

# PETER ROWLAND

## **PMYC Member Private Function Bookings and Venue Hire Agreement**

[as at May 2010]

### **1. DOWNSTAIRS AREA**

#### **Function Catered by Peter Rowland Catering**

For bookings with Peter Rowland Catering please phone 9646 9599 and they will look after all aspects of your function. Please be aware that all PMYC members receive a 12% discount on all food and beverage.

#### **Self Catered Functions**

Bookings are to be made through Michael Broise and then Michael will contact Peter Rowland Catering to book the space.

**Please note that NO THIRD PARTY CATERER IS PERMITTED ON THE PREMISES.  
If catered by a third party, the food must be brought on to the premises by the member.**

#### **Fees**

\$500.00 venue hire fee – to be paid to PMYC office administrator

\$250.00 bond – to be paid to PMYC office administrator

\$155.00 cleaning fee [an additional cleaning fee may be charged if extra cleaning is required; see cleaning and rubbish removal] - to be paid to Peter Rowland Catering

#### **Peter Rowland Catering Staff**

Attendance of Peter Rowland Catering representative for the complete duration of the function, including set up and pack down is required. This person is on the premises to assist with using the kitchen equipment and packing away the storeroom and venue correctly. This staff member is not there to serve food and beverage; however they will assist with the use of kitchen and venue equipment.

Staff rates are as follows;

Monday – Friday           \$38.00 per hour

Saturday & Sunday       \$40.50 per hour

Public Holidays           \$56.00 per hour

The hire fee and bond must be paid to the club administration officer, Margaret Tormai, within 10 days of the booking, or the booking may be cancelled.

The fees due to Peter Rowland Catering must be paid 10 days in advance of the event date.

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## Security

A registered security guard is also required for the whole duration of the event.

Security rates are as follows;

Monday – Friday	\$40.00 per hour
Saturday & Sunday	\$45.00 per hour
Public Holidays	\$60.00 per hour

We recommend that you use Newbreed Security and this can be arranged through Peter Rowland Catering.

The gate must be attended at all times by the security guard when open or unlocked. Please also make sure the gate is shut and locked at all times in the pre and post function time frames. Entry and exit by non members or function support vehicles before and after the function must be supervised by the responsible PMYC member.

## Facilities

Include heating, air conditioning, use of Peter Rowland chairs and tables. Standard use of kitchen includes food warmer/s, dishwasher, bench space, refrigeration and cutlery.

**No glassware or crockery including plates, platters, tea cups, saucers or linen are to be used.**

**The function chairs and tables must NOT be used in any outside areas including the decking.**

They must be returned and stacked in the storage room after use. There are a small number of outdoor chairs and tables available for outdoor use.

Liaison with on site Peter Rowland representatives regarding use of the venue and facilities well before the event is mandatory.

Access to the storage area may require a special key. Please check this matter with the Peter Rowland Catering staff at PMYC.

## Damage or Loss

The customer will be held financially responsible for damage or loss sustained to any items in the facilities, or to the facilities, however caused, by the customer, its servants, officers, contractors, guests, members, patrons, invitees or any other persons associated with them.

## Smoking

Port Melbourne Yacht Club is a non-smoking venue. Provision is made for smokers in designated areas. Clients are asked to ensure that their guests dispose of their cigarette ash, butts and matches thoughtfully, using ashtrays provided.

Any costs arising from the setting off of smoke detectors, whether by unauthorised smoking, or as a direct result of activity generated by the function, will be borne by the client unless caused by the actions of Peter Rowland Catering.

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## Function venue hire and sailing activities

Sailors frequently require boat and driveway access. Minimise disturbance in this regard by keeping the driveway clear as much as possible. In particular, if you are setting up for a function on a PMYC calendar sailing day, vehicle access should be minimal and restricted in the afternoon to the 2.00pm to 4.00pm time slot, and then after 6.00pm.

## Bookings

Other than Peter Rowland catered functions, all bookings are handled initially by PMYC via Michael Broise. Michael can be contacted on 03 9376 5491 (AH) or via email [mbroise@ozemail.com.au](mailto:mbroise@ozemail.com.au)

At initial contact Michael will arrange a provisional booking date and email you a copy of the venue hire agreement. The booking will not be confirmed until monies covering the venue hire fee and bond have been received by PMYC. These monies must be paid in full within ten days of the provisional booking, or the booking and function may be cancelled. .

## General Advice

Some days prior to the function the booking member is advised to liaise with the on site Peter Rowland representatives regarding general aspects of venue use and in particular instruction regarding the use of heating, air conditioning, food warmers, dishwasher, ovens etc if these are required. Please note that even though your function is non PRC catered, their on site representatives are always friendly and helpful. Take the opportunity to benefit from their experience and so enhance your function.

If you will need access to the kitchen or table and chairs storage areas, make sure you have or arrange to have the appropriate key.

## Cleaning and Rubbish Removal

Post function floor washing and polishing will be performed by a contract cleaner. All other aspects of cleaning and rubbish removal are the responsibility of the booking member. Discarded glassware, empty bottles, and food scraps should be placed in the plastic bins situated at the front of clubhouse.

Evening functions - The venue must be cleared and cleaned by 8.00am the following morning.

Daytime functions - The venue must be cleared and cleaned immediately after the function.

## Venue Malfunction

In the event of serious utility malfunction, failure or emergency please contact Geoff Graco 0417 371 497 or Michael Broise 0413 886 060.

## Onus / Responsibility

The booking member is responsible for all aspects of security. Any damage or breakages incurred in relation to the event is the responsibility of the booking member, who must make good or pay for any such damage or breakages.

## Exclusions

The venue is not available for 18th birthday parties.

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## 2. UPSTAIRS AREA

This is the club lounge area and is not available for exclusive use for private member functions. However member chaperoned use of the area for small gatherings and meetings is encouraged [less than 20 adults].

Bookings are made via Michael Broise.

The venue booking fee is \$60 and must be paid to the administration officer, Margaret Tormai, within 10 days of the booking.

Security is the responsibility of the booking member. The gate should not be opened or left unlocked unless a member is in attendance at the gate.

Clean up/waste removal etc is the member's responsibility. A cleaning fee may apply if the venue is left in a poor state of cleanliness.

No vehicles are to be parked in the driveway.

I/We \_\_\_\_\_ [Name] \_\_\_\_\_ [Membership Number]

at \_\_\_\_\_ [Address] \_\_\_\_\_ [Postcode]

Agree that I/We have read, understood and accepted the above hire agreement.

Venue where event is being held: Port Melbourne Yacht Club

Date of Event \_\_\_\_\_

Function Type \_\_\_\_\_

Expected Guest Numbers \_\_\_\_\_

Please sign and send original copy along with the venue hire payment and bond to Port Melbourne Yacht Club.

Signature \_\_\_\_\_ [Date] \_\_\_\_\_