



# STOCKTON SURF LIFE SAVING CLUB INC

## ***HIRER TO PRINT and RETAIN***

Hirers are to enter into an agreement with Stockton Surf Life Saving club Inc. (herein 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 EVENT CENTRE ARE UTILISED BY THE CLUB FOR THE BENEFIT OF THE HUNTER COMMUNITY**

#### **1. BOOKINGS and BOND/DEPOSIT**

- All hirers are requested to lodge a bond with the Club, to be paid when submitting the "Agreement of Hire" form.
- The full amount of the bond will be returned to the hirer within 14 days of the event, 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 event, which exceeds the initial bond paid, the hirer will be issued with notice of the excess fees for damage.
- Tentative bookings are kept for a maximum of two [2] weeks from the date of the initial booking. Dates will once again become available after the two [2] weeks.

#### **2. SMOKING**

Stockton SLS Club is a '**Non-smoking**' venue for all the interiors, balcony and within four [4] metres of the building entrance – **Smoking Laws 6 July 2015 Commercial Outdoor**. Smokers may use the great outdoors **BUT** please dispose of cigarette butts responsibly.

#### **3. RESTRICTED EVENTS**

- The building may not be hired for any illegal purposes.
- The building shall not be hired for 18th birthday parties OR "combined 18th" birthday parties.
- The building shall not be hired for any events advertised over the internet or through social media.
- 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 event room accommodates up to 100 people seated at tables, or up to 140 people standing comfortably for such events as cocktail style events.

#### **5. DURATION of EVENT**

- All events must have a set start and finish time at least one [1] week prior to the event as stated in the "**Agreement of Hire**"
- For all social events, 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.

- An additional charge of \$50 for hall + \$30 per hour for bar staff applies every one [1] hour, or part thereof, above the six [6] hours if additional time is required. This must be organised at least one [1] week prior to the event.
- The latest time the event room can be utilised is 12:00am [midnight] from Monday to Saturday and 9:00pm on Sundays.
- Meetings, conferences, seminars are subject to negotiation with the Event Centre Manager (herein after called the "**MANAGER**")

## 6. CLEANING

The cost for cleaning the Event Centre is an additional fee to the hiring fee. The Hirer is required to observe the following:

- i. Cleaning fee is \$220 and is not negotiable.
- ii. Whatever the hirer brings onto the premises must be removed at the end of the event, unless otherwise organised with the Manager. Stockton SLSC is not responsible for private property left on the premises before, during or after a private event.
- iii. The event centre cleaner is only responsible for cleaning toilets, floors, bar/kitchen area and general cleaning of the surf club grounds.
- iv. All excess garbage must be removed at the end of the event.
- v. An extra charge will be incurred if the event centre cleaner has to clean glasses, remove table decorations/cloths, remove chair covers etc. **This will be charged at an hourly rate.**
- vi. Use of the following is **NOT PERMITTED: drawing pins, sticky tape, nails, adhesive materials or blu tack to display signs or attach decorations.** Eyebolts around the pelmet of the hall are available for this purpose.
- vii. 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 event.

## 7. SECURITY

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

## 8. CLUB BAR and SERVING of ALCOHOL at PRIVATE EVENTS

- The Club's Licensee is directly responsible for ensuring that all laws relating to the **Responsible Service of Alcohol** are adhered to (see Event Management for further details).
- Unconsumed alcohol, if provided by the hirer, remains the property of the Hirer, however at the agreed closing time of the event, it shall be secured by the bar staff in the Club's cool room for collection by 9:00am the following day.
- No alcohol is to be taken away at the end of the event due to the **Responsible Service of Alcohol laws.**

- 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.
- The refund will be a percentage of the cost of the keg to the Stockton SLSC.
- Alcohol may only be consumed within the Event Centre hall or adjoining balcony. Alcohol must **NOT** be taken out of the Event Centre door, the main entrance stairway, onto the carpark, surrounding parkland or the beach.
- Under the **Responsible Service of Alcohol laws**, the Clubs' bar staff has the right to refuse service to any guest if deemed necessary.
- 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.
- "Last drinks" will be called 30 minutes prior to the agreed finish time of the event, with the bar closing 15 minutes prior to the agreed finish time.
- All music to cease 15 minutes prior to the agreed finish time.

## **9. HIRED EQUIPMENT**

- All hired equipment delivery and removal is the sole responsibility of the Hirer. Storage of certain equipment after the event may not be possible due to other bookings.
- Equipment can be delivered and removed from the club between the hours of 9:00am and 4:00pm Monday to Saturday. If removal is required on a Sunday, arrangements must be made with the Event Centre Manager.
- There are strict guidelines for the use of candles within the club premises to meet Fire Regulations. Please contact the Event Centre Manager for these guidelines.

