



# Shellharbour Surf Life Saving Club

## Function Centre - Venue Hire Terms, Conditions & Application 2016/17

The Function Centre (formerly known as Seaspray) to the north of the Clubhouse Premises is available for bare hire for functions, parties, meetings, etc. Charitable Organisations may be approved to use the premises subject to approval by the Surf Club's Executive Committee.

To make a booking, the hirer must first become an Associate Member of Shellharbour Surf Life Saving Club. This ensures Council's current planning rules are abided by. Register and pay (presently \$55) by following the instruction at this link:

<http://www.shellhavioursurfclub.com/Registrations.php>

The member must be present at the function at all times, and is fully responsible for all legal ramifications that may occur from the function.

All applications are to be approved by the Club's Board of Management or their appointed representative. The Board of Management retains the right to reject any application to hire the venue without providing a reason.

Examples of functions that will not be approved on the club's premises include but are not limited to:-

- 18<sup>th</sup> Birthday parties
- Bucks or Hens functions
- Before and After School Ball Functions
- Men's only nights

Hirers are required to enter into an agreement with Shellharbour SLSC Inc and are bound by the following conditions.

#### **1. HALL HIRE FEES, DEPOSIT & SECURITY BOND**

All hirers are required to sign a Function Booking Form when booking the hall for a function.

**Hire fees:**

**Evenings or Weekends - \$650**

**Weekdays - \$200 per day**

**Weekday hourly hire for meetings - \$50 per hour day rate**

**Cleaning fee - \$185.00**

**Security (for night functions) - \$47 per hour**

**Bond - \$500**

The bond is refundable less any cost of loss or damages to building, furniture and/or fittings.

Hirer's are responsible for removal of all rubbish from the premises.

It should be noted that an additional **Removal of Rubbish fee of \$100.00** will be deducted from the bond should rubbish be left anywhere in the Shellharbour Surf Club's premises or surrounding grounds

The hire, cleaning and security fees and bond are payable 30 days prior to the function

#### **2. NO SMOKING**

Shellharbour SLSC is a "non-smoking" venue. Smoking is not permitted in any part of the club premises including the balconies.

#### **3. MEMBERS 21st BIRTHDAY PARTIES - SPECIAL RULES**

The Club reserves the right to reject an application, and also cease immediately an ongoing function, if the Hirer is unprepared to meet any of the following requirements:

The hirer must be able to demonstrate that there is a strong family involvement with parents and other family members in attendance for the duration of the function.

A maximum of 100 guests, by formal invitation only, and no "open", "word of mouth" or "word of web" invitations.

#### **4. NUMBER OF GUESTS**

As a general rule, the function room accommodates up to a maximum of 130 persons.

#### **5. DURATION OF FUNCTIONS**

To comply with the club's license all functions must be concluded by 12.00am (midnight) from Monday to Saturday and 9:00pm on Sundays.

All persons are to have left the premises and area by 1am. (Extra fee to be deducted from Bond if the club is liable to pay security guard after 1.00am)

**ALL HIRERS AND GUESTS ARE ASKED TO RESPECT OUR NEIGHBOURS AND ENSURE THAT THE PERSONS LEAVING THE PREMISES DO SO IN A QUIET AND ORDERLY MANNER.**

## 6. CLEANING, EQUIPMENT & PERSONAL BELONGINGS

The cost of cleaning following the function is covered by the cleaning fee. Notwithstanding, the Hirer is required to observe the following:

- Property belonging to the hirer, (including caterers, entertainers, photographers etc) must be removed at the conclusion of the function, unless otherwise organised with the Function Area Manager. Shellharbour SLSC is not responsible for private property left on the premises before, during or after the function.
- The use of drawing pins, adhesive tape, nails, confetti, glitter, smoke machines etc are prohibited.
- The venue must be left in a clean and tidy condition at the end of the function.

## 7. SECURITY

The hirer is responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to the function. Security will be properly licensed under the Security Industry Act and will be engaged by the club in line with the booking period. Patrons are to abide by instructions and directions given by the Security Guard to ensure the safety and security of the premises.

It should be noted that the security guard employed by the club to shut the venue, has no responsibility to ensure the safety of the guests at the function or after the function. The hirer is responsible for the safety of the function's guests.

## 8. CLUB BAR & SERVICE OF ALCOHOL

The Hirer is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol are adhered to.

The Function area is a BYO Venue and **NO ALCOHOL IS TO BE SOLD TO GUESTS.**

**UNDER NO CIRCUMSTANCES IS ALCOHOL TO BE SUPPLIED TO PERSONS ON THE PREMISES WHO ARE UNDER 18 YEARS OF AGE OR TO THOSE PERSONS WHO ARE INTOXICATED.**

Alcohol may **ONLY BE CONSUMED within the Function Centre Hall.** Alcohol and glasses **MUST NOT** be taken out of the building.

It is recommended that the hirer advises "Last Drinks" will be consumed by **11.30pm**. All music is to cease by 11.30pm at the latest.

## 9. FUNCTION CATERING

Catering for the function is to be organised by the hirer at their expense.

Club facilities are available only to caterers approved by the Function Centre Manager.

