



Conditions of Venue Hire

Multi-function venue (Main Hall Weekdays)

1. The Venue Hire Manager or Board of Directors of Floreat Surf Life Saving Club Inc (the "Club") reserve the right to reject any application submitted.
2. **If any function is found to not be as declared in the Application Hire Form, all monies including the bond will be forfeited immediately and the Hirer acknowledges that it shall have no recourse against the Club.**
3. The hirer acknowledges that the premises are hired on an 'as is' basis. Whilst the Club will endeavour to provide the premises in a satisfactory condition for the purposes of the hire, the hirer acknowledges that the premises are a multi-use club facility and that the Club will not be liable for any condition associated with the premises or its equipment that do not meet the hirer's specific needs.
4. Functions involving a high level of participants (greater than 40%) over 12 years of age but under the age of 25 years require the Hirer to engage at least two (2) licensed security personnel for function supervision in addition to all other conditions of hire unless specifically agreed otherwise by the Hall Hire Manager in writing. The Club reserves the right to eject the Hirer and all guests at its absolute discretion at any time and without recourse to monies paid or bonds retained should it consider it to be in the best interests of the Club, its property, and/or the well-being of function attendees.
5. The Hirer will be invoiced by the Club 30 days prior to the function date. The fees are to be **paid in full** on receipt of the invoice.
6. A minimum bond of **\$500.00** is required for all functions over 5 hours and **\$250.00** otherwise. The Floreat Board or Venue Hire Manager at his/her discretion may request an additional bond amount above the standard minimum bond.
7. Provided there is absolutely no damage to the premises or Club equipment; the function is as declared in the Application Form; and (as deemed in the absolute discretion of the Club) there is no additional cost of cleaning or deduction required for non-compliance with this agreement, the bond will be returned within **14 days following the function**. Additional cleaning will be charged at **\$100.00** per person per hour. The costs for the repair of damage will be as charged by the Club. Acceptance of these conditions will also be an acknowledgment that the bond will be held on the Club's credit card facility until its full or partial refund.
8. The hirer must agree to a Club appointed cleaner to restore the premises to a state that is acceptable by the Club. The minimum cleaning costs are **\$250.00** (inc. GST) in addition to the hire fee. The hirer accepts the responsibility for packing away the tables and chairs and bulk items from the main hall, bar and kitchen areas to allow the cleaner to clean all areas unobstructed. The cleaner will also clean the carpeted areas if they are

- excessively soiled beyond the Club acceptable standards. This additional steam cleaning will be deducted from the hirer's bond.
9. Notice of cancellation of the booking must be given no less than 1 month prior to the agreed hire date and 75% of the hire fee will be refunded. The Venue Hire Manager must confirm all applications for cancellation in writing.
 10. The Club premises, car park and garden areas are to be returned to the same condition as they were prior to the function, specifically:
 - a. Tables and chairs stacked in the designated area.
 - b. Function chairs are to be stacked in lots of seven (7) and the tables in an orderly fashion and in the designated chair storage room as indicated prior to the function.
 - c. All rubbish is to be cleared and bins emptied into the council collection bins situated in the driveway area north of the building.
 11. All breakages and damages including lost keys or access card must be reported. Repairs or replacement will be charged to the hirer. **All repair costs in addition to the bond will remain and be to the full account and responsibility of the hall hirer.**
 12. All lights are to be turned off at the conclusion of the function and other switches are not to be tampered with. The oven and other kitchen utilities, except the kitchen fridges, are to be turned off. The glass door bar fridges are to be switched off and one door left open for aeration.
 13. The kitchen is for the express purpose of food preparation and distribution and the serving of coffee, tea and soft drinks and is not to be used for any other purpose.
 14. Liquor may generally only be sold under the provision of an Occasional Liquor Licence, which is the hirer's responsibility to obtain.
 15. Keys and access key fob for admission to the building are to be obtained from the Venue Hire Manager by arrangement prior to the function. Keys and key fob must then be returned to a Club nominated officer by 09:00 AM the day after the function or by prior arrangement.
 16. Entry to the hall is acceptable after 12 noon on the day of the function or by prior arrangement, however, it must be understood that the premise is primarily a Surf Club and normal Life Saving activity must not be impeded in any way. During the Surf Season members may still be present until 5.00 pm but will co-operate where possible.
 17. **The hirer is responsible for leaving the premises in good order, locking and making secure the premises by setting the alarm and leaving the building in a clean and respectable condition.**
 18. **Decorating of the hall may only occur if the requirements have been specifically agreed with the Venue Hire Manager, but under no circumstances are nails etc. to be used or anything stuck to painted surfaces or the ceiling. All decorations must be fully removed at the completion of the function.**
 19. Club Honour Boards, displays, photos etc. must not be interfered with. The type of decoration intended must be made clear on the Application for the Venue Hire.
 20. Members of the Club Building Committee reserve the right to attend any function to ensure the building is being used in the correct manner and the conditions of hire are being adhered to.
 21. The areas being hired consist of the main hall, kitchen, toilets, balcony and foyer and under no circumstances are other areas to be entered into or Club equipment interfered with.
 22. Hire of the venue is subject to the provisions of the Local Government Act and the Club's lease with the Town of Cambridge.
 23. The Hirer must have the premises in a clean and tidy manner, as prescribed, by 8.00 am of the morning following the function. A charge will be made after this time at the discretion of the Venue Hire Manager for late cleaning.

24. **Smoking is NOT permitted in the building or within the Club grounds/perimeter.** Evidence of smoking, regardless of attribution, will result in an automatic deduction of \$250 from the bond. The Hirer acknowledges that the Club is not required to specifically provide such evidence. Persons wishing to smoke may do so only outside the full Club perimeter. The Club is a Healthway's sponsored venue.
25. Car parks in the close vicinity of the Clubrooms must be kept glass and rubbish free and this will also be the responsibility of the hirer. Evidence of glass and rubbish within the Club grounds will result in an immediate deduction of \$250 from the bond. The Hirer acknowledges that the Club is not required to specifically provide such evidence.
26. The hall hirer will be responsible for the supply of dishwashing detergent, tea towels and washcloths, cutlery, crockery, glasses, jugs, tablecloths and food warmers if required. Please Note: Toilet paper, hand soap and paper hand towels are provided.

By payment of the required deposit, I acknowledge that I have read and understood the Hall Hire Terms & Conditions. I accept full responsibility of any action that may result from non-compliance with these Conditions of Hire and agree that monies may be freely added to my Hire fee or deducted from my Hire bond for non-compliance.

[Email: hire@floreatslsc.com](mailto:hire@floreatslsc.com)

Floreat SLSC Hall Hire Conditions, May 2020