Bilgola Surf Life Saving Club Inc. PO Box 43 Avalon Beach NSW 2107
ABN 64 566 803 132

# APPLICATION FOR VENUE HIRE

Thank you for considering Bilgola Surf Life Saving Club for your function. Bilgola Surf Club is a great venue for various types of functions including:

Weddings, engagement parties birthdays* Christmas parties, corporate functions, product/book launches, a great location for TV commercials, music nights, local community events and AGMs.

(*We do not hire the venue for 18th or 21st birthdays, bucks or hens' parties. Please do not book this type of event, as they will be cancelled immediately and no refund will be given).

Bilgola Surf Club members take pride in their club's history. Photographs, trophies and plaques feature around the clubhouse walls. We appreciate that your function is a very special occasion for you and ask when decorating the premises please be respectful of the club's history and memorabilia.

In the venue hire agreement, you will find important information on booking Bilgola SLSC for your function.

Bilgola Surf Club is a popular venue for functions, we advise to make bookings well in advance. Please note that all of the venue both inside and the outside enclosed areas are smokefree.

Bilgola SLSC reserves the right to accept or reject any bookings.

In order to secure a booking for a function date the following must be provided to Bilgola Surf Club:

1. the applicable deposit,
2. a signed copy of the "Venue Hire Agreement - Terms and Conditions"; and
3. the Contact Details form

Until the deposit and signed Terms and Conditions document is received by Bilgola SLSC, the venue will still be available for others to book.

Confirmation of the hire will then be provided to an application by Bilgola SLSC
The club is available for inspection by appointment, please email club.functions@bilgolaslsc.org.au for further information.

We look forward to hearing from you regarding your function.

Yours faithfully,
Bilgola SLSC Inc.
For and on Behalf of the Committee

# VENUE HIRE AGREEMENT

Terms and Conditions

## 1. SUITABLE FUNCTIONS

This venue is NOT available for hire for 18th or 21st birthdays, bucks or hens' parties. Any function found to be for this purpose will be cancelled immediately (including during the function) if necessary and no refund will be paid. Please do not embarrass yourselves, your guests, or us by trying to hold one of these functions.

## 2. AVAILABLE DATES & TIMES

Bilgola SLSC is an operating Surf Club. The club is "generally" available for hire on Saturdays from 6pm (there are some exemptions granted to this – outside of the patrol season – upon individual negotiation with the Club's Function Manager). We do not hire the club on Public Holidays, including Christmas day or New Year's Eve.

The venue is not available after midnight on any day.

## 3. WHAT IS AVAILABLE

The Venue Hire Agreement allows access to and use to the following areas of Bilgola SLSC ("the Venue"):

- The Lounge (Bilgola staff only behind the bar)
- The Main Hall
- The Kitchen (including 2 Stoves, Microwave, Dishwasher and Refrigerator
- The Outside BBQ and Grass area (within the fenced area)
- The Balcony's
- The Toilets (not exclusive)

The Venue Hire Agreement does not permit the hirer or persons attending a function access to areas of the club not specified above including offices, storage rooms or the lower area of the club reserved for life saving purposes.

The table below specifies other equipment available at the club: (these may vary slightly from time to time depending upon malfunction or breakages beyond our control; however, we will generally endeavour to supply them in a suitable functioning condition).

Note, we do not provide table cloths, cutlery, crockery or table glassware for formal, sit down style functions/receptions.

| EQUIPMENT | NUMBER |
|---|---|
| Trestle Tables (183x75mm) | 20 |
| White Folding Event Chairs | 120 |
| Bar Tables (Timber Top, White Base) | 5 |
| Bar Tables (Silver Top, Steel Base) | 4 |
| Bar Stools (Timber Top, White Base) | 32 |
| Round Coffee Tables (Timber Top, White Base) | 6 |
| Bar Stools (Silver Top, Steel Base) | 4 |
| Rattan Lounge Chairs (Dark Grey) | 12 |
| Rattan Outdoor Chairs (Dark Grey) | 13 |
| Cane Chairs (Blonde + Blue & White Cushions) | 29 |
| Large Timber “Picnic” Tables | 3 |
| Large Timber Rectangle Tables | 2 |
| Square Glass Side Tables | 5 |
| AV EQUIPMENT | NUMBER |
| Wireless Microphone | 2 |
| Large Screen LCD TV (HDMI & USB Connection | 1 |
| Projector and Screen (Main Hall HDMI Connection) | 1 |
| iPad Connectivity (Spotify For Music Playlists) | 1 |
| Multiple Speakers Hall, Bar and Veranda Areas | 10 |
| Lectern | 1 |

## 4. ACCESS AND DEPARTURE

Access to the club on the day of the function for catering or decorating can be arranged with the Functions Manager (Usually from 10am), your guests are NOT PERMITTED on the premises before the official booked starting time.

