



PO Box 50
Williamstown VIC 3016
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Social room booking form

Name of member / Organisation _____

Purpose of function/meeting _____

Proposed number of guests (limited to 100 persons) _____

Date required _____ Time: Start _____ Finish _____

Bar required? Y/N (Mandatory if alcohol to be served) _____

Contact Name _____

Phone _____ Email _____

Function fees schedule		
Booking Type	Fee	PLUS Refundable bond / bar deposit
4 hours, no alcohol	\$350	\$200
4-8 hours, no alcohol	\$600	\$200
Up to 5 hours <40 guests with bar	\$400	\$400
Up to 5 hours > 40 to 100 guests with bar	\$500	\$400
Weddings (all day up to 12 midnight) with bar	\$800	\$500
4 hours, no alcohol, community based	\$200	
Sailing Associations with membership overlap	\$75	
Funerals and wakes	Applicable donation to the club	

Applicant's signature _____ Date _____

On signing this form, you are agreeing to the Guidelines and Conditions of Use.

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

WHEN IS A BOOKING REQUIRED AND HOW MANY GUESTS ARE PERMITTED?

1. An adult member with up to nine guests (total party of 10) can use the upstairs area of the Club for a social function without booking when no club or private activity is scheduled.

Using this principle, two or three adult members can aggregate the number of attendees in the one group up to a maximum of 30 persons.

Usage is on a non-exclusive basis. Facilities must be shared where there is more than one group in attendance. BYO alcohol is permitted within licensing hours if the club bar is not open.

Liquor License Times	
Monday to Sunday	12 noon to 11.30pm

2. A booking for exclusive use is required:
 - where the number of attendees will exceed the above limits; or
 - for a non-club meeting or community purpose.

Payment and attached Conditions of Use apply. If alcohol is to be served, the club bar must be used, however for a low key event of less than 40 guests, an exception may be made at the discretion of the CoM representatives.

VENUE NOTES:

For an indoor seated event, tables and chairs are only available for a maximum of 70 persons.

Where using the club bar, guests can either pay for drinks individually or the host can run a tab for the total bar bill. If running a tab, in consultation with the Bar Manager, an option is available for the member to provide their own wine for a corkage fee. All other drinks are provided by the club at standard club prices. No other BYO is permitted. Bookings are subject to availability of club volunteers to staff the bar. If insufficient volunteers are available, options will be discussed for the member to either provide suitable assistance, or pay salaries if staff need to be hired.

The bond will be refunded if the club premises are left in a clean and satisfactory condition with furniture returned to its original configuration and there is no damage or breakage. The bond refund is offset against the bar bill where applicable.

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 and not greater than six months in advance unless in exceptional circumstances. The Club's Committee of Management (CoM) or Bar Manager, as applicable, may waive this condition at its discretion.
2. The clubrooms are not available for bookings on Saturdays during the sailing season (October to May) or when other club events are scheduled.
3. The person applying to use the social room (applicant) warrants that he or she:
 - a. Has been a member of the Club for at least 12 months, 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 an association, educational institution or charitable organisation that intends to use the social room for a function or meeting associated with their activity; and
 - c. Will ensure persons under the age of 18 are supervised by either a guardian or parent at all times, as per the Club's restricted liquor license; and
 - d. Will not use the social room for commercial purposes.
4. During the period for which the social room is used, the applicant is responsible for the activity and behaviour of all guests. The applicant must ensure that the social room is used in accordance with:
 - a. All Club policies (see website);
 - b. All directions of the Bar Manager;
 - c. Reasonable care and without causing damage to all or part of the social room or the Club's premises; and
 - d. These conditions and all other applicable laws.
5. The Bar Manager will discuss the request with the applicant to confirm details covered in the booking form.
6. 18th or 21st birthday parties are generally not considered, although special circumstances may apply and should be determined by the CoM representatives.
7. Fees for the use of the social room will be set annually by the CoM.
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 sold on the Club's premises, nor brought in unless specifically approved.
9. The Applicant must ensure that there is no excessive noise.
10. The bar can operate at designated times only and the clubroom must be vacated by guests by 12 midnight.
11. The Club will allow 4 hours for members to prepare the social room for any function. Cleaning up must be completed by 12noon the following day excepting where the club has an event scheduled for that day, in which case it must be completed on the night of the function before leaving.
12. The Applicant must ensure that the Social Room is left clean, tidy and furniture put back in place at the end of the usage period.

13. The booking only applies to the upper deck and social room area. The lower deck is only to be used for club access and toilets. Guests are not permitted in the boat storage or slipway areas, other than to access rubbish bins or in emergencies. No alcohol is permitted downstairs. The front door must be kept locked if unattended.
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 not obstructed.
15. The Bar Manager will post a notice advising all members of the scheduled function or meeting on the Club notice board and website.
16. The applicant agrees to use 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.
17. 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 or surrounds.
 - 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.
18. The CoM representatives (Commodore and Bar Manager) can make an exception to the conditions of use at their discretion.