

Conditions Of Use of Function Facilities.
Current as of December 2007

1. Hire Charges for Function Hall and Facilities are as follows:

- **Day Hire** 9.30am to 5.30pm and Night Hire from 6.00pm to 1.00am- **\$770.**
- **Casual Hire**- -day or night-\$150 for 3 hours (minimum) and \$50 per hour thereafter. Excludes Bar and Kitchen.

2. A deposit of \$250 must be lodged with each booking. The deposit fee will be refunded if the booking is cancelled 3 months prior to the date and the date is subsequently rebooked. Three months prior to the function the balance of \$520 should be paid. In the event of a cancellation the total fee will be refunded if the date is subsequently rebooked. If no rebooking occurs \$350 of the fee will be retained with a refund of the balance made.

3. A **\$250 bond** is required a week before the function date. The \$250 bond will be refunded after the function providing there is no damage to the function area, hall facilities or club assets.

4. Clients are requested to contact the club's function officer **4 weeks** prior to the function to coordinate final arrangements. (Mrs. Sandra Chalmers tel. 02.49.71 3335).

5. Function centre charges include normal preparation and cleaning afterwards. However if this is considered excessive additional charges may be required. **It should be noted that confetti, bean bag fill, blue tac, sticky tape and drawing pins are prohibited in the building and surrounding areas.**

6. The function centre has a NO SMOKING POLICY affecting all rooms and balconies. People choosing to smoke should leave the premises to do so.

7. CLUB BAR AND THE SERVING OF ALCOHOL AT PRIVATE FUNCITONS

a. The Hirer is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol are adhered to. Only Caves Beach SLSC members who are properly trained and qualified to operate the bar facilities and serve alcohol are allowed to serve at the Caves Beach SLSC

b. The conditions of hire require that at least 2 barperson be present at all functions where more than 80 persons are present and alcohol is being consumed on the premises, unless otherwise agreed.

c. Alcohol may only be consumed within the Function Centre Hall or adjoining balcony. Alcohol and glasses must NOT be taken out of the building.

d. Under the Responsible Service of Alcohol laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.

e. 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.

f. "Last Drinks" will be called 30 minutes prior to agreed finish time of function, with the bar closing 15minutes prior to the agreed finish time.

g. All music is to cease 15 minutes prior to agreed finish time or by 12.30am at the latest.

h. UNDER NO CIRCUMSTANCES IF ALCOHOL TO BE SUPPLIED TO PERSONS ON THE PREMISES WHO ARE UNDER 18 YEARS OF AGE- Penalties are severe

i. PURCHASE OF KEGS

Caves Beach Surf Lifesaving club has a sponsorship arrangement with Tooheys and only Tooheys products shall be served on the club premises.

All kegs should be purchased through our club sponsor Caves Beach Hotel. The cost of these kegs is \$250 and can be ordered via our function centre co-ordinator Sandra Chalmers.

8. The club will charge clients for any repairs to, or replacement of, the club's property that has been damaged or lost.

9. Prices quoted and nominated in this document are current as at today's date (17th December 2007). These prices may change by the date of your function providing there has been 3 months notice.

10. Shoes must be worn at all times while in the Function centre. Bare feet are prohibited. **Please note** that no drinks should be taken on the dance floor.

11. Unless a prior agreement has been made with the Club, decorations and all personal items, including hired equipment, should be removed when vacating the hall. Other major items, e.g. a Jukebox, should be removed as soon as possible the next day. Please note that the Caves Beach Surf Club is not responsible for any item brought into the premises by the hirer or left following the function.

12 HIRE EQUIPMENT AND SET UP

a. The Function Centre Hire includes the use of the hall, 150 chairs, rectangular tables (Dimensions: 7 X6ft tables, kitchen, the balcony and use of the bar as described in Section 7

b. The bar is fully equipped with beer and soft drink glasses, tap beer facilities. Breakages will be charged at \$2 per glass.

c. The Function Centre is available from 1pm on the day of the function for 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.

d. There are strict guidelines for the use of candles within the club premises to meet fire regulations. Please contact the Club Manager for guidelines

13. Please note that the Club's Public Liability insurance covers only Club members that attend the function and public liability insurance for all other guests that attend the function is the responsibility of the hirer.

14. The hirer of the hall shall familiarize themselves with all exits and the evacuation plan for the hall in the event of an emergency arising. This plan is in plain view near the entrance.

15. Following the function the Hall should be left in a safe and secure condition, viz all windows and doors closed and locked.

16. Keys should be returned as soon as possible following the function.

Additional point below

17. MEMBERS 21ST 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:

- a. 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.
- b. A maximum of 100 guests, by formal invitation only, and no "open", "word of mouth" or "word of web" invitations
- c. The Hirer is to employ Professional Security guards for the duration of the function with a ratio of 1 security guard per 100 guests unless otherwise agreed.

18. MEMBERS DISCOUNT- Members and immediate family will only receive a discount if the said members are financially current. A 20% discount will apply for a member on all bookings.

19. REJECTION OF APPLICATION TO HIRE – Caves Beach SLSC retains the right to reject any application to hire without providing a reason.

I/We agree to the terms and conditions of hiring the Caves Beach Function Hall.

Signed.....

Please print Name, Address, Contact Telephone Number and date of Function below:

Name.....

Address.....

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Telephone Number.....

Date of Function.....

Approved by Darryl Hadfield-Vice President/Club Manager.