



# Long Reef Surf Lifesaving Club Inc

ABN: 78 012 537 376

Incorporated (Y 07311-44)

P.O. Box 214  
Collaroy  
NSW 2097

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Web: www.longreef.com

## Hall Hire Terms And Conditions

*Last revised: 14<sup>th</sup> November 2007*

### **1. CONFIRMATION OF BOOKING**

- 1.1. To confirm the date you have booked we will require payment of 100% of the Hall Hire fee and a signed copy of the acceptance of "Terms and Conditions" within 14 days of your tentative booking being made. If payment or the acceptance is not received within 14 days, the room may be released.
- 1.2. The committee expressly reserves the right without ascribing any reason, to refuse to accept any booking or to cancel any booking already made and to refund any deposit paid on account, if considered to be warranted and the committee shall not be deemed to be an acknowledgement and acceptance by such person of the conditions and stipulations contained in these terms and conditions.

### **2. PAYMENTS**

- 2.1. All payments including deposits can be paid by either cash in person or by sending your cheque/s or credit card details to:

Hall Hires  
Long Reef Surf Life Saving Club  
PO Box 214  
Collaroy NSW 2097

The balance of the hall hire payment including security/damage deposit, as well as a signed copy of the *Acceptance Of Terms & Conditions* is required at least 14 days prior to the event.

Enquires to: Kristie Thomas 0407 780 078 hallhires@longreef.com

### **3. PRICES**

- 3.1. The following prices apply per function.

Function Recipient	Cost per Function	Security/Damage Deposit
Club Member – personal use	\$250	\$500
Club Member 18 <sup>th</sup> /21 <sup>st</sup>	\$350	\$500
Members direct family	\$350	\$500
<b>General Public Use and 21st</b>	<b>\$500</b>	<b>\$1000</b>
General Public 18 <sup>th</sup>	Not permitted	

Direct family refers to a members immediate family, being their own children, brothers, sisters, parents & grandparents.

### **4. FUNCTION TYPE/USE OF THE HALL**

- 4.1. The hirer must state the type of function that is to take place and shall not utilise the premises for any other purpose and shall use only the portion of the premises for which the agreement states and approval has been granted.
- 4.2. The club committee considers **18<sup>th</sup> and 21<sup>st</sup> birthday parties** to be high-risk due to previous problems with damage to the premises etc. For this reason the following additional requirements apply:

- 4.2.1. The hall is only available to active club members for 18<sup>th</sup> Birthdays;
- 4.2.2. All such hires must be approved by the committee;
- 4.2.3. The party must be strictly by invitation only;
- 4.2.4. Expected number of guests must be advised in the hall hire request
- 4.2.5. It is recommended that Security always be provided however it is required for all parties with more than 100 guests
- 4.2.6. The local police (Dee Why) will be notified.
- 4.3. The hirer shall not assign or sublet the premises during the hire.
- 4.4. The hirer is responsible for the behaviour of all attending and undertakes that in connection with the use of the premises will not permit any disorderly or offensive behaviour.
- 4.5. The club's AV and stereo equipment is not accessible for Hall Hires, it is requested that hirers organise their own sound system/music and AV equipment when required.
- 4.6. Nails, staples, screws or any other fastenings are not permitted to be driven into or attached in any way to the walls, furniture or fittings nor should adhesive tape or blue tac be utilised on the walls.
- 4.7. The hirer is responsible for applying for any function licence required under the Liquor Laws.
- 4.8. The hirer is responsible for complying with the requirements of the Theatres and Public Halls Act, Dangerous Goods Act, Noise Pollution Act and the regulations thereunder or any other relevant Act or regulation that applies to the premises hiring.
- 4.9. Hall hirers with approved full access may access the main hall, kitchen, bathrooms, courtyard and barbeque area. These are the only areas that the hall hire key will provide access to.
- 4.10. Under no circumstances is any club or non-club member permitted to enter the Long Reef gear storage area or use any form of rescue equipment during an agreed hall hire. Failure to comply with this will result in disciplinary action (club members) and/or face criminal prosecution.
- 4.11. The bar may be made available during the hire upon special request where possible. Please discuss this request with the honorary secretary well in advance of your function.

