



Uraidla Districts Football Club Incorporated (UDFC)

Booking agent for The Uraidla District Soldiers
Memorial Park Incorporated (UDSMP)

Club rooms, oval and surrounds Conditions of hire

All enquiries and bookings are made through:

The Booking Officer

Email: d.vince1@bigpond.com

Mobile: 0438 774 031

1. Bookings and cancellations

Tentative bookings can be made by phone or email, and will be held for 20 days. A non-refundable deposit applicable (*see Clause 3. Hire Fees*), along with a completed **Booking Form** must be received within the 20 days to confirm the booking. The **Booking Form** must be completed by the person directly responsible for the booking and submitted with the deposit to the **Booking Officer**.

The balance of payment and the bond money (detailed below) will be invoiced approximately six (6) weeks prior to the event and the full balance payment must be received three (3) weeks prior the event. Notification of cancellations must be received in writing at least six (6) weeks before the event. If written notification is received less than 6 weeks prior to the event booking commencement date, a **25% of the total booking fee** will apply.

The bond will be refunded to the hirer within 28 working days, subsequent to, and conditional upon, an inspection of the building, oval and surrounds (whichever is applicable) by a member of the Uraidla Districts Football Club (UDFC) Management Committee or The Uraidla District Soldiers Memorial Park (UDSMP) Trust Committee and following a satisfactory report.

The building, oval and surrounds must be left in a clean and tidy condition (refer to inspection checklist). The hire fees and bond have been set with this condition in mind.

2. Use

The building, oval and surrounds may only be used for the purpose stated on the **Booking Form** by the hirer.

3. Hire fees – (as at 1 July 2024)

All fees including bond are subject to change. It is a requirement that all fees are paid in full three (3) weeks prior to the event.

Football club rooms

- | | |
|---|---------------------------|
| • Weekend (daily rate): | \$500.00 + \$250.00 bond |
| • Deposit (non-refundable, paid within 20 days): | \$100.00 |
| • Week day (daily rate): | \$300.00 + \$150.00 bond |
| • Deposit (non-refundable, paid within 20 days): | \$100.00 |
| • Member of The Uraidla Districts Football Club,
the Uraidla District Soldiers Memorial Park
or one of its affiliated sporting clubs: | Fee negotiated at booking |
| • Regular and/or permanent booking: | Fee reviewed annually |

Payment of fees covers the use of the building, kitchen, tables, chairs and toilets,

Hire fees do not include consumables other than electricity, gas, kitchen cleaning equipment, toilet paper, and paper hand towels.

Hire fees include toilet cleaning prior to an event. Hirers are responsible to ensure that the toilets are in a clean and acceptable state after the hire period.

All hirers or community users are responsible for all cleaning associated with the hire or use of the club rooms, kitchen and toilets, leaving all areas in a clean, acceptable state following the hire or use period.

Oval and surrounds

- Vehicles, pedestrians required on the oval (daily rate): \$3,000.00 + \$1,000.00 bond
Deposit (non-refundable, paid within 20 days): \$500.00
- Pedestrians only on the oval, >100 people (daily rate): \$2,000.00 + \$500.00 bond
Deposit (non-refundable, paid within 20 days): \$500.00
- Pedestrians only on the oval, <100 people (daily rate): \$1,000.00 + \$200.00 bond
Deposit (non-refundable, paid within 20 days): \$200.00
- Member of The Uraidla Districts Football Club,
the Uraidla District Soldiers Memorial Park
or one of its affiliated sporting clubs: Fee negotiated at booking
- Regular and/or permanent booking: Fee reviewed annually

Tennis courts

All tennis court bookings can be made through the Uraidla Tennis Club. For all enquiries go to uraidlatennisclub.com.au or phone 0458 325 842.

There is no additional fee for set up time if required on the day before the booking, subject to the availability of areas to be booked.

All hirers or community users are responsible for all cleaning associated with the hire or use of the oval and surrounds, leaving all areas in a clean, acceptable state following the hire or use period.



PLEASE NOTE: The oval has a very sandy base and an underground irrigation system installed both of which can be easily damaged by heavy vehicles under certain conditions, such as wet weather, lifting heaving objects on and off the oval, repeat entry onto the oval and in the oval area along the same access line (path made by the vehicle), or after periods of irrigation. **The cost of repairing all vehicle tyre ruts and any other damage will be at the hirer's expense.** The UDFC (and UDSMP) recommends using a tractor (vehicle) weighing no more than two tonnes, preferably a rear forklift, or turf tyres fitted on the vehicle(s) be used on the oval.

