

CATHERINE HILL BAY SLSC FACILITIES HIRE AGREEMENT

CONDITIONS OF HIRE

Hirers are to enter into an agreement with Catherine Hill Bay Surf Life Saving Club Inc. (here in after referred to as the "Club") to be bound by the following conditions and should read them carefully before signing an Agreement of Hire.

ALL FUNDS RAISED THROUGH THE FUNCTION CENTRE ARE UTILISED BY THE CLUB FOR THE BENEFIT OF THE LOCAL COMMUNITY THROUGH VOLUNTEER SURF LIFESAVING SERVICES AND CLUB FACILITIES.

1. BOOKINGS AND BOND/DEPOSIT

- a) All hirers are required to lodge a bond with the Club, to be paid when submitting the "Agreement of Hire" form.
- b) 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 "Conditions of Hire" are complied with. In the case of any excess damage to the premises or excess cleaning 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.
- c) Tentative bookings are kept for a maximum of 2 weeks from the date of the tentative booking. Dates will once again become available after the 2 weeks.

2. SMOKING

Catherine Hill Bay SLSC is a "non-smoking" venue.

3. RESTRICTED FUNCTIONS

- a) The building may not be hired for any illegal or socially immoral purposes.
- b) The building shall not be hired for 18th or 21st birthday parties.
- c) The building shall not be hired for any functions advertised over the internet.
- d) Catherine Hill Bay SLSC retains the right to reject any application for hire without providing a reason.

4. NUMBER OF GUESTS

As a general rule, the function room accommodates up to 110 people seated at tables, or up to 100 people standing comfortably for such functions as cocktail style etc.

5. DURATION OF FUNCTION

- a) All functions must have set a start and finish time at least 1 week prior to the function as stated in the "Agreement of Hire"
- b) For all social functions, the rates of hire allow for 8 hours, plus 30 minutes for guests to leave the premises. An additional charge may be applied if guests have not vacated the premises within the allocated time.



- c) An additional charge of \$50 for hall every 1 hour, or part thereof, above the 6 hours if additional time is required. This must be organised at least 1 week prior to the function.
- d) The latest time the function room can be utilised is 12:00am (midnight) from Monday to Saturday and 9:00pm on Sundays
- e) Meetings, conferences, seminars are subject to negotiation with the Function Centre Manager (here in after called the "MANAGER").

6. CLEANING

The cost for cleaning the Function Centre is included in the hiring fee. The Hirer is required to observe the following:

- a) Whatever the hirer brings onto the premises must be removed at the end of the function, unless otherwise organised with the Manager. Catherine Hill Bay SLSC is not responsible for private property left on the premises before, during or after a private function.
- b) The function centre cleaner is only responsible for cleaning toilets, floors, bar / kitchen area and general cleaning of the surf club grounds.
- c) All excess garbage must be removed at the end of the function.
- d) An extra charge will be incurred if the function centre cleaner has to clean glasses, remove table decorations/cloths, remove chair covers etc. This will be charged at an hourly rate.
- e) Use of the following is NOT PERMITTED: lit candles, drawing pins, sticky tape, nails, ceiling hooks, adhesive materials or bluetac to display signs or attach decorations.
- f) Club photographs and memorabilia must not be moved or removed. Any damage will be charged as appropriate.
- g) 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. No perishable scraps are to be left in the kitchen.

7. SECURITY

- a) All hirers are responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to their function.
- b) If a person is refused service, under the Responsible Service of Alcohol laws, that person MUST leave the premises immediately and it will be the Hirers responsibility to ensure this is carried out.
- c) If club bar staff are not used during the hire, it is the hirer's responsibility to turn off all lights and lock the function centre.

8. CLUB BAR AND SERVING OF ALCOHOL AT PRIVATE FUNCTIONS

- a) The Club's licensee is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol are adhered to.
- b) If club bar staff are not used during the function, it is the hirer's responsibility to ensure that the Responsible Service of Alcohol are adhered to. (see function management for further details)
- c) Unconsumed alcohol, if provided by the hirer, remains the property of the Hirer, however at the agreed closing time of the function, it shall be secured by the bar staff in the Club's cool room for collection by 9am the following day.
- d) No alcohol is to be taken away at the end of the function due to the Responsible Service of Alcohol laws.
- e) When kegs have been paid for in advance, the Club may provide a refund to the Hirer except where there is less than 20% remaining in the keg.
- f) The refund will be a percentage of the cost of the keg to the Catherine Hill Bay SLSC.



- g) Alcohol may only be consumed within the Function Centre hall or adjoining balcony. Alcohol must NOT be taken out of the Function Centre door, the main entrance stairway, onto the carpark, surrounding parkland or the beach.
- h) Under the Responsible Service of Alcohol laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.
- i) If a person is refused service, under the Responsible Service of Alcohol laws, that person MUST leave the premises immediately and it will be the Hirers responsibility to ensure this is carried out.
- j) "Last drinks" will be called 30 minutes prior to the agreed finish time of the function, with the bar closing 15 minutes prior to the agreed finish time.
- k) All music to cease 15 minutes prior to the agreed finish time.

