



President - Dennis Prendergast
General Manager - Glenn Davey

PO Box 3068, Frankston East, VIC, 3199

9789 3084 (Butler Oval), 0431 777 390 (Mobile)

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APPLICATION FOR THE HIRE OF THE COLLOPY PAVILION

Name: _____

Address: _____

Suburb: _____ Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

I hereby apply for the use of the Collopy Pavilion for the purpose of:

_____ on ____/____/ 20____

Between the hours of * _____ to _____

** 7.30pm is the earliest starting time on a Saturday night*

** 11:30pm is the cessation time of the bar as dictated by liquor licensing*

Approximate number of people attending: _____ (maximum 160 people)

Entertainment type: _____

GENERAL CONDITIONS OF HIRE (please refer to additional terms and conditions on page two):

- Liquor and refreshments MUST NOT be brought onto the premises. All liquor will be supplied by Management. The bar can be stocked with a limited selection of specific drinks upon a request in advance, however the bar will be stocked with our typical range of drinks.
- Assuming the function is held on a cricket match day, hirers can setup for the function from late afternoon. However please be mindful that the facility will also be used by cricket spectators and players until around 7pm.
- A suitable form of identification will be required at times for purchases at the Bar (persons under the age of 18 years will NOT be served or be allowed to drink alcohol – the Liquor Licensing Laws of the State apply).
- The Cost of Hire is **\$100** for most occasions but is subject to change for special events. Such payment MUST be made at least 7 days prior to the Function. A Security Bond of **\$500** is to be paid if advised with credit card details retained. The Hirer is responsible for any damage to the pavilion and surrounds and breakages, and will be provided with Invoices for the amount payable. Additional fee for the use of the kitchen facilities is **\$50**.

I hereby undertake to abide by the General Conditions of Hire and abide by Council's By-Law provisions regarding noise.

Signature : _____

Date : _____





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GENERAL HIRING INFORMATION

- A liquor permit is not required when purchasing liquor from the Club's Bar. All liquor purchased MUST be consumed on the premises.
- A member of the Club will open and close the facility at an agreed time. Should you not adhere to the agreed time by arriving or leaving the facility late, monies may be deducted from your Bond.
- The Frankston Peninsula Cricket Club has a Public Liability Policy which covers Functions run or hosted by it.

REGULATIONS REGARDING CLOSE OF THE FUNCTION

- While Management shall undertake the cleaning of the premises, the rooms should be left reasonably clean. Floors should be swept, spillages mopped up, Kitchen and Toilets to be left in a reasonable state and all rubbish is to be left in rubbish bags (these will be provided).
- The Club's Liquor License expires at 11.30pm. We are able to extend proceedings for half-an-hour but at that time we are not permitted to trade. Patrons must leave the premises by 12.00am at the latest and exit the surrounds in respect of nearby neighbours.

BAR & CATERING ARRANGEMENTS

- The arrangements for the Bar will be negotiated prior to the function. Bar staff are provided and are incorporated into the hiring costs. The following may apply:
 - an amount specified by the Hirer given to the Bar in advance;
 - the Hirer to pay for all or specified liquor consumed at the conclusion of the function;
 - liquor to be purchased by the invited guests;
 - Catering can be provided (Ambience Events & Catering – 0413 651 964) or the Hirer can make own arrangements (additional fee for use of the kitchen facilities is \$50)

PAYMENT

- Payment of the Facility Hire Fee MUST be made at least 7 days before the function. Other payments are to be made following negotiations but certainly by the end of the evening.
- Payments can be made by cash, cheque, direct deposit or EFTPOS.

SECURITY BOND

- A Security Bond of \$500 is to be paid with the Hire Fee if advised. The Security Bond is refundable to the hirer following a satisfactory inspection of the facility.
- While cleaning of the rooms will be undertaken by Management, if the rooms require professional cleaning following the event, payment may be taken from the Security Bond.
- The Hirer is responsible for any damage to the pavilion and surrounds and breakages, and will be provided with invoices for the amount payable, should the Security Bond of \$500 not cover the damages.

Glenn Davey – General Manager, Frankston Peninsula Cricket Club

