



Avalon Beach Surf Life Saving Club Terms & Conditions of Hire (Function) 2017

Avalon Beach SLSC's Club Lounge/Club Room is hired under the terms and conditions as stated below.

Payment of any venue hire fee, or part thereof, will be considered as the hirer's acknowledgement and acceptance of these Terms & Conditions.

Confirmation of hire will be upon written advice from Avalon Beach SLSC after receipt of the Application to Hire, a signed copy of the Terms & Conditions of Hire (Function) and payment of the deposit. Until such time as this has been completed, another hirer may book the venue.

General Conditions

The hirer must advise Avalon Beach SLSC by completion of a Venue Hire Application the type of activity that is to take place in connection with the hire and use only that part of the premises for which a Venue Hire fee has been paid.

Avalon Beach SLSC may not be booked for 18th or 21st birthday parties, buck's or hen's parties. Additional security policies apply for all teenage parties including and above age 15.

The hirer undertakes that the hirer will not use or permit the premises to be used by more than:

- Club Lounge – 120 guests
- Club Room – 180 guests

The hirer undertakes that the hirer will not permit or cause the premises to be used after 10:00pm on any Sunday, Monday, Tuesday, Wednesday or Thursday, after 12:00 midnight on any Friday or Saturday, or after 01:00am following New Year's Eve.

The hirer must adhere to the function times as stated in the Venue Hire Application. Setting up/styling the venue may be arranged outside of these times by agreement in writing from Avalon Beach SLSC. Setting up or otherwise using or occupying the premises outside the period of the function or any times arranged with Avalon Beach SLSC may result in the levying of a further fee.

The hirer must be at least 18 years of age.

The hirer, or a person representing the hirer, is required to be present at the premises for the duration of the function.

The hirer undertakes that in connection with the use or occupation of the premises the hirer will not permit or cause anything to be done which is disorderly, offensive or illegal.

All reasonable steps must be taken by the hirer to satisfy themselves that there is no reasonable risk of injury to any person participating in the hirer's activities.

The hirer must ensure that all persons in attendance at the premises in connection with the hirer's function comply strictly with all relevant conditions of the Avalon Beach Surf Life Saving Club Terms & Conditions (Function).

The hirer is responsible for the behaviour of all persons attending the premises at any time in connection with the hirer's function booking. This will include instructing all such persons to leave in a quiet and orderly manner within the stipulated times.

The hirer is responsible for ensuring that children are in the company of a responsible adult at all times.

Avalon Beach SLSC may request the removal of any person attending the premises at any time in connection with the hirer's function booking found to be in breach of these Terms and Conditions of Hire.

The hirer undertakes that the hirer will not permit or cause anything to be done which disturbs the quiet enjoyment of the neighbouring restaurant and/or function rooms, or is incompatible with the reasonable use of the neighbouring restaurant and/or function rooms for its designed purpose.

The hirer notes that the Lift, Hall of Champions and the Toilets located on Level 1 are shared between the function rooms and the restaurant and the hirer may not hire, obstruct or decorate these areas.

The premises are to be inspected by the hirer before use. Any damage/untidiness to the premises prior to function must be brought to the attention of Avalon Beach SLSC by the hirer prior to use or occupation of the premises by the hirer.

Venue Hire Fees

Venue Hire fees are applied on a sliding scale based on number of attendees and are set out in the attached Venue Hire Fee schedule.

The hirer must pay a deposit equivalent to the venue hire fee at the time of the function booking.

The hirer must pay a security deposit (a Bond) at least 7 days prior to the function. This will be forfeited in the event of any non-adherence to the Terms and Conditions of Hire including the failure to adequately clean the premises (if self-cleaning) or in the event all keys are not returned.

The hirer must confirm the number of guests attending the function at least 7 days in advance of the function. If the confirmed number of guests increases into a new Venue Hire fee bracket, then the increase in venue hire fees will need to be paid prior to the function, or will otherwise be withheld from Bond.

Avalon Beach SLSC will refund the security deposit or the balance thereof (if any) within 14 days of the function.

Payments & Cancellations

A deposit of the total Venue Hire fee is required to secure the function booking.

The hirer must pay the Venue Hire fee within 7 days of invoicing and prior to the function date.

The hirer must notify Avalon Beach SLSC in writing of the cancellation of any function booking. Venue Hire fees paid will be refunded in accordance with the attached Venue Hire Fee schedule.

Responsible Service of Alcohol

The Avalon Beach SLSC has an On-Premises Liquor License and therefore BYO and take-away alcohol sales are not permitted.

The Bar Tab amount, if applicable, should be advised in writing 7 days prior to the hire period. The bar tab limit may be increased during the function. Where applicable, the hirer agrees that the full beverage consumption will be charged according to the consumption records and must be paid in full at the conclusion of the function.

