



Swansea Belmont Surf Lifesaving Club Weekday Meeting Room Booking

CONDITIONS OF HIRE - GENERAL

This document must be read and signed by all hirers at the time of booking

1) Hire Rates

- a) All hire charges are available in the Swansea Belmont Surf Lifesaving Club (hereinafter referred to as SBSLSC) weekday meeting room booking form which is available on the clubs web site :<http://www.swanseabelmontslsc.com>
- b) Fees and charges are reviewed regularly. Price quotations are subject to change if new fees and charges are adopted by the club.
New fees come into force on 1 July of each year.

2) Access & Bookings

- a) Bookings may be made no more than 6 months in advance.
- b) A minimum of 4 weeks notice is required to obtain preferred dates.
- c) All applications for hire are subject to approval by SBSLSC executive or their delegate.
- d) SBSLSC has the authority to deny access to a hirer where an activity is considered inappropriate for the building.
- e) SBSLSC may, on occasion, be required to relocate or cancel bookings. Hirers will be notified as soon as possible to discuss alternate arrangements.
- f) In the case of large functions additional conditions may apply..

3) Payment

- a) Payment must be made no less than 5 days prior to the date of hire. If a booking is made less than 5 days prior to a hire period, payment must be made at the time of booking.
- b) Payment must be made by one the following methods:
 - i) In person & during business hours by cheque payable to Swansea Belmont Surf Lifesaving Club, or by Mastercard, Visa or EFTPOS
 - ii) By direct deposit to our account with Newcastle Permanent Building Society as follows:
BSB: 650400
Account number: 961 664 201
Reference booking name and date
Email remittance advice to sbslsc treasurer@bigpond.com
 - iii) By post with a cheque. Cheques should be made payable to: Swansea Belmont Surf Lifesaving Club and mailed to PO Box 3022 Blacksmiths NSW 2281

4) Hours

- a) Weekday Function Room booking conditions apply to bookings made during the following times
Monday to Thursday 9am to 9pm
Friday 9 to 4pm
- b) Bookings outside these hours will be subject to our Function Room booking conditions and will incur additional fees.
- c) Booking times must be arranged a minimum of 4 weeks prior to the hire period.

5) Equipment & Furniture

- a) The hirer is responsible for setting up the room and also for returning the room to its original layout.
- b) Time for setup and breakdown must be included in the booking time. No exceptions will be allowed and extra charges will apply if this condition is not met.
- c) A cleaning fee will also be charged if any extra cleaning tasks or moving of furniture is required to restore the area used to its previous condition.
- d) SBSLSC Volunteers or staff are not available at any time to assist with set up or breakdown.
- e) At the completion of the hire period, all equipment used by the hirer (e.g. tables, chairs, whiteboards, etc.) must be returned to its original location in the room.
- f) Tables are to be lifted by a minimum of 2 persons.
- h) For occupational health and safety reasons, chairs must be stacked neatly, with each stack to be no more than 10 chairs high. No person should carry any more than 2 chairs at any one time.
- i) Furniture should never be dragged across the floor.
- j) All equipment brought in by the hirer must be removed from the premises by the hirer after each hire period.
- k) The hirer must pay for any damage caused by equipment brought into the building by the hirer, especially faulty electrical equipment.
- l) Any electrical equipment you may wish to use must firstly be tested and tagged by an authorised electrician. SBSLS public liability insurance does not cover faulty electrical equipment where it does not have a current test tag. All equipment should be tested and tagged every 12 months.
- m) SBSLSC does not provide extension chords or power boards. All hirers MUST provide their own extension chords and/or power boards for their electrical equipment.
- n) Any equipment brought in by the hirer is done so at the hirer's own risk. SBSLSC will accept no responsibility for any loss, damage or theft of a hirer's equipment or effects even if permission to store on site has been given.
- o) Under no circumstances may any cooking equipment (e.g. microwaves, barbeques, toaster ovens, toasters) be used in any part of SBSLSC other than the kitchen.
- p) SBSLSC makes no provision of food, beverages, utensils, crockery, glassware or First Aid kit and supplies. All of these items must be organised and supplied by the hirer.
- q) If use of club owned equipment is required additional costs will apply as set out in the Weekday Meeting room booking form. Hire of these items must be arranged when booking. The hirer will be held liable for any missing or damaged equipment.

