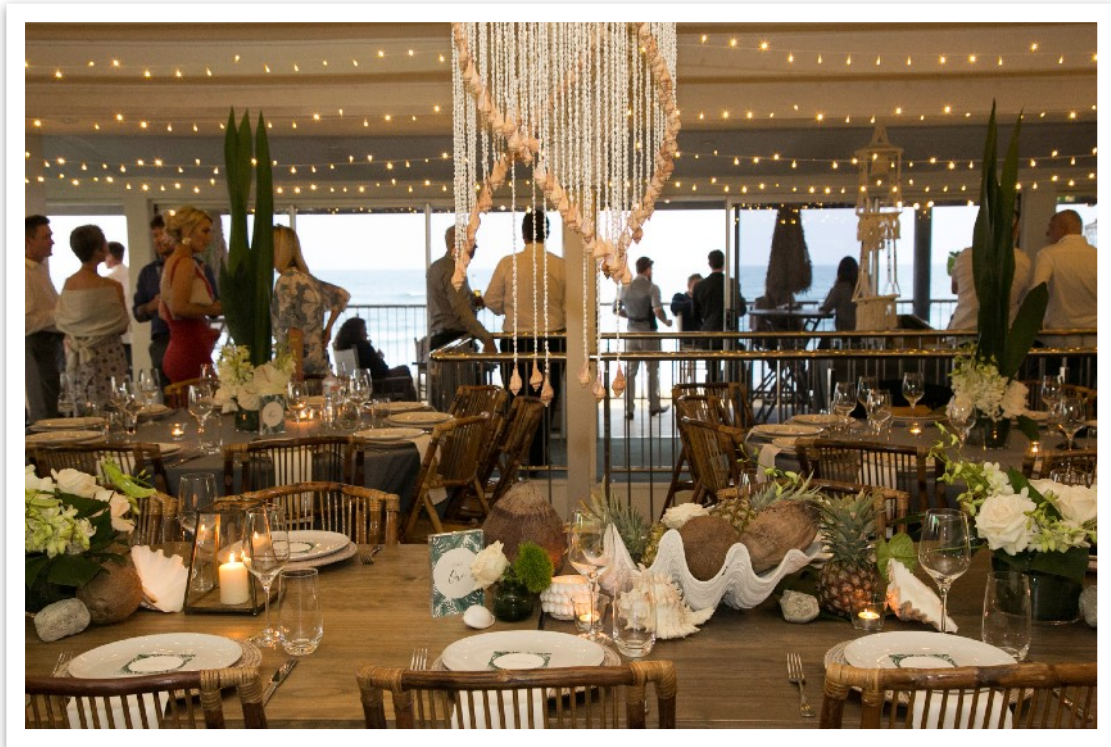


## FUNCTION HIRE INFORMATION PACK



Thank you for your interest in hiring the Lennox Head Alstonville Surf Life Saving Club. Located on the first floor of the surf club, and offering incredible views over Seven Mile Beach, our venue is the ideal location for your upcoming event. With a capacity to seat up to 80 people, or 100 for canapé style functions, this great space can be hired to host events such as weddings, birthday parties and anniversaries, Christmas parties and conferences.

Following are the terms and conditions regarding the room's hire. We ask that you retain these for your reference and return the completed and signed Agreement Form on the final page along with the required payment in order to finalise your booking. This agreement can be emailed to our functions co-ordinator at [functionslennoxsurfclub@gmail.com](mailto:functionslennoxsurfclub@gmail.com).

All proceeds from the hire of this venue are utilised to provide a safe beach for the community and its visitors. Please note our Club does NOT accept bookings for birthday parties or similar for anyone 21 years or under and retains the right to decline any application to hire without providing a reason.

## **GENERAL INFORMATION FOR THE HIRER**

### **1. AVAILABILITY**

Function Hire is only available on Friday and/or Saturday nights.

Bookings outside of these times are subject to availability and at the club's discretion.

Please check the online calendar, located on our website, for availability, or email our functions co-ordinator at [functionslennoxsurfclub@gmail.com](mailto:functionslennoxsurfclub@gmail.com)

### **2. HIRE FEES**

	<b>General Rate</b>	<b>Patrolling Member Rate</b>	<b>Security Bond</b>
<b>Friday Function</b>	\$1,200.00	\$500.00	\$1,000.00
<b>Saturday Function</b>	\$1,200.00	\$500.00	\$1,000.00
<b>Friday (setup)/Saturday Function</b>	\$1,800.00	\$750.00	\$1,000.00

All hires, whether general or patrolling member, must also pay a \$1000.00 security bond.

If you require the venue for set up, dropping off gear, stocking fridges etc on the Friday before your Saturday function, you MUST book the combined Fri/Sat package. Use of the venue on the Friday will not be allowed if a Saturday only function has been booked. Note this combined package is only available for Saturday functions. Friday functions are not able set up the day before as the venue is utilised for regular classes on Thursdays and is therefore unavailable.

