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# Palmerston Game Fishing Club Inc.

## HIRE OF PALMERSTON GAME FISHING CLUB HALL

The hall is located in Catalina Road, Marlow Lagoon. The club is licensed premises. Our licence allows the club to open until midnight.

Bookings will be made with the designated contact person, who will have any necessary liaison with the committee of the Club. The club bar must be attended by committee members or other approved persons holding a current Responsible Service of Alcohol (RSA) certificate.

Liquor licence laws limit the number of persons inside the building at any time to a maximum of 80.

If more than these numbers of people are envisaged/invited the Hirer is responsible to arrange, erect & dismantle marquees capable of catering for those additional persons. Additional toilets will also be required if more that 100 people will be present for the function. Marquees & toilet facilities will be at the Hirer's expense.

Please Note: If more than 80 people will be present the hirer cannot have 80 people seated inside the hall as that will preclude persons located outside from entering the building to access the bar etc.,

**Note: 18<sup>th</sup> or 21<sup>st</sup> birthday parties will only be booked by special arrangement** – the hirer will be required to be the parent or legal guardian of the person for whom the party is being held. The hirer will need to register the event with Palmerston Police and provide the club with a reference number for the registration. The hirer will also need to arrange for a sufficient number of adults or private security personnel (as appropriate) to be present. These matters will need to be discussed with the club hire contact and club President well prior to the proposed event and hire will not be confirmed until the club is satisfied regarding security arrangements.

**Because the Club has a liquor licence NO alcoholic drinks may be brought onto the premises.** The hirer is responsible for ensuring this is complied with and the committee members/bar service persons on duty during the hire have the authority to ask persons to remove any alcohol brought in from outside.

The Hire Fee, together with the Cleaning/Breakages Deposit and signed Acknowledgement of Responsibility must be lodged with the club no later than 2 week before the hire date.

The Cleaning Deposit will be refunded to the Hirer within 2 weeks after the Hire Date, subject to the cleaning having been carried out to the satisfaction of the Caretaker & Committee.



The Caretaker/Committee member will inspect the premises & adjudicate before the refund of the Cleaning Deposit, or part thereof, will be made. In the event of cleaning not being carried out in a satisfactory manner the Hirer will be contacted immediately to enable them the opportunity to rectify the problem. Breakages will be deducted from the Deposit and charged at the Club invoice price plus 10%.

The current contact for bookings of the club is the President, Julie Davies, email [president@palmerstongamefishing.com.au](mailto:president@palmerstongamefishing.com.au)



# HIRE REQUEST/ACKNOWLEDGEMENT OF RESPONSIBILITY

I/We \_\_\_\_\_

of \_\_\_\_\_

wish to hire the Palmerston Game Fishing Club Rooms on \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
(Day of Week) (Date)

Proposed Start Time \_\_\_\_\_ am/pm Finish Time \_\_\_\_\_ am/pm

For a \_\_\_\_\_ (describe function), and accept full responsibility for the behaviour of all persons in attendance at this function.

I/We do/do not wish to make use of the kitchen facilities. (The person/s using the kitchen facilities will need to liaise with the Club contact regarding equipment available & cleaning requirements).

I/We will obey any instructions given by the attending Committee Person/Bar person with regard to the behaviour etc., of all persons attending the function. This will include closing time and vacating the premises.

My/Our contact details are:

Name \_\_\_\_\_  
(Please Print)

Organisation (If Applicable) \_\_\_\_\_  
(Please Print)

Address of Hirer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Person/Organisation)

Police event registration reference: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Enclosed is Hall Hire fee of \$200 and Cleaning/Breakages Deposit \$500.00.

The Hire Fee includes a minimum of two Committee members/Bar Persons for 5 hours. (extra hours by arrangement at \$50.00 per person per hour.)

