

Clubrooms:

Sir Stewart Bovell Park
BUSSELTON WA 6280

www.busseltonfootballclub.com.au
busselton.football@gmail.com

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BUSSELTON FOOTBALL & SPORTSMAN'S
CLUB (INC.)

ABN 53 048 266 451
PO Box 220 Busselton WA 6280

CLUBROOMS HIRE APPLICATION FORM

Name of Hirer: _____

Telephone: _____

Address _____

Email: _____

Type of Function: _____

Number of Guests? _____

Date of Hire: From _____ To _____

Time of Function: From _____ To _____

Will Liquor be served? YES NO

If YES is the bar required to be open? YES NO

Is the Hirer a member? YES NO

Is the Hirer a Sponsor? YES NO

Is the Hirer a Junior Football Committee? YES NO

Will the Hirer require the kitchen for the function? YES NO

Does the Hirer require early access for set-up/decoration etc? YES NO

If so what time _____ AM/PM

Will the Hirer require the PA system (microphone)? YES NO

How will account be paid? CASH CHEQUE CREDIT CARD

FEES:	
Venue Hire No Bar (Liquor cannot be served without written consent from Busselton Football and Sportsman's Club)	\$200
Venue Hire with Bar (Plus hourly rate for bar staff)	\$100
Sporting Club Meeting (Charge assists with our insurance, electricity and consumables)	\$50
Bond (refundable)	\$200
CONDITIONS OF HIRE OVERLEAF	

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OFFICE USE ONLY

NOTES FOR IMPLEMENTATION OF CLUBROOMS HIRE

1. An annual diary should be drawn up indicating all
 - a. Match Days
 - b. Friday Nights
 - c. Committee Meetings
 - d. Fixed Bookings such as Training nights
2. This diary should be managed by one person only (eg Venue Manager)
3. When a booking is requested a copy of the application form is given to the Hirer for completion.
4. A completed form must be lodged, together with deposit and receipted.
5. A notation is made in the booking diary indicating times of hire, bar equipment etc.
6. It's important that the diary is filled out with the permanent usage (ie football days, training days as the Hirer may require the day before for decorating).
7. Notations should also be included regarding sponsors and members discounts.
8. Is an ETP (Extended Trading Permit) required? YES NO
9. Have staff been arranged? YES NO
10. Does the booking clash with another booking, football activities or other diarized event?
 YES NO