The Service of Alcohol will cease 15 minutes prior to the nominated function finish time as stated on the Application to Hire.

Avalon Beach SLSC has a Responsible Service of Alcohol policy. It is illegal to serve alcoholic beverages to any person who is intoxicated and as such Avalon Beach SLSC reserves the right to refuse service to any such person. It is illegal to server beverages to any person under 18 years of age and Avalon Beach SLSC reserves the right to request suitable identification. The Avalon Beach SLSC will not permit any riotous, disorderly, offensive or improper conduct. Any persons responsible for such conduct will be asked to leave the premises.

Catering (Food only) / Kitchen & BBQ

The hirer is permitted to self-cater (food only) in the Club Lounge and Meeting Room at any time.

The hirer is permitted to self-cater (food only) in the Club Room on Monday – Thursday.

The hirer may make use of the kitchen adjoining the Club Lounge. Club Lounge hirers have first right to use the kitchen.

The hirer of the Club Lounge may use the built in BBQ. Additional cleaning fees may be withheld from the bond if the BBQ is not cleaned after use.

Security & Venue Access

Avalon Beach SLSC retain the right to request that the Hirer, at their own expense, engage independent, accredited security should Avalon Beach SLSC deem it necessary. Two security guards are compulsory for all functions in excess of 200 pax and any permitted teen birthday party from, and including, age 15, regardless of number of guests attending.

One week prior to the hire period, and upon payment of the security deposit (Bond) the hirer may collect their access keys from the Avalon Beach SLSC during office hours. The access key will be programmed to permit access on the day of hire and will be disabled at 10:00am the following day. All items must be removed from the premises before then unless Avalon Beach SLSC has agreed prior arrangements in writing.

The hirer must observe the secure closing of the premises; windows and doors must be secured, all lights, fans, heaters, AV equipment, microphone etc. and accessories must be turned off.

At the completion of the function, all keys should be returned to the Avalon Beach SLSC. Return of the bond, in whole or in part, is at the discretion of Avalon Beach SLSC, subject to compliance with these Terms and Conditions of Hire. Responsibility for all keys issued rests with the hirer, who must pay Avalon Beach SLSC's costs in replacing all lost or misplaced keys and resetting all locks at the premises.

Avalon Beach SLSC is located at a patrolled beach. During patrol season, September – March, volunteer lifesavers patrol the beach on weekends from 9:00am – 6:00pm and from time to time may be present on the Club Lounge balcony during these hours. Any volunteer lifesavers performing patrol duties will be in full patrol uniform and will not interfere with any functions taking place in the Club Lounge/Club Room.

Signs & Decorations / Other Restrictions

The hirer is not permitted to use any adhesive materials to secure signs, posters or decoration on any internal or external wall or floor surfaces. Nails, screws or any other fastenings must not be driven into, or attached in any way, to the walls, floors, timberwork, furniture or fittings. The hirer is liable to Avalon Beach SLSC for full restoration and repair costs in connection with any damage resulting from this action.

Magnetic hooks are available upon request for the hirer's use.

No ball games of any kind are to be played inside the Function spaces.

The hirer may not supply or permit the use of coloured hairspray, body paint, glitter of any kind, rice or confetti, table scatters and crepe paper streamers. Additional cleaning charges will apply if such items have been used.

The hirer must not erect any signs on, or outside, the premises without Avalon Beach SLSC's prior written approval.

Decorations are not to be placed on any fans, heaters or electrical fittings. The fans may not be operated if helium balloons are used for decoration.

The hirer must ensure that all windows and doors are closed and the fans are turned off prior to lowering the blinds in the Club Room.

The hirer is responsible for the cost of making good any damage caused to the premises, furniture or fittings during the course of the hirer's use or occupation of the premises, including scratches on floors caused by items being dragged across floor surfaces. Table and chair trolleys are to be used where available.

The hirer must report immediately to Avalon Beach SLSC any damaged or dangerous electrical fittings and ensure that steps are taken to prevent use of the same until repaired.

Avalon Beach SLSC may apply the Venue Bond to meet any costs reasonable and necessary required for repairs and making good any damage caused to the premises by the hirer or the hirer's guests.

The riding of bikes, scooters and skateboards is not permitted anywhere on the premises.

Furniture & Equipment

The setting up of tables, chairs, decorations and other equipment is the responsibility of the hirer unless other arrangements have been made with Avalon Beach SLSC.

Furniture and fittings must not be removed from the premises but are permitted on the balcony. Furniture must be brought inside the venue at the conclusion of the function.

Any deliveries are to be arranged for the day of the venue hire. The hirer shall not store any of the hirer's furniture or equipment upon the premises unless arrangements have been made with Avalon Beach SLSC.

All portable electrical equipment or leads that are brought into or used in the premises shall comply with the Work Health and Safety Act 2011.

