

13/04/2018

Dear

Re: HIRE OF RACE COURSE GROUNDS & FACILITIES

Thank you for your enquiry regarding function venue hire at the Racecourse. I can confirm _____ is currently available. If you would like to secure this date, please return the booking form with your deposit as soon as possible.

The current facilities available include:

- Fully operational Bar with two drinks fridges and sinks
- Operational commercial catering kitchen complete with freezer, fridge, stoves, ovens and warmers
- Split level entertainment area for 300 cocktail, 100 sit down or 300 conference with disable access
- Picturesque views of the Clare Valley Vineyards, race track and surrounding hills
- Air conditioning and heating
- Male and female toilets including disabled facilities
- Car parking must be outside the lawn area **MUST**
- Shaded and grassed area surrounding the Pavilion
- Open large windows providing light and views
- Camping available, forms need to be filled out, contact the secretary!

We need to know if you are booking the club for more than one day as hire prices are for each day:

24hour hire (Saturday- Sunday) \$1395 + \$300 refundable bond

3 day hire (Friday PM- Monday AM) \$1850 +\$300 refundable bond

Keys can be picked up the day before, please contact Tanya 0447271840

Deposit required confirming your booking	\$100
Balance due 30 days prior to event	
Refundable Bond	\$300

Please do not hesitate to contact me should you have any further questions or queries about the facility or regarding your booking on 0447 271840.

Yours sincerely

Tanya Bertelsmeier
Club Secretary

Terms & Conditions of Hire for Clare Valley Race Club
The hiring conditions applied for the Race Club Facilities, are as follows:-

All bookings are tentative until a deposit has been received by the Hirer and should be no later than four weeks prior to the event. A bond of \$300 is required and will be returned to you after the hire period and upon inspection of the facility by CVRC Staff to ensure that the facility has been left in a satisfactory condition. The deposit fee is not refundable. Full payment is required 10 days prior to the hire period taking place.

We ask all hirers to inspect the premises before setting up. Please notify the Club immediately if anything (such as broken windows, etc.) is not in working order or broken to protect yourself against any possible subsequent claims against your Bond money. This inspection and check must be performed on Friday afternoon prior to the booking.

It is the hirer's responsibility to leave the complex and Grounds, after the function, in a clean and tidy condition and to return the keys to Tanya Bertelsmeier 0447 271 840 Monday following the hire period. The following areas will be checked prior to your collection of the keys, and will be re-checked after the keys have been returned.

If everything is in order, your bond money will be refunded to you in full. A checklist is as follows:

- Urns and Bain Marie - to be left dry, clean and turned off
- Lights – to be turned off
- Fridges/Freezers - to be turned off, wiped out and left empty and dry
- Gas - to be turned off at the cylinders
- Stove and Ovens - to be scrubbed & cleaned & left in working order
- Patrons must supply own dishwasher detergent, (NB doesn't take the tablets)!
- Security must be booked for 21st and its 1 security guard per x100
- No glass outside main complex!!!
- Toilets - Will be set up with paper and hand towels, but not soap. **Only one lot of toilet paper will be arranged by club**
- Any extra required to be supplied by the hirer. To be left clean, mopped and basins and toilets wiped.
- Floors - to be vacuumed and washed if heavily soiled (vinyl / cement) or just vacuumed (carpet). All stains to be reported to the Club for spot cleaning, **please bring your own vacuum.**
- All facilities to be in working order
- Tables and chairs to be put to one side and stacked
- No fires to be lit at any location on the grounds
- All Rubbish to be removed from site before end of hire period unless by prior arrangement.
- No Vehicle to be driven or parked on grassed area around the Function facility. All gates to be locked prior to guests arriving.
- Driving across track to centre of track will only be permitted by prior arrangement
- Cigarette butts are to be cleaned up and disposed of
- All empty cans, bottles are to be either removed from the grounds, or left in the bins provided for recycling

Additional Information :

- Cleaning Equipment (mops, buckets, brooms, etc.) is kept in the kitchen and cleaning products under the sink cupboard.
- Tea Towels are not provided.
- 70 of each type of crockery are kept in the front cupboards. If more are required, you will need to source these from a third party. You will need to bring a bucket for collecting rainwater in the kitchen.

- Car Parking is not permitted on the lawn areas. Guests' cars must be parked outside the fenced area.
- Any damages that exceed the bond will be invoiced out to the hirer.
- Rubbish is to be removed from the complex and grounds by the hirer – if the hirer is unable to do this the CVRC will organize for this at an extra cost.
- Curfew time for all events is 2.00am. Please ensure all your guests have left the grounds by this time.
- No furniture is to be removed from building

Emergency's please call David on 0447 271 840

****If the hirer does not leave the complex in a satisfactory state an additional fee of \$150 cleaning fee and (or) your bond will be charged****

Smoking is NOT permitted inside the complex or any other building

If this is not adhered to the hirer will lose their bond

Hire Booking Sheet for the Clare Valley Racing Club

Booking Name		Email Address	
Contact Name		Contact Telephone	
Address		Post Code	
Alternative Contact		Contact Telephone	
Date of Function		Number of People	
Event Start Time		Event Finish Time	
Style	Cocktail Sit Down Conference	Event Occasion	Wedding Party/Celebration Conference Other
Key Pick up	Contact Clare Racing Club 0447271840		
Pick Up Date		Pick Up Time	
Return Date		Return Time	
Suppliers	If suppliers are delivering or collecting goods from the Club please provide their details		
Supplier 1		Telephone	
Supplier 2		Telephone	
Supplier 3		Telephone	

PAYMENT DETAILS				
Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Name on Card Card Number Signature	 	CCV Expiry 	
Cheque: <input type="checkbox"/>		<i>Please make cheques payable to the Clare Valley Racing Club and write this code along with your surname on the back of the cheque: HIRE date</i>		

Electronic Funds Transfer: <input type="checkbox"/>	EFT Details: ANZ <div style="display: flex; justify-content: space-around;"> BSB ACCOUNT 015 552 382203048 </div> <p><i>Please use this code followed by your surname in the reference field: HIRE+date</i></p>
Cash	Please contact the Event Manager on 0447271840 to make suitable arrangements for cash payments and a receipt for payment.

I/We the undersigned hereby understand and agree to the Terms & Conditions for Hire of the Clare Valley Race Club

SIGNED	Print Name	Date
SIGNED	Print Name	Date

Please return this form with payment to Clare Valley Racing Club, PO Box 691 Clare SA 5453 or cvrc@bigpond.com

CLARE VALLEY RACING CLUB INC.



JIM BARRY WINES



Taminga *Field*