The bar will open at the official booked starting time and close 30 minutes prior to the end of the function. For functions booked from 6pm till midnight, guests must be off the premises no later than midnight. For all other booking times, guests must vacate the premises at least 20 minutes after the function ends.

## 5. BOOKINGS AND PAYMENTS

The cost to hire the venue for a Social Member is $300/hr, to qualify for the social member discount, you will need to have been a social member for a **minimum of 24 months**. A minimum booking of 4hrs, his includes up to 2 Bilgola staff and cleaning, for a function with under 80 guests, for over 80 guests, please refer to the staffing table in section 7 of this agreement.

Shorter or longer hires may be available upon negotiation, we have a minimum booking of 4hrs.

Additional fees include:
A refundable security bond of $1000,
Extra bar staff (if required) at $50/hr (Ref. section 7).

To secure a booking, you will need to do the following:

1. *Negotiate a "potential available date" with the functions manager*
2. *Once a suitable "potential available date" has been arrived at submit to the club:*

    a) *A signed Venue Hire Agreement with Part 17 completed.*

    b) *A $500 deposit (send remittance through including Surname and Date of event)*

    c) *A Contact Details form*

    *The documents must be sent to the Function's Manager at club.functions@bilgolaslsc.org.au*

3. *Receive confirmation by email from the club that the booking has been accepted.*
4. *At least 14 days prior to the function date:*

    a) *Pay the balance of the hire fee*

    c) *Pay a security bond of $1,000*

    d) *Pay the extra bar staff fee, if required.*

    *An invoice will be emailed through for the above fees.*

5. At the conclusion of the function pay the bar tab.
6. All guests must vacate the premises no more than 20 minutes after the function ends (or prior to 12am). Failure to do so will incur a penalty fee of $250 per 20 minutes or part thereof.
7. Bilgola SLSC reserves the right to reject any application and bookings are not deemed confirmed until the Function Manager has confirmed the booking by email to the hirer.

## 6. CANCELLATIONS

By Bilgola SLSC:

Bilgola SLSC reserves the right to cancel a confirmed hire due to any unforeseen circumstances that may render the premises unsuitable (e.g. fire or power outage, etc). In the event of a cancellation initiated by Bilgola SLSC made for this reason the hirer will receive 100% deposit refund, however the Club will not be liable for any compensation in these circumstances.

By the hirer:

For cancellations made 90 days before the event – 100% refund of deposit.

For cancellations made between 14 days to 89 days before the event - 60% of the deposited will be refunded

Where the booking is made within 90 days of the event, AND the cancellation is made BEFORE 14 days of the event - 50% of the deposit will be refunded.

For cancellations made with 14 days of the event - NIL refund will be granted.

## 7. BAR STAFF & PACK DOWN SERVICE

Extra bar staff is an additional cost above the costs specified in Part 5 of this agreement.
Please note up **TWO** Bilgola Surf Club staff members are included in the $300/hr hire rate, a bar/function supervisor and one bar person

An additional staff member is required for all functions based on the below numbers and is charged at $50 per hour, per staff member.

The number of staff required is:

- Up to 80 people - no additional bar staff
- From 81 to 110 people - 1 additional bar staff
- From 111 to 150 people - 2 additional bar staff
- From 151 to 200 people – 3 additional bar staff

You will be notified of the bar staff fee when you receive confirmation that your booking has been accepted, and you confirm your final guest numbers.

Functions that do not require the bar open to serve alcohol will still require 1 staff member onsite throughout the function, which is included in the hire rate.

Our team offer a “pack down” service. Under this service our bar staff will take down and pack away all your decorations and any furniture after the function has ended and prior to the cleaners arriving. This is an optional extra at a cost of approximately 30mins of wages for each of the total number of staff that are on. Please ask the Function Manager for an estimate.

## 8. COOKING FACILITIES & CATERERS

The kitchen and BBQ areas, including all cooking equipment and utensils must be

returned to their original state by the end of the function. The cleaning of the kitchen and BBQ areas is not covered by the $250 cleaning fee referred to in Part 5 of this Agreement. If the BBQ and kitchen areas are not returned to their original state, an additional cleaning fee will be charged ($50 per hour or part thereof of the time required to clean these areas).

When using our kitchen and/or BBQ there is one simple rule we ask you to abide by: Leave it at least as clean as you found it.

Please make sure that there are no food scraps in the dishwasher, the floor has been mopped and all surfaces have been cleaned including splash-backs, oven, stove tops and fridge doors.

Any items left at the Club for collection after the function has finished must be clean. Collection must be completed prior to 10am the following morning.

We request that any caterers are informed of these obligations prior to the commencement of an event.

