

# Brisbane Jazz Club



**Brisbane Jazz Club Inc**  
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 ABN: 29 398 866 344

## Special Group Booking Application

### CONTACT DETAILS

Date of application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of hirer			Membership No (if applicable)	
Postal address			Postcode	
Phone	(h)	(w)	(mob)	
E-mail				

### FUNCTION DETAILS

Description			Function Date	
Function times	Start:	Finish:	Setup:	
Number of guests				
Catering	Must be booked separately with our exclusive caterer Carbonbase Catering on (07) 3392 4068			
Bar (Requirements <b>MUST</b> be made clear <b>10 days</b> prior to the event)	Drinks Package 1: \$40 per head (local beer, house wine & soft drinks for 3 hrs)		Drinks Package 2: \$50 per head (local beer, house spirits, house wine & soft drinks for 3 hrs)	
	Bar tab up to \$ _____		Pay as you go	
Setup outside	BJC marquee		Tables and chairs	
Other setup notes				

### TAX INVOICE

Booking fee (non refundable)	\$50	Your special group booking application with the \$50 booking fee (non-refundable) and \$200 deposit Must be submitted to the club at least 14 days prior to the date of your function. Your booking will be confirmed upon receipt of booking fee and deposit. A pre-arranged time must be organised with the Brisbane Jazz Club with the Front of House co-ordinator for submission of your application and payment of deposit in order to confirm acceptance of terms and conditions of booking.
Deposit (non-refundable after booking confirmed)	\$200	
Total paid	\$250	
Number of guests ____ @ \$ ____ per head		
Other costs		
Subtotal		
Less \$200 deposit	\$200	
<b>TOTAL INVOICE (inc of GST)</b>	\$	

### PAYMENT Details

<input type="checkbox"/> Mastercard	<input type="checkbox"/> VISA	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Card No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Signature	Expiry Date ____ / ____
Name on Card			

## TERMS and CONDITIONS

**DECLARATION: I have read the CONDITIONS OF HIRE attached and agree to all the terms and conditions of hire as described and to pay all fees as quoted.**

**SIGNED (Hirer):** \_\_\_\_\_

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

### 1 SPECIAL GROUP BOOKINGS

- a) A Special Group Booking is an agreement where the hirer is responsible for all costs incurred by the guests. Special Group Bookings can only be made for groups between 20 – 50 people. The maximum number of guests for a Special Group booking on any Club night is 50

**Please note:**

- i) A group booking for up to 12 people may be booked inside the Club on a regular Club night through the normal booking procedure with admission charged at the prevailing rate on the night of the function, and pre-paid to confirm the booking.
  - ii) Bookings for 13 to 20 will be allocated an area on the deck 'Under the stars' and can be booked and paid for through the normal booking procedure.
  - iii) Tables booked but not pre-paid will only be held for 30 minutes after the band commences its performance.
- b) Groups are encouraged to be part of the club night and are not cordoned off in separate areas. Groups will be allocated an area on the deck under the marquee, but are considered part of the normal club activity.
- c) Members of group bookings are to be made aware of the need to respect the format of club events, e.g. listen to music, minimise noise during musical sets, restrict special celebrations such as speeches, singing "Happy birthday" etc. to breaks.
- To promote the profile of BJC as a friendly and inclusive venue to enjoy live jazz music, group bookings are to be treated as large groups of people attending a club event and not as an exclusive function separate from club events.
- d) The admission fee for individual members of a group booking will be at the prevailing rate on the night of the function. Other fees payable are as follows: A non-refundable \$50 booking fee and \$200 deposit are to be paid at least 14 days in advance to confirm bookings. A guest list must be provided by the hirer to the Brisbane Jazz Club Front of House Coordinator no less than 48 hours prior to the function, and all guests will be required to sign in on arrival at to the club.
- e) All admission charges and other fees must be reconciled by the end of the night of the function.
- f) Regular Club hours are:
- |          |  |
|----------|--|
| Tuesday  | 6.30pm – 9.30pm  |
| Friday   | 6.30pm – 11.30 pm  |
| Saturday | 6.30pm – 11.30 pm  |
| Sunday   | 8.15am – 12.00 pm or<br>12noon – 4.00pm or<br>5.30pm – 9.30pm. |
- g) Licensed hours are: Monday to Sunday 10am – 12.00pm  
Actual trading hours may vary.

### 2. BAR PURCHASES AND DRINK PACKAGES:

Bar purchases are by pre-arranged bar tab OR pay as you go OR drinks packages as set out below:	
<b>Drinks package 1:</b> Local beers, House wine, softdrinks.	\$40 per head
<b>Drinks package 2:</b> Local beer, house spirits, house wine, soft-drinks for 3 hrs	\$50 per head
<b>NB:</b> To cover the pre-arranged Bar tab a credit card or cheque must be presented to the Bar Manager prior to drinks being served.	