4. Inspection and risk

The hirer acknowledges that they have inspected the club rooms, oval and surrounds or is aware of the club rooms, oval and surrounds and associated facilities and has relied on the hirer's own judgment that the club rooms, oval and surrounds are suitable for the purpose for which the hirer intends to use the club rooms, oval and surrounds and has not relied on any statement from the **Booking Officer** or representation by any person on behalf of UDFC, UDSMP or an affiliated sporting club and that the club rooms, oval and surrounds will be hired as inspected unless arranged otherwise.

The hirer acknowledges that it will occupy the club rooms, oval and surrounds during the period of the hire at its own risk and will indemnify UDFC (and UDSMP) in relation to all loss or damage to property or injury suffered by any person in or about the club rooms, oval and surrounds during the course of the hiring.

Unless the hirer notifies the **Booking Officer** that the club rooms, oval and surrounds are not in a good clean condition as soon as the hirer gains access then the hirer acknowledges that the hirer has received the club rooms, oval and surrounds in a good clean condition.

The UDFC stores various amounts of equipment in their building and this is to remain in place unless previously arranged for this to be removed. This may not always be possible, but can be negotiated by agreement.

In the event of an emergency in or near Uraidla, the club rooms, oval and surrounds may be made available to the relevant emergency services. In the unlikely circumstance that this occurs during a hirer's event, relevant emergency services personnel will ensure no-one in the hirer's group is forced into an unsafe situation, and will likely recommend that the hirer's party stays on the grounds until it has been deemed safe to leave the area.

5. Insurance

The UDFC insurance will not cover personal or property damage of hirer's functions. It is recommended that the hirer's function be covered by separate public liability insurance. A copy of the hirer's Certificate of Currency (COC) for Public Liability Insurance must be forwarded to the **Booking Officer** prior to the booking being finalised/

6. Licences and permits

Hirers are responsible for obtaining any special permits (including fire, see clause 12, 13), trading, or liquor licences that may be necessary.

7. Liquor licences

Under the Licensing Act, a Limited Liquor Licence must be obtained for the supply of liquor where either:

- The cost is to be recouped by imposing an admission/cover charge for the function, or
- Liquor is to be sold and consumed on the premises.

The hirer may negotiate with UDFC who may make available bar staff and sell its own liquor at the hirer's function on the premises, under the conditions of the UDFC Liquor Licence.

Limited Liquor Licence are available from Consumer and Business Services in Adelaide.
www.cbs.sa.gov.au/liquor-and-gambling-licenses/apply-for-a-new-liquor-or-gaming-licence/

8. Noise

Noise must be controlled as outlined under the provisions of the Noise Control Act (SA). This means that noise within the club rooms must be maintained at safe levels, and noise outside the club rooms must not exceed reasonable levels, and must not disturb nearby residents.

High levels of noise must cease and curfews effective from:

- Fridays, Saturdays and New Year's Eve: 2.00 am with consideration after midnight
- Sundays to Thursdays: 10.00 pm

A noise sound check may be conducted prior to the commencement of any event.

It is recommended by UDFC that the hirer notifies all immediate neighbours of the function being held, including date and times and the possibility of noise into any evening.

Failure to observe the curfew may result in forfeiture of the bond.

9. Decorations and event equipment

Decorations must not create a fire hazard. Drawing pins, tacks or methods that damage any surfaces must not be used.

All decorations must be removed at the end of the hire period. Any damage to surfaces will

be charged to the hirer. Any equipment, such as tables and chairs, used or moved, must be returned to their original location.

Water weights are to be used for all tents/marquees and the like. Ensure your suppliers are aware no pegs are to be used on the oval. This is to avoid damage to underground plumbing.

10. Car parking

Cars must be parked so that they do not obstruct neighbouring driveways or around sheds/buildings or entry ways. Use the designated car park. No vehicle access/parking on the oval without prior permission, and this will be dependent on weather conditions at the time of the scheduled event.

11. No smoking

Smoking is not permitted anywhere in the club rooms, including the toilets. Cigarette butts must not be left as litter anywhere in the grounds. The hirer must provide suitable ashtrays and disposal facilities if smoking occurs on the grounds.

12. Fire protection

Bushfire season requirements must be observed, and any outside activities (including barbecues) must comply with fire regulations. Hirers are responsible for the safety of the public in the event of fire during the hire period.

“Exit” doors must be kept unlocked and aisles and passageways kept clear at all times. Fire extinguishers are positioned around the club rooms for use in an emergency.

