

## Conditions and Guidelines For Use of RANSA Facilities By Members For Private Functions

### General

As a benefit of Membership, we want Members to enjoy the use of RANSA facilities. With hire of the facilities come a number of conditions and a level of responsibility that you are required to respect and endorse. It is likely that many of your guests are not Members of RANSA and we ask that you make them aware of the culture of respect that we have for our Club and fellow neighbours.

It is important to remember that Club hire is limited to **Members only** and is on a non-exclusive basis. RANSA is available to all Members 365 days of the year and Members may access the Club to get to or from their boat. You will find that Members who are not a part of your function will quietly go about their business and not interfere with your function.

The Whaler Bar and the Focsle are NOT part of the Venue Hire and is reserved for non-attending members only. These two areas maybe available under special circumstances if approved by the Squadron Committee (Board) prior.

**COVID NOTE:** Presently there is no COVID venue capacity restrictions or special requirements.

Members who are not hiring the Club will respect function attendees, however hirers must remember that this will also mean Members may need to use Club amenities (i.e. bathrooms) while a function is in progress. Please remind your guests, who may not understand the RANSA culture, that this has been an integral part of RANSA's operation for many years.

### Hiring Fees

Function Type	Expected Hire Time or Use	Hire Fee	Bond
Wedding without Caterer or Galley use. Member, Immediate Family	Wedding with decoration. Bump In: Note 1 -, Bump Out: 2300 (more than 8 hours including set up and pack down) Note Café operation	\$1,200 Plus GST	\$500 (refundable upon return of function key, cleanliness, return of borrowed items & decorating damage inspection)
Wedding as above but for a Friend of Member		\$1500 Plus GST	As above
Half day hire with use of Rushcutter Room, private catering or Navy Bear in Galley Member and Immediate Family	More formal party with catering. Bump In: 1600 Note 1, Bump Out: 2300 (up to 8 hours including set up and pack down). Note Café operation	\$500 Inclusive GST	\$500 (refundable upon return of function key, cleanliness, return of borrowed items & damage inspection)
Half day hire with use of Rushcutter Room, private catering or Navy Bear in Galley Members Friend	More formal party with catering. Bump In: 1600 Note 1, Bump Out: 2300 (up to 8 hours including set up and pack down). Note Café operation	\$770 Inclusive GST	\$500 (refundable upon return of function key, cleanliness, return of borrowed items & damage inspection)

Half day hire with use of Rushcutter Room, private catering or Navy Bear in Galley Semi Commercial IE Members Work Christmas Party etc	More formal party with catering. Bump In: 1600 Note 1, Bump Out: 2300 (up to 8 hours including set up and pack down). Note Café operation	\$990 Inclusive GST	\$500 (refundable upon return of function key, cleanliness, return of borrowed items & damage inspection)
Deck & BBQ use only ½ day less than 25 people	Casual afternoon birthday or gathering self catering with calendar entry for priority availability of BBQ and limited area. Note Café operation. Note 2	\$100 Inclusive GST	Not required but general cleanliness, return of borrowed items & damage conditions apply
Deck & BBQ use only ½ day more than 25 & no more than 50 people	Casual afternoon birthday or gathering self catering with calendar entry for priority availability of BBQ and limited area. Note Café operation. Note 2	\$150 Inclusive GST	Not required but general cleanliness, return of borrowed items & damage conditions apply
Full day classroom hire Rushcutter Room	All day sailing class or training event or for stowage of function items. Note 3. Calendar entry with event booking	\$150 Inclusive GST	Not required but general cleanliness & damage conditions apply
Half day classroom hire Rushcutter Room	Sailing evening class or meeting/presentation or for stowage of function items stowed Friday evening. Note 3 Calendar entry with event booking	\$110 Inclusive GST	Not required but general cleanliness & damage conditions apply
Commercial Hire of Venue	Major Function, Market Day, Commercial Enterprise	\$1200 Plus GST	\$500 (refundable upon return of function key, cleanliness, return of borrowed items & damage inspection)
Special Events	Quoted On Request		

#### **Note:**

1. Full day hires when the café is operating will involve limitations on pre-event venue setup from 1400 as the café is operating until 1600. The RANSA Office will work with you to accommodate your plans. You may start setting up on evenings prior to the event after 1600. Also the Café management are approachable and are keen to work with you by prior arrangement to ensure a successful function.
2. The Deck & BBQ area booking is to enable RANSA members to bring family and friends to RANSA for an informal casual function. You will need to negotiate with the RANSA Office & Café staff for area you can use on the Quarterdeck or inside deck before 1600. You are not to overrun the café operation seating area. Be discreet. It is recommended you organise your function Post 1400 to minimise interference of Café patrons. If you want to start earlier in the day you need to discuss your requirements prior to your function with the inhouse caterers.
3. RANSA Members hiring for full or half day functions may hire part of the Rushcutter room for up to 3 days before and 1 day after your function to stow decorations and equipment discreetly as directed by the office staff. This is not to interfere with training or sailing classes.