**5. SECURITY/DAMAGE DEPOSIT & CLEAN UP:**

- 5.1. All hirers are required to provide a Security/Damage deposit which will be held by the Club as security against non adherence to the terms and conditions of the agreement and primarily for damage to Club property or failure to return the clubhouse (courtyard and external areas included) and facilities to a clean and tidy state and remove all rubbish associated with the function from the premises by the agreed time.
- 5.2. The deposit includes a \$200 cleaning bond which will be forfeited in the event the premises, both internal and external, are left in an unclean, unswept or untidy condition unacceptable to the Club Representative.
- 5.3. The hall must be swept and mopped DO NOT HOSE OUT THE HALL (hosing would cause extensive damage), the courtyard must have all debris removed (including cigarette butts) and all function associated rubbish must be removed from the premises. In addition, the areas surrounding the Clubhouse must be free of function related debris (including full removal of broken glass).
- 5.4. Function organisers are financially responsible for any damage sustained to their property, or that of Long Reef Surf Life Saving Club during the function. If damages occur, additional fees over and above the security/damage deposit may apply.
- 5.5. The full deposit may be forfeited if damage occurs or the facilities are not left in an acceptable condition. The hirer can apply in writing to the Club's Management Committee for a partial refund of the deposit if they believe that they should be entitled to a refund. This committee meets once per month and will notify the hirer of its decision in writing following its next meeting.
- 5.6. The deposit will be returned to the hirer following satisfactory inspection of the facilities and return of the keys within 24 hours of the function to the representative of Long Reef SLSC.

**6. COMMENCEMENT & VACATING OF HALL:**

- 6.1. The hirer agrees to begin the function and vacate the function at the scheduled times agreed upon. Should the function go beyond the agreed finishing time Long Reef Surf Life Saving Club may impose a charge up to that of the security/damage deposit.
- 6.2. The regular time for vacating the Hall and leaving it in a clean and serviceable state is **8.00am** the morning following the function. This may be extended by prior written agreement only.

**7. INSURANCE:**

- 7.1. It is the customer's responsibility to take out their own insurance for all items belonging to them for the period of, before, during and after the function. Public Liability insurance cover of a minimum of \$5 million dollars is required for regular hall hirers and anyone utilising the hall for money making purposes.

**8. SMOKING:**

- 8.1. Due to health regulations and government legislation there is a non-smoking policy in all function rooms. Smoking is permitted only outside the building and cigarette butts are to be disposed of responsibly.

**8.2. ACCEPTANCE OF TERMS & CONDITIONS**

I have read and agree to all conditions of hire of the Log Reef SLSC Clubhouse:

**Name:** \_\_\_\_\_

**Membership Type:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **P/CODE:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Function Type:** 18<sup>th</sup> 21<sup>st</sup> Other Birthday/Meeting/Wedding/Other: \_\_\_\_\_ (please specify)

**Area Required:** Hall, Courtyard, Kitchen, BBQ (please circle)

**Security will be provided** YES/ NO

**Estimated Guest Numbers** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tentative Booking Taken By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Function Start Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Function Vacate Date:** \_\_\_\_\_ **Time: 8.00 am**

**Deposit Amount Required (Cash/Cheque/Credit Card):** \$ \_\_\_\_\_

**Hall Hire Amount Required (Cash/Cheque/Credit Card):** \$ \_\_\_\_\_

**Total Amount Received:** \$ \_\_\_\_\_

**Credit Card Payment Slip**

Credit Card Details:  Visa  Mastercard

Name on Card: .....

Card Number: \_\_\_\_\_ Expiry Date: \_\_ / \_\_

Amount: \$ ..... Signature: ..... Date: .....

To confirm the above bookings, please forward this page together with full payment to:

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