13. Fires

The use of above ground fires such as chiminea, fire drums and braziers are not allowed in the club rooms or on the oval and surrounds.

14. Damage to grassed areas

Damage to any part of the oval will be charged for repairs at a fee determined by the UDFC Committee up to a maximum of the bond.

15. Security

Doors and windows must be securely locked at any time the venue is left unattended, and when the premises are vacated after the hire period. The hirer is also responsible for the security of property brought to the club rooms/oval/grounds for use during the hire period. The UDFC is not responsible for the theft of or damage to any of the hirer's property.

16. Keys

Keys are to be collected and returned as arranged with the **Booking Officer**. Loss of keys is subject to a \$150 penalty.

17. Power

All electricity switches and lights must be turned off at the end of the event and hire period unless indicated otherwise.

18. Operating the appliances

It is the hirer's responsibility to make sure that they understand the operation of all club rooms equipment before the hire period. This may be arranged by contacting the **Booking Officer** to meet for a club rooms orientation. Instruction sheets can be provided for appliances.

19. Advertising

Banners and signs may be used to advertise an event if they comply with Adelaide Hills Council regulations. The hirer is responsible for ensuring the compliance of any advertising used. Banners and signs must be constructed so that they do not come loose, and do not deteriorate due to exposure to weather such as wind and rain.

20. Cleaning of club rooms, oval and surrounds

It is the responsibility of the hirer to ensure that the club rooms/oval/grounds are left clean and tidy, including and not limited to:

- All broken glass/sharp objects (e.g. bottle caps) must be cleaned from club rooms/oval/grounds and placed in outside rubbish bins;
- Club rooms and all areas swept clean, spills mopped up and floors cleaned (if necessary, washed);
- Kitchen floor is to be swept and washed clean;
- Dishwasher is clean, sump (water) emptied and power turned off at the power board;
- Kitchen and surfaces are left clean and wiped down;
- All fridges are cleaned, empty and left on;
- Crockery, glasses, cutlery, utensils, dishes are cleaned and returned;
- Stove and oven are cleaned;
- Bain-marie(s) and hot plate, if used, are clean and all trays/lids returned in place;
- All decorations have been removed (including strings etc.);
- Tables and chairs are cleaned, wiped down and left as found prior to booking;
- Toilets are clean, rubbish removed;
- All rubbish collected including foodstuffs, bottles, cans, decorations etc. to be placed in rubbish bins outside the club rooms. General rubbish to be sorted from recycling. Excess rubbish is to be removed by the hirer;
- All lights are switched off, including the club rooms, toilets and outside floodlights;
- Turn off gas at outlet in kitchen;
- All cleaning equipment returned to the kitchen cupboards;
- Return keys as directed.

Any costs required, in the opinion of the UDFC Management Committee, to restore the club rooms, oval and surrounds to an acceptable state after the hire, will be charged to the hirer. The hirer will be responsible for all costs incurred as invoiced.

21. After-hours emergencies

The club rooms does not provide after-hours emergency support for the duration of the hire period. Volunteers are not always available, but may be able to help in some circumstances. Support is available upon a pre-arranged request.

For more information contact the **Booking Officer**.

22. Forfeiture of bond

Forfeiture of the bond will occur if the hirer is in breach of clause 8 (noise), and a proportion may be forfeited for breach of any of the other Conditions of Hire that incur costs, direct or indirect (e.g. breakages, damage to infrastructure) to the UDFC, or as listed as specific amounts in clause 14 (damage to grassed areas), clause 16 (keys) and clause 20 (cleaning).

Hirer's booking checklist

We want to ensure you have an enjoyable event. We ask you and the responsible person to fully familiarise yourself with the terms and conditions of this **Condition of hire**. The Hirer is responsible for the event and activities, with the forfeiture of bond occurring for any breaches.

Item	Notes/details
Tentative booking made	
Booking form submitted	
Deposit paid within 20 days of booking	
Hire Fee and Bond paid within 3 weeks of the event date	
Hirer has arranged insurance cover	
Has provided a Certificate of Currency to the Booking Officer	
Hire has arranged permits/licenses as required	
Aware of noise restrictions/curfew	
Aware of decorations/event equipment ensuring no damage	
Aware of vehicle access and parking	
Aware of emergency/fire requirement	
Aware of cleaning responsibilities	
Close residents of the facilities notified of the event	
Club rooms orientation	
Key collection	
Other	

Inspection checklist

Inspected by: Date:

Hirer

Name: Hire period:

Address:

Contact phone: Email:

Item	Checked by hirer	Inspection check	\$ Bond reduction
Club rooms/oval/grounds free of broken glass, sharp objects (bottle lids etc) and rubbish (excess rubbish removed by hirer).			
Club rooms, kitchen and toilets swept clean, spills mopped up and floors cleaned (swept, carpets vacuumed, hard floors washed).			
Dishwasher clean, sump (water) emptied, turned off at main power board.			
Kitchen surfaces wiped clean			
Fridges cleaned, empty and PLEASE LEAVE ON.			
Crockery, glasses, cutlery, utensils, dishes cleaned and returned (if used).			
Stove and oven and hot plate cleaned (if used).			
Bain-marie(s) cleaned, trays and lids returned (if used).			
All decorations removed (including strings etc).			
Tables and chairs cleaned and returned to original placements.			
Toilets cleaned, floors swept and mopped, rubbish removed and lights off.			
Rubbish: - All bins including toilets emptied. - All rubbish, food, cans, bottles, packaging etc removed and sorted (e.g. hard waste/recycling/green/bottles and cans) into external bins. - Excess rubbish to be removed by hirer.			
Cleaning equipment returned to kitchen cupboard.			
All lights (internal and external) switched off.			
Gas lines in kitchen turned off.			
Hirer's equipment removed,			
All doors locked.			
Keys and Inspection checklist returned.			

OPTION 1: Uraidla community football club rooms hire only

For the hiring of the community football club rooms AND the oval and surrounds please complete OPTION 3, page 10 of this Conditions of hire.

BOOKING FORM

Contact details

Hirer's name: _____

Address: _____

Contact person:

Phone: Home _____ Work _____ Mobile _____

Email: _____

Person responsible for post event inspection

Name: _____

Contact details: _____

Details of event

Type of event/purpose _____

Number of persons attending the event: _____

Date booked: _____

Set-up date: _____ Pack up date: _____

Declaration

I have read and understood the **Conditions of hire** and agree to comply, including obtaining the necessary licences and insurances for the hire period.

I am aware fully aware of restrictions and if conditions not met may result in forfeiture of the bond or proportion thereof. I have read and understood Clause 22.

I am aware if the **Conditions of hire** change, I will be advised in writing by email.

Name: _____

Signature: _____ Date: _____

OPTION 2: Uraidla community oval and surrounds hire only

For the hiring of the community football club rooms AND the oval and surrounds please complete OPTION 3, page 10 of this Conditions of Hire.

BOOKING FORM

Contact details

Hirer's name: _____

Address: _____

Contact person:

Phone: Home _____ Work _____ Mobile _____

Email: _____

Person responsible for post event inspection

Name: _____

Contact details: _____

Details of event

Type of event/purpose: _____

Number of persons attending the event: _____

Date booked: _____

Set-up date: _____ Pack up date: _____

Declaration

I have read and understood the **Conditions of hire** and agree to comply, including obtaining the necessary licences and insurances for the hire period.

I am aware fully aware of restrictions and if conditions not met may result in forfeiture of the bond or proportion thereof. I have read and understood Clause 22.

I am aware if the **Conditions of hire** change, I will be advised in writing by email.

Name: _____

Signature: _____ Date: _____

OPTION 3: Uraidla community football club rooms AND the oval and surrounds hire

BOOKING FORM

Contact details

Hirer's name: _____

Address: _____

Contact person:

Phone: Home _____ Work _____ Mobile _____

Email: _____

Person responsible for post event inspection

Name: _____

Contact details: _____

Details of event

Type of event/purpose: _____

Number of persons attending the event: _____

Date booked: _____

Set-up date: _____ Pack up date: _____

Declaration

I have read and understood the **Conditions of hire** and agree to comply, including obtaining the necessary licences and insurances for the hire period.

I am aware fully aware of restrictions and if conditions not met may result in forfeiture of the bond or proportion thereof. I have read and understood Clause 22.

I am aware if the **Conditions of hire** change, I will be advised in writing by email.

Name: _____

Signature: _____ Date: _____

Booking submission, deposit and full payment

Please submit this **Booking Form** with deposit payment details to confirm your booking to the **Booking Officer**, email *tschapel3@bigpond.com* along with EFT receipt.

Uraidla Districts Football Club Incorporated

ABN 71 683 811 670

Bank: ANZ, Stirling SA 5252

BSB: 015-367

Account: 460032249

Booking reference:

Your last name or organisation name
and date (dd-mm-yyyy)
or, Invoice No./Name