

NORTH CAIRNS  
**TIGERS**



NORTH CAIRNS TIGERS FOOTBALL & NETBALL CLUB

ABN: 29 010 327 741

# **SCHEDULE OF FEES & CHARGES AGREEMENT**

## **Valid from Dec 2021**

[events@northcairnstigers.com.au](mailto:events@northcairnstigers.com.au)

[www.northcairnstigers.com.au](http://www.northcairnstigers.com.au)

32 Behan Street, Manunda QLD 4870

# About Us

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North Cairns Australian Football and Sporting Club Ltd (NCAFSC) was founded in 1955 and from that day forward has operated as a non-profit organisation. The Club has a proud history and is a foundation club of AFL Cairns still to have the same name, the North Cairns Tigers.

“The Tigers” home ground and club house is at Watsons Oval, located on the corner of MacNamara and Behan Streets, Manunda near the PCYC and the Cairns Colonial Club.

Our private club house is a great choice for your next special occasion, or social/corporate event. We can host functions for up to 300 people, or as few as 20 for a smaller, intimate party.

We have a fully licensed bar, a hardwood dance floor and stage and we are flexible to suit your needs so you can have the party that you want.

We have hosted wedding receptions, 21<sup>st</sup> birthdays, corporate seminars and workshops, band nights, as well as family events and wakes.

We can seat up to 160 people inside our club house, and another 160+ outside in our undercover patio (pending Covid-19 government restrictions).

# Facilities and Equipment

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Fully licensed bar	Yes
BYO alcohol	No
Food and catering packages	Yes
Tea and Coffee facilities	Yes
Dance floor (8m x 5m)	Yes
Stage (inside and outside)	Yes
Sound/Microphone equipment	No
Wireless Internet	Yes
Big Flat Screen TV	Yes
Data Projector	No
White Board	Yes
Car Parking	Yes
Full Perimeter Fence	Yes
Wheel Chair Access	Yes
Disabled Parking	Yes
Disabled Toilets	Yes
Public Toilets	Yes
Oval Hire	Yes
Change Room Hire	Yes
COVID-19 Safe	Yes
Kitchen Hire	No
Netball Court Hire	Yes

# Hire Fees

<b>Mandatory Hire Fees for all bookings</b>	<b>Inc GST</b>	<b>Tick</b>
Bond (mandatory for all bookings)	\$500	<input type="checkbox"/>
<b>Standard Hire Fees</b>	<b>Inc GST</b>	
Conference/training functions (half day)	\$200	<input type="checkbox"/>
Conference/ training functions (full day)	\$400	<input type="checkbox"/>
Conference/training function (hourly rate)	\$65	<input type="checkbox"/>
Functions (evening functions, parties and events Sunday to Thursday)	\$575	<input type="checkbox"/>
Functions (evening functions, parties and events Friday)	\$700	<input type="checkbox"/>
Functions (evening functions, parties and events Saturday)	\$790	<input type="checkbox"/>
If a Bar Tab of \$3,000 or more is received prior to the function commencing, the venue hire will be halved.		
<b>Optional Extras</b>	<b>Inc GST</b>	
Early entry to set up for function	\$100	<input type="checkbox"/>
Catering	Enquire	<input type="checkbox"/>
<b>Netball Court Usage</b>	<b>Inc GST</b>	
Casual hourly rate (with lights)	\$40	<input type="checkbox"/>
Casual hourly rate (no lights)	\$30	<input type="checkbox"/>
Hourly recurring booking (with lights) <i>minimum 20 weeks</i>	\$15	<input type="checkbox"/>
Hourly recurring booking (without lights) <i>minimum 20 weeks</i>	\$13	<input type="checkbox"/>
<b>Field Usage</b>	<b>Inc GST</b>	
Casual hourly rate (with lights)	\$100	<input type="checkbox"/>
Casual hourly rate (no lights)	\$70	<input type="checkbox"/>
Casual rate (no lights) for up to 6 hours	\$400	<input type="checkbox"/>
Not-for-profit groups (no lights) for up to 6 hours	\$300	<input type="checkbox"/>
<b>Outdoor Covered Area</b>	<b>Inc GST</b>	
Casual hourly rate	\$50	<input type="checkbox"/>
Recurring booking (minimum 12 weeks)	\$30	<input type="checkbox"/>
<b>Venue Open &amp; Close + Covid-19 Clean of Toilets (<i>minimum charge rate</i>)</b>	<b>Inc GST</b>	
Not-for-profit groups	\$60	<input type="checkbox"/>
Commercial business	\$75	<input type="checkbox"/>

# Inclusions

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The following are included with your booking:

- Entry to premises to set up function from 1pm (Entry for day functions can be negotiated with the Venue Manager);
- Inside the premises (toilets, electricity and water);
- Outdoor undercover area;
- Indoor and outdoor stage facilities;
- Tables and chairs (inside and outside);
- Staffed bar serving club priced soft drink, beer, wine, and spirits.

## How to book and payments

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Please complete the application form at the end of this document and return it to [events@northcairnstigers.com.au](mailto:events@northcairnstigers.com.au). Our Venue Manager will then be in touch with you to confirm your chosen date is available and will arrange an invoice to be sent to you. Your booking is not confirmed until we receive payment of the bond. We then require full payment of your invoice no later than fourteen (14) days before your function.

Payment must be made by direct deposit into our bank account. These details will be provided on the invoice sent to confirm your booking.