## **10. EVENT CENTRE EQUIPMENT and SETUP AVAILABILITY**

- The Event Centre Hire includes the use of the hall, 97 chairs, 10 round tables with a diameter of 1.8m, the kitchen area, the balcony and the use of the bar as described in Section 8 above.
- The Event Centre is available between the hours of 9:00am and 4:00pm Monday to Saturday for event setup. The Event Centre is available one [1] day prior to the date of the event **ONLY** if there is no other event being held on the previous day.

## **11. 21<sup>ST</sup> BIRTHDAY PARTIES – SPECIAL RULES**

The club reserves the right to reject an application for the hire and also cease immediately an ongoing event, if the Hirer is unprepared to meet any of the following requirements

- i. 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 event.
- ii. A maximum of 100 guests, by formal invitation only, and no "open", "word of mouth" or "word of web" invitations.
- iii. The Hirer is to employ Professional Security guards for the duration of the event with a ratio of one [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

- o To confirm a booking, please send a money order, cheque or cash in the amount of \$200 to P O BOX 29, STOCKTON NSW 2295, by EFT to Stockton SLSC, BSB 650000, A/C 963935108, putting 'HALL HIRE + Surname' in the Description field. This will be returned to the Hirer within 14 days of the event.
- o The Event Centre Hire fees **MUST** be paid in full one [1] week prior to the commencement of the event.

### 14. EVENT CANCELLATION

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

#### STOCKTON SLSC EVENT CENTRE HIRE COSTS

Number of Guests	Event Particulars	Costing
Less than 30	Hall hire (6 hours)	\$500
	Cleaning Fee	\$220
	1 <sup>st</sup> bar person (6 hours)	\$150
	<b>TOTAL</b>	<b>\$870</b>
30 to 99	Hall hire (6 hours)	\$500
	Cleaning Fee	\$220
	1 <sup>st</sup> bar person (6 hours)	\$150
	2 <sup>nd</sup> bar person (6 hours)	\$150
	<b>MAXIMUM COST</b>	<b>\$1,020</b>
100 to 140	Hall hire (6 hours)	\$500
	Cleaning Fee	\$220
	1 <sup>st</sup> bar person (6 hours)	\$150
	2 <sup>nd</sup> bar person (6 hours)	\$150
	3 <sup>rd</sup> bar person (6 hours)	\$150
	<b>MAXIMUM COST</b>	<b>\$1,150</b>

***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***

Event Description	Cost	<b>NOTE:</b>
<b>Conferences/Seminars/ Staff Training</b>	\$220 –per day or part thereof	<b><u>STRICTLY NO ALCOHOL</u></b> Is to be consumed on the premises during these types of events
<b>Council</b>	\$100 per day (8 hours)	
<b>Sport/Health (Yoga, Meditation etc)</b>	To be agreed based on market hourly rate for local community assets	



Please return this section to Stockton SLSC Event Centre  
**ATTENTION:** Director of Club Services,  
 clubservices@stocktonsurfclub.com.au  
 with the deposit/bond paid by Direct Deposit

I agree to these Conditions of Hire and details of hire below:

<b>Hirer Signature</b>	
<b>Print Name of Hirer</b>	
<b>Member of Stockton SLSC</b>	<b>Yes or No</b>
<b>Date of Hire</b>	
<b>Nature of Event</b>	
<b>Number attending</b>	
<b>Start time</b>	
<b>Finish time</b>	
<b>Contact person name</b>	
<b>Contact address</b>	
<b>Contact phone number</b>	
<b>Contact email</b>	
<b>DJ or Live music planned (details)</b>	
<b>Number of bar staff required</b>	<b>Nil or 1 or 2 or 3</b>
<b>Bond paid date</b>	
<b>Hall hire paid date</b>	
<b>Cleaning fee paid date</b>	
<b>Key pickup date</b>	
<b>Key return date</b>	
<b>Event Tracking Number</b>	<b>e.g. HH2017mmdd</b>

*Less than 30 attendees you will require 1 bar person, 30 to 99 requires 2 bar persons and 100 and above requires 3 bar persons. Bar staff are for 6 hours. If you require the bar staff beyond this time an extra charge of \$30 per hour applies*

**OFFICE USE ONLY**

<input type="checkbox"/>	<b>\$200 Bond</b>	<input type="checkbox"/>	<b>\$500/\$220 Hall Hire received 1 week prior to event</b>
		<input type="checkbox"/>	<b>\$220 Cleaning fee received 1 week prior to event</b>