



Scarborough Wombarra Surf Life Saving Club

ABN 41 120 412 951

PO Box 306, Thirroul NSW 2515

TERMS AND CONDITIONS OF FUNCTION ROOM HIRE

The following terms and conditions apply to the hire of the Scarborough Wombarra Surf Life Saving Club (*SWSLSC) Function Room and must be agreed to in writing by the hirer as part of the Hire Agreement.

Hours of Function Room Hire

Monday to Friday 7am – 5pm

Saturday 7am – 6pm

Sunday 7am – 5pm

Uses

The hall is available for any type of event (except 18th or 21st birthdays) to current committee or patrolling ('active') members.

The hall is also available to members of the public for any type of event (except 18th or 21st birthdays) or businesses** for training/education and/or personal health/well-being classes. Examples include mental health, staff training, professional courses, or yoga. Please note that no alcohol is to be served during training/education/health events.

Please note: The hall is NOT available for 18th or 21st birthdays, or any events/parties after 6 pm.

Pricing

Please note that all prices are inclusive of GST.

Rental Period	Active SWSLSC Member	Non-Member/Business**	Minimum Deposit	Bond
Up to 2 hours	Free Training Event: No Charge Paid Training Event: \$100 Social Event: \$250	\$400	\$100	\$500
3-5 hours	Free Training Event: No Charge Paid Training Event: \$250 Social Event: \$250	\$400	\$100	\$500
5 hours +	Paid Training Event: \$250 Social Event: \$350	\$400	\$100	\$500

Recurring events (e.g., weekly rental for four weeks or more): the applicable cost will be reduced by 50%. After the 4th week, if there has been no cleaning costs or other inconvenience to the Club, the fee may be taken from the bond, providing the bond is topped up regularly and does not fall below \$250.

Vetting and decision

All applications for hire should include the hours requested, the purpose of the rental, and the expected numbers that will attend. Agreement to any booking will be made by no less than two Committee members, including the Club President.

Deposit

Once an application is approved, a \$100 deposit is required to hold the booking date. A booking is not secure until the Deposit is paid and a completed Function Room Hire Agreement is emailed to info@swslsc.com.au and accepted by the Club. A copy of the Function Room Hire Agreement can be found at the end of this document.

The deposit taken will be deducted from the total booking fee. Please note that if a cancellation occurs within 14 days of the booking, any deposit paid is non-refundable.

Bond

A \$500 bond is to be paid before all bookings, no later than 14 days before the event date.

The bond is refundable and will be returned on inspection, within ten business days after the event.

The Club will take before and after photos for their reference. All hirers are responsible for leaving the hall, kitchen, and toilets as found, and any necessary cleaning must be undertaken immediately after the event, i.e., the same day as your booking. Any cleaning required following your booking will be taken out of the bond, potentially leading to the forfeiture of the full \$500.

In the event of damage to the building, surrounding areas, fittings, or contents, the Hirer will be responsible for the full cost of any replacements and/or repairs. Additionally, if the supplied Club key is not returned, a \$75 fee* will be taken from the Bond.**

Use of the Facility

A key, which opens the security gate and glass sliding door, will be available on the day of hire from a nominated Scarborough or Wombarra residential address. The key is then to be returned to the same address, on the same day, at the conclusion of your event.

The hirer is responsible for ALL guests and attendees. The hirer will ensure that no disorderly or unlawful conduct occurs.

The hirer will, whilst on the premises, abide by any directives of the SWSLSC Committee.

The SWSLSC Committee reserves the right to ban and/or have any person or group removed from the premises where the person has caused, or is likely to cause, injury or damage to other people or property.

The hirer agrees to be respectful to the neighbouring residences and passing public, and will ensure that noise volumes are kept at a reasonable level due to the close proximity of our neighbours.

Under **NO** circumstances will the premises be made available for 18th or 21st birthday celebrations.

Under **NO** circumstances are the premises to be sub-leased to a third party.

Unobstructed access must be maintained at all exit doors throughout the hire.

