



# Venue Hire Information

**Officer Sports Club Inc**

ABN 76 448 531 769

**Rob Porter Recreation Reserve**

20 Starling Road OFFICER VIC 3809

PO Box 436 OFFICER VIC 3809

E: [bookings@officersportsclub.com.au](mailto:bookings@officersportsclub.com.au)

P: 0418 381 579

PART A: Hirer Details					
Organisation/Individual Name		ABN			
Are you a Community group or a Not for Profit?					
Address					
Suburb		State		Postcode	
Contact Person (Main)					
Phone		Email			
Contact Person (Other)					
Phone		Email			
PART B: Function Details					
Type of Event					
Event Description					
Number of persons attending					
Preferred Date(s)					
Event Start Time		Event Finish Time			
How much time will you need before the Event Start Time to set up? <i>(Additional charges may apply, see Page 3)</i>					
How much time will you need after the Event Finish Time to tidy up? <i>(Additional charges may apply, see Page 3, the rooms must be vacated by 12:30am)</i>					
Preferred Set Up Time					
Any 3rd-party suppliers (not inc caterers) involved					
Will the Function be serving food? Yes/No			<i>If "Yes" complete Part C</i>		
Does the Function need kitchen access? Yes/No			<i>If "Yes" complete Part C</i>		
Does the Function need non-alcoholic beverages served? Yes/No			<i>If "Yes" complete Part D</i>		
Does the Function need alcoholic beverages served? Yes/No			<i>If "Yes" complete Part D</i>		
Briefly describe the room set up. We have 16 round tables seating 8-10px, 6 tall square tables with stools, 3 long tall rectangular tables as well as 10 Square tables (size 800 x 800).					

## PART C: Food

Describe for us the type of food you will have and how it will be prepared and served					
Will you need to use our Kitchen? Yes/No					
Will you be engaging an external caterer? Yes/No					
If "Yes" please provide caterer details					
What equipment do you need?					
Combi Oven		Stove Top/Oven		Fridges/Freezers	
Dishwasher		Deep Fryer		Bayne Maree	
Crockery		Cutlery		Cool Room	
Other					

## PART D: Beverages – Non-Alcoholic and/or Alcoholic

<b>A</b>	This function only requires tea and coffee made available to guests Yes/No	
<b>B</b>	This function only requires soft drink and water available for purchase Yes/No	
<b>C</b>	This function requires alcoholic beverages to be served Yes/No	
<b>D</b>	This function requires a mixture of all of the above (provide detail)	
How are the Beverages being paid for?		
<b>[A]</b> Guests will pay themselves		<b>[B]</b> We require a tab/ticket to be running
<b>[C]</b> We require a mixture of [a] and [b]		<b>[C]</b> Other
<i>The Officer Sports Club has its own Liquor License and at all times adheres to the strict terms and conditions enforced by Liquor Control Victoria. The hirer and/or their guests <b>cannot</b> BYO alcohol.</i>		
Will there be people under the age of 18 attending? Yes/No		If "Yes" how many?

### Beverages Required (Tick what's required, more detail on types and brands can be discussed later)

Beer (On Tap)#		Beer (Cans/Stubbies)	
Wine (Red/White) by Glass & Bottle		Spirits (RTD's only)	
Ciders		Soft Drink	
Sparkling Wine		Bottled Water (plastic)	
Any Others (not listed)			

*# Beer on tap is subject to the function size. We normally have Carlton Draught, Carlton Dry & Great Northern Super Crisp. Running all three at once is also subject to the function size. Let us know of your preference.*

<b>Bar Staff</b>			
<p><i>Under Liquor License rules the Officer Sports Club must supply Responsible Serving of Alcohol (RSA) qualified staff to serve alcohol. To ensure your function runs smoothly the number of staff required is as follows: Guests 0-25: require one RSA staff member, Guests 25-150: require two RSA staff members, Guests 150 and above: require three RSA staff members. Each staff member is charged out at \$50 per hour.</i></p>			
Number of Guests (as listed above)		No. of Bar staff required	
<b>Security</b>			
<p>Depending on the type of event professional security may be required. It is the hirer's responsibility to engage professional security. The hirer must provide to the OSC no later than 7 days before the event the name of the security company, a mobile and email address as well as proof of booking with that agency.</p>			
Has the OSC determined Security is Required?		If "Yes", how many are required?	
Security Company Information (Address, contact no, email)			
<b>Other Information</b>			
Any other information we should know:			

<b>This for has been completed by:</b>	
NAME: (Please print)	
SIGNATURE:	DATE:

**Please ensure that all relevant sections are completed as this will assist the Officer Sports Club being able to produce an accurate function cost estimate for you.**

**Send all the documentation to:** [bookings@officersportsclub.com.au](mailto:bookings@officersportsclub.com.au)

#### **Additional Fees and Charges**

The OSC may (at its discretion) charge for additional equipment, facilities or request upon our resources (time) before, during and after a booking.

1. The OSC is a multi-use venue and there will be times when set up and the removal of customer owned or hired equipment will have to made in consideration of pre-existing use by another hirer or the sporting clubs.
2. In some situations, an additional fee of \$25 per visit will be charged for an OSC representative to attend site to meet third party contractors with or on behalf of the hirer.
3. Third party hired equipment like slushy machines that will require our Bar staff to serve will attract a surcharge (TBC).