



WILLIAMSTOWN
SAILING CLUB

PO Box 50
Williamstown VIC 3016
Reg. No. A803
ABN: 87 945 070 751

Club House
The Strand
Williamstown VIC 3016
T: (03) 9397 4135
Commodore: Brian Fentiman
Secretary: Lois Hunt

www.williamstownsailingclub.org.au

Social room booking form

Name of member _____

Type of function/meeting to be held _____

Proposed number of guests (limited to 100 persons) _____

Date of function/meeting _____

Is the bar required? (Mandatory if alcohol to be served – no BYO) _____

Duration of function/meeting _____

Start time _____ Finish time _____

Contact: _____

Phone _____ Email _____

Security

The social room is requested for a variety of uses. The member requesting its use is responsible for the guests invited to the function or meeting. Clearly, there are a range of activities that demand the provision of extra security. The Committee of Management will consider all requests for the use of the social room and in certain cases may require the provision of professional security.

Form of security required _____

Free access to any other section (upper or lower level) of the sailing club must not be impeded.

By signing below, you acknowledge that you have read and understood the Club's 'Application guidelines and conditions for use of the upper deck and social room' (attached) and that you agree to comply with such Guidelines and conditions.

Member's signature _____ Date _____

Return form to the sailing club or email to secretary@williamstownsailingclub.org.au

Liquor license times	
Monday to Sunday	12 noon to 11.30pm
New Year's Eve	12 noon to 1am following day
Restricted - no BYO	
Function fees schedule	
4 hours no bar	\$300, plus \$100 refundable bond
4 hours or part thereof with bar	\$400, plus \$300 refundable bond / bar deposit
Weddings	\$450, plus \$300 refundable bond / bar deposit
4 hours no bar community based	\$150
Funerals and wakes	Applicable donation to the club
Sale of alcohol at bar prices	
Fees waived	Fees may be waived at the discretion of the Committee of Management where it is deemed to benefit the club

Williamstown Sailing Club - Application guidelines and conditions of use of upper deck and social room

1. The Club's secretary must receive applications for the use of the upper deck and social room at least five weeks prior to the intended function, meeting or social activity. The Club's Committee of Management (COM) or the appointed sub-committee of the COM, as applicable, may waive this condition at its discretion.
2. Applications are restricted to senior members, who may use the social room for special occasions involving their family. The senior member must be in attendance at all times and be fully aware of his/her responsibilities.
3. The person applying to the COM to use the social room (applicant) warrants that he or she:
 - a. Is a member of the Club who is over the age of 18 and intends to use the social room for a private function, social activity or meeting; or
 - b. Is a member of the community who intends to use the social room for a community activity or meeting; or
 - c. Is a member of an association, educational institution or charitable organisation that intends to use the social room for a function or meeting associated with their activity; and
 - d. Will not use the social room for commercial purposes.
 - e. Persons under the age of 18 will be supervised by either a guardian or parent at all times, as per the Clubs restricted liquor license.
4. During the period for which the social room is used by the applicant and the applicants guests, including but not limited to that period approved by the COM (usage period), the applicant must ensure that the social room is used in accordance with:
 - a. The Club's Constitution;
 - b. All directions of the COM;
 - c. A use specified in paragraph 3 of these conditions;
 - d. Reasonable care and without causing damage to all or part of the social room or the Club's premises; and
 - e. These conditions and all other applicable laws.
5. The applicant must meet with or discuss with the Sub Committee Chair, to confirm the following:
 - a. Type of function, meeting or activity;
 - b. The number of guests;
 - c. Security requirements or additional responsibilities of the applicant.
6. 18th or 21st birthday parties are generally not considered, although special circumstances may apply and should be determined by the COM.
7. Fees for the use of the social room will be set annually by the COM with a minimum set fee of \$150.00.
8. In accordance with liquor license requirements, all non members must sign the visitor's book upon entering the premises. The applicant must ensure that no liquor is brought onto or sold in the Club's premises unless specifically approved by the COM.
9. The bar must operate at designated times and the clubroom must be vacated by 12.30am.

10. A member of the COM or a Representative must be present at all times.
11. The Club will allow 4 hours for members to prepare the social room for any function. Any extra time needed for set up and clear up will potentially be charged an extra fee as determined by the Chairman of the Sub Committee.
12. The Applicant must ensure that the Social Room is cleaned, tidy and furniture put in place before the end of the usage period.
13. The booked period only applies to the upper deck and social room area.
14. The applicant must ensure that there are no impediments to free access in any other section of the Club and the emergency exits are unobstructed.
15. A barman's fee will be included in the total hire charge (where applicable).
16. A notice advising all members of the scheduled function or meeting must be displayed on the Club notice board at least 14 days prior to the function or meeting.
17. The applicant is responsible for keeping the social room in good order during the booked period.
18. The applicant agrees that the applicant uses the Club's premises at the applicants' own risk. The applicant acknowledges that he or she has inspected the Club's premises and is of the opinion that the Club's premises are safe and suitable for its intended use of the social room. The applicant acknowledges that he or she is responsible for the conduct and welfare of all persons attending the function, meeting or activity.
19. The applicant releases and indemnifies and will keep indemnified the Club and the COM from all claims and demands arising (whether directly or indirectly) from any accident, theft, damage, death or injury occurring on the Club's premises in connection with:
 - a. The applicants use of the social room
 - b. The applicants default under these conditions; or
 - c. The applicants acts or omissions,

Including any damage or destruction to all or part of the Club's premises (or any fittings, equipment, boats, carpets, windows or other property located on the Club's premises) but except to the extent caused or contributed to by the Club.