



STOCKTON SURF LIFE SAVING CLUB INC.

HIRER TO PRINT AND RETAIN

FUNCTION CENTRE RULES OF HIRE

Hirers are to enter into an agreement with Stockton Surf Life Saving Club Inc. (here in after referred to as the "Club") to be bound by the following rules 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 HUNTER COMMUNITY

1. BOOKINGS AND BOND/DEPOSIT

1. All hirers are required to lodge a bond with the Club, to be paid when submitting the "Agreement of Hire" form.
2. 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 "Rules 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.
3. 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

Stockton SLSC is a "non-smoking" venue, for all interior areas. Smokers may use the balcony to smoke.

3. RESTRICTED FUNCTIONS

1. The building may not be hired for any illegal purposes.
2. The building shall not be hired for 18th birthday parties OR "combined" 18th birthday parties.
3. The building shall not be hired for any functions advertised over the internet.
4. Stockton SLSC retains the right to reject any application to the hire without providing a reason.

4. NUMBER OF GUESTS

As a general rule, the function room accommodates up to 100 people seated at tables, or up to 140 people standing comfortably for such functions as cocktail style etc.

5. DURATION OF FUNCTION

1. 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"
2. For all social functions, the rates of hire allow for 6 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.
3. An additional charge of \$50 for hall + \$30 per bar staff applies 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.

4. The latest time the function room can be utilised is 12:00am (midnight) from Monday to Saturday and 9:00pm on Sundays
5. 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 an additional fee to the hiring fee. The Hirer is required to observe the following:

1. Cleaning fee is \$145 and is not negotiable.
2. Whatever the hirer brings onto the premises must be removed at the end of the function, unless otherwise organised with the Manager. Stockton SLSC is not responsible for private property left on the premises before, during or after a private function.
3. The function centre cleaner only responsible for cleaning toilets, floors, bar / kitchen area and general cleaning of the surf club grounds.
4. All excess garbage must be removed at the end of the function.
5. 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.
6. Use of the following is NOT PERMITTED: **drawing pins, sticky tape, nails, adhesive materials or blue tack to display signs or attach decorations.** Eyebolts around the pelmet of the hall are available for this purpose.
7. 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.

7. SECURITY

1. All hirers are responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to their function.
2. 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.
3. If club bar staff are not used during the hire, it is the hirers responsibility to turn off all lights and lock the function centre.

8. CLUB BAR AND SERVING OF ALCOHOL AT PRIVATE FUNCTIONS

1. The Club's licensee is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol are adhered to.
2. If club bar staff are not used during the function, it is the hirers responsibility to ensure that the Responsible Service of Alcohol are adhered to. (see function management for further details)
3. 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.
4. No alcohol is to be taken away at the end of the function due to the Responsible Service of Alcohol laws.
5. 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.
6. The refund will be a percentage of the cost of the keg to the Stockton SLSC.
7. 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.
8. Under the Responsible Service of Alcohol laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.

9. 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.
10. "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.
11. All music to cease 15 minutes prior to the agreed finish time.

9. HIRED EQUIPMENT

1. 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.
2. 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.
3. 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

1. The Function Centre Hire includes the use of the hall, 97 chairs, 10 round tables diameter 1.8m, the kitchen area, the balcony and the use of the bar as described in Section 8 above
2. 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. 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.

1. 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.
2. A maximum of 100 guests, by formal invitation only, and no "open", "word of mouth" or "word of web" invitations.
3. The Hirer is to employ Professional Security guards for the duration of the function with a ratio of 1 security guard per 50 guests.

12. PRICES

The Club reserves the right to review fees and charges at any time.

13. PAYMENT OF BOND/DEPOSIT

1. To confirm a booking, please send a money order, cheque or cash in the amount of \$200 to PO BOX 29 STOCKTON NSW 2295. This will be returned to the Hirer within 14 days of the function.
2. The Function Centre Hire fees **MUST** be paid in full 1 week prior to the commencement of the function.

14. FUNCTION CANCELLATION

1. A cancellation fee will be charged based on the following:
 - Outside of 3 months prior to the function - NO cancellation fee
 - Within 3 months prior to the function - \$50 cancellation fee
 - Within 2 months prior to the function - \$100 cancellation fee
 - Within 1 month prior to the function - loss of bond/deposit
2. The cancellation fee will be taken from the bond/deposit and the remaining money, if any, shall be returned via a club cheque.

STOCKTON SLSC FUNCTION CENTRE HIRE COSTS

Number of Guests	Function Particulars	Costing
Less than 30	Hall Hire (6 hours)	\$500
	Cleaning Fee	\$145
	1 st Bar Person (5 hours)	\$100
	Total	\$745
30 – 99	Hall Hire (6 hours)	\$500
	Cleaning Fee	\$145
	1 st Bar Person(5 hours)	\$100 (duration)
	2 nd Bar Person (5 hours)	\$100 (duration)
	Maximum Cost	\$845
100 – 140	Hall Hire (6 hours)	\$500
	Cleaning Fss	\$145
	1 st Bar Person(5 hours)	\$100 (duration)
	2 nd Bar Person(5 hours)	\$100 (duration)
	3 rd Bar Person(5 hours)	\$100
	Maximum Cost	\$945

**The use of Stockton SLSC bar persons is optional.
If required please indicate on hall hire agreement form.**

Extended Hall Hire: \$50 for hall + \$30 each bar staff member per hour or part thereof

Function Description	Cost	<u>NOTE: STRICTLY NO ALCOHOL</u> is to be consumed on the premises during these types of functions.
Conferences / Seminars / Staff Training	\$200 1 st day \$100 per day after	
Council	\$100 per day (8hours)	
Sport/Health (yoga, Meditation etc.)		



Please post this section to Stockton SLSC Function Centre attention to Kevin and Margaret Jackson PO BOX 29 STOCKTON NSW 2295 with the deposit/bond.

PLEASE MAKE THE DEPOSIT/BOND OUT TO STOCKTON SLSC

I agree to these Conditions of Hire

Hirer to sign -

Print Name -

Date of Hire -

Nature of Function -

Approx. Number attending -

Stockton SLSC Bar Person/s required – Yes No

Less than 30 require 1 bar person, 30-99 requires 2 bar persons & 100 and above requires 3 bar persons. Bar staff are for 5 hours. If you require the bar staff beyond this time an extra charge of \$30 per hour.

Approx. Start Time -

Approx. Finish Time -

Name of Contact Person -

Address -

Contact Telephone Number -

Email Address-

Office Use Only

\$200 Bond Received

\$500 Hall Hire Received 1 week prior to event

\$145 Cleaning Fee Received 1 week prior to event