



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

HIRE AGREEMENT 1-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 the hire component - disregarding the cleaning fee. ("Members" are current active financial members, with voting rights as per the Thirroul SLSC Constitution, for at least the previous 18 months.) # Does not include Friday or Saturday Verandah or Courtyard bookings.

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

Function Room Hire	Total Hire Fee	Booking Fee & Deposit	Bond Refundable
Mondays-Thursdays	\$750	\$100+ \$350	\$500
Fridays and Sundays	\$900		
Saturdays	\$1350		

* Total Hire Fee is inclusive of Booking Fee and Holding Deposit

* Booking is secured when the Booking Fee + the Holding Deposit are paid- see instructions over the page. * The Balance and the Bond are to be paid in full 2 weeks prior to the event.

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

Wedding hire or large event function room hire- 2.5 days (52 hrs). Allows for set up from 8 am the day before function and pack up the morning after function (vacate function hall by 12 noon to avoid further charges). Equipment can be negotiated to be stored in Rear courtyard for a Monday pick up.

Total Hire Fee 2.5 days (52 hours)	Booking Fee & Holding Deposit	Bond - Refundable
\$1850 Sun - Thurs \$2350 Fri - Sat	\$100 + \$350	\$500

* As Above

Front Verandah or Rear Courtyard ONLY- 24hr hire

Does **NOT** include access to bathrooms, kitchen, bar area or main function hall. Use council toilets adjacent to the surf club. Hirer to clean or bond will be used.

Verandah or Courtyard	Bond
Mon- Thurs- \$150 Fri or Sun \$250 Saturdays con only booked 2 weeks in advance \$350	\$200

***Total Hire Fee is inclusive of Booking Fee. Booking is secured when the Booking Fee is received.**

1. Confirmation of the booking is made when the Thirroul SLSC receives the following via the email functions@thirroulsurfclub.com.au

a) The completed and signed Terms and Conditions Hire Agreement (LAST PAGE).

b) The Booking Fee (non-refundable) plus the Holding Deposit. Once you have confirmed by email that you wish to proceed with a booking, our Finance Director will forward you an invoice. You will receive a second invoice when the bond is due.

NB Rear Courtyard and Verandah only require the Booking Fee.

2. The Balance of the Total Hire Fee, and additional Bond for hire of the Function Room, must be paid in full no later than 14 days prior to the function You will receive an invoice when it is near the time to pay.

3. The hirer will forfeit the Booking Fee if cancellation occurs after being received.

4. The Booking Fee and Holding Deposit will not be refunded if cancellation occurs within 14 days of the function. (Unless Covid Related Public Health Orders prevent the event from occurring)

5. 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. If the cleaning is greater than the standard cleaning fee, the additional cleaning fee will be deducted from the bond.

5. When the Front Verandah or Back Courtyard is hired, the hirer is required to leave as clean as hired. If the Verandah or Back Courtyard is not left clean, the Bond 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. If Curtains are soiled, cleaning will be charged.

7. For evening functions, activity must cease by 12:00 midnight and the premises must be vacated by 12.30 am.

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 residents 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:
 - o They are responsible for ALL people who attend the function.
 - o 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.
 - o 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 unless stored in a cupboard marked for 'TSLSC use only'. 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 or E-CIGARETTES

- The hirer agrees to ensure that there will be no smoking or vaping within the building or within 4 meters of the entrance or exits 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.

CONFETTI- please no plastic, paper or glitter confetti.

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.

LICENCING

- The hirer understands that they are accountable for the responsible consumption of alcohol
 - The hirer agrees that:
 - **Responsible Service of Alcohol (RSA)** policy applies at all times. Nominate a guest who has there RSA or hire Bar staff please.
 - **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 11.30 pm.
 - The premises will not be sub-leased to a third party.

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; Comingled Recycling and General Rubbish JJ Waste bins at the rear of the club - key access on wrist band of red cord hanging in kitchen.**
 - **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 and stored to its original space.**
- 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 the 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 the 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 14 days before the function via email to

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.

PLEASE PROVIDE DETAILS ON NEXT PAGE

Why not check out our Instagram page for set up and catering ideas.

@thirroul_slsc_function_space

HIRE AGREEMENT

Areas required for hire: **Tick box:**

Function Room **OR Front Verandah Only** **OR Back Courtyard Only** Date of function:

_____ Type of function: _____ Hours of function:

_____ **to** _____. Approx. number of attendees: _____ Time/date when

access required: _____.

Tick box: 24hr hire 52hr hire other . **I have visited function room:** Yes No Special conditions/other: _____

Alcohol supplied by hirer or caterer.

BYO function (**guests of function** bring their own alcohol)

Alcohol free function

***IMPORTANT: Refer to 'Licencing' in Terms and Conditions for further details**

A Licensed Caterer will be organised to cater at the function Yes() No () Undecided () Public Liability Insurance to be forwarded to functions@thirroulsurfclub.com.au required if YES.

Name of Caterer.....And any other providers(or email when known)

Name of hirer: _____

Address: _____

Phone no: _____ or _____ Drivers licence no: _____

Email: _____

An invoice will be mailed to when you have returned this form or indicated via email that you wish to proceed with the booking. A second invoice will be generated when the balance and Bond is due. Bond refunds will be sent following the event.

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.

Signed: _____ Date: _____

Office Use Booking Fee \$100 Yes/No Date Deposit \$350 Yes/No Date

Balance on Total Hire FeeYes/No Date Bond \$500 Yes/No Date

