



THIRROUL SURF LIFE SAVING CLUB INC.

A Foundation Club of Surf Life Saving Australia

Vigilance and Service

Thirroul SLSC Inc, PO Box 25, Thirroul. NSW 2515 ABN: 82 153 254 056

Hire: functions@thirroulsurfclub.com.au

General enquiries: info@thirroulsurfclub.com.au

Notify payments made to Club account: finance@thirroulsurfclub.com.au

TERMS AND CONDITIONS OF FUNCTION ROOM (OR VERANDAH OR COURTYARD) HIRE

The following terms and conditions apply to the hire of the **John Kosten Function Room** (or adjacent verandah or Courtyard) at Thirroul Surf Life Saving Club and must be agreed to in writing by the hirer as part of the Hire Agreement.

For Thirroul SLSC members, Function Room hire fees are 50% of those quoted below. ("Members" are current active financial members, with voting rights as per the Thirroul SLSC Constitution, for at least the previous 18 months.)

Function Room- general hire- 1 day (24hrs)- includes courtyard & front glassed verandah

| Hire Fees (GST inclusive) | Function Room Hire Fee Full day hire = 24hrs | Deposit * | Bond |
|---------------------------|---|-----------|-------|
| Mondays-Thursdays | \$400 | \$250 | \$500 |
| Fridays & Sundays | \$750 | | |
| Saturdays | \$1000 | | |

* **Deposit is in addition to Hire Fee (and Bond) and covers a compulsory cleaning fee per hire. (hire fee + deposit + bond)**

Half day hire rates available (3 hours or less)- please enquire via email.

Wedding hire or large event function room hire- 2.5 days (60 hrs).

Allows for set up the day before function and pack up the morning after function (vacate by 12noon to avoid further charges)

| Hire fee 2.5 days (60 hours) | Deposit * | Bond |
|---------------------------------|-----------|-------|
| \$1500 | \$250 | \$500 |

* **Deposit is in addition to Hire Fee (and Bond) and covers a compulsory cleaning fee per hire. (hire free + deposit + bond)**

Front verandah or back courtyard ONLY- 24hr hire

Does **NOT** include access to bathrooms, kitchen, bar area or main function hall. Use council toilets adjacent to surf club.

| Hire Fees (GST inclusive) | Front verandah or back courtyard Hire Fee # | Deposit* | Bond |
|---------------------------|--|----------|-------|
| Mondays-Thursdays | \$150 | \$150 | \$200 |
| Friday or Sunday | \$250 | | |
| Saturdays | \$350 | | |

* **Deposit is in addition to Hire Fee (and Bond) and covers a compulsory cleaning fee per hire. (hire free + deposit + bond).**

1. Confirmation of the booking is made when the Thirroul SLSC a) receives a completed and signed "Hire Agreement" form by email to functions@thirroulsurfclub.com.au, and b) the Deposit is received by Electronic Funds Transfer to **Thirroul SLSC Horizon Credit Union BSB 802-124 Account 100020976**.
2. The hirer will forfeit the Deposit if cancellation occurs **within 14 days of the function**.
3. **The Hire Fee, and additional Bond for hire of the Function Room, must be paid in full no later than 7 days prior to the function by Electronic Funds Transfer to Thirroul SLSC Horizon Credit Union Account.**
4. The Bond is refundable provided the Hire Agreement has not been breached. If the access swiper is not returned, a \$50 fee will be incurred and will be taken from the Bond.
5. When the Front verandah or Back Courtyard is hired, the Deposit will serve as the Bond; if the verandah or Back Courtyard is not left clean, the Deposit will be used for cleaning and not be refunded.
6. In the event of damage to the building or fittings, the hirer will be responsible for the full cost of any required replacements/repairs, including above and beyond the initial bond amount and not limited to the replacement of any items damaged or broken through the Hire.
7. For evening functions, activity must cease by 12:00 midnight and the premises must be vacated by 12.30am. For day time functions, activity must cease by 5.00pm, unless otherwise agreed in writing as part of the Hire Agreement.

USE OF THE FACILITY

- The hirer will ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the premises.
- The hirer will, while on the premises, abide by the directives of Thirroul SLSC Committee.
- The hirer agrees to be respectful to the neighbouring residences and passing public, and that noise volumes will be kept at a reasonable level due to the close proximity of neighbouring houses.
- The hirer understands that:
 - They are responsible for ALL people who attend the function.
 - Thirroul SLSC Committee reserves the right to ban and/or have any person or group removed from the premises where the person has caused, or is likely to cause, injury or damage to other persons or property.
 - Exclusive use cannot be granted of any public area outside the confines of the premises.

