PROSPECT RSL HALL**

**Hall Booking Time is per hour. Include Set-up & Pack-up times in half-hour blocks of the hourly rate.**

Example Category 1: 30 minutes set-up + 2-hour session + 30 minutes pack-up = 3hrs x$12ph=$36.

Example Category 2: Saturday 1-hour set-up + 4 hours + 1-hour pack-up = 6 hours x $40 = $240.

**Hirer definitions:**

**Category 1 means:**

* Hirer is a Prospect RSL member for RSL associated individual/group activities.
* Hirer is an Australian Defence Force member for associated individual/group activities.
* Hirer is a resident living in Prospect Council area or Not-for-Profit group based in Prospect Council area.

**Category 2 means:**

* Hirer is a Commercial activity (i.e., for-profit enterprises engaged in business activities).
* Hirer charges an event fee to make a profit and/or selling products
* Hirer is a resident not living in Prospect Council area or a For Profit group not based in Prospect Council area.

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| Set-up & Pack-up time additional cost of half-hour blocks of the hourly rate. | **Category 1** | **Category 2** |
| Monday to Friday | $12.00 per hour | $15.00 per hour |
| Saturday, Sunday & Public Holidays | $25.00 per hour | $40.00 per hour |
| Prospect RSL Bar booked | $15.00 per hour per bar-person.  or as agreed with the Property Manager. | |
| Use of full kitchen facilities e.g.:  ▪ **catering when hall is hired OR**  ▪ **commercial activity** |  | |
| **SECURITY BOND**  Refundable, as per conditions | Category 1: $100. With full kitchen use: $200  Category 2: $150. With full kitchen use: $250 | |

**Work out your Estimated Cost:**

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| Set-up & Pack-up time additional cost of half-hour blocks of the hourly rate. | **Monday to Friday** | **Saturday & Sunday**  **& Public Holidays** |  | **Estimated Cost**  **$** |
| **Category 1** | $12.00 per hour | $15.00 per hour | No. of Hours/Session/s x $ per h/r + set-up + pack-up |  |
| **Category 2** | $25.00 per hour | $40.00 per hour | No. of Session/s x $ per h/r + set-up + pack-up |  |
| **Prospect RSL Bar booking**  **if alcohol is served.** | $15.00 per hour | | Number of Hour/s x $15 p/h |  |
| **Use of full kitchen facilities:** | Flat rate of $50.00 when hall is hired & kitchen is used for catering for the event OR  Sessional Hire: $50 each booking half-day (4 hours) OR  $100 each booking for full day (8 hours) | | $50  OR  No. of sessions x $50  OR number of sessions x $100 |  |
| **SECURITY BOND**  **Refundable**, as per conditions | * Category 1: $100.   With full kitchen use: $200   * Category 2: $150.   With full kitchen use: $250 | | $100 or $200  $150 or $250 |  |
|  |  | | **TOTAL** |  |