6) Cleaning

- a) The hirer is responsible for ensuring that the hired area is left in a clean and tidy condition.
- b) Excess rubbish must be bagged in large sturdy garbage bags placed in the large garbage bin in the carpark **N.B.** Any broken glass or hazardous material should be wrapped where possible and identified with a written note and put aside separately for the cleaners to dispose of.
- c) **Please note:** Soiled baby nappies are not to be left anywhere on the premises, incl. bathrooms / baby change table area. They are always to be removed from the premises by the hirer and disposed of responsibly.
- d) A cleaning fee will be charged if any extra cleaning tasks or moving of furniture is required to restore the area used to its previous condition.

7) Hire Fees and/or Bond

- a) Hirers must give SBSLSC 5 days' notice for cancellation of a booking. Cancellations made after this time may result in the hirer paying the full hire fee for the room/space. A refund of the hire fee will only be made if another booking is received for the same room for the same period.
- b) Bookings for business functions are secured only upon payment of a Bond as set out in the booking form.
- c) Failure to adhere to any of the Conditions of Hire may result in the hirer's Bond being forfeited and/or future access to the Club denied.
- d) Bond monies will not be refunded until SBSLSC is satisfied that all Conditions of Hire have been complied with; and the bank has cleared all cheques received from the hirer.
- e) Bonds will be refunded by cheque made payable to the hirer.

8) Alcohol and Smoking

- a) Smoking is prohibited within the building or grounds of the club.
- b) If alcohol is required it is to be supplied and served by SBSLSC staff and the terms and conditions of Function Room hire will apply, these terms and conditions are available on the club's web site.
- c) BYO Alcohol is not permitted.

9) Security / Damage

- a) In the case of any damage, breakages;
 - i) For business function hirers, the cost will be deducted from the Bond. If such cost is greater than the amount of the Bond, an invoice will be issued to the hirer stating the date the damage or loss occurred, the nature and extent of the damage or loss, the action taken and the outstanding costs.
 - ii) For all other hirers, an invoice will be issued to the hirer stating the date the damage or loss occurred, the nature and extent of the damage or loss, the action taken and the cost incurred.

10) Parking

- a) All parking should be in designated spaces. Parking in violation of signs may result in an infringement notice.
- b) Loading and unloading must be done in a safe manner in appropriate loading zones only.
- c) Hirers must ensure that their delegates do not block access to SBSLSC garages and gates as this may prevent the club from conducting an emergency rescue and place lives at risk unnecessarily.

11) General

- a) Hirers and delegates should be aware SBSLSC provides vital patrol functions on Blacksmiths Beach and has a large and active membership. As such other areas of the club are used by club members daily, hire of club facilities does not guarantee exclusive use of the facilities.
- b) Only the areas designated in the hire booking are available to the hirer. Lawn, BBQ and Balcony areas are not included in the Hire unless by prior arrangement, additional fees apply for use of these areas.
- c) The hirer is responsible for the care of the facilities and equipment whilst hiring at the SBSLSC.
- d) Existing notices, posters or displays must not be touched or covered unless SBSLSC staff have given prior written permission.
- j) No posters, decorations etc. are to be attached to walls or notice boards without prior written permission.
- k) Under no circumstances are streamers, balloons or other decorations to be attached to any part of the premises.
- l) Under no circumstances are candles or incense to be burned inside any of the buildings.
- m) SBSLSC does not permit the selling of any items from the club facilities during weekday hire.