### **3. PAYMENTS**

A deposit of 50% of the above fee is required to secure your booking, with the final 50% due one month prior to your event. The security bond is payable one week prior to your event and refunded in the following week, following an inspection of the venue.

The security bond is payable in full one week prior to your event. If the contract is followed and the hall is left in the same condition, the full bond will be returned to you after the function. Please provide account details on the booking form to allow the prompt return of your bond via direct deposit.

The preferred method of payment is by electronic transfer of funds to our bank accounts, details of which are below:

Account Name: **Lennox Head Alstonville SLSC**  
BSB: **082 522**  
Account No: **827 950 039**

#### **4. WHAT'S INCLUDED IN THE HIRE**

The hire of our venue is a dry hire , meaning you hire the venue space only. The following is available and included in the hire of the premises:

- Full use of bar facilities including five door glass fridge and glass washer
- Use of commercial kitchen including oven, dishwasher and microwave
- Tea and coffee making facilities including small urn and limited coffee cups
- Up to 14 wooden rectangular trestle tables (1800mm x 750mm: seats 6-8)
- 80 chairs (black fabric with metal frames)
- balcony furniture including 4 large keg tables with metal stools
- full clean prior to your event, including glass doors and windows overlooking the verandah.

#### **5. WHAT'S NOT INCLUDED IN THE HIRE**

The following is NOT included when hiring the venue and must be provided by the hirer:

- any crockery, cutlery, glassware and any other items required for service or presentation of your food and drinks
- bar and wait staff
- speakers, audio visual or amplification equipment
- after function cleaning – it is the hirer's responsibility to leave the function area as they found it, including wiping down surfaces, sweeping the floor and removal of all rubbish to the downstairs bins.

#### **6. THIRD PARTY HIRED FURNITURE AND GOODS**

Any hired items must be removed/collected on the night of the function, or by 8am the following morning (with prior permission and dependant on use of the space the following day). The club is not liable for any theft or damage to any items left on the premises during or after the function.

#### **7. SUPPLY OF ALCOHOL AND LIQUOR**

All alcohol and drinks must be supplied by the hirer. If liquor is being sold at your function, then a function license must be obtained from a court 6 weeks prior to event. A function licence is NOT needed if you are simply providing and serving alcohol, and not selling. RSA requirements (as detailed at the end of this agreement) must be adhered to under both sets of circumstances.

## **8. CONDUCT WITHIN THE CLUB AND ITS ENVIRONS**

The Hirer is to take all reasonable steps to ensure that no antisocial behaviour occurs.

We kindly request that all guests be considerate of nearby dwellings, parking only in authorised areas, and that they leave the Club in a quiet and orderly manner.

All music MUST cease by 11PM. No exceptions!!

## **9. DECORATING OF THE CLUB**

Tables and chairs supplied by the club are to be arranged by the hirer and then packed and returned to their original locations by the hirer/decorator. If the hirer is not using the supplied tables and chairs then it is the hirer's responsibility to relocate these tables and chairs to the adjacent meeting room and return them to the function room at the conclusion of their function (please advise function co-ordinator if this is the case so that the meeting room can be unlocked during set up). Please note that should tables and chairs not be returned to their original configuration, a fee of \$100 will be deducted from your security bond.

The hirer may contract a third party to assist with decorating and set up, however they MUST also adhere to the Club's terms and conditions as set out in this hire agreement.

The use of adhesives, hooks or pins on the walls, floors or ceilings, to affix decorations is NOT permitted. Please only use hooks that are currently there.

The use of confetti, flower petals or sparkling objects is NOT permitted.

Candles may be used but must be contained in holders that allow no wax to drop on tables or floors and must not leave heat marks on furniture.

No surf club decorations/honour boards etc are to be removed for functions.

## **10. CLEANING**

The Club must be left in a clean and tidy state following your event, with all furniture returned to its original locations. Any need for extraordinary cleaning, including sanitisation, will be charged accordingly and deducted from the security bond at a rate \$100 per hour.

## **11. SECURITY**

The hirer is responsible for ensuring that all doors to the Club are securely locked at the end of the function and that all guests have left the premises by midnight – NO EXCEPTIONS! Keys are to be left inside the club, in an agreed area, when hirer is ready to leave.

## **12. SMOKING**

Smoking is NOT permitted anywhere within the Lennox Head Alstonville Surf Lifesaving Club buildings. This includes the outside deck areas! If you require a smoking area for your guests, it must be set up downstairs, outside the club, and the hirer is responsible for providing suitable vessels for disposal of cigarettes and the like and this must be cleaned and removed by the hirer at the end of your event.

## **13. CANCELLATIONS AND REFUNDS**

Cancellations must be made in writing and emailed to the functions co-ordinator at [functionslennoxsurfclub@gmail.com](mailto:functionslennoxsurfclub@gmail.com)

Please note that as per the conditions of hire, your initial deposit of 50% is a non-refundable payment. Any payments made over and above this initial deposit will be refunded so long as the notice of cancellation is received more than one month before your function date. Cancellations made with less than one month's notice will not be refunded!

