



Pemberton Community Sports Club Inc.

1 Club Road, Pemberton WA 6260 M: PO Box 302, Pemberton WA 6260

P: (08) 9776 1066 E: admin@pembertoncsc.com.au

W: www.pembertonsports.com.au

FUNCTION/EVENT BOOKING FORM

The completed form needs to be emailed to admin@pembertoncsc.com.au

Proposed Function Date and time:	Member Event: Yes <input type="checkbox"/> No <input type="checkbox"/>	# attending:
Event Proposed By:	Phone:	
Contact:	Email:	
I have read and accept the Terms and Conditions outlined on Pages 5 - 9 Yes <input type="checkbox"/> Date: _____ (please sign)		
I understand there is a non-refundable booking fee of \$10 (for non-PCSC Club Members) for this application Yes <input type="checkbox"/>		

Please write down a detailed description of you proposed event:

Additional information:

Is catering required?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Caterer:
Is this a closed / private event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Details:
Is the Sports Oval required for this event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Shire booking form completed Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to download the Shire of Manjimup Sporting Fields & Ovals Booking Form

Outline in detail what you will require from the Pemberton Community Sports Club for this event?

Please indicate what you require on the Facility Hire Fees & Conditions attached

Submitted By:	Date:
Received By:	Date:

Office Use only:

PCSC Executive Committee Approved:	PCSC Administration:
Signed:	Invoice #:
Date:	Calendar updated <input type="checkbox"/> Date:
Copy of completed Booking Form emailed to Hirer <input type="checkbox"/>	



Facility Hire Fees and Conditions

The fees listed below may be charged in conjunction with Facility Hire Fees:

Facility Bond – Low = Nil, Medium = \$500, High = \$1000

Extraordinary cleaning fee = \$45.00

Utility Fee (Water & Power) = \$21.50 per room

Key Bond (if required) \$50.00 which is refunded when key is returned

Full Complex Hire

Hire	Daily	\$1750.00	<input type="checkbox"/>
	Facility Bond - Medium Risk	\$500	<input type="checkbox"/>
	Facility Bond - High Risk	\$1000	<input type="checkbox"/>
	Cleaning Fee (per hour)	\$65.00	<input type="checkbox"/>
	Extraordinary Clean (per hour)	\$45.00	<input type="checkbox"/>
	Utility Fee (Water & Power) per room	\$21.50	<input type="checkbox"/>
	Key Bond (per key)	\$50.00	<input type="checkbox"/>

Indoor Stadium Hire – 2 courts available

Sport	Use of courts with Lights (per hour, per court)	\$50.00	Court 1 <input type="checkbox"/>	Court 2 <input type="checkbox"/>
Seasonal Sports	Use of courts with Lights (per hour, per court)	\$25.00	Court 1 <input type="checkbox"/>	Court 2 <input type="checkbox"/>
School Booking	Schools – Occasional bookings (per hour, per court)	\$32.20	Court 1 <input type="checkbox"/>	Court 2 <input type="checkbox"/>
Non-Sport	Other than sports (per hour) Inclusive of both courts	\$118.70	<input type="checkbox"/>	
	Other than sports (half day up to 4 hours) Inclusive of both courts	\$437.40	<input type="checkbox"/>	

Additional charges – Stadium Non-Sport Hire

Hire	Stadium floor protection required when chairs and tables used in stadium	\$60.00	<input type="checkbox"/>
	Chairs (per Chair)	\$2.50	<input type="checkbox"/>
	Tables (per Table)	\$10.00	<input type="checkbox"/>
	Setup/pack up cost for chairs and tables	\$160.00	<input type="checkbox"/>



Facility Hire Fees and Conditions

Community Centre Kitchen

Hire	Kitchen Hire	per booking	\$65.50	<input type="checkbox"/>
	Kitchen Hire	Full day (>4hrs)	\$235.00	<input type="checkbox"/>
	Cleaning Fee (per hour)		\$65.00	<input type="checkbox"/>
	Extraordinary Clean (per hour)		\$45.00	<input type="checkbox"/>

Squash Courts

Hire	Available to hire during sports club opening hours (per hour, per court) Minimum one hour		\$22.00	<input type="checkbox"/>
	Schools – Occasional bookings (per hour, per court) Minimum one hour		\$17.00	<input type="checkbox"/>