#### **Bond**

A bond of \$500 is required with the appropriate hiring fee. The booking will not be considered valid unless a bond and the hiring has been paid and approved by the RANSA Office. Bond will not be returned until one week after your event to ensure due diligence by RANSA volunteers and staff.

If using the RANSA PA or microphones an additional bond of \$500 is required.

Payment of the bond and hiring fee is an acceptance of these terms and conditions. The bond will be returned upon return of the function key and inspection of facilities for cleanliness, damage. Any formal noise complaint upheld will automatically mean forfeiture of bond and potential disciplinary action.

You will need to arrange with the RANSA office to pickup and return the Function Key.

**Note:** Please refer to the checklist of duties to avoid any missed responsibilities, especially **what**

It is often noted that contracted caterers will come and go without much regard to the facility they are hiring, please take note of and don't assume that they have cleaned the area as well as you would have if you wish to have your bond returned in full.

### **Bump In/Bump Out**

There are times when other Members may want to hire RANSA on the day following your function or the Club may be in use for an official Club function. It is a condition of hire that the Club is appropriately cleaned and useable for the next day. If the Cafe is open the following day **all cleaning must be completed by 07:00 the following day for Navy Bear to operate effectively. Complaint from Navy Bear will incur automatic cleaning fee deducted from bond.**

The Rushcutter Room, boatshed and outside area must be left clean and tidy. For clarification of expectations please refer to the attached checklist. The required products to clean the areas used are onsite and available for use free of charge.

### **Café**

Navy Bear café will be operating 7 days a week 07:00 to 16:00 and therefore function times and bump out needs to take into consideration the cafe operation of the inside Deck and Quarterdeck spaces to ensure they have adequate space for café patrons. If you are planning a large function Navy Bear will provide a catering quote. It is recommended that you discuss your bump In & Bump Out requirements with them and the RANSA Office and any decorations being planned that could impact on their ability to trade. The Café management are happy to discuss your bump in requirements and work with you as long as your requirements do not impede their customers

## Guidelines to Members

Application for use of the function facilities and/or Rushcutter Room must be made in writing using the RANSA Application For Private Function Hire Form stating the following:

- purpose of function (i.e. 30<sup>th</sup> birthday)
- estimated number of people attending
- time required for your function at RANSA
- contact details for responsible RANSA Member

### Note:

- **RANSA does not hire Club facilities for 18<sup>th</sup> birthdays**
- **For 21<sup>st</sup> birthday functions it is recommended that you hire a security guard**

This hiring agreement must be signed by the responsible Member as acknowledgement of the conditions and responsibilities for a function hiring at RANSA.

The function hiring fee and bond is to be paid (in full) to RANSA at least **one week prior to the function being held**.

## Fire Risks

Candles and open flames pose an extremely high fire risk in a timber building and as such are not permitted for use. Fire extinguishers are located at strategic positions within the Clubhouse. Under no circumstances are fireworks, sparklers or candles to be used, other than briefly and under the continuous supervision of the hirer, in, for example, a birthday cake. The hirer is expected to comply with laws relating to fire safety.

Smoking is only permitted around the outside perimeter of the RANSA Clubhouse. Please provide receptacles for guests to dispose of their cigarette butts rather than disposing them in our beautiful harbour.

## Cleaning

Receptacles are provided for recyclable products such as bottles. Bins are provided and are located in the bin storage area outside the main entrance to RANSA. It is the responsibility of the hirer to ensure that all rubbish bins are cleared from the inside of the Club at the end of the evening.

