



THE FITZROY SURF LIFESAVING CLUB FUNCTION FACILITY

TERMS AND CONDITIONS –

HIRE OF PREMISES

A Booking fee of a minimum of 50% of the facility hire cost must be paid at the time of confirming the booking of the facility.

Please also complete and present the Application to Hire Form at this time. This booking fee will be deducted from your final payment.

Once confirmed only 50% of the booking fee will be refunded if cancellation is given 6 weeks or more prior to date booked. If within 2 weeks of the arranged booking date there is no refund. Notice in writing shall be given of all cancellations, change of bookings and times, otherwise all hire charges will be payable.

The facility hire charges (including bar prices) may be altered at the discretion of the Fitzroy Surf Lifesaving Club.

Payment of hire facility must be paid on the night of the booking.

If you require to set up the day before you will be charged an extra \$50.00 hire for that day.

HIRE CHARGES ARE AS FOLLOWS:

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BAR FACILITIES

The Fitzroy Surf Lifesaving Club Facility has a fully licensed bar and is licensed until 12 midnight, we also provide our own bar staff.

All drinks including beer, spirits and all non-alcoholic drinks must be purchased through the Fitzroy Surf Lifesaving Club facility bar. **There is strictly no BYO.**

It is against the Fitzroy Surf Lifesaving Club Rooms Hire Policy to allow Hirers to provide their own alcoholic refreshments. Corkage fee will be charged per bottle for any alcohol bought onto the premises, Please note that any hirers will be charged \$4.00 per glass that is broken at a function.

Right of entry; in relation to the sale of liquor act VIII section 151–172 all the conditions as set out in the act must be obeyed by persons on the premises. The bar manager is required to comply with all rules set out in the Sale of Liquor Act and therefore can refuse service and entry to any person/s that do not comply with those conditions.

User will have to pay \$63.00 cost of obtaining a special liquor license to allow for private use of the bar. With last drinks served at 12 midnight; drink up time expires 12.30am. (Allow 2 weeks to get Special License) not refundable if hireage is cancelled

Bar prices may be altered at the discretion of the Fitzroy Surf Lifesaving Club at any time. Should this occur, updated price details will be supplied to all parties who have confirmed booking at the facility.

FURNITURE

Please note that hirers are responsible for setting up the facility for their function. The facility has approximately 50 chairs and 6 tables available for use as well as 3 trestle tables.

Due to functions being organized on successive nights any hired equipment and/or decorations must be removed from the facility before 9am the day following your hire.

Please note that all hired equipment is the responsibility of the hirer.

Under no circumstances are function room chairs and tables to be taken outside. We have on request outside furniture that can be used if required.

Please note that all hired equipment remains the responsibility of the hirer. The club takes no responsibility for any hired equipment (or ensuring its return).

DISCONTINUATION OF ACTIVITIES

If the facility is hired for an evening function, activities must cease no later than 12.30am and the facility vacated as soon as possible after this time.

The management of the Fitzroy Surf Lifesaving Club reserve the right to terminate any agreement pertaining to hire of the facility for whatever reason, if at any stage they feel as though it is detrimental to the facility for the activity to continue.

No refund will be given in these circumstances.

At the end of the evening please ensure that no personal items are left in the premises, as we cannot be held responsible for any items that may be left on the premises or mislaid.

Any band or juke box must stop playing at 12 midnight. (This is due to our license hours and also we are in a residential area)

DECORATIONS

No decorations are to be fixed in the club rooms without the approval of the club. This includes the use of staples, bluetak, cello tape or any other such product designed to affix objects. Should decorations be fixed without approval a fee may be charged by the club to cover the cost of damage to the facility.

It shall be the responsibility of the hirer following the conclusion of each function to carefully remove their decorations. Repair costs for damage left by hirers due to decorations (i.e. staples, damaged paintwork etc) will be charged to the hirer.

NO GLITTER TO BE USED AT ALL IN THE CLUBROOMS

ALTERATIONS / ADDITIONS

The hirer shall not cause or permit the driving of nails, screws or bolts into floor, walls or any other part of the building or the interface with or alteration to the structure of the building or fitting in any way by addition, alteration or attachment of fittings or fixtures.

ADDITIONAL POWER AND LIGHTING

No hirer is to install additional power or lighting in the club rooms. The hirer shall ensure that all lights and power switches are switched off upon vacating the premises.

SOUND SYSTEM

Please note that the club is not provided with a sound system.

CATERING

Under the new regulations the hirer must provide food for the guests.

Caterers are requested to leave the kitchen in the same condition as when they arrived. Please advise caterers that all catering equipment brought into the facility must be removed on the day of hire.

If the kitchen facility is left in a state which is deemed unacceptable by the Fitzroy Surf Lifesaving Club, cleaning costs will be charged to the hirer.

DAMAGE TO CLUB ROOMS OR FIXTURES

Any damage to the club rooms or fixtures shall be notified immediately to the Fitzroy Surf Lifesaving Club Functions Manager by the hirer who will be held responsible to the Fitzroy Surf Lifesaving Club for the full value of such damage.

CLEANUP

Clean up of the Fitzroy Surf Lifesaving Club, must be completed before 10.00am Sundays during the months October to March, due to other commitments in the club rooms. Outside these months clean up must be done by 12 midday.

SMOKING

The inside of the facility and foyer area is totally SMOKEFREE. The outside areas can however be used by smokers.



Fitzroy Surf Life Saving Club Function Venue Booking Form

Name: _____

Address: _____

Contact Person: _____

Phone (day): _____

Phone (night): _____

Fax: _____

Date(s) Required: _____

Type of Function: _____

Start Time of Function: _____

Finish Time: _____

No of Guests: _____

Other Details: _____

Acknowledgement: I, _____, hereby acknowledge that my/our use of the Fitzroy Surf Life Saving Club's venue is subject to compliance with all the attached Conditions of Use and that I/we agree to comply with all such Conditions of Use. **I/we further agree to inform guests attending the function that these is strictly no BYO for alcohol.** Note: The club reserves the right to shut down any function where the Conditions of use are being breached by those attending the function.

Signed: _____ Date: _____

Note: Please attach your cheque as payment of the venue deposit when returning this from.