Mezzanine Floor Level

Hire	Sport/Fitness – Seasonal bookings (per hour) Minimum one hour		\$25.00	<input type="checkbox"/>
	Sports/Fitness – Occasional booking (per hour) Minimum one hour		\$42.45	<input type="checkbox"/>

Karri & Jarrah Rooms

Pemberton based Sporting Group, Not for Profit/Charity

Hire	per hour		\$32.00	<input type="checkbox"/>
	Half Day (<4 hours)		\$62.00	<input type="checkbox"/>
	Full Day (>4 hours)		\$85.00	<input type="checkbox"/>

General Public/ Government Agency/ Commercial Entity

Hire	per hour		\$65.00	<input type="checkbox"/>
	Half Day (<4 hours)		\$125.00	<input type="checkbox"/>
	Full Day (>4 hours)		\$220.00	<input type="checkbox"/>

Marri Room

Pemberton based Sporting Group, Not for Profit/Charity

Hire	per hour		\$32.00	<input type="checkbox"/>
	Half Day (<4 hours)		\$52.00	<input type="checkbox"/>
	Full Day (>4 hours)		\$77.00	<input type="checkbox"/>

General Public/ Government Agency/ Commercial Entity

	per hour		\$35.00	<input type="checkbox"/>
	Half Day (<4 hours)		\$65.00	<input type="checkbox"/>
	Full Day (>4 hours)		\$100.00	<input type="checkbox"/>



Facility Hire Fees and Conditions

Additional Charges – with room hire only

Liquor Permit	When alcohol consumed as part of booking	\$150.00	<input type="checkbox"/>
Cleaning Fee	When food consumed as part of booking (per hour)	\$65.00	<input type="checkbox"/>
	Extraordinary Clean (per hour)	\$45.00	<input type="checkbox"/>
Tea/Coffee station	Includes urn, cups, tea/coffee/milk/sugar, tap water	\$35.00	<input type="checkbox"/>
Projector hire*	Projector screen available on request, otherwise blank wall screen	\$35.00	<input type="checkbox"/>
Portable speaker and microphone**	**\$200 Bond required	\$35.00	<input type="checkbox"/>
	AV Equipment	\$50.00	<input type="checkbox"/>
Equipment	Chairs (per chair)	\$2.50	<input type="checkbox"/>
	Tables (per table)	\$10.00	<input type="checkbox"/>
	Setup cost for chairs and tables	\$60.00	<input type="checkbox"/>

Pemberton Sports Club Licensed Areas

You will need to be a Pemberton Community Sports Club Member to be able to hire any of the licensed areas.

* All bookings will be subject to Kitchen Lessee approval

** Non-members permits may be required for special events

Function Room (Bar and Restaurant area)

Within Sports Club normal trading day hours (Tues–Sat 4pm – closing)

Function Room only	\$165.00	<input type="checkbox"/>
Function Room with Tea & Coffee supplied	\$215.00	<input type="checkbox"/>
Function Room with basic canteen use	\$265.00	<input type="checkbox"/>
Cleaning Fee (per hour)	\$65.00	<input type="checkbox"/>
Extraordinary Clean (per hour)	\$45.00	<input type="checkbox"/>
Commercial Kitchen	On application	<input type="checkbox"/>
<i>Please note: we cannot hire the Commercial Kitchen if the Restaurant is leased</i>		

Additional charges - For functions held outside Sports Club normal trading day/hours

Out of hours opening/closing Fee	\$120.00	<input type="checkbox"/>
For each staff member when licensed bar required (per hour)	\$70.00	<input type="checkbox"/>
Cleaning Fee (per hour)	\$65.00	<input type="checkbox"/>
Extraordinary Clean (per hour)	\$45.00	<input type="checkbox"/>



Facility Hire Fees and Conditions

Function Room (Boardroom)

Boardroom only (per hour)	\$55.00	<input type="checkbox"/>
Function Room with Tea & Coffee supplied	\$70.00	<input type="checkbox"/>
Cleaning Fee (per hour)	\$65.00	<input type="checkbox"/>
Extraordinary Clean (per hour)	\$45.00	<input type="checkbox"/>

Not for Profit/Charity

Season Rate per Day	\$55.00	<input type="checkbox"/>
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General Members

Half Day (<4 hours)	\$85.00	<input type="checkbox"/>
Full Day (>4 hours)	\$120.00	<input type="checkbox"/>
Cleaning Fee (per hour)	\$65.00	<input type="checkbox"/>
Extraordinary Clean (per hour)	\$45.00	<input type="checkbox"/>

Outside toilets

Cleaning fee (per hour)	\$65.00	<input type="checkbox"/>
Extraordinary Clean (per hour)	\$45.00	<input type="checkbox"/>

The above hire fees have been set by the Pemberton Community Sports Club Executive Committee and may be altered at their discretion.