Cleaning includes (but is not limited to) sweeping the boatshed floors, cleaning BBQ - if used, ensure toilet / change room areas are clean and toilet paper and paper towels available. Ensure the inside deck and Quarterdeck areas are clean and furniture returned to its prior positioning. The toilets and all other access areas are to be checked locked up on completion of your hire. A checklist of cleaning activities and responsibilities is included with this hiring agreement. The RANSA office can provide further instruction on equipment use such as the BBQ.

## Alcohol

You are welcome to bring your own alcohol to serve guests at your function provided the Bar is not open. With respect to RANSA's licensing arrangements alcohol cannot be sold in or around RANSA. We also ask you to observe a responsible service of alcohol. RANSA periodically runs RSA courses for Members wishing to volunteer for Bar Duty and you are encouraged to attend if considering hiring of the Club.

## Hire Period Conclusion & Noise

RANSA has maintained a strong relationship with its neighbours on New Beach Road for many years. Please be conscious of the noise levels of your music and/or performers during your event and particularly when your guests leave. Outside speakers are not available for evening functions as part of RANSA's consideration for our neighbours.

The boatshed **must be completely vacated by 2330** with all guests leaving in a quiet manner and with greatest respect to local residents. Therefore, Members' Guests should be advised functions **conclude no later than 2300** in order to vacate the Club **before 2330**. Should your guests want to continue their

celebrations into the late hours there are a number of late night venues in Rushcutters Bay, Double Bay and Paddington. Failure to comply will result in bond forfeiture &/or Member disciplinary action.

### **Damage to RANSA Property**

RANSA accepts normal wear and tear of equipment. However, all damage to RANSA property and chattels must be reported in writing to the RANSA office with a commitment to pay for the repair and/or replacement of anything damaged as a part of your function.

### **Matters not provided for**

The Management Committee of RANSA and its duly elected office bearers shall have the authority to regulate any matter concerning the Club premises and the Hirer shall be bound by any such action.

### **Note:**

RANSA has a CCTV system with remote access to enable key Committee members to view live or archived data if a complaint is received during or post an event.

### **Safety and Liability**

The Hirer must bring to the attention of attendees that their function is subject to provisions of the Civil Liability Act (2002). Notices may also be posted in the premises and risk warnings must be observed. RANSA, its servants and agents are not liable for any loss or injury which occurs on or near its premises.

### **Members Responsibility**

If there was any damage or a function incident that could adversely impact RANSA it is the Hirers responsibility to report this to the RANSA office within 24 hours of the conclusion of the function.

Thanks for considering RANSA for your function. We will do all we can to ensure your function is a success and will support all reasonable requests within the confines of this RANSA Function Hire Agreement.

Hirer Name: \_\_\_\_\_ Function Date: \_\_\_\_\_

Signed: \_\_\_\_\_

RANSA Office approved: \_\_\_\_\_ Date: \_\_\_\_\_

House Committee Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## RANSA CLUB HIRE CLEANING AND PACK DOWN CHECKLIST

ITEM	COMPLETED
All rubbish collected from galley, boatshed, Rushcutter Room, outside area and bathrooms collected and placed in outside bins. <ul style="list-style-type: none"> <li>General waste placed into bins with no hole in lid &amp; placed in Dumpsters in enclosure outside along the Bar wall.</li> <li><b>Bottles only</b> are to be placed in bins with holes in the top. These bins are to be placed in the Enclosure containing the Main Switchboard.</li> </ul>	
Outside tables (if used) stacked in the northern corner of the sea wall. Except large timber tables.	
Plastic chairs (if used) to be stacked and returned to storage area.	
Umbrellas (if used) to be returned to storage room	
All doors and windows closed and non-essential lighting switched off	
Bathrooms – check for rubbish and uncleanliness of toilet bowls and urinal, switch off lights and lock doors with Member key	
BBQ (if used) – gas turned off & locked with Member key, clean grills and hot plates and close BBQ lids and lock them closed	
Decorations removed without damage to building i.e. staples	
Both green entrance doors closed & locked	
<b>Quarterdeck &amp; Inside Deck</b>	
Replace all café furniture to its allocated position.	
Sweep areas and ensure all debris removed.	
Fairy Lights and other decorations are to be removed unless prior arrangement with the Rear Commodore.	
Place all furniture back in place or as discussed with the RANSA Office and Caterers.	
<b>Rushcutter Room</b>	
Floor wiped clean	
Lights, fans, and wall heaters switched off	
Close Concertina doors and lock with function key.	

**Note:** Cleaning equipment can be found within the cleaning cupboard in the storage room.