



SOUTH of PERTH  
YACHT CLUB (INC.)

# Terms & Conditions

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## FUNCTIONS

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### 1. BOOKINGS

Club rooms may only be hired to a member who must be present during the entire function. Non-members who wish to book a function are made 'Provisional Members'.

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### 2. BAR HOURS

The Club operates under a Club license. We are licensed to 12 midnight. No negotiations can be entered into with staff on the evening of your function in regards to extending liquor service beyond times permitted by our license.

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### 3. PRICING

Room hire and linen charges agreed with the Food & Beverage Manager at the time of booking will be fixed. It is important to note food and beverage prices are subject to change without notice. Prices charged will be those currently in place at the time of the function. All prices quoted are inclusive of goods and services tax at 10%. All Public Holidays will attract a 15% surcharge to the cost of the function.

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### 4. CONFIRMATION OF NUMBERS

Numbers attending are required 7 days prior to date of function. This figure will be considered as final and charges levied accordingly if they change.

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### 5. DECORATIONS & OUTSIDE SUPPLIERS EQUIPMENT

Table decorations (centre pieces) are the responsibility of the hirer. All decorations must be approved by the Club or its representative. Any damage caused by decorations will be charged to the hirer. The hirer is responsible for setting up and removing any special decorations or equipment. SoPYC cannot be held responsible for the loss or damage or personal possessions or equipment which must be collected within 24 hours of the function conclusion.

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### 6. CATERING

All food and liquor is to be purchased from the Club.

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### 7. ROOM HIRE

The amount of room hire will be as per our room hire information sheet.

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### 8. ADDITIONAL CHARGES

Equipment room hire charges include the cost of all normal catering equipment necessary for running the function. Special or extra equipment will be charged at the hirer's rate. Audio visual equipment for meetings is available at an additional charge.

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### 9. ACCOUNT PAYMENT

No accounts will be issued. Payment of your function is required in full with final numbers prior to the function date. If your beverages are being paid on consumption (not a beverage package) a credit card number is required and a pre-payment will be taken on an estimated amount.

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### 10. CANCELLATIONS

Cancellations must be made in writing and the following notice periods apply:-

- Meetings/Seminars: 1 week
- Dinners/Cocktail Parties booked February to September: 1 month
- Dinners/Cocktail Parties booked for October to January: 2 months
- All wedding Receptions: 3 months

When the above notice is not given we reserve the right to retain the full deposit amount. If cancelling up to 14 days prior to the event 90% of the anticipated food and beverage will be charged.

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### 11. GUEST BEHAVIOUR

If the Club has a reason to believe that a specific event will affect the smooth running of the Club's business, its security or reputation, the Club reserves the right to cancel the event at any time.

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### 12. DAMAGES

Missing items or any damage to the Club's facilities, furnishings or fittings will be charged to the organiser of the function.

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### 13. INSURANCE

The Club will take reasonable care with the security of your property but will not accept responsibility for the damage or loss of merchandise left in the Club prior to, during or after the function. Consequently, we recommend you arrange insurance for valuable items.

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### 14. PARKING

As this is a private Club parking is limited to members and no special parking arrangements can be approved for function guests. To assist with parking we suggest that functions on Saturday and Sunday evenings in the summer start no earlier than 6.00pm. Gate controller(s) will be required at the gate for ALL events wishing to use the club's parking facilities and charges will be billed to the hirer. Gate controllers will be charged at \$90 per function.

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### 15. SMOKING

Smoking is not permitted in any area inside the Club. Smoking is only permitted on external grassed areas. Gate controllers will be charged at \$90 per function.

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### 16. GUEST ALLERGIES

Please advise any allergies and dietary requirements two (2) weeks prior to the day of your function. No responsibility will be taken for any guest with life threatening food allergies and a disclaimer must be signed.

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### 17. SECURITY

It is a club requirement that events held at SoPYC have security. This does not include seminars and daytime meetings, it does include all events that involve alcohol. at the cost of the person booking the event. \$300 per event upto 300 people. Additional cost for larger events.