Terms & Conditions of Pemberton Sports Club facility hire.

Alcohol

- Hirers of the Pemberton Community Centre (Stadium) or Jarrah & Karri Rooms proposing that liquor be sold either at a bar or by way of inclusion in catering costs associated with the use of the facility, will require an extended trading permit liquor license from the Department of Racing, Gaming & Liquor. The permit will be applied for by the Pemberton Community Sports Club and the cost (set by Racing, Gaming & Liquor WA) will be additional to the Hire charges (see page 4).
- The Executive Committee and the Bar Manager reserve the right to refuse entry and/or service to any person unsuitably attired, intoxicated or misbehaving
- Strictly **NO** alcohol is to be brought into the licensed areas by the hirer or their guests.
- Specialty wines or beers may be ordered by arrangement with the Bar Manager at least 1 month before the event.
- Bar tabs **MUST BE** secured using a valid credit/debit card prior to the beginning of the event/function with the Bar Manager. **All tabs are to be paid in full at the conclusion of event/function.**

Decorations

- Set up timing, decorations and pack up must be arranged with the Bar Manager or Administrative Officer prior to the event.
- Club Trophies, honour boards, photos or club notices are not to be removed from walls or shelves.



Facility Hire Fees and Conditions

- The Pool/Snooker tables are not to be moved without prior permission.
- Additional equipment or furniture required by the hirer must be arranged and paid for by the hirer at their own expense. This arrangement must be agreed with the Administrative Officer or Bar Manager.
- The PCSC provides its own sound system and televisions, which are available for hire upon request.

Smoking

- All Pemberton Community Sports Club facilities are strictly designated as non-smoking, non-e-cigarette, and non-vaping venues. The hirer shall assume the responsibility of enforcing this prohibition.

Period of Hire

- All functions are to conclude by the confirmed booking end time (stipulated on this form), cleaned and vacated (including any hired PCSC equipment) within the agreed time (as per booking form), unless otherwise arranged.

Seasonal Hirers

- Seasonal Hirers must notify the Pemberton Community Sports Club of any additional or special events planned throughout the season at the earliest convenience
- Seasonal Hirers must supply fixtures and updates for all grades when compiled and/or amended.
- Seasonal Hirers will be charged a cleaning fee for use of outside public amenities when utilised by their players/supporters
- Verandah area to be left clean & tidy, all rubbish to be put into bins provided, otherwise a cleaning fee/and or an extraordinary cleaning fee will be charged.

Care of Premises

- The hirer must leave the premises in a 'as found' condition and all goods, properties or materials brought in by the hirer must be removed from the premises. Tables and chairs should be stacked and returned to where they were found., otherwise a restacking fee will be charged
- Kitchen: washing up of dishes, utensils, bench surfaces, floor etc. is to be done before departure on the night, otherwise a cleaning fee/and or an extraordinary cleaning fee will be charged.

Bond/Licensed area

- When Restaurant/Function space plus full kitchen and bar facilities are being hired, an additional bond of (Low = Nil, Medium = \$500, High = \$1000) is required. This amount will be refunded or deducted from the amount owing (less any costs incurred such as breakage, damage, use of supplies, removal of stains on carpets) within 7 days after the event, at which time any remaining payment is due.
- At the conclusion of a booking, the facility must be left in the same condition as when the booking commenced.

Pemberton Community Sports Club - Courts

- Court surfaces must be protected from damage, scratches and dents to negate this PCSC floor protection products must be used in all instances where items placed on the floor may cause damage. **Note : It is strictly prohibited within the PCSC Complex to wear high heels or any**



Facility Hire Fees and Conditions

similar footwear that could cause damage to the court surface.

- At the conclusion of a booking, the facility must be left in the same condition as when the booking commenced. Example, if the netball posts are in place at the beginning of a booking and the hirer uses the basketball rings, the basketball rings should be wound up and the netball posts placed back on the courts.