### 3 TERMS & CONDITIONS for SPECIAL GROUP BOOKINGS

- a) **Catering and Bar:** All catering and beverages must be supplied by the Brisbane Jazz Club (bar) and Carbonbase Catering. The only exception to this rule is on special occasions when a birthday cake can be brought in. Absolutely no liquor may be brought in to the Brisbane Jazz Club. We are a licensed venue and must adhere to licensing laws at all times.
- b) **Booking:** Hire of premises confirmed on payment of deposit no later than **14 days** prior to the event.
- c) **Cancellations** Cancellations must be made in writing to the Front of House Coordinator no later than 14 days prior to the event. Deposits are strictly non-refundable after confirmation of booking. Any other pre-paid monies, will be refunded provided written cancellation is made at least 14 days prior to hire date. Any cancellations less than 14 days or not in writing will be charged at the full agreed fee. In exceptional circumstances, and subject to a written submission being received, this may be waived at the discretion of the President of the Club.
- d) **Indemnity:** The hirer agrees to indemnify, and keep indemnified, and to hold harmless the Brisbane Jazz Club Inc, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the hire agreement.
- e) **Building Security:** The Club is electronically monitored. Do NOT attempt to enter areas that you have not been authorised to enter. The hirer will be charged for any fees caused by unauthorised access.
- f) **Display:** Please use pin boards only and do NOT fix nails, screws, adhesive tape, thumbtacks, blue-tac etc on walls or posts. Any damage to walls, floors, or any fixture belonging to the Brisbane Jazz Club will be deducted from the deposit at the Club's discretion.

## TERMS and CONDITIONS

- g) **Layout & Decorations:** Decorations are by negotiation with the Front of House Coordinator. Decorations to be removed by the hirer at the end of function. Club layout must remain as set out on floor plan. If furniture is moved, hirer must replace as per floor plan otherwise an extra charge will be made for labour to replace furniture.
- h) **Other Layout Costs:** Special staff call-out fee outside office hours for decorating and set-up is \$50/hr or part thereof.
- i) **Equipment:** Tables, chairs and other equipment (as requested) will be available to the Hirer. This equipment is not to be removed from the hire area without prior agreement with the Front of House Coordinator. Use of the grand piano is subject to prior permission being obtained. A written application in addition to the Special Group Booking Contract must be submitted.
- j) **Rubbish bins:** Please dispose of any/all waste in the appropriate garbage bins located at the carpark side of the premises.
- k) **Vacation of premises:** The hirer will be responsible for ensuring that the premises are vacated by the scheduled time. Occupants are to leave quietly and in a manner respectful of the Club's neighbours. If the Club is not vacated by the scheduled time, a surcharge will apply.
- l) **Damage:** ALL repair costs to be met IN FULL by the hirer.
- m) **Hirers to be familiar with location of Fire Exits:** Please refer to Fire Procedures in Hire Package and as indicated within the club. Exit doors to be kept clear at all times.
- n) **Occupational Health & Safety:** Please inform Front of House of any perceived safety problems/hazards. Observe all safe work procedures.
- o) **Naked flames:** No naked flames. Sparklers restricted to celebration cakes only.
- p) **Smoking:** The Brisbane Jazz Club Inc is a non-smoking environment. Smoking is permitted only in the designated area on the deck and not in the car park, front stair, or landing.
- q) **Underage Drinking:** Underage drinking may result in fines of up to \$3,300 for individuals. Underage drinking is against the law and will not be permitted.
- r) **Children:** Young children are welcome at the Brisbane Jazz Club. Parents are asked to respect the aim of the Club, which is the promotion of live jazz. For their safety, we ask that children be properly supervised and controlled. At the discretion of the Duty Manager who will be onsite at the time of the function, children deemed unruly, and their parents, will be asked to leave the premises.
- s) **Drugs:** No illicit drugs are permitted in the premises.
- t) **Animals:** No animals allowed without prior approval of the Functions Coordinator. Exceptions apply to Guide and Hearing dogs.
- u) **Good Order:** The hirer is responsible for full observance of these conditions and for the maintenance and preservation of good order in the building and surrounds throughout the whole duration of the period of use. No spitting, obscene, insulting or racist language or disorderly behaviour or damage to property will be permitted.
- v) **Floor Care:** No bicycles, roller skates, blades, skateboards, or shoes with spiked soles in building. A ban is recommended on chewing gum or other such substances in the building. Do not drag chairs and/or tables across floors. Do not drop items onto the timber dance floor. Repair costs for any damage to the floor is as per Section 3 (m).
- w) **Electrical:** Electrical equipment brought onto the premises must comply with Government Safety Standards. If you are

bringing electrical equipment into the Club, please advise the Functions Coordinator who will assist in installing the equipment.

- x) **Noise Pollution:** The extent of noise shall not exceed the levels permitted by Liquor Licensing. No live music or noise after 10:00pm. The Brisbane Jazz Club has residential neighbours; their comfort and amenity must be respected. Excessive noise will have a negative impact on the Club's capacity to operate as a live jazz venue.
- y) **Parking:** Limited parking is available in the carpark at the side of the premises. On street parking is also available.
- z) **Storage of Property:** The storage of property is by negotiation only and a fee may apply.

#### 4. The Brisbane Jazz Club Inc reserves the right to:

- a) Change Conditions of Hire;
- b) Deny access to any individual or organisation (its members and/or staff);
- c) Terminate any agreement, with any individual or organisation (its members and/or staff) at any time.

#### 5. BRISBANE JAZZ CLUB EQUIPMENT LIST

Item	No. in stock	No. Required
15x 90 cm diameter, 70 cm high round hardtop tables	15	
Rectangular tables (seat 8)	2	
9x 60 cm diameter 70 cm high lightweight round plastic tables	7	
Cream oval tables (seat 6)		
Plastic chairs	37	
Standard interior chairs	80	
3-seater leather couches	3	
3 x 1m small brown ottomans	8	
Large 3-seater ottomans (6 brown; 4 red)	10	
Data Projector	1	
CD/DVD player (can play DVDs through data projector)	1	
Full PA system and sound desk (powered JBL speakers)	4	
Stage lighting (Par 56s)	8	
Oval plastic tables	4	
Square tables – white, fold leg	5	
Outdoor plastic chairs (orange / blue)	60	
Gas heaters	2	
4x8m marquee	1	
Barbecue	1	
Gas cylinders	4	