USE OF EQUIPMENT

- The hirer understands that they can use all equipment provided at the premises. For those using the Function Room and its equipment, this excludes the combi oven and fryers (unless otherwise agreed in writing as part of the Hire Agreement). All equipment is to be stored away at the conclusion of the function. Failure to comply will incur a penalty to be deducted from the bond.

NO SMOKING

- The hirer agrees to ensure that there will be no smoking within the building or within 4 metres of the entrance to or exit from the building, in accordance with legislative requirements. If any cigarette butts are found within the premises there will be an automatic \$100 penalty taken from the bond.

LICENSING

- The hirer understands that they are accountable for the responsible consumption of alcohol
- The hirer agrees that:
 - "Responsible Service of Alcohol" policy will apply at all times.
 - Alcohol will not be sold at the function.
 - No person under the age of 18 years will be served or allowed to consume alcohol on the premises.
 - Alcohol will not be taken from the premises during the period of hire.
 - No alcohol will be served after 11.30pm.
 - The premises will not be sub-leased to a third party.

MUSIC & NOISE

- The hirer will ensure that:
 - Music and noise will be restricted to a reasonable level (so that noise levels at the nearest boundary of any residential property will not exceed normal background levels).
 - All music and noise will cease by 12.00 midnight.

CARE OF THE PREMISES

- The hirer will ensure that:
 - No decorations will be affixed to walls, windows, Honour Boards or artworks without the written consent of the Thirroul SLSC Committee.
 - No fireworks, flammable or toxic materials will be brought onto the premises.
 - When vacating the premises:
 - **the premises will be left in a clean and tidy condition;**
 - **all rubbish will be removed from the premises;**
 - **all lights and other electrical equipment will be turned off;**
 - **all windows and doors will be locked; and**
 - **any kitchen and bar equipment used will be washed and left clean.**
- The hirer understands that all items left on the Club premises after the function may be removed and disposed of at the discretion of the Thirroul SLSC Committee with the costs of removal covered by the hirer through the bond or as an extra cost.

DAMAGES AND REPAIRS

- The hirer understands that:
 - They will be responsible for all expenses in connection with repairs, breakages, loss of equipment, improper use of equipment and/or cleaning (above what is normally required) which may become necessary as a consequence of the booking.
 - Thirroul SLSC Committee reserves the right to determine the costs of repairs, breakages, loss of equipment, improper use of equipment and/or cleaning (above what is normally required) which may become necessary as a consequence of the booking.
 - Thirroul SLSC Committee reserves the right to retain all or part of the Bond to meet such costs as necessary and to bill the hirer for additional costs over and above the Bond.

INSURANCE

- The hirer understands that they are responsible for their own insurance for any items of value brought into the premises.
- The hirer will ensure that any Licensed Caterer organised to cater at the function forwards a copy of their public liability insurance to the Thirroul SLSC Committee at least 7 days before the function via email to functions@thirroulsurfclub.com.au.

CHILDREN

- The hirer will ensure that children on the premises will be supervised at all times by a responsible adult.

BREACH OF AGREEMENT

- The hirer understands that:
 - The Thirroul SLSC Committee reserves the right, at its sole discretion, not to approve any application or to cancel the agreement at any time.
 - Failure to comply with the requirements of this policy will be regarded as a breach of the agreement, giving Thirroul SLSC the right to sue for recovery of any amount due and to cancel all or any such future bookings.

SECURITY

- The hirer agrees to provide licensed security for 18th and 21st birthday parties or for other events if deemed necessary by Thirroul SLSC Committee, using the Thirroul SLSC's preferred security company.

HIRE AGREEMENT

Circle which area of premises: **Function Room OR Front Verandah Only OR Back Courtyard Only**

Date of function: _____ Type of function: _____

Hours of use: _____ to _____ Approx number of attendees: _____

Time when access required: _____

I have read, understand and agree to the 'Terms and Conditions of Hire'.

I understand that it is my responsibility to inspect the premises prior to booking the function.

I agree that the facility will not be used for any purpose other than that as stated above.

Special conditions:

Name of hirer: _____

Address: _____

Phone no: _____ Drivers licence no: _____

Email: _____

Signed: _____ Date: _____

Bank details (for EFT of Bond refund): Name of account: _____

BSB: _____ Account number: _____

| <u>Office use only:</u> | | | | <u>Date</u> |
|-------------------------|----|--|------|-------------|
| Deposit received | \$ | | Y/ N | |
| Hire Fee received | \$ | | Y/N | |
| Bond received | \$ | | Y/ N | |
| Total amount received | \$ | | | |
| Bond refund | \$ | | Y/N | |