Guest Behaviour & Noise Control

- It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner or causes a nuisance or annoyance. The hirer must ensure order of guests and that appropriate conduct is maintained both inside and outside of the facility (including the car parks and surrounding areas) before, during and after the event.
- Prompt departure from the venue is expected by the specified time and in a quiet manner.

Emergency Evacuation Procedures

- It is the responsibility of the hirer to ensure a nominated warden can ensure the safe and orderly evacuation of all patrons, staff, volunteers, contractors, and visitors associated with the hirer's event should an emergency occur at the Pemberton Community Sports Club.
- This Emergency Evacuation procedure applies to all areas at the PCSC complex, including the sports bar, restaurant, office areas, sporting facilities, and external areas where events are held.
- An evacuation may be required due to, but not limited to: - Fire or smoke - Gas leak - Bomb threat or suspicious package - Structural damage - Severe weather - Medical emergency requiring site clearance - Any situation deemed unsafe by management or emergency services

Emergency Contacts

- **Emergency Services: 000**
- **PCSC Emergency Coordinator / Manager on Duty:** _____
- **First Aid Officer:** _____

Roles & Responsibilities

PCSC Emergency Coordinator / Manager on Duty

- Assess the situation and initiate evacuation if required
- Contact emergency services
- Coordinate with nominated warden
- Liaise with Emergency Services upon arrival

Nominated Warden

- Remain calm and follow instructions given by the Emergency Services or the PCSC Emergency Coordinator/Manager on Duty
- Direct hirers patrons, staff and visitors to the nearest safe exit
- Assist children, elderly persons, and people with disabilities
- Do not allow anyone to re-enter the building

Staff, Patrons & Visitors

- Follow nominated warden instructions immediately
- Leave the building calmly via the nearest safe exit



Facility Hire Fees and Conditions

- Proceed to the designated assembly point

Evacuation Procedure

1. **Raise the Alarm**
 - Alert others verbally and/or activate the alarm system (if available).
2. **Contact Emergency Services**
 - Dial **000** and provide clear details of the emergency and location.
3. **Cease Activities**
 - Stop all activities immediately.
4. **Evacuate the Building (see attached Evacuation Map)**
 - Use the nearest safe exit.
 - Do not stop to collect personal belongings.
5. **Proceed to Assembly Point (see attached Evacuation Map)**
 - Move to the designated assembly area: **Assembly Area:**
6. **Account for People**
 - Nominated warden to account for colleagues and report missing persons to Emergency Services or the PCSC Emergency Coordinator/Manager on Duty.
7. **Do Not Re-Enter**
 - Only re-enter the building once Emergency Services or the PCSC Emergency Coordinator/Manager on Duty declare it safe.

Special Considerations

People with Disabilities

- Assign a staff member or volunteer to assist.
- Use evacuation aids where available.

Children

- Ensure children remain with staff or guardians.
- Head counts to be conducted if part of a group or event.

Fire-Specific Instructions

- If trained and safe to do so, use appropriate fire extinguishers.
- If clothing catches fire: **STOP, DROP, ROLL.**
- Close doors behind you if possible.

Post-Evacuation

- Do not spread rumours or misinformation.
- PCSC Emergency Coordinator/Manager on Duty to complete an Incident Report once safe.
- PCSC Executive Committee to review the Incident Report and update procedures if required.

