



Bungan Beach Surf Life Saving Club Incorporated

CONDITIONS OF HIRE

Under the terms of the Club's lease of the premises from Pittwater Council, all hirers must comply with the following conditions. Bookings will not be considered firm until an **Application to Hire** form has been completed and all fees and bond monies are received.

1. The payment in advance of a **\$1000 Bond** which will be forfeited in the event of any non-adherence to the following conditions and in the event of the key not being returned within 24 hours of the hiring.
2. This payment includes a **\$100 Garbage Removal Bond** which will be forfeited in the event of any of the hirers' garbage not being removed from the premises at the conclusion of the hiring. Garbage is not to be left in the bins immediately outside the Clubhouse or located on the Council's reserves.
3. The payment also includes an advance of a **\$200 Cleaning Bond** which will be forfeited in the event of the premises, either or both internal and external, being left in an unclean, unswept, untidy condition. The kitchen and BBQ areas must be returned to their original state by the end of the function, if not an additional cleaning fee will be charged. Any items left at the Club for collection after the function has finished must be clean. Collection must be completed prior to 10am the following morning.
4. The payment of the agreed **Hiring Fee will be in advance and as determined upon application.**
5. The hirer will provide a certificate of currency in evidence of **Public Liability Insurance cover of a minimum Five Million Dollars** (regular hall hirers and those using it for money making purposes only).
6. The hirer is responsible for the cost of making good any damage, howsoever caused, to the premises, both internal and external, furniture or fittings, arising out of or in the course of the period of hire. Nails, screws or any other fastenings must not be driven into or attached in any way to the walls, floors, furniture or fittings nor adhesive tape used on the walls. Bungan Beach members take pride in their Club's history. Photographs, trophies and plaques feature around the clubhouse walls. We appreciate that your function is a very special occasion for you and ask when decorating the premises please be respectful of the Club's history and memorabilia.
7. The hirer must state the type of function that is to take place and shall not use the premises for any other purpose and shall use only that portion of the premises for which approval has been granted.
8. The hirer shall not assign or sublet the premises as hired.
9. The hirer is responsible for the behaviour of all attending and undertakes that in connection with the use of the premises and will not permit or suffer anything to be done which is disorderly or offensive.
10. The hirer is responsible for the setting up and return of all tables and chairs.
11. The hirer is responsible for applying for any function license required under the Liquor Laws. If alcohol is to be served, a holder of a current Responsible Service of Alcohol certificate must be present and responsible for same.
12. 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.



