



# Shellharbour Surf Life Saving Club

## Venue Hire Terms, Conditions & Application

The Function Area, upstairs of the Clubhouse Premises is not available for Commercial Activities. Charitable Organisations may be approved to use the premises subject to approval by The Surf Club's Executive Committee.

The area can be utilised by only "Qualified Members" and selected Sponsors of Shellharbour SLSC, who use the Club's function area for their own private functions.

"Qualified Members include:

- Patrolling members for a minimum of twelve months (and must be active in the current season).
- Associate members with minimum of 2 years consecutive seasons.
- Past patrolling members with a minimum 3 years prior patrolling history.
- All Life Members.
- All members must be financial at the time of hiring the venue.

The function must be for the direct benefit of the member or for the direct benefit of one of the member's direct family. (Restricted to parents, siblings and children of the member)

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 but not limited to, on the club's premises include:-

- 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.

**An Operational Fee of \$300** (includes cleaning fee and security guard to close and secure the premises at end of function, non refundable) and a **Bond of \$500** (The bond is refundable less any cost of loss or damages to building, furniture and/or fittings).

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

Both the operational fee and bond are payable 14 days prior to the function

### **2. 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.

The Hirer is to employ a minimum of one licensed Professional Security guard for the duration of the function.

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

As a general rule, the function room accommodates up to a maximum of 150 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 preparing the Function Area & cleaning following the function is included in the hiring 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. If deemed necessary any security required will be engaged by the hirer and **MUST** be properly licensed under the Security Industry Act.

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 consumption 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 or 1<sup>st</sup> floor balcony. Alcohol and glasses must **NOT** be taken out of the building.

It is recommended that the hirer advises "Last Drinks" will be consumed by **11.45pm**. All music is to cease by 11.45pm 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 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 a postal address to which an access letter can be sent at least 7 days before the function.

The access letter will contain instructions on how to access the club, a security key which will provide access to the club patrol kitchen door downstairs and also to the main clubroom upstairs. A pin number will also be included in the access letter, which will enable the hirer to deactivate the alarm system, should this be necessary.

The security card and pin number will be **programmed to expire at 9am** on the morning following the function.

It is the hirer's responsibility to return the security card to the club following the function. Failure of the hirer to return the security card to the club within 7 days entitles the club to deduct from the security bond an amount of \$50.

**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 Operational 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. BOOKING FEES**

Operational Fee \$300.00	Non refundable less than 21 days prior to function
Security Bond \$500.00	Refundable after function, any damages and breakages and or losses will be deducted from bond

Payable upon booking \$800.00

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

\_\_\_\_\_

**HIRER'S NAME**

\_\_\_\_\_

**HIRER'S SIGNATURE**

\_\_\_\_\_

**DATED**



# Shellharbour Surf Life Saving Club 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: \_\_\_\_\_ Estimated numbers: \_\_\_\_\_

## **BOOKING FEES**

Operational Fee \$300.00 Non refundable less than 21 days prior to function

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

**PAYABLE UPON BOOKING \$800.00**

Balance outstanding \$\_\_\_\_\_ *See below for acceptable payment methods*

## **FUNCTION BOOKING PAYMENT OPTIONS**

We accept Cheque or Direct Deposit.

### **CHEQUE**

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

### **DIRECT DEPOSIT**

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

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

**BSB: 062-641**

**Account Number: 0090 4703**

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