# SAFETY BRIEFING

## FUNCTIONS

Safety is SoPYC's highest priority towards our members, employees, contractors, and visitors. At the beginning of each function, this safety briefing shall be done to ensure all personnel know how to respond in case of an emergency.

### EVACUATION ROUTES & MUSTER AREA

Identify emergency exits and Muster Areas in case an emergency evacuation is required. Identify evacuation route maps around the place and ask all personnel to familiarise themselves with these routes asap. Once outside events must account for their own guest.

### EMERGENCY EVACUATION

When you hear a Bell ringing or Air Horn being pressed and the words "EVACUATE, EVACUATE, EVACUATE" all personnel shall:

- \* Evacuate under the SoPYC Area Wardens
- \* Not stop to collect personnel belongings
- \* Help others if they are having difficulty

**Note: In the event that an emergency evacuation is required and no staff is around, please ring bell & shout evacuate.**

### CHIEF / AREA WARDENS

In the event of an emergency evacuation the Chief & Area Wardens will take control of the operation. Identify who the Area and Chief Wardens are. The Warden shall:

- \* Determine safe evacuation routes
- \* Assist anyone requiring assistance
- \* If safe to do so check buildings including toilet, cool rooms and kitchens

### FIRE

Raise the alarm by shouting "FIRE, FIRE, FIRE" and ensure the safety of yourself and others around you. If there is immediate risk of explosion or injury proceed immediately towards Exit and Muster Areas. Identify the nearest fire extinguishers/hydrants to be used in a case of a small fire and fight the fire if **SAFE TO DO SO**. Determine which way the smoke is blowing and head to the opposite Muster Point.

### MEDICAL EMERGENCY

The first person first on the scene or where possible, First Aid personnel should make the injured person and the scene safe wherever possible, but otherwise preserve the scene intact. Unless necessary for safety reasons the injured person should not be moved. Phone or nominate someone to contact Emergency Services on **000**

### FIRST AID

Identify who are the SoPYC First Aiders present and if there are any other First Aiders get them to raise their hands so others can see who to call in a medical emergency. Explain where the First Aid kits are located.

### CONTACT

The SoPYC Duty Manager looking after your event or function is your contact regarding any function issues. Tell everyone to drink responsibly and most importantly enjoy themselves.



# Booking Form

## FUNCTIONS

FUNCTION DETAILS		
NAME OF FUNCTION (FOR SIGNAGE):		
DATE OF FUNCTION:		
CONTACT NAME:		
PHONE:	EMAIL:	
ADDRESS:		
LOCATION (PLEASE SELECT)		
Wardroom (Upstairs)	Front Lawn	Ballroom
Committee Room	Beachside Marquee	Ceremony
Heritage Room	Promenade Marquee	
Approximate expected number of guests:	Time period:	
Are you a current financial member of the South of Perth Yacht Club?	YES NO	
<i>If yes, please complete the following details;</i>		
MEMBERSHIP NAME:	MEMBERSHIP NO:	
MEMBERSHIP CATEGORY:		
CREDIT CARD PAYMENT		
CARD NUMBER	<small>*SORRY WE DO NOT ACCEPT AMEX</small>	
EXPIRY DATE	CSV	
NAME ON CARD		
I, _____,		
authorise full payment for my event to be charged to my credit card.		
TERMS & CONDITIONS		
I, _____, acknowledge receipt of terms and conditions and safety briefing and agree to abide by the club's terms and conditions for hiring function rooms.		
SIGNATURE	DATE	
Please return form to the Food & Beverage Manager Email: fbmanager@sopyc.com.au Fax: 9364 6185 Deliver to: South of Perth Yacht Club, Coffee Point, Applecross WA 6153		
FOR OFFICE USE ONLY		
DATE BOOKING RECEIVED:	DEPOSIT RECIEVED:	
RECEIPT NO:	PROVISIONAL MEMBERSHIP NO:	