## 10. ACCESS

Access to the Venue will generally be allowed 3 hours prior to the commencement of the function for the purpose of preparing the venue for the function. The hirer may not change this arrangement without prior consultation with the club.

To arrange access to the venue, the Hirer should provide the club's booking officer with full contact details so that appropriate key pick up and alarm code advice can be arranged.

It is the hirer's responsibility to return the key to the club's booking officer, as per their instructions, following the function. Failure of the hirer to return the key to the club within 24 hours entitles the club to retain the security bond, as changing of locks may become necessary.

## 11. FUNCTION CANCELLATION

The following fees are payable on cancellation

More than 21 days prior to function – Deposit/Bond less \$50 administration fee will be returned.

Less than 21 days prior to function – full Hire Fee will be forfeited however the bond will be refunded.

It must be noted that Club activities will take precedence over private function bookings. Should a late notice club function (eg.carnival, presentation, branch activity, etc) be required to utilize the club function room, then a full refund of all fees will be provided to the hirer.

The club will endeavour to ensure all known club activities are pre booked into the system to avoid such clashes, however it is sometimes unavoidable, particularly when bookings may have been made well in advance.

## 12. VENUE INCLUSIONS

The venue is offered on a bare hire basis.

The centre has the following inclusions:

1. 8 Large round tables
2. 6 Medium round tables
3. 2 small round tables
4. 2 rectangular tables
5. 1 large server/sideboard
6. 105 Chairs
7. 8 Door mats

Bar area

8. 1 Glass 2 door full height fridge located in the bar area
9. 1 glass washer
10. 1 sink

Kitchen area

11. 1 cool room
12. 1 stainless work bench
13. 1 single sink
14. 1 double sink
15. 2 dish/glass washers
16. 1 Commercial Deep Fryer
17. 1 Oven and 6 burner gas stove top

Cleaning storage area

18. 1 Vacuum cleaner
19. Various mops, buckets
20. 1 extension lead
21. Toilet rolls

## 13. EXCLUSIONS

No Tablecloths, crockery, cutlery or glassware is available from the venue – these would need to be provided by the hirer or approved caterer.

No PA, sound system or Audio Visual system is available – this would be the responsibility of the hirer to provide.

No sponges, dishwashing liquid (or dishwasher tablets) or tea-towels are provided.

#### 14. BOOKING FEES

**Evenings or Weekends - \$650**

Non refundable less than 21 days prior to function

**Weekdays - \$200 per day**

**Weekday hourly hire for meetings - \$50 per hour day rate**

**Cleaning fee - \$185.00**

**Security (for night functions) - \$47 per hour**

**Security Bond \$500.00**

Refundable after function, any damages and breakages and or losses will be deducted from bond

Payable upon booking \$

I have been provided with a copy of Shellharbour SLSC Function Centre Hire terms and conditions and agree to the terms of hire.

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**HIRER'S NAME**

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**HIRER'S SIGNATURE**

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**DATED**

**PLEASE SUBMIT THIS DOCUMENT, INCLUDING THE BOOKING FORM TO:**

[info@shellharboursurfclub.com](mailto:info@shellharboursurfclub.com)

All enquiries to Tracey Freeman, Secretary, Shellharbour SLSC, via the above email or phone 0408 316 630

PLEASE NOTE – CLUB MANAGEMENT ARE ALL VOLUNTEERS AND WILL DO THEIR BEST TO ANSWER ENQUIRIES, HOWEVER WE ARE NOT A PROFESSIONAL FUNCTION CENTRE MANAGEMENT TEAM AND CAN NOT ALWAYS RESPOND TO OR MEET YOUR REQUESTS AS PER COMMERCIAL OPERATORS.

# Shellharbour Surf Life Saving Club Function Centre Booking Sheet

Booking Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Membership Category \_\_\_\_\_

Full Name: \_\_\_\_\_ Financial member Yes/No

Address: \_\_\_\_\_

Preferred contact person: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Phone (Work) \_\_\_\_\_ Email: \_\_\_\_\_

Function date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Nature of function: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_ Duration: \_\_\_\_ hours

Estimated numbers (max. 130): \_\_\_\_\_

## **BOOKING FEES**

Hire Fee - \$650.00 (evening or w/ends) Non refundable less than 21 days prior to function

\$200.00 /day (weekdays) or \$50/hour weekday rate

Cleaning Fee - \$185.00

Security - \$47.00 per hour for \_\_\_\_ hours = \$

Security Bond \$500.00 Refundable after function, any damages and breakages will be deducted

Total Payable \$\_\_\_\_\_ See below for acceptable payment methods

## **FUNCTION BOOKING PAYMENT OPTIONS**

We accept Direct Deposit or Cheque.

### **DIRECT DEPOSIT**

Deposits can be made by internet or over the counter at the Bendigo Bank.

**Account name: Shellharbour Surf Life Saving Club**

**BSB: 633-000 Account Number: 121 860 324**

Please note the deposit with reference 'Function and your last name'.

**CHEQUE** - Please make cheques payable to **Shellharbour Surf Life Saving Club** and attach to your booking request.