## 9. MUSIC

Although live bands, DJ's etc. are permitted, music must not be excessively loud and must cease by 11:45pm at the latest. We reserve the right to shut off the power at any time if these rules are broken.

## 10. LICENSED PREMISES

Bilgola SLSC is a fully licensed venue, therefore:
All drinks must be supplied by Bilgola Surf Life Saving Club.
NO alcohol or non-alcohol beverages may be brought onto or taken off the premises.
NO persons under the age of 18 are permitted to consume alcohol on the premises.
Anyone who appears to be intoxicated will be refused service, anyone acting in an offensive manner will be ordered off the premises. Unruly or offensive behaviour by a group will result in the function being stopped, with no refund payable.
Bilgola Surf Life Saving Club complies with the NSW Liquor Act (2007), and the Liquor Regulation (2018), pertaining to the sale, supply and consumption of alcohol in NSW. All our staff are trained and have appropriate accreditation in regard to the Responsible Service of Alcohol.

## 11. DECORATING

Any items (e.g., decorations, hire equipment, crockery etc) brought to the venue must be packed up into one agreed area at the end of the function. Our bar staff offer a "pack down" service which is detailed at Part 7 of this Agreement.

When decorating the following is NOT PERMITTED:

- Confetti / Glitter / Rice / Petals and other similarly sized objects,
- Nails, Hooks, Staples and Pins into walls or ceilings.
- Adhesives, Tape, Glue etc.

Candles must be wholly contained and unable to drip wax outside their container.

When decorating, be sure not to restrict access to any doorway or thoroughfare, in accordance with any basic safety practices. (This includes the Caretaker's door).

The training/storage room and adjoining toilet are off limits to all guests during functions.

## 12. REFUND OF BOND

The bond will be retained for 7 days after the function.

The cost of any stains on the carpet that require professional cleaning and any other damage caused to the club inside or outside areas (including all furniture) will be deducted from the bond.

## 13. BOND

Main reasons for losing the bond:

1. Kitchen &/or BBQ not cleaned (eg. Dishwasher left full or dirty, floor not mopped, oven/ stove left with food scraps not removed).
2. Candle wax, gum on floor/walls/carpet.
3. Damage caused by decorating (eg. Paint damaged when tape or blue tac removed, holes left by pins and nails).
4. Damage to wooden floor caused by music equipment or by dragging heavy objects.
5. Functions starting sooner than the agreed booked time
6. Excessive glass breakage
7. Failure to vacate the premises at the end of the function.
8. Failure to pay Bar tab at the conclusion of the function.

## 14. PAYMENTS

Deposit payments can be made directly into the club's bank account:
Bilgola Surf Life Saving Club
BSB 032095
Acc 182404

Please include your surname and date of your function in your payment description and email the remittance/receipt to the club.functions@bilgolaslsc.org.au email address.

You will be invoiced for the remaining payments prior to the function.

## 15. EMERGENCY PROCEDURES

The hirer must take direction from Bilgola 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 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.

## 16. 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 Bilgola SLSC.

## 17. DETAILS OF EVENT

Please complete the following:

| | |
|---|---|
| Proposed date of event | |
| Nature of event (for example wedding, birthday) | |
| Estimated number of attendees | |
| Start time of the event | |
| Finish time of the event | |
| Proposed Bar Tab Amount (if having one) | |

## DECLARATION:

I have read these Venue Hire Terms and Conditions. By signing the document, I agree to be bound to those terms and I accept the declarations/conditions below.

As the hirer:

1. I take full responsibility for any damage to the building and/or its contents which occurs as a result of my hire of the venue, and I agree to pay all costs involved to repair such damage.
2. I undertake to take all reasonable steps to ensure that there is no risk of injury to any person attending in the hirer's event
3. I undertake not to permit or cause anything to be done which is disorderly, offensive or illegal.
4. I undertake that I will not permit or cause the venue to be used after midnight
5. I undertake and agree to be bound by all terms stated in the Venue Hire Terms and Conditions.
6. I undertake to ensure that all persons in attendance at the event in connection with the hirer's function will comply strictly with all relevant terms of the Venue Hire Terms and Conditions.
7. I am 18 years of age or older
8. I will be present during the event, or someone representing me will be present at the event.
9. I am responsible for ensuring that children are in the company of an adult at all times.
10. I undertake that I will not permit anything to be done which disturbs the quiet enjoyment of neighbours
11. I undertake not to let any persons access those areas of the venue not the subject of the Venue Hire Terms and Conditions, including offices, equipment storage areas and the lower ground floor areas used for life saving purpose, with the exception of the male and female toilets.
12. I have completed part 15 of this agreement and signed the area below.

Hirer's name _____

Hirer's address _____

Hirer's signature and date _____

After hours contact number _____