## Cancellations and no shows

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If you wish to cancel your booking, please contact our Venue Manager as soon as possible either by telephone 0414 768 109 or by emailing [events@northcairnstigers.com.au](mailto:events@northcairnstigers.com.au).

If you cancel your booking within 7 days of the scheduled function, we will withhold the sum of \$200 inclusive of GST. If you cancel your booking within 24 hours of the scheduled function, we will withhold the entirety of your bond.

If you book the venue and fail to turn up on the day, we will withhold your bond. Bond is returnable on conditions of use being met.

# Conditions of use

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## **The venue must be left clean and tidy**

- The venue and associated facilities are to be left in a fit state for the next hirer/user group. This includes the function room, toilets and the grounds. It is the hirer/user groups responsibility to empty bins and ensure furniture is put back how it was found.
- If premises are not left clean and tidy, we reserve the right to withhold money from your bond.

## **Faults, Damages and Breakages**

- All incidents must be reported to staff.
- If equipment is found to be faulty, please report this to staff immediately.
- If damage or breakage has occurred during your session you will be required to fill out an incident report form and an agreed amount withheld from your bond. Wilful damage will be subject to police investigation.

## **Council and Liquor Licensing Regulations**

- Smoking is not allowed in any part of the building or within 4m of any public entrance. A designated smoking area is located outside of the bar wheelchair entrance side door, between bar & new change rooms.
- As we are a licensed venue: **No BYO alcohol is permitted on the grounds** including the carpark. Any breach of this no alcohol policy will result in your entire bond being forfeited and further penalties at the discretion of the Venue Manager.
- All publicity (including social media) that includes the use of 'North Cairns Tigers' must be authorised by the Venue Manager prior to public circulation.
- Hirers/Users are to respect noise levels that affect our neighbours at all times. No music is to be played inside or outside the venue after 12 midnight, the venue and grounds must be vacated by 12.30am. Failure to do so will result in bond being forfeited.

## **Occupational Health and Safety Standards**

- Users are responsible to ensure that their activities do not breach any Occupational Health & Safety Standards. As a user of our venue, you automatically accept a moral and financial obligation to your fellow users and venue staff to see that operations under your care, custody or control are carried out in an efficient and safe manner.

# Conditions of use (cont.)

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## Setting Up and Packing Up

- For standard functions, you will be permitted to enter the premises on or after 1pm on the date of your function. We do not hand out keys to the venue so you will need to arrange a time with the Venue Manager.
- The venue must be vacated by 12.30 AM so please ensure you leave enough time to pack up after your function.
- At the end of your function, you must ensure the venue is tidy and remove all personal possessions. As stated in clause 14 above, there are strict times for vacating the venue so please ensure you leave enough time to tidy up after your function. If you need to come back the following day to collect equipment or possessions, a \$100 call out fee will apply.

## Cleaning

- It is a condition of hiring the venue that it be left clean and tidy. This includes ensuring all rubbish bins are emptied and decorations are removed.

## Multi-Use Facility

- The football oval and netball courts do not form part of your venue hire. It is possible that on the day of your function, the oval or netball courts may be being used by another group. This most commonly occurs on weekdays when school groups use the oval and should not impact on your use of the facilities.

# Contact Details

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**Venue Manager:** Andrew Copperstone – 0438 514 989

**Street Address:** 32 Behan Street, Manunda QLD 4870

**Email:** [events@northcairnstigers.com.au](mailto:events@northcairnstigers.com.au)

# APPLICATION FOR VENUE HIRE

<b>HIRER DETAILS</b>	
Contact person:	
Company Name (if applicable):	
Address:	
Email:	
Telephone:	
<b>FUNCTION DETAILS</b>	
Date & Day of Function:	
Type of Function:	
Facilities Required:	<input type="checkbox"/> Venue Hire <span style="margin-left: 200px;"><input type="checkbox"/> Outdoor changerooms</span> <input type="checkbox"/> Field Hire <span style="margin-left: 150px;"><input type="checkbox"/> Cleaning &amp; open/close</span> <input type="checkbox"/> Netball Court Hire <span style="margin-left: 150px;"><input type="checkbox"/> Early setup</span> <input type="checkbox"/> Outdoor Area Hire
Set Up Time:	
Function Start Time:	
Function End Time:	
Expected Number of Guests:	
Bank Details (for bond refund)	Account name: BSB: _____ Account No.: _____
Office Use Only:	Invoice No: _____ Invoice Date: _____  Date paid: _____ Date bond refunded: _____



# Declaration

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I “the hirer” agree to be bound by the above terms and conditions.

I “the hirer” will not do anything or allow anything to be done that might void North Cairns Tigers Insurance or Liquor Licence and indemnifies North Cairns Tigers if such event/s result from the venue hire.

I “the hirer” am liable to reimburse North Cairns Tigers for any loss or damage or fine resulting from the hire and North Cairns Tigers may withhold bond monies for noise violations or any other violations and/or apply the bond monies towards defraying any expenses for cleaning, rubbish removal, repairs or replacements.

I “the hirer” am aware that if alcohol is brought onto the premises (including the carpark) that I will forfeit my bond in full and may be liable for further charges.

.....  
Signed

.....  
Print full name

Dated: ...../...../.....

# End of Function Cleaning Checklist

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## General Areas

- All rubbish picked up from the ground, including outdoor areas, grassed areas, netball courts and carpark
- All decorations removed from venue
- Rubbish bins to be emptied and bags placed into industrial rubbish bin
- Tables and chairs returned how they were found

## Bathrooms

- Rubbish bins to be emptied and bags placed into industrial rubbish bin