In the event that your function is cancelled due to uncontrollable changes to the COVID regulations, refunds will be issued at the discretion of the club after discussions with the hirer.

The Security Bond is payable 7 days prior to your function date and will be refunded within 14 days after the event following inspection of the premises, or upon notice of cancellation. Please ensure you have provided your correct bank details on the booking form to allow for the prompt return of these funds.

## **14. ANIMALS**

Animals are not permitted within the Club under any circumstances.

## **15. INSURANCE FOR YOUR EVENT**

It is the hirer's responsibility to take out their own insurance for all items belonging to them for the whole period of the hire of the facility. The club accepts no responsibility for any injury or damage sustained to any person or property associated with the hire of the club premises.

## **RESPONSIBLE SERVICE OF ALCOHOL**

1. Persons under the age of 18 will not be served alcohol. Proof of age may be requested. It is also against the law for any guest to supply alcohol to anyone under the age of 18.
2. Service will be refused to anyone who breaches signs of intoxication and as per RSA regulations, they will be asked to leave the premises.
3. Entry will be denied to anyone who is already intoxicated.
4. Guests who knowingly supply alcohol to guests who are under 18 or who have been denied service by the bar staff will no longer be served and will be asked to leave the premises.
5. In accordance with Responsible Service of Alcohol and our Club rules, the service of double strength spirits is not allowed.
6. Anyone in charge of serving alcohol must hold a current NSW RSA licence and must have this licence with them at the function.



**PLEASE READ THE FOLLOWING CAREFULLY  
THEN COMPLETE AND SIGN THE ATTACHED BOOKING FORM**

**Bond will be forfeited if any of the following are not adhered to-:**

**GENERAL CONDITIONS OF HIRE**

1. The kitchen/bar is to be thoroughly wiped down and left clean and tidy.
2. Stove, inside and outside, to be left clean.
3. Hall floor must be swept at the end of the function.
4. Tables and chairs must be packed and returned to their original position.
5. The Hirer must vacate any equipment/furniture/decorations at the end of the function
6. Bins provided are to be emptied into the bins outside, which are located on the south side of the building.
7. Smoking is **NOT ALLOWED** on the premises (including the veranda area).
8. All music must cease by 11pm.
9. The surf club must be vacated by midnight.
10. The hirer agrees to indemnify, save and hold harmless the Lennox Head Alstonville Surf Lifesaving Club for any claim, demand or action by a third party arising out of a breach of this Agreement and/or the Hirer's regulatory and statutory obligations.

**COVID-19 CONDITIONS OF HIRE**

11. We are a COVID Safe Venue and the hirer must complete and submit a COVID safety plan to the Lennox Head Alstonville Surf Life Saving Club, which has been approved by NSW State Government. Plans can be found at <https://www.nsw.gov.au/covid-19/covid-safe#industry>.
12. All up to date COVID restrictions, current at the time of your event, must be adhered to by the hirer and their guests, including all rules around total guests, dancing, seating and live music restrictions. It is the hirer's responsibility to keep up to date with these rules and they must be addressed and followed as per the hirer's COVID safety plan.
13. The hirer assumes complete responsibility for the adherence to these regulations and/or any fines or repercussions surrounding non-adherence to these rules.
14. All attendees must sign into the surf club using the QR code supplied by the Surf Club. If unable to sign in, a physical list must be kept for a period of 28 days after the event. This list must be supplied to the club immediately following your event.



# LENNOX HEAD ALSTONVILLE SURF LIFE SAVING CLUB

## FUNCTION HIRE BOOKING AGREEMENT

DATE OF FUNCTION: \_\_\_\_\_

HIRE OPTION:  Friday Function only  
 Saturday Function only  
 Friday set up/Saturday function package  
 Other \_\_\_\_\_

TYPE OF FUNCTION:  Wedding  
 Birthday Party Please specify age \_\_\_\_\_  
*(please note we do not take bookings for 18th's or 21st's)*  
 Other Please specify \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

ARE YOU A CURRENT PATROLLING MEMBER OF OUR CLUB? YES / NO

APPROX NO. OF GUESTS: \_\_\_\_\_

I, \_\_\_\_\_ *(Print name)* have read, understand, and agree to comply with the Conditions of Hire as set out in the document provided to me. I note that my booking will be held in kind for a period of 7 days from when the invoice issued by the club, and that if the deposit is not received within this timeframe, that the club will release this date on their calendar.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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PLEASE PROVIDE YOUR ACCOUNT DETAILS FOR THE REFUND OF YOUR BOND:

NAME: \_\_\_\_\_

BSB: \_\_\_\_\_

ACCOUNT NO: \_\_\_\_\_

*Please return this signed document via email to [functionslennoxsurfclub@gmail.com](mailto:functionslennoxsurfclub@gmail.com)*