Avalon Beach SLSC is not responsible for any of the hirer's property left upon or in the premises.

Cleaning (self-cleaning option)

The hirer must, at the conclusion of the function, unless otherwise arranged in writing:

- leave the premises in a neat and tidy condition free of dirt, grit, water, decorations, obstacles, etc. to ensure the safety and convenience of future users of the premises;
- follow the self-cleaning instructions as issued by Avalon Beach SLSC including sweeping and moping the floor;
- remove all general waste and refuse from the premises and dispose of such garbage and refuse in the external bin facility located in the carpark;
- wipe clean and pack away Avalon Beach SLSC's furniture and equipment and return any items of furniture relocated to the balcony to inside the Club Lounge.

Avalon Beach SLSC may apply the Venue Bond deposit to meet any reasonable and necessary costs required for additional cleaning and waste removal.

No Smoking / Naked Flames

Smoking is not permitted within any area of Avalon Beach SLSC. The hirer must not, or permit upon the premises any smoking, candles (save for candles in protective covers), naked flames, BBQs, or sparklers.

Hirers and guests may smoke outside the premises, however are to dispose of any cigarette butts in a responsible manner.

Emergency Procedures

The hirer must be aware of and observe the Emergency Evacuation Management Plan for the premises. This plan is located next to the Lift on Level 1.

The hirer must take direction from Avalon Beach SLSC management or staff in the case of an emergency, when such persons are present.

The hirer is responsible for ensuring that fire doors, emergency exits and Hall of Champions are not obstructed.

The hirer is responsible for ensuring that fire-fighting equipment is not discharged, used or interfered with for any reason other than its designated or manifest purpose, and only by trained personnel.

The hirer is responsible for ensuring that the capacity of the premises and any equipment associated with it is not exceeded.

The hirer is responsible for providing first aid at the premises in the case of an emergency.

Photography

Avalon Beach SLSC may use any photographs provided by the hirer for their own promotion on the Avalon Beach SLSC website. Additionally, Avalon Beach may request in writing permission from the hirer to take photographs of their function room set up to be used for promotional purposes on the Avalon Beach SLSC website.

Insurance

Avalon Beach SLSC recommends that all hirers obtain their own Public Liability insurance.

Assignment & Transfer of Goods

This agreement is personal to the hirer and cannot be sub-licensed, assigned, changed or the subject of any other like transaction without the prior written consent of Avalon Beach SLSC.

The hirer may at any time request for the function booking to be assigned for the benefit of a third party. Any such request must be made in writing to Avalon Beach SLSC, and Avalon Beach SLSC will not unreasonably withhold its consent.

Acceptance of Terms & Conditions

I have read and understood these Terms and Conditions of Hire and agree to abide by same.

Name: _____

Address: _____

Mobile: _____

Signature: _____

Date: _____

Venue Hire Fees

Club Lounge	< 50 pax	51-80	80-120	Bond*
Celebrations/Weddings¹	\$520+GST	\$1035+GST	\$1340+GST	\$1360
Bereavement²	\$260+GST	\$518+GST	\$670+GST	\$1360
Community Hire (Event)³	\$60+GST p/h			\$460
Community Hire (per term)⁴	\$35+GST p/h			\$160
Commercial Hire⁵	\$120+GST p/h \$960+GST p/day			\$460

Club Room	< 50 pax	51-100	101-180	Bond*
Celebrations/Weddings¹	\$780+GST	\$1290+GST	\$1550+GST	\$1360
Bereavement²	\$390+GST	\$645+GST	\$775+GST	\$1360
Community Hire (Event)³	\$75+GST p/h			\$460
Community Hire (per term)⁴	\$40+GST p/h			\$160
Commercial Hire⁵	\$150+GST p/h \$1200+GST p/day			\$460

1. Celebration/Wedding rates are for a six hour venue hire with the service of alcohol. Bar staff is an additional expense. Time to set up/style and pack up/clean the venue is complimentary.
2. Bereavement rates are for three hour duration for bookings held Monday – Thursday only. Bar staff is an additional expense.
3. Community Hire (Event) are for events without the service of alcohol. You may not BYO alcoholic beverages onto the premises. Hourly rates apply for the duration of your event including any set up/pack up time required.
4. Community Hire (per term) rates are for hirers who book a minimum of one school term. Class size may not exceed 40 pax.
5. Commercial daily rate is for an 8 hour hire period.

* Bond includes venue damage, rubbish removal and access key bond.

Additional Fees & Charges

Bar Staff¹	\$25p/h p/p
Post Event Cleaning (optional)	\$60p/h p/p

1. The quantity of bar staff required will be determined by the number of guests and style of event.

Refund Policy

	> 90 days	31 – 90 days	< 30 days
All Spaces	75% refund	50% refund	No refund