



Administration Building Conditions of Hire

Introduction

This document details the conditions of hire of space in the Administration Building at 2-4 Magnolia Drive, Breakfast Point.

The Administration Building is for the use of residents of Community Association DP270347. There are 5 rooms available of varying sizes and capacity. The rooms are AB1, AB4, AB5, AB6 and AB7 – AB6 & AB7 can be joined to make one large room.

There are toilets available as well as a fridge and a small kitchenette.

Catering platters are available to order from the Country Club. Please contact reception for more information.

Conditions of Hire

- The Hirer should make themselves aware of the emergency evacuation procedure located within the entrance of the Administration Building.
- Light refreshments are permitted, for example tea or coffee, a cake, sandwiches, or fruit platters. No other catering is permitted.
- A Waiver Form is required if alcohol will be consumed. Alcohol cannot be sold and no entrance fee or fund raising can be involved with the activity.
- Rubbish must be removed, and tables and other surfaces must be wiped down at the

end of the meeting. We do not wish to attract vermin to the building.

- Any damage or untidy meeting rooms should be reported to the Country Club Reception.
- Ensure all lights, fans and air conditioning units are turned off, and all doors are securely locked when leaving the venue
- The Community Association has the discretion to move bookings as required due to maintenance or urgent repairs or other such reasons.
- No animals, except guide dogs and vested companion animals are permitted within the premises
- Must ensure emergency exits are always left clear and usable without hinderance.
- In the event of an emergency the Hirer must contact emergency services, 000 and Breakfast Point Country Club 8765 6900.

Cancellation of Booking

Cancellation of a booking must be made in writing to reception@breakfastpointcountryclub.com.au

Related resources

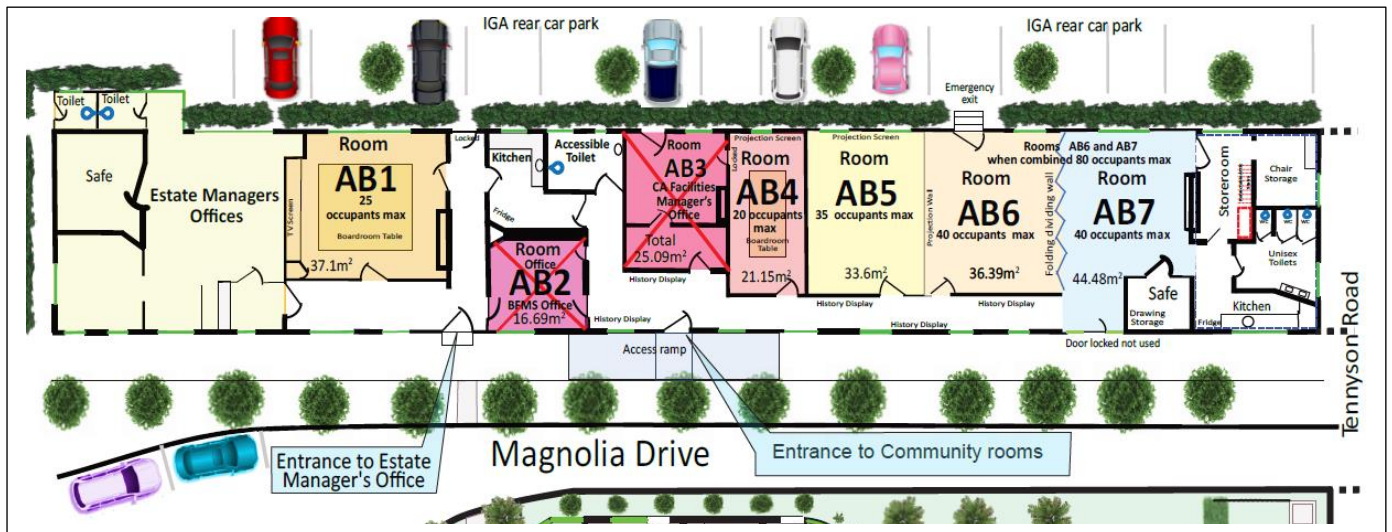
Insert links to further information

- [Venue Hire Policy](#)
- [Alcohol Waiver Form](#)

Ask us a question

Please contact us at:
reception@breakfastpointcountryclub.com.au
Phone: 02 8765 6900

Administration Building



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Booking Form – Administration Building

I have read and understand and agree to the Conditions of Hire. I agree to indemnify Breakfast Point Community Association for any loss, damage or injury sustained, to their goods or persons, or the goods and persons of those attending the function of the Hirer that may arise at or using the Administration Building.

Name: _____ Signature: _____ Date: _____

Booking Form:		Office Use:	
Hirer's name:		Photo ID sighted:	Yes / No
Mobile:			
Address:		BP Resident?	Yes / No
Hirer's Organisation:	(Community Org or Commercial require public liability)	Copy of Public Liability Insurance:	Yes/No
Hire Purpose:		Not for Profit:	Yes/No
Room to be Hired			
Hire date(s):		Fee paid:	Rec #:
Booking time:			
Re-occurring booking:	Yes/No Re-occurrence details:	Entered into calendar:	Entered by:
# of Attendees:		Booking confirmation provided:	Yes / No
Alcohol:	To be supplied: Yes / No BYO event: Yes / No	Waiver signed:	