13. The hirer acknowledges that the premises must be vacated at the prescribed time but no later than 12:00 midnight on the night of the hiring. Events which go *later than 10.00pm* will be subject to a Caretaker Callout fee of \$100.00.
14. The Management Committee of Bungan Beach SLSC 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 liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
15. The Management Committee of Bungan Beach SLSC advises that the premises are only let on the prescribed conditions in these rules and the payment by any person for such hire and the issue to any person by or on behalf of the Committee of any receipt, shall be deemed to be an acknowledgement and acceptance by such person of the conditions and stipulations contained in these terms and conditions.
16. I have been advised of parking restrictions at the Clubhouse and agree to allow no more than 10 (ten) vehicles, including vehicles servicing the event (caterers, disc jockey, etc.), to park on the grassed area adjacent to the Clubhouse on its southern side.
17. I agree to circulate notification of Parking Restrictions and Considerations document to all guests attending the event as nominated herein.
18. I acknowledge that the upstairs area only is available for use and will make every effort to ensure that no guests enter the downstairs area which is for Club Members/Life Saving operations only.
19. **Music/noise:** Although live bands, juke boxes, DJ's etc. may be permitted upon negotiation, music must not be excessively loud and must cease by 11.00pm at the latest. Our neighbours are close so we reserve the right to shut off the power at any time if these rules are broken.
20. **Cancellations:** For cancellations made 90 days before the event – 100% refund of deposit. Bungan Beach SLSC will not be held responsible for any compensation in respect of any cancellation due any unforeseen circumstances that may render the premises unsuitable Where the booking is made within 90 days of the event, AND the cancellation is made BEFORE 14 days of the event - 50% of the deposit will be refunded. For cancellations made within 14 days of the event - NIL refund will be granted.
21. **Bungan Beach SLSC is a non-smoking venue.**
22. NO persons under the age of 18 are allowed to consume alcohol on the premises. NO alcohol is to be brought onto the premises without prior agreement with the Bungan Beach SLSC Management Committee due to licensing regulations. Forfeit of part or all of the bond (at the discretion of the Management Committee) can result if this rule is breached. Bar staff supplied for the function must hold their RSA (Responsible Service of Alcohol certificate).
23. **Security:** Hirers with more than 50 people attending must employ a qualified security guard unless approved otherwise by the Management Committee. ***Function attendee numbers must not exceed 100 in total.***
24. I have contacted Bungan Beach Surf Life Saving Club's Booking Officer and made a tentative booking for the date required. I acknowledge that I have two weeks to submit this written application for hire.
25. The bond will be retained for 7 days after the function and/or until any cheques have been cleared. The cost of any stains on the carpet that require professional cleaning and any other damage caused to the club inside or outside areas (including all furniture) will be deducted from the bond.
26. The club accepts no responsibility for loss or damage to personal property or be held responsible for any injury occurring in or around the club premises.
Please note that tentative bookings may automatically expire after this two-week period.



Bungan Beach
Surf Life Saving
Club Incorporated

PO Box 715, Newport
NSW 2106
Club House Telephone: (02) 9979-5097
ABN 63 391 106 437

I, the undersigned, have read and understood the above
Conditions of Hire and agree to abide by same.

I attach bond monies and Application Form as required.

Signed:

Name: __/__/20__ (Date)

PLEASE RETURN ALL PAGES TO THE CLUB. YOU WILL BE SENT A COPY AND ACCESS
INSTRUCTIONS UPON
APPROVAL OF YOUR APPLICATION.



PAYMENT

Please make cheques payable to 'Bungan Beach SLSC Inc.'

Electronic payments can be made directly into our **Commonwealth Bank account:**

BSB: 062205 Account number: 901362

Please clearly indicate function name when you lodge, eg "Griswold wedding".

SCHEDULE OF FEES

(As at 1st January, 2019)

Hours of Booking	Non-member	Active Member*
1-2	\$400	TBE
3-4	\$600	TBE
5-6	\$800	TBE
7-8	\$1000	TBE
9-10	\$1200	TBE
Holding Fee (wedding wet weather back up)	\$300	TBE
Bond	\$1000	TBE
Call out fee (If lock up is after 10:00 pm)	\$100	TBE
Garbage fee (to be refunded when Club appropriately cleaned at end of function)	\$100	TBE
Cleaning Bond (to be refunded when Club appropriately cleaned at end of function)	\$200	TBE

* Patrolling and financial member of Bungan Beach SLSC for a minimum of three years or Associate Member of long standing.

N.B.

1. All functions must be completed and all guests vacated the premises by midnight.

2. There is a Caretaker call-out fee of \$100 for events which finish after 10.00pm.

3. The Management Committee of Bungan Beach S.L.S.C. reserves the right to vary as deemed appropriate.

4. No bookings will be accepted for 18th birthday parties. 21st birthday parties by negotiation only.



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Equipment	Number Available	Needed for Function (Yes/No)
<i>Trestle Tables (183x 75 mm)</i>		
<i>Chair</i>		
<i>Glasses</i>		
<i>To be Competed</i>		

Correspondence should be addressed to:	Office use only
The Venue Manager	Deposit Received
Bungan Beach SLSC Inc	Bond Received
PO Box 715,	Hire fee Bond Received
NEWPORT NSW 2106	Cleaning Received
	Bond Refunded