## **CLEANING STANDARDS FOR HALL HIRE**

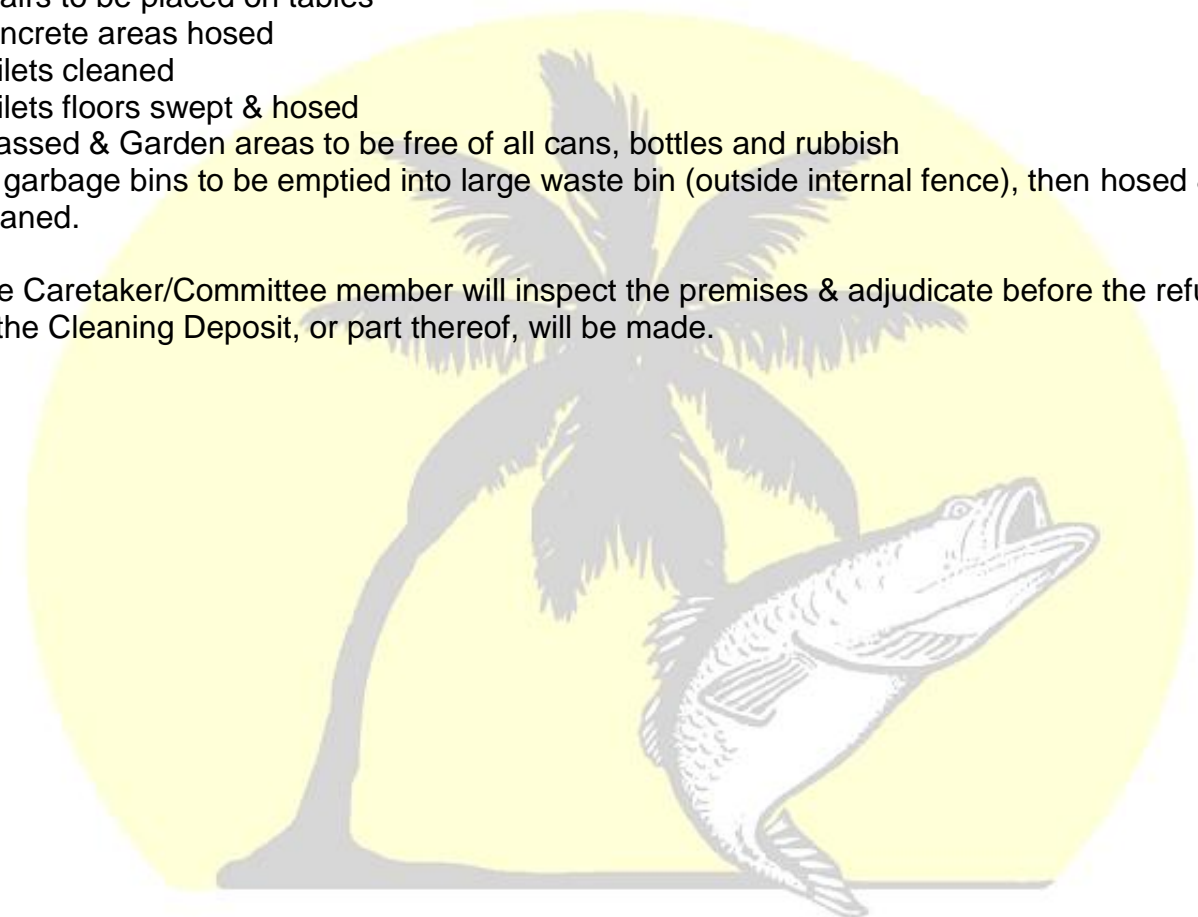
### **INTERNAL**

Tables to be wiped with Ajax or similar  
Chairs to be placed upside down on tables  
Carpet to be vacuumed  
Floors swept & mopped including bar area

### **EXTERNAL**

Tables to be wiped with Ajax or similar  
Chairs to be placed on tables  
Concrete areas hosed  
Toilets cleaned  
Toilets floors swept & hosed  
Grassed & Garden areas to be free of all cans, bottles and rubbish  
All garbage bins to be emptied into large waste bin (outside internal fence), then hosed & cleaned.

The Caretaker/Committee member will inspect the premises & adjudicate before the refund of the Cleaning Deposit, or part thereof, will be made.



**PALMERSTON GAME  
FISHING CLUB INC.**