If the Function Room curtains are soiled, cleaning fees will apply and be taken out of the bond.

No Smoking or Vaping

SWSLSC is a strictly non-smoking and non-vaping venue, and the hirer agrees to abide by this policy and any other associated Council Regulations.

Licensing and the Service of Alcohol

A Responsible Service of Alcohol policy applies at all times when alcohol is being served during your event. The hirer is not to sell alcohol at the function, nor is alcohol to be taken from the premises during the period of hire. The hirer is responsible for the responsible consumption of alcohol, and no person under the age of 18 is to be served or allowed to consume alcohol on the premises.

For catered events requiring the use of kitchen equipment other than the refrigerators, licensed caterers must be used. The hirer must ensure that any licensed caterer booked forwards a copy of their Public Liability insurance to the SWSLSC Committee via info@swslsc.com.au at least seven days before the event.

Care of the Premises

No decorations are to be fixed to walls, windows, honor boards, or plaques without the consent of the SWSLSC Committee.

The premises and the facilities must be left in a clean and tidy condition before vacating the premises.

The hirer must ensure that all food scraps, empty drink containers, and rubbish have been taken off-site or placed in council bins at the front of the surf club, with clean bin liners replaced in all indoor bins.

At the end of the event, all decorations are to be removed, all lights and other electrical equipment switched off, any kitchen equipment used to be washed, dried and stored in its original place, and all windows and doors locked.

No fireworks, chemicals, or flammable or toxic materials are to be brought onto the premises.

All items left on Club premises after the event may be removed and disposed of at the discretion of the SWSLSC committee.

The hirer will ensure that all children on the premises will be supervised at all times by a responsible adult.

SWSLSC will not be held responsible for the theft of or damage to, the property of the hirer or their guests.

Music and Noise

Music and noise are to be restricted to a reasonable level at all times during your event, with no live bands allowed to perform within the vicinity of the premises.

Breach of the Agreement

The SWSLSC Committee reserves the right not to approve an application or to cancel the agreement at any time, for any breach of policy and procedures. The failure to comply with the requirements of this agreement will be regarded as a breach of the agreement, giving the SWSLSC the right to sue for recovery of any amount due or to cancel all future bookings.

Security

The hirer must provide and pay for 'licensed' security if this is deemed necessary by the SWSLSC Committee.

Notes

* SWSLSC is an abbreviation of Scarborough Wombarra Surf Life Saving Club.

** All businesses must hold their own business insurance so they are covered for any injury on site.

*** Council keys are a specialty item.

**The following pdf booking form is interactive.
Simply complete, save document and email to info@swslsc.com.au**



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FUNCTION ROOM HIRE AGREEMENT

ONCE YOUR APPLICATION HAS BEEN APPROVED, PLEASE COMPLETE AND EMAIL TO info@swslsc.com.au

Event Date: _____ Event Description: _____

Hours of Use: _____ until _____ Estimated Number of Guests: _____

Seated or Standing: _____

Catering Details: _____

Alcohol to be served: ☐ Yes ☐ No

Audio Visual Equipment Required: ☐ Yes ☐ No

Entertainment Details: _____

☐ I have read, understand, and agree to the above `Terms and Conditions of Hire`.

☐ I understand that it is my responsibility to inspect the premises prior to booking my event to ensure that it suits my needs.

☐ I agree that the facility will not be used for any purpose other than as stated above.

☐ I understand that my bond will be returned to my nominated bank account within ten business days of my event date, provided I have met the above "Terms and Conditions of Hire".

Name of Hirer: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____

My Nominated Bank Details for the Refund of My Bond

Account Name: _____ Bank: _____

BSB: _____ Account number: _____

All payments, including deposits, hire fees, and the bond, must be paid to the following bank account.

Please note that no payments are to be made until an invoice has been issued.

Account Name: Scarborough Wombarra SLSC Inc.

BSB: 641 800

AccountNumber: 200931065

Reference: Please include your invoice number, surname, and the date of your event.