Altona Yacht Club Inc – Policy & Procedure Revised 08/12/15

Policy Number – 2

Policy – Hire of the Club Hall

Preamble;

Altona Yacht Club Inc makes available through members and the general public the hire of the Club Hall.

Policy Objective;

To increase the value of club membership the Club Hall is available for Club members to Hire.

To increase income to the Club the Hall may be hired to the General Public.

Policy Details;

* Hire of the Hall can be arranged through club members only when the club member is participating in the function and the function is directly related to the Member or their Family. i.e. Not other Club / Company Hire
* Hall Hire is not under any circumstances available for 18th or 21st Birthday parties unless approved by a majority at a club committee meeting.
* Hall Hire will cost $ 200 for each function for Club members and $450 for members of the general public.
* For hire to the general public the Bar must be agreed to be open, the event be not BYO and staffed by at least two members / volunteers of the Club.
* A Bond of $400 will be payable for non-members hire of the Hall.

Responsibilities;

* Hall Hire must be approved prior to the function by the Club Committee. If this is not possible then at least three members of the committee must give their approval in writing ( including email ).
* It is the responsibility of the member or the Hirer to ensure that the function held is conducted in an orderly manner.
* It is expected that at the end of the function that the Hall / Toilets / Kitchen will be cleaned and left in a neat and tidy state.
* Repayment of the Bond will be discussed at the next Club Committee meeting and whether a full or partial repayment is made decided.
* Confirmation of the Hall Hire is only completed when payment in full ( including Bond ) is received by the Club Treasurer or Secretary.

Approval; Approved by the Committee of the Altona Yacht Club Inc meeting