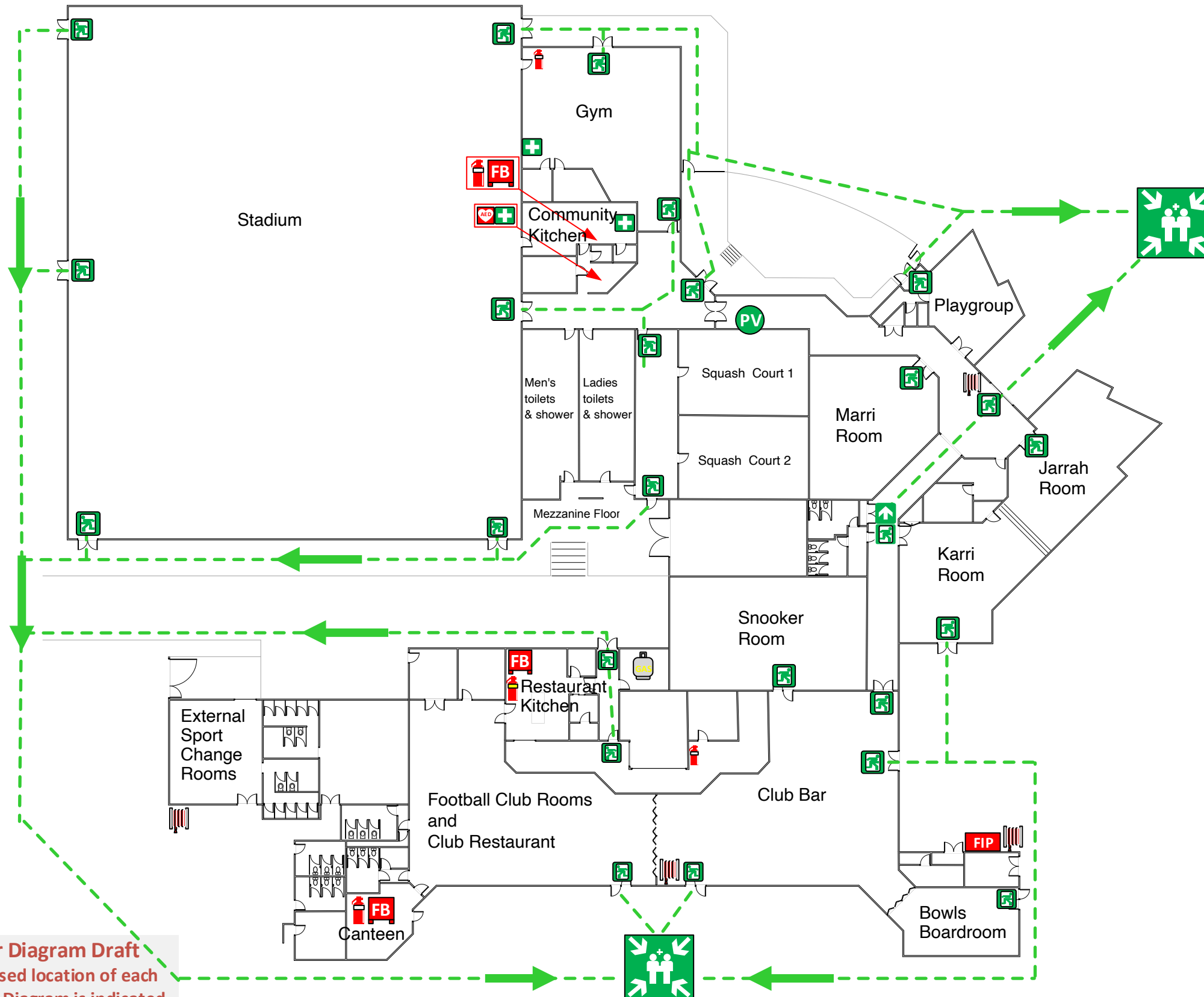
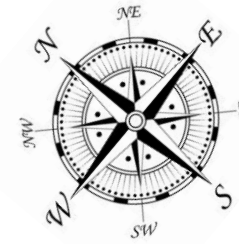
Training & Review

- All PCSC staff and volunteers must be familiar with this procedure.
- Evacuation Procedures should be reviewed annually or after any incident.



Evacuation Diagram

Pemberton Sports Club
1 Club Road, Pemberton WA 6260
Closest Cross Road: Brockman Street



Master Diagram Draft
 The proposed location of each Evacuation Diagram is indicated by this symbol:

EMERGENCY INFORMATION



- In case of emergency contact:
- **Police, Fire or Ambulance (life threatening) 000**
 - **Police (non-urgent) 131 444**
 - **SES 132 500**

EMERGENCY PROCEDURES

- When directed by your Warden or when alarm is sounded:
- Evacuate the building via the nearest safe exit
 - Proceed to the assembly area, or as directed by your Warden or Emergency Services
 - Remain at the assembly area until directed by your Warden or Emergency Services
- Do not re-enter the building until instructed by your Warden or the Emergency Services.**

LEGEND

	Powder Extinguisher
	Wet Chemical Extinguisher
	Fire Blanket
	Hose Reel
	Fire Indication Panel
	Electrical Switchboard
	Solar PV Isolator
	Gas Bottle
	Automated External Defibrillator
	First Aid Kit
	Emergency Exit
	Assembly Area
	Emergency Egress
	"You Are Here"