



# Swansea Belmont Surf Lifesaving Club

## Function Room Hire Terms and Conditions

Hirers are required to enter into an agreement with Swansea Belmont 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.
- A deposit of \$300 and a Bond of \$300 is payable to confirm the booking.
- Please forward your booking form and your payment to PO BOX 3022, BLACKSMITHS, NSW, 2281 or deliver to the Function Centre Manager or Club Treasurer.
- The balance of the Hall Hire Fee is payable not less than 14 days prior to the function.
- Deposits and fees can be paid by Visa or Mastercard, Cheque or Direct deposit, please note we are unable to accept cash.
- The full amount of the bond will be returned to the hirer within 14 days of the function, provided that all the conditions contained in the "Rules of Hire" are complied with. In the case of any damage to the premises or breakages during the course of the function, which exceeds the initial bond paid, the hirer will be issued with notice of the excess fees for damage.
- Broken glasses will be charged at a rate of \$2 per glass

### **2. SMOKING**

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

### **3. RESTRICTED FUNCTIONS**

Function rooms are not available for any of the following

- Any illegal purpose.
- 18th birthday parties or 'combined' 18th birthday parties.
- Any functions advertised over the Internet.
- 21st birthday parties unless the person is a current financial member of Swansea Belmont Surf Club and has met all conditions under Section 4. of this agreement.

### **4. MEMBERS 21<sup>st</sup> BIRTHDAY PARTIES - SPECIAL RULES**

The Club reserves the right to reject an application for the hire, 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 guards for the duration of the function.

### **5. NUMBER OF GUESTS**

- As a general rule, the function room accommodates up to 180 people seated , or up to 200 people standing comfortably for cocktail style functions.

### **6. DURATION OF FUNCTIONS**

- To comply with the clubs 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
- 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.
- Timings for Meetings, conferences, seminars are subject to negotiation with the Function Centre Manager.

## **7. CLEANING , EQUIPMENT & PERSONAL BELONGINGS**

The cost of preparing the Function Centre & 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 Centre Manager. Swansea Belmont 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, adhesive material, or blue tack is prohibited. Eyebolts around the pelmet of the hall are available for this purpose.
- The kitchen is only to be used for the preparation of food and must be left in a clean and tidy condition at the end of the function.

## **8. SECURITY**

- The hirer is responsible for the behavior 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.

## **9. 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. Only Swansea Belmont SLSC members who are properly accredited are permitted to serve Alcohol at the Swansea Belmont SLSC Function Centre.
- At functions where alcohol is to be consumed qualified bar staff will be supplied by Swansea Belmont SLSC at a ratio of 1 per 80 guests with the minimum number being two (2)
- The cost of bar staff is payable at the rate of \$25 per hour payable directly to the staff in cash at the commencement of the function.
- Only Tooheys Beer products are available at SBSLC and are purchased from the Club. Pricing is determined at the time the final Function Hire payment is due and must be paid for in full 1 week prior to the function. Any beer not used may be refunded to the hirer.
- Wine, spirits and soft drinks will be supplied by the hirer and served by SBSLC bar staff.
- UNDER NO CIRCUMSTANCES IS ALCOHOL TO BE SUPPLIED TO PERSONS ON THE PREMISES WHO ARE UNDER 18 YEARS OF AGE

- 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.
- Under the Responsible Service of Alcohol laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.
- If a person is refused service, under the Responsible Service of Alcohol law, that person MUST leave the premises immediately and it will be the Hirer's responsibility to ensure this is carried out. Swansea Belmont SLSC bar staff will call a Taxi where required.
- "Last Drinks" will be called at 11.30pm. The bar will be closed at 11.45pm.
- All music is to cease by 12.30am at the latest.

## **10. 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

## **11. FUNCTION CENTRE EQUIPMENT AND SET UP AVAILABILITY**

- The Function Centre Hire includes the use of the hall, 180 chairs, rectangular tables (Dimensions: 7 X 6ft tables, 16 x 10 seater round), kitchen, the balcony and use of the bar as described in Section 8 above.
- The bar is fully equipped with beer and soft drink glasses, wine coolers, tap beer facilities. Breakages will be charged at \$2 per glass.
- The Function Centre is available between the hours of 1pm and 5pm Monday to Saturday for function set up. The Function Centre is available 1 day prior to the date of the function ONLY if there is no other function being held on the previous day. This is determined two weeks before the hirers function date.
- All function decorations are to be removed from the Function Centre before 10am the following day.
- All hired equipment delivery and removal is the sole responsibility of the Hirer.
- There are strict guidelines for the use of Candles within the club premises to meet Fire Regulations. Please contact the Function Centre Manager for guidelines.

## **12. MEMBERS DISCOUNT**

- Members and immediate family will only receive a discount if the said members are financially current,

## **13. REJECTION OF APPLICATION TO HIRE**

- Swansea Belmont SLSC retains the right to reject any application to hire without providing a reason.

## **14. FUNCTION CANCELLATION**

The following fees are payable on cancellation

- More than 90 days prior to function – Deposit/Bond less \$50 administration fee will be returned.
- Less than 90 days prior to function – full deposit will be forfeited however the bond will be refunded.

**THIS DOCUMENT REPRESENTS A LEGALLY BINDING CONTRACT  
BETWEEN THE HIRER AND SWANSEA BELMONT SLSC.**



# Swansea Belmont Surf Lifesaving Club

## Function Room Booking

Booking Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Financial member Y  N

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

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

Phone (h) \_\_\_\_\_ (m) \_\_\_\_\_

Phone (w) \_\_\_\_\_ Email: \_\_\_\_\_

Function date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Function room Upstairs

Downstairs

Nature of function: \_\_\_\_\_

Start time: \_\_\_\_\_ Estimated numbers: \_\_\_\_\_

### BOOKING FEES

Booking deposit \$300.00  
Non refundable less than 21 days prior to function

Security Bond \$300.00  
Refundable after function, any damages and breakages will be deducted

Payable upon booking \$600.00

A letter confirming your booking and receipt of deposit will be sent as soon as your booking is approved.

An invoice for the balance of your room hire fee will be sent to you 30 days prior to your function and must be paid in full no later than 14 days prior to your function date.

Balance outstanding \$\_\_\_\_\_

*See over for acceptable payment methods*

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

X

x

\_\_\_\_\_

\_\_\_\_\_

# FUNCTION BOOKING PAYMENT OPTIONS

We accept Cheque, Visa and Mastercard or Direct Deposit.

**PLEASE NOTE WE ARE UNABLE TO ACCEPT CASH, AMEX or DINERS**

## **Credit card authority**

Cardholder name \_\_\_\_\_

Card number \_\_\_\_\_

Expiry date \_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_

Amount \$ \_\_\_\_\_

Sign X \_\_\_\_\_

## **Cheque**

Please make cheques payable to Swansea Belmont Surf Lifesaving Club and attach to your booking request.

## **Direct Deposit**

Deposits can be made by internet or over the counter at any Newcastle Permanent Branch.

Account name: Swansea Belmont Surf Lifesaving Club

BSB: 650 000

Account Number: 961664201

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