



APOLLO FOOTBALL CLUB – VENUE HIRE

TERMS & CONDITIONS

Thank you for choosing Apollo Football Club for your next function. Should you wish to visit our premises prior to the event, please contact:

Confirmation of your booking is subject to:

- Club availability
- Completed and signed – Venue Hire T & C
- Payment of required Deposit
- Public Liability Insurance Cover (where applicable)

Our Clubrooms consist of tables and chairs to seat 150, portable heaters. Adjacent to this is our kitchen and bathroom facilities; including disabled toilet and baby change (showers are available in the southern change rooms). We have a fully functional Bar area with tables, seating, and wood heater (patio gas heating is available on request).

Our Clubrooms have additional items for use; please indicate if you will require any of the following:

TV	Yes ☐	No ☐	Projector & Screen	Yes ☐	No ☐
Microphone	Yes ☐	No ☐	Lectern	Yes ☐	No ☐
Sound System	Yes ☐	No ☐	(compatible with most computers, tablets, ipods etc)		
Patio gas heater	Yes ☐	No ☐	Portable Fan	Yes ☐	No ☐

Terms & Conditions

- Any cancellations made within 7 days of the event may result in a full or partial refund of the deposit paid.
- The permit holder agrees to indemnify Apollo Football Club from and against any actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them arising out of the use of the facility.
- Apollo Football Club may request a copy of Public Liability Insurance, insuring the hirer for a minimum of ten million dollars (\$10,000,000) against actions, costs claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
- NO fixtures are to be added to any walls in the venue.
- If self-catering, our kitchen has a range of crockery and cutlery etc. Facilities also include gas cooktop and oven, barbeque hot plate, microwave, fridge and freezer. All items are not to leave the premises and are to be cleaned after use. Hirers must remember that the arrangements for the preparation and serving of food must comply with the provisions of the Food Act.
- If Bar facilities are required, we will provide a certified Responsible Service of Alcohol (RSA) person to run the Bar for the duration of your event. All proceeds from the Bar are to be retained by Apollo Football Club.
- **Our playing pitch is strictly 'out of bounds.'** Should you require open space for activities, we recommend Hastings Cunningham Reserve, located 100m to the west of our pitch (access is via walkways situated along the fence line).

Cleaning

- A charge for basic cleaning is covered in our deposit. If additional cleaning is deemed necessary, this may result in a partial or nil refund of the deposit paid.
- All waste is to be deposited in the waste and recycling bins provided.

Event & Contact Details:

Day & Date	
Contact Person	
Postal Address	
Email Address	
Name of Event	
Number of patrons attending	
Times (Include set up & packdown)	Event Time: to: <i>Please advise time required to set up if applicable</i>
Bar Facilities Required <i>STRICTLY NO BYO ALCOHOL</i>	*Note – Bar closes at 12am
Catering Facilities Required: Eg, Meals or Self Catering	

Hire Fees

Hire Fee: \$300

Bond: \$500

Your Bond of \$500 is required 10 days prior to the event. A full or partial fee is refundable within 14 days upon completion and inspection of the premises.

Payment to be made to: Apollo Football Club, via Cash, EFTPOS or bank transfer 10 days prior to event.

Please indicate payment facility: ☐ Cash ☐ EFTPOS ☐ Bank Transfer

Date of payment: Receipt issued:

Once completed and signed, please return:

Email: admin@apollofootballclub.org.au

Or deliver in person to: Webb Street, Mount Gambier

Comments:

.....

.....

.....

.....

Should access be required via a Key, the following Authorised person will be held responsible for its security, and the security of our premises.

Authorised Contact Person:

Signed:

Date:.....