9. HIRED EQUIPMENT

- a) All hired equipment delivery and removal is the sole responsibility of the Hirer. Storage of certain equipment after the function may not be possible due to other functions.
- b) Equipment can be delivered and removed from the club between the hours of 9am and 4pm Monday to Saturday. If removal is required of a Sunday, arrangements must be made with the Function Centre Manager.
- c) There are strict guidelines for the use of candles within the club premises to meet Fire Regulations. Please contact the Function Centre Manager for these guidelines.

10. FUNCTION CENTRE EQUIPMENT AND SETUP AVAILABILITY

- a) The Function Centre Hire includes the use of the hall, 100 chairs, 10 tables, the kitchen area, the balcony and the use of the bar as described in Section 8 above
- b) The Function Centre is available between the hours of 9am and 4pm. Monday to Saturday for function setup. 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.

11. PRICES

The Club reserves the right to review fees and charges at any time. Refer to Schedule of Rates for current pricing.

12. PAYMENT OF BOND/DEPOSIT

- a) To confirm a booking, a bond of \$1,500 is payable by the hirer. This may be paid online via the "Payment Gateway", by money order, cheque or cash. Payment by mail should be posted to PO Box 6147 Lake Munmorah NSW 2259. The bond will be returned to the Hirer within 14 days after the function.
- b) The Function Centre Hire fees **MUST** be paid in full 1 week prior to the commencement of the function.

13. FUNCTION CANCELLATION

- a) A cancellation fee will be charged based on the following:
 - Outside of 6 months prior to the function - NO cancellation fee
 - Within 3 months prior to the function - \$385 cancellation fee
- b) The cancellation fee will be taken from the bond/deposit and the remaining money, if any, shall be returned via a club cheque.



14. INSURANCE

- a) The Club will not be responsible for circumstances or events that cause disruption to the quiet enjoyment of the venue including but not limited to adverse weather or other natural perils, prevention of access by authorities, failure of utilities or facilities beyond the Club's control.
- b) We recommend the hirer seek cancellation or abandonment insurance, and property & theft insurance for personal property or hired-in equipment brought onto the Club premises.
- c) The hirer is personally responsible for damage to premises and contents of the Club. We recommend public liability insurance be obtained and you ensure that any supplier or contractor similarly have adequate but current public and products liability insurance. *There is no insurance cover provided to hirer by the Club whatsoever.*

15. INDEMNITY

- a) The hirer indemnifies the Club and or its officers against all costs and expenses including compensation for liability arising from personal injury (including death), loss or damage to real or personal property, liability for service of alcohol and or food or beverages whether by the hirer, or hirer's spouse, family, employees, suppliers, contractors or agents and guests whether invited or otherwise, arising from the occupation and or use of the Venue EXCEPT to the extent the Club has caused or contributed to the liability.
- b) This indemnity survives the conclusion of the function, the subject of the intended venue hire. By completing the Agreement form, the Hirer acknowledges and understands the extent of indemnity to the Club and associated personal liability.



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SCHEDULE OF RATES

Current as at 1 March 2016

Refundable Bond	\$1,500
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Main Function Room including use of kitchen facilities

Number of Guests	Function Particulars	Rate (including GST)
1-110	Day or Evening Hire (8 hours)	\$770
1-110	Weekend Hire (Friday 10am – Sunday 10am)	\$1,330
1-110	Other	By negotiation

Please enquire about keg system availability and bar service arrangements.

Enquiries welcome for hire of training room or main function room for seminars and conferences.



CATHERINE HILL BAY SLSC AGREEMENT OF HIRE

Lodgement of this Agreement and payment may be made by the following methods:

	Post / in person	On-line (Payment Gateway)
Agreement form	Please return this section with the deposit/bond to: Catherine Hill Bay SLSC Function Centre PO Box 6147 LAKE MUNMORAH NSW 2259	Scan the completed form and email to functions@cathoslsc.org.au with a copy of your online payment receipt.
Payment	Money order, cheque or cash. Please make the deposit/bond payable to Catherine Hill Bay SLSC	Go to cathoslsc.org.au - Payment Gateway tab Choose = Catherine Hill Bay Transaction Type = Function Payment Details = Function date & hirer's surname

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Hirer's Name (please print)	
Name of Contact Person	
Postal Address	
Contact Telephone Number	
Email Address	

Date of Hire			
Purpose of Function			
Approx. Number attending			
Start Time	: am/pm	Finish Time	: am/pm

Agreed Rates:	Deposit \$	Hall Hire \$	=	TOTAL \$
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I agree to the Conditions of Hire as stated within the Catherine Hill Bay SLSC Hall Hire Agreement document.

Hirer's Signature _____ Date _____

Club Endorsement _____ Date _____

Payment Schedule		
Date	Amount	Balance
___/___/___	\$ _____	\$ _____
___/___/___	\$ _____	\$ _____
___/___/___	\$ _____	\$ _____
___/___/___	\$ _____	\$ _____
___/___/___	\$ _____	\$ _____