

AUSTINMER SLSC INC

Function Centre
PO Box 3018, Austinmer NSW 2515
Phone: 0416 165 353
ABN 57 984 732 704



Terms & Conditions of Hire

Bookings

When an initial enquiry is made at the Austinmer SLSC Function Centre, your preferred date will be tentatively held for 14 days, after which time the date will become available for other reservations.

The **cost to hire** the function centre is **\$1400** which includes pre and post cleaning, glassware, table and chairs, and where possible, access to the club on the day prior to your function for set up. Included in the hire fee is a **\$400** refundable **bond**. Additional costs are for bar staff, depending on the number of guests attending your function.

In order **to secure the hire** of the function centre, you will need to complete the booking details form and forward the **initial deposit payment of \$500** (cheque/money order should be made payable to Austinmer Surf Club).

Please note, cancellations of bookings are non refundable.

Payment

Final payment is required a minimum of 3 days prior to your function date.

You will be contacted by the Function Manager the week prior to your event to total up the final amount owed, as well as to make arrangements for a meeting to handover money and keys. The final total owed will exclude the initial deposit.

A condition of hiring Austinmer Surf Club for your function is you must hire our approved bar staff. For guest numbers of **80 or less**, a **minimum of 3** bar staff are required. For functions with between **80 and 120 guests** you require a **minimum of 4** bar staff. For functions with **120 guests or more**, a **minimum of 5** bar staff are required. This ensures your function runs smoothly for both you and your guests. Cost of hiring staff will be discussed at time of enquiry/confirmation.

Damage and conduct

The function centre does not take responsibility for any damage or loss of hired items before, during or after your function.

When decorating the function centre, there is to be no use of pins, nails or paint removing tape. No flower petals, rice, confetti or table sprinkles are allowed inside or out. The use of candles is permitted; however please ensure wax does not drip onto any surface. Should wax drip or be spilt on the carpet a portion of your bond will be withheld to allow for the cost of removal of such. The cost of any damage to walls or fixtures will also be taken from the bond money. Loss of bond will also occur should there be excessive red wine spilt on the carpet.

Austinmer Surf Club Functions Manager
PO Box 3018, Austinmer NSW 2515
Phone: 0416 165 353

Current as at December 2010

AUSTINMER SLSC INC



Responsible Service of Alcohol (as required by law)

All of our staff are trained in the responsible service of alcohol and signage is displayed on the premises to indicate this.

Proof of age is to be provided on request and refusal of service if not supplied.

Intoxicated persons will be refused admission and service and if abusive will be asked to leave the function.

Please note our bar staff are not responsible for any duties with regards to catering. Your caterer will need to supply adequate staff until all food services are completed (i.e. table clearing, cleanup and pack up).

General

Austinmer SLSC Function Centre does NOT supply any alcohol or any other beverages. These must all be provided by the hirer.

No keg facilities are available. Bottled or can beer only.

Basic glassware is available for up to 150 guests (i.e. wine glasses, champagne flutes and highballs).

The furniture available, and included in the hire fee, is 11 x 1800 dia (seats 10) 3 x 1500 dia (seats 8) round tables, as well as 5 rectangle trestle tables 1800 x 750 (750 drop), together with white folding chairs.

ASLSC does not provide crockery, cutlery, or linen.

The **latest time** your function can run to is 1am. However, depending on the time your function starts and the duration, at the conclusion of your function there is a period of 1/2 hour where last drinks are served, music turned off and lights on. All guests must vacate the premises within this 1/2 hour or additional costs will be incurred.

For example, if your function runs from 6pm to 1am, this means that last drinks are served at 12.30am with music off and lights on at this time. All guests must then vacate the premises by 1am or additional costs will be incurred. All personal belongings must be removed immediately after the function is finished.

No responsibility will be taken by the venue should items be left behind.

The bond is returned upon inspection of the function centre at the completion of the event. However, Austinmer SLSC Function Centre reserves the right to withhold all or part of the bond money should there be any damage or additional cleaning required (i.e. vomit, food/wine stains on carpet, wax on carpet or other damage etc).

In the event that you wish to have balloons at your function, these must be weighted and not released inside the function room under any circumstances. Should any balloons become entangled in the fans or released to the ceiling, there will be an automatic forfeit of the bond.

Austinmer SLSC Function Centre supplies a recommended suppliers list (i.e. caterers, music, decorators etc). We ask that all suppliers liaise directly with the Function Manager in relation to set up, access etc. There are limited kitchen facilities as